

29th ENANGRAD – 2018

1st ENANGRAD JUNIOR

PAPER SUBMISSION GUIDELINES

1. The Scientific Coordination of articles dealt with in this regulation has been assigned to the Teaching and Research Department, which, in consultation with Angrad's Presidency, builds the scientific coordination team and invites coordinators and assistant coordinators for each thematic area.
2. Research work submitted to the 1st ENANGRAD JÚNIOR - National Junior Meeting of Undergraduate Programs in Administration – is accepted in the form of Articles that cover the following thematic areas:

- 1 Public Administration, Government and Third Sector
- 2 Entrepreneurship, Startups and Innovation
- 3 Teaching, Research and Teacher Training in Administration
- 4 Strategy
- 5 Organizational Studies
- 6 Finance
- 7 People management
- 8 Marketing
- 6 Operations and Logistics
- 10 Social and Environmental Sustainability
- 11 Information Technology

- 2.1. Thematic areas are explained on ANGRAD's website, which contains the DESCRIPTORS and detailed information on the most appropriate fields of knowledge and subjects for each thematic area.
- 2.2. Area Coordination may reclassify articles and refer them to areas deemed more appropriate.

2.3. The number of articles approved for presentation in each thematic area is defined according to the number of articles submitted to each area that have been approved in terms of quality by the evaluation process.

3. ARTICLE FORMAT

Articles submitted to the 1st ENANGRAD JUNIOR must be formatted as follows:

3.1. File type

3.1.1. Articles must be submitted in PDF format, free from any safety restrictions.

3.2. Page format

Paper size: A4 (29.7 cm x 21.0 cm).

Layout: portrait

Margins: upper 3 cm, lower 2 cm, left 3 cm, right 2 cm.

3.3. Font and Body text

Arial, size 12.

3.4. Spacing

Simple space (between characters, words, lines).

3.5. First page content

3.5.1. Name of the thematic area to which the article is submitted for evaluation.

3.5.2. Articles that lack area identification will not be accepted.

3.5.3. Article title must be capitalized.

3.6. Second page content

3.6.1. Abstract in form of a single paragraph (containing a maximum of 250 words).

3.6.2. Keywords (maximum of 3).

3.7. Content of the following pages

3.7.1 Articles must contain **at least 10 pages** and **may not exceed 15 pages**.

3.7.2 The quantity of pages mentioned in item 3.7.1 do not take into account the two pages mentioned in items 3.5 and 3.6.

3.7.3 Illustrations, graphs, tables, figures, references, annexes, appendices and the like need to be contained in the quantity of pages defined by item 3.7.1 and must comply with ABNT 14724 standards.

3.8. Languages

3.8.1 Papers may be written in either Portuguese or Spanish.

3.8.2 Articles written in Spanish should include an abstract and keywords in the language used.

3.9. File size

Articles need to be submitted in **PDF** format at a maximum size of 5Mb. Articles over 5Mb are automatically rejected by the system.

3.10. Originality

Only previously unpublished articles are accepted for publication.

3.11. Citations and References:

- 3.11.1. Citations should be inserted in the body text, including the author's last name, publication date and page number (when applicable), according to the author-date system described by the ABNT NBR10520 standard.
- 3.11.2. The full references of the author(s) cited are presented in alphabetical order at the end of the text according to the ABNT NBR6023 standard.

4. AUTHORS

- 4.1. Articles must be written by (regular or technological) undergraduate students, former students currently taking courses (proof required) or students who completed all course credits in 2017. Exceptionally, if an end-of-course assignment or scientific initiation paper has already been completed under the collective authorship of two students, insertion of two authors is granted upon submission of supporting documentation. If an article was written under the supervision of a professor or researcher, his/her name should be entered into the advisor item of the Registration System.
- 4.2. The body text, references, tables, figures, graphs or any related elements of the article may not contain any information that identifies the author or the advisor under penalty of disqualification.
- 4.3. Article content and registration information are the sole responsibility of the author and are subject to legal procedures according to the Brazilian legislation.
- 4.4. All articles selected for presentation will be published digitally in the online Congress Proceedings of the 1st ENANGRAD JUNIOR.
- 4.5. Publication in the proceedings fully reproduces all registration information provided by the author in the Registration System.
- 4.6. After an article was submitted, neither can its text be altered, nor may any author names be added or removed.
- 4.7. Every author may submit only one article to the 1st ENANGRAD JUNIOR.

5. ARTICLE EVALUATION

- 5.1. The Teaching and Research Department appoints a Coordinator and an Assistant Coordinator for each thematic area, who are selected among experts in the respective areas.
- 5.2. All articles are evaluated by researchers who have been previously registered in our reviewer bank.

5.3. To apply for a reviewer position, submit us your application by filling out the respective form on ANGRAD's website. Applications are evaluated by area coordinators.

5.4. If the reviewer database needs to be expanded, coordinators and their assistants designate prospective candidates chosen among scholars and professionals renowned for their outstanding scientific production.

5.5. Articles are analyzed by two or more reviewers using the double-blind peer review method (both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process).

5.6. Minimum average grade for an article to be accepted is 5.0 (five).

5.7. Cases that have not been provided for in the above paragraphs are decided by the Coordination of each thematic area.

5.8. Article evaluation criteria:

5.8.1. Abstract reflects the structure of the article.

5.8.2. Clearly stated goals.

5.8.3. Consistent use of a specific research method.

5.8.4. Logical structure and coherence of argumentation.

5.8.5. Grammatically correct writing and fluent text.

5.8.6. Citations and references meet ABNT's NBR10520 and NBR6023 standards.

6. ARTICLE SUBMISSION DEADLINE

ARTICLES may be SUBMITTED by May 21, 2018.

6.1 Articles must be submitted to www.enangrad.org.br by May 21, 2018, 11:59 p.m. Brasilia time/BRT.

7. EVALUATION RESULTS:

7.1. Authors of accepted articles are informed by e-mail. That e-mail must be answered within the stated deadline by formally accepting to PRESENT the article at the 1st ENANGRAD JUNIOR.

7.2. Authors whose articles were selected for presentation at the 1st ENANGRAD JUNIOR must register for the congress within 15 days after the announcement of the results.

7.3. Articles will only be **PUBLISHED** in the PROCEEDINGS OF THE 1st ENANGRAD JUNIOR after the authors have CONFIRMED their REGISTRATION and PRESENTED their article at the congress.

7.3.1. **Articles may not be presented by anyone else than the authors themselves.**

7.3.2. **Presenting authors of selected articles are not entitled to any type of refund if they cancel their presentation.**

Should the author of a selected article not be ready for his presentation at the time defined in the program published by the General Coordination of the ENANGRAD JUNIOR, the article will not be published in the proceedings and the author will not be allowed to submit articles to the next ENANGRAD JUNIOR.

8. REJECTION OF ARTICLES

Articles that present any of the following issues will not be accepted:

- 8.1. ARTICLE IS NOT FORMATTED ACCORDING TO ITEM 3 OF THE PRESENT REGULATION.
- 8.2. **ARTICLE DISPLAYS SOME KIND OF AUTHOR IDENTIFICATION IN THE BODY TEXT.**
- 8.3. DEADLINES STATED IN ITEM 6 OF THE PRESENT REGULATION HAVE NOT BEEN MET.

9. CERTIFICATES

The following certificates will be issued:

- 9.1. Congress Participant Certificate
- 9.2. Article Author Certificate
- 9.3. Presenter Certificate
- 9.4. Reviewer Certificate
- 9.5. Area Coordinator Certificate
- 9.6. Other certificates defined by the congress coordination.

10. AWARDS

10.1. Winning articles of each thematic area receive a Certificate of Merit, issued by the Scientific Coordination of the event.

11. PRESENTATION FORMAT

Article presentation at the ENANGRAD takes place according to the following instructions:

11.1 ORAL PRESENTATION OF ARTICLES

- 11.1.1 Maximum duration of presentation is 15 minutes, plus 5 minutes for Q&A and the following discussion.
- 11.1.2. The start and end times of the presentation need to strictly follow the distributed program.
- 11.1.3. Presentations starting late (except in cases of issues caused by the organization of the event) must be completed within schedule.
- 11.1.4. Authors are requested to arrive to the presentation room 20 minutes in advance and inform the coordinator of their arrival.
- 11.1.5. All rooms are equipped with a multimedia projector that may be used during the presentation.

12. NOTES

ENGRAD is not liable for authorship information provided at the time of submission of the article. Authors who were selected to present their articles at the 1st ENANGRAD JUNIOR are solely in charge of their accommodation, transportation and meals.

Cases that are not provided for in the present Regulation shall be solved by the Scientific Coordination, represented by the Teaching and Research Department, with the endorsement of ANGRAD's Presidency, signatories of the present Regulation.

Rio de Janeiro, February 28, 2018

Edson Kenji Kondo
Director of Education and Research

Taiguara Langrafe
President