

# 29<sup>th</sup> ENANGRAD - 2018

## 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 29<sup>th</sup> ENANGRAD – National 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 29<sup>th</sup> ENANGRAD 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).

3.6.3. Abstract (in English) in form of a single paragraph containing a minimum of 10 lines and a maximum of 15 lines).

3.6.4. 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, Spanish or English.

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

3.8.3. Articles written in English should include an abstract and keywords in Portuguese.

### 3.9. File size

Articles need to be submitted in **PDF** format at a maximum size of 5 Mb. 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. In the **initial submission form**, author(s) must inform the names of up to 04 (four) authors, together with their respective Taxpayer Registration Number (CPF). This data is required.
- 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 29<sup>th</sup> ENANGRAD.
- 4.5. Publication in the proceedings fully reproduces all registration information provided by the author(s) 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 up to 4 (four) articles.
- 4.8. Coordinators and Assistant Coordinators (mentioned in item 4.1 below) may not submit articles for evaluation in the areas they coordinate.
- 4.9. The best articles will be selected for fast track publication in scientific magazines that are partners of the event.

## 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. Should the two evaluations show a difference equal or greater than 3.0 (three) grades, the article will be submitted to a third evaluation. 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. Methodological procedures meet the goals stated in the article.
- 5.8.4. Literature review covers the main concepts and theories of the area.
- 5.8.5. Description of the data and evidence was carefully collected and organized.
- 5.8.6. Analysis and discussion adequately connect the evidence found (4.5.5) to the main theories and concepts of the literature (4.5.4).
- 5.8.7. Writing is grammatically correct, ideas are presented in a clear manner, text is objective and fluent.
- 5.8.8. Citations and references strictly comply with ABNT standards (NBR10520 and NBR6023).
- 5.8.9. Contribution to the teaching and learning process in Administration.
- 5.9.10. Article or its results may be used for pedagogical / didactic purposes.

**6. ARTICLE SUBMISSION DEADLINE**

**ARTICLES may be SUBMITTED** by May 7, 2018.

- 6.1 Articles must be submitted to [www.enangrad.org.br](http://www.enangrad.org.br) by May 7, 2018, 11:59 p.m. Brasília 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 29<sup>th</sup> ENANGRAD.

7.2. Authors whose articles were selected for presentation at the 29<sup>th</sup> ENANGRAD 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 29<sup>th</sup> ENANGRAD 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 one of the authors.**

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

7.4. 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, the article will not be published in the proceedings and the author will not be allowed to submit articles to the next ENANGRAD.

7.5. At the discretion of the general coordination of the 29<sup>th</sup> ENANGRAD, approved but unclassified articles may be invited for presentation in the form of a poster.

7.5.1. If the number of articles approved for presentation in each area has been met, the remaining approved articles may be invited for presentation in poster format, according to their ranking by grades up to a limit to be defined by the General Scientific Coordination.

## 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 trophy showing the name of the article and its area, as well as a Certificate of Merit issued by the Event Coordination.

10.2. Articles ranked at the 2nd and 3rd positions in each thematic area receive a Certificate of Merit, issued by the Event Coordination.

## 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.

## **11.2. PRESENTATION OF ARTICLES AT THE POSTER SESSION**

11.2.1 Articles that have been approved for the Poster Session need to be prepared as follows:

11.2.1.1 Size: 90 cm wide, 120 cm high. Posters should be mounted as banners equipped with tubes and a lanyard so that they may be attached to the panels.

### **11.2.2 Formatting requirements:**

11.2.2.1 - Title: capital letters, font Arial 12, bold, centralized.

11.2.2.2 Author name(s): SURNAME (capital letters), followed by first name(s) (lowercase letters), centralized.

11.2.2.3 Abstract body text: single paragraph, max. 500 words, Arial 12, justified, single spacing. Abstract need to summarize research goal(s), applied research methods, main results, and conclusions. Items such as introduction, goal(s), method, results, and conclusion must be included into the abstract body text in bold. Abstracts may not contain any formulas, graphs, figures or references.

11.2.2.4 Keywords: at least three keywords are required. They are capitalized and separated by a period.

11.2.2.5 Text structure: the header features the title of the article and the name(s) of the authors. We recommend including, in smaller print, the electronic address of the author in charge of the presentation. Text, figures, graphs, and pictures may also be added.

### **11.2.3 - Poster Display and Dismounting**

11.2.3.1 Posters selected for participation in the event need to be mounted on the panels by the authors themselves, at the venue, date and time informed by the General Coordination of the 29<sup>th</sup> ENANGRAD.

11.2.3.2 The organization allocates the panels to authors by numbering them on the date of the event.

11.2.3.3 At least one of the authors should be present at the poster exhibition site during poster presentation.

The absence of the authors at the presentation makes it impracticable to evaluate their work and to deliver them the poster presentation certificate.

11.2.3.4 Posters must be collected by the authors at the time and date scheduled in the program.

The General Coordination of the 29<sup>th</sup> ENANGRAD reserves the right to dispose of posters that were not collected on time.

## **12. NOTES**

ANGRAD 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 29<sup>th</sup> ENANGRAD 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*