

This document intends to establish and exemplify a set of mandatory rules in order to produce an acceptable article for submission, to potentially integrate the conference e-book. Not complying with these norms will result in the non acceptance of the article's submission for evaluation.

Article's Submissions Norms

eventQualia
Scientific Events Production and Management

Abstract

The Abstract should be a continuous and concise body of text (i.e., it is not possible to present an abstract organised in to topics or other similar structure) in Arial font, 12pt, 1.5 spacing and justified. Maximum number of words: 250.
Languages accepted: Portuguese, English or Spanish.

Key-words: Up to five and formatted in the same manner as the rest of the article (Arial font, 12 pt, 1.5 spacing justified). The terms selected must be separated by a semicolon (;).

Idiom:

Portuguese, English or Spanish;

Body of Text:

Maximum number of words: 7 500 - including footnotes and bibliographic references.
Should be as mentioned before, Arial 12pt spacing 1,5 and justified.

Sections:

The article may have the sections that the author desire, however these should not be numbered. If, by any reason, it is indispensable to establish a sense of order or hierarchy between the different sections, the author must use letters (for example, a. Introduction). Once again, the text has to be set to the parameters described above (Arial font, 12 pt, 1.5 spacing, justified)

Title, Authorship and Affiliation

The main title and subtitle of the article must be in Arial Font, 18 pt, align to the right and in bold. Only the main title of the article and the section's title must be capitalised, meaning if there is a subtitle to the article, this should be in small case. Author name and affiliation must be in Arial font, 12pt, spacing 1.5.

Tables, Figures and Graphics

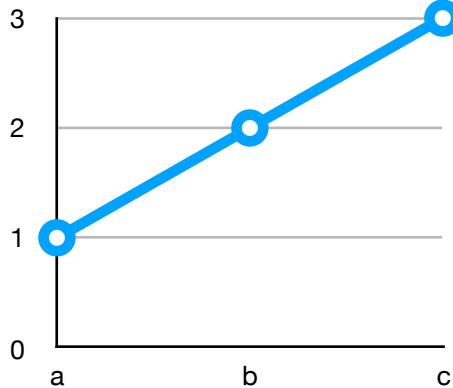
The author may resort to any of these resources, however they must all be mentioned during the article and provided an explanation for. It is mandatory that every single element like this has a title as well as a numbered caption, like in the example below for table 1, graphic 1 and figure 1. The title and the legend must be in Arial font, 10 pt and in bold.

Tables in Articles for submission

a	1
b	2
c	3

Table 1 - Example of a table for Article Submission

Graphics in Articles for submission



Region 1

eventQualia



Figure 1- EventQualia logo

Footnotes

The author may use this resource. Font should be as previously mentioned (Arial, 12 pt, 1,5 spacing).

Bibliographic References and Bibliography

The article must make the necessary references under any circumstances. The norms the authors must adopt in order to successfully submit their article are the ones defined by the 6th edition of APA. It is encouraged the use of automatic references managers such as EndNote and Mendeley, which both include up to date norms in several styles (including APA 6th).