**TITLE OF RESEARCH PAPER**

Author 1a, Author 2a and Author 3b (omitted for review)

a *Affiliation of authors 1 and 2* (omitted for review)

b *Affiliation of Author 3*  (omitted for review)

*Email of Author 1* *(omitted for review) – Insert hyperlink*

*Email of Author 2* *(omitted for review) – Insert hyperlink*

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ABSTRACT

The abstract should be a brief summary of the research paper and should not exceed 150 words. The font is Cambria Math 10-point type.

Paragraphs should be left aligned, justified and indented by 0.5 cm (as illustrated in this paragraph) without first line indent or tab stops. The text of the Abstract should be left and right indented by 1cm. The name of the speaker should be highlighted and underlined. In this example, the speaker is Author 2.

**Keywords:** 2 to 4 words separated by semicolon and first letter capitalized.

ABSTRACT

An English version of the abstract must be included.

**Keywords:** 2 to 4 words

**1. Introduction** - **Times New Roman, bold, 14**

The paper (research work carried out or in progress) should be written in Portuguese (or in English using the appropriate template). Papers should not exceed 3500 words, including the abstract, text, figures and tables.

Papers are to be submitted online via the Management Week website until March 2, 2017.

**2. General instructions** - **Times New Roman, bold, 14**

Papers must be prepared in accordance with the instructions described in this template. For the convenience of the authors, this file incorporates all the instructions. Papers should be submitted in A4 format. Top, bottom and inner margins should be 2,5cm.

All text should be justified, spacing between lines and paragraphs should be 1.15pt. Paragraphs should be indented by 0.5cm without the first line indent or tab stops. The font is Times New Roman 12-point type.

**3. Paper title, authors, affiliation and abstract - Times New Roman, bold, 14**

The first page includes paper title, authors' names and their affiliations and e-mails, and an Abstract. Vertical spacing should be ensured:

* between the title and the authors' names: 12-point type.
* between the authors' names and affiliations: 11-point type;
* between the authors' affiliation and e-mails: 6-point type.
* between the authors' e-mails and the Abstract: 24-point type.

**3.1. Paper Title** - **Times New Roman, bold, 13**

The paper title should be centred, uppercase and in Times New Roman 14-point, boldface type. Where the paper title is more than one line long, a line spacing of 1.15pt should be used.

**3.2. Authors names, affiliations and e-mails- Times New Roman, bold, 13**

Authors' names *Times New Roman* 12-point type, should include family name and surname. Authors' affiliation should be centred with a 11-point spacing using Times New Roman 10-point type font, italic. The authors' e-mails should appear below their affiliation, centred with a 6-point spacing using Times New Roman 10pt font, italic.

**4. Main sections** - **Times New Roman, bold, 14**

The titles of the main sections should be in lower case with the first letter capitalized,14pt font, bold and left aligned. There should be a 18-point blank line before a main heading. There should be a 8-point blank line after a main heading.

**4.1. Secondary sections** - **Times New Roman, bold, 13**

The titles of the secondary sections should be in lower case with the first letter capitalized,13pt font, bold and left aligned. There should be a 12-point blank line before a secondary title. There should be an 8-point blank line after a secondary title.

**4.2.1. Tertiary sections** - **Times New Roman, bold, 13pt font**

The titles of the tertiary sections should be in lower case with the first letter capitalized,12pt font, bold, left aligned and without indent. There should be a 12-point blank line before a tertiary title. There should be a 6-point blank line after a tertiary title.

**4.2.2. Headers and footnotes - Times New Roman, bold, 12**

Do not include footnotes, do not change existing footer. Header, in Cambria Math font, 9-point type, should contain page numbers to the right and paper title to the left and authors' names below the title in italic. If the title is too long, use a shortened title.

**5. Text** - **Times New Roman, bold, 14**

Text should have line spacing of 1.15pt, be left and right aligned and in Times New Roman 12pt font. The first line of each paragraph should not be indented. All the other paragraphs should be indented by 0.5cm. No blank lines should be left between paragraphs.

**5.1. Quotation** - **Times New Roman, bold, 13**

**5.1.1. Direct quotations** - **Times New Roman, bold, 12**

Direct quotations of up to 40 words should be incorporated in the text within double brackets. For longer quotes of 40 words or more, use block quotations without quotation marks, but clearly indented. They should contain the author's name, the year and the page as follows:

**Example 1:** This example shows a direct quotation of up to 40 words "It is not a matter of strengths and weaknesses, we only need to know those people" (Lança, 2012, p.37).

**Example 2:** This example shows a direct quotation of 40 words or more.

Quotations of 40 words or more should be separated from the body of the text. In this case, a left indent of 1.25cm and Times New Roman 12 pt font should be used. Include source, year of publication and page number of the quotation. (Surname, year, p. page) or the authors if they are two (Surname & Surname, year, p. page) or more (Surname et al., year, p. page).

**5.1.2. Indirect quotations** - **Times New Roman, bold, 12**

For indirect quotations one of the following terminologies should be used as shown in Example 1 above: ....*According to Lança (2012)…* or …*In 2012, Lança…*

**6.** Equations, tables, charts, figures, graphs and pictures **- Times New Roman, bold, 14**

**6.1. Equations**- **Times New Roman, bold, 13**

Equations should be centred and sequentially numbered. Numbering should be on the same line as the equation in brackets and right-aligned. Equations should be written in Microsoft Equation Editor for good legibility.

Whenever you need to refer to any equation in the text the following notation should be used: Equation (no.) For instance: “... the condition expressed in Equation (1) is only...”. Equation example:

 $t\leq 0.36d\sqrt{f\_{ub}/f\_{y}}$ (1)

No blank lines should be left before or after equations.

**6.2.** Tables, charts, figures, graphs and pictures **- Times New Roman, bold, 13**

Figures and tables should be centred in the text and numbered sequentially. All tables and figures should be placed in the text in paragraphs with a line spacing of 1.15pt. No tables or figures should be given at the end of the paper.

**6.2.1. Tables and charts** - **Times New Roman, bold, 12**

Tables should be captioned. Captions should appear above the tables text-centred in Times New Roman 11pt font. Allow one blank line above and below the table (12pt). Allow a 6-point blank line between the caption and the table. Table example:

**Table 1:** Caption

|  |  |  |
| --- | --- | --- |
| Test | *ke*.0 (kN/mm) | *FRd* (kN) |
| T1 | 75.95 | 67.02 |
| P15 | 132.00 | 80.73 |

All tables should be mentioned in the text as "Table x", e.g. Table 1 and contain the table link as in the example.

**6.2.2. Figures, graphs and illustrations - Times New Roman, bold, 12**

All figures, graphs and illustrations should be captioned. Captions should appear below the figures text-centred in Times New Roman 11pt font. A 600dpi resolution for single colour figures and a 300 dpi resolution for full colour and greyscale figures should be ensured. Allow one blank line (12pt) above the figure and another below the figure caption. There should be a 6-point blank line between the figure and the caption. Example:



**Fig. 1****:** Example

All figures should be mentioned in the text as "Fig. x", e.g. Fig. 1 and contain the link as in the example.

**7. Conclusions**- **Times New Roman, bold, 14**

The research paper should include a "final conclusions" section. The authors should comply with the style rules on research paper writing.

**Acknowledgements**- **Times New Roman, bold, 14**

An acknowledgement section may be included after the conclusions. This section should not be numbered.

**Notation**- **Times New Roman, bold, 14**

A notation list should be included. The variables should be listed in italic except for Greek capital letters which should be displayed in normal style. If necessary, draw up a notation list (unnumbered section) before the "References" section. In this case, use the following format:

|  |  |
| --- | --- |
| *B* | Width  |
| *E* | Elasticity |
| *E* | Young's modulus |
|  | Axial elongation |

**References**- **Times New Roman, bold, 14**

References are given at the end of the paper under the heading "References". This section should not be numbered. References should be in Cambria Math font (11pt) with justified paragraphs and a 1cm indent after first line.

References and quotations must follow APA standards. For the authors convenience, some of these standards are listed below:

* throughout the text, references are indicated by the author's surname and date of publication in round brackets. After the date insert the page number preceded by "p" to indicate page, e.g. (Surname, year, p. page) and "pp." for more than two pages e.g. (surname, year, pp. 20-30). In a paper with two authors use "&" between the author's surname, e.g. (Surname & Surname, year, p. page). For a paper with 6 or more authors, use the surname of the first author followed by "et al.", e.g. (Surname et al. year, p. page);
* if two or more authors are cited at the same point in the text, then they are included in the same in-text citation by alphabetical order of the first authors' surname, separated by comma, e.g. (Surname, year, p. page; Surname, year, p. page);
* if you cite two authors with the same surname, put them in alphabetical order by their first names or initials whether they are authors of the same source e.g. (N. Surname & N. Surname, year, p. page) or of different sources, e.g. (N. Surname, year, p. page; N. Surname, year, p. page);
* where an author has two publications in the same year (e.g. 2004) these are differentiated as 2004a and 2004b;
* references are listed alphabetically by the author's surname. Where there are multiple references by the same author published in the same year, these should be listed by date of publication (oldest to newest), those by the author alone are listed first and any with one or more co-authors listed subsequently;
* below are some examples of formatting styles to be used according to whether they are a book, a chapter in a book, a journal article, a dissertation/thesis, a web-based reference, etc.

Surname, N., & Surname, N. (2010). Research article title. *Journal Title*, 27(3), 48-62.

Surname, N. (2002). Paper title. In N. Surname (Org.),  *Conference Proceedings* (pp. 36-48). Braga: CIED.

Surname, N., Surname, N. & Surname, N. (2012). *Book title:*  City: Publisher.

Surname, N. (2015). *Chapter title*. In N. Surname (Ed.), Book title (pp. 102-120). City: Publisher.

Surname, N. (2014). Dissertation title: Master's degree in ..... specialising in....., Location: Name of higher education institution.

Surname, N. (2015). Page title, website title. Accessed on 2 February 2016 at http://full\_address\_of\_webpage.