

STEP BY STEP FOR ONLINE SUBMISSION

To make a **new submission**, the author will be directed to an environment with five tabs with access to each, sequentially.

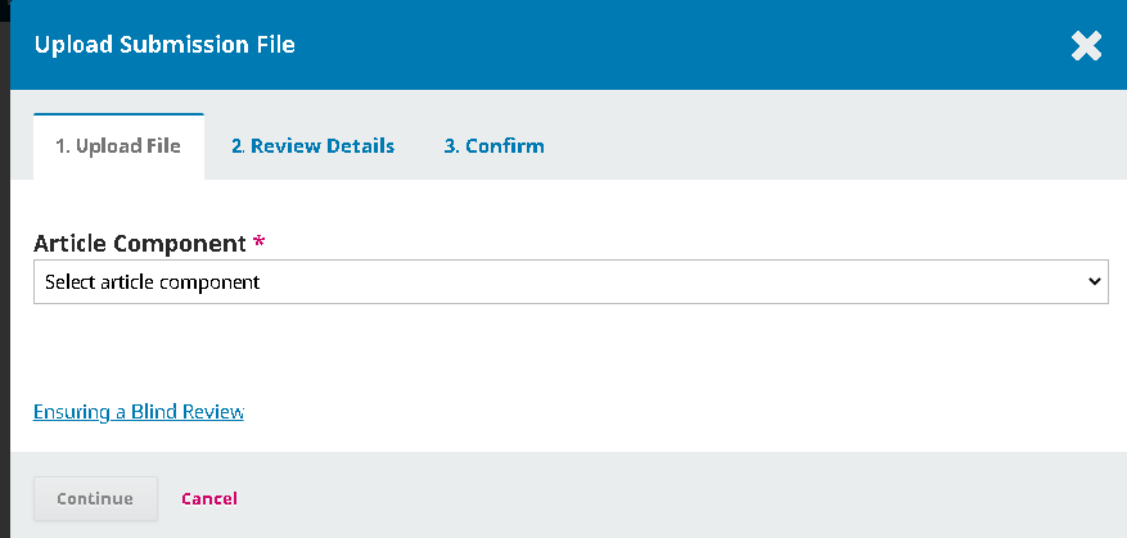
They are: Beginning, handwriting transfer, submission data, confirmation and next steps.

a) **Home**

The author must show all the information requested to proceed. All fields are mandatory, including the agreement with the terms of the Copyright Statement and Privacy Consent.

b) **Transfer of manuscript**

In this field should be included in all submission files. Clicking will show the following screen:



Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component

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In the "Components" field, the author must initially select the TEXT option and the following screen will be displayed:

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1. Upload File 2. Review Details 3. Confirm

Article Component *

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Drag and drop a file here to begin upload Upload File

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The file with the text of the paper, without the authors, must be 'loaded' to be included in the submission. After attaching and sending the file with the text, click on Continue. The metadata tab lets you include more information that you think is important about the article or change it by clicking "edit". To proceed, click "Continue".

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

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The finalization tab gives access to the inclusion of new files:

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docx
 68KB

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To add other required documents click on " Send **New**" and the initial submission screen will appear and at this point the author clicks on "Other **required** documents" and the process will be repeated.

✕
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2. Review Details
3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file
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The following supplementary documents are required when submitting the paper:

I - The **Declarations of** Authorship, Responsibility and **Conflict of Interest** (Individual Statements, where each author makes his or her statement, including the corresponding author, and all will be sent together in a single pdf. file)

II - The indication of **ad hoc evaluators**; must have at least three indications specifying the full name; institution of origin, e-mail and the link of the curriculum Lattes of the researcher;

After attaching all the files, one by one, the record is completed by clicking end the submission of the documents. You will then be directed to the page with all conference

submission files. In this field you can still change documents by clicking the blue section that appears before each document.

To proceed, click save and continue and you will be directed to the next step

c) Submission data

In this field will be included mandatory information about the paper and especially about the co-authors. The information in this field will be used in the final publication and two languages are mandatory: Portuguese/ English or English/ Portuguese, according to the Rules of preparation of manuscripts.

Each co-author will be included, including the URL of Lattes, ORCID and full summary of the biography that the author wishes to be included in the final publication. When you create ORCID in the initial registration, all this information will be included in this field automatically.

CO-AUTHORS CAN'T BE INCLUDED AFTER SUBMISSION.

Information on authorship criteria can be found in the Manuscript Preparation Standards.

d) Confirmation: in this step the authors should be aware that all the required documents were loaded correctly into the system during submission.

e) next steps: confirmation that the article has been submitted.