

PUBLIC NOTICE No 9/2022/PRPI/REITORIA-IFCE

BOARD OF RESEARCH, POST-GRADUATION AND INNOVATION

EDITORA DO IFCE PUBLISHING HOUSE – EDIFCE

CALL FOR BOOK PROPOSALS No 9/2022 EDIFCE/PRPI/REITORIA/IFCE

The Board of Research, Post-Graduation and Innovation (*Pró-Reitora de Pesquisa, Pós-Graduação e Inovação*) of the Federal Institute of Education, Science and Technology of Ceará (*Instituto Federal de Educação, Ciência e Tecnologia do Ceará – IFCE*) and the Executive Editor of EDIFCE Publishing House (*Editores do Instituto Federal de Educação, Ciência e Tecnologia do Ceará*) make this submission program public and invite all authors and organizers to apply their proposals to publish their manuscripts through EDIFCE, in an ongoing schedule (without deadline).

1. THE OBJECT

1.1. EDIFCE, through this public notice, informs that will be receiving edited original and unpublicized texts for the publishing of books in digital format (e-book), seeking to contribute to the production and dissemination of knowledge in the most diverse areas.

1.2. Edited original texts are defined as original manuscripts that are proofread by a professional in Languages or Journalism, and that are completely designed and formatted, once EDIFCE shall not be held responsible for such activities.

1.3. The original manuscripts must be submitted to the analysis and appraisal of the Editorial Board of EDIFCE as to its editorial lines, according to the policy standards of the publishing house.

2. THE AIM

2.1. This call aims at selecting original unpublished works which will be submitted to evaluation and appraisal of EDIFCE to be then published.

3. GENERAL GUIDELINES

3.1. The authors/organizers may belong whether to the internal community of IFCE (teachers, administrative staff, and students) or to the external community. Authorship can be individual (single-authored) or collaborative (co-authored).

3.2. Works must necessarily fit into any of the following editorial profiles:

I. academic: texts based on academic research data and adapted to the book format;

II. technical-scientific: works that spread scientific, technical or technological knowledge, and which do not feature an essentially didactic character;

III. didactic-pedagogical support: texts focused on supporting various pedagogical practices devised for informal and formal education environment, especially the actions of teaching, research and extension;

IV. artistic-literary: works revolving around the artistic universe in its diverse languages (performance, theater, music, dance, handicraft, popular culture manifestations, and visual arts in its manifestations such as painting, drawing, sculpture, ceramics, architecture, photography and cinema), as well as literary texts, in verse or prose, whether by Brazilian or foreign authors;

V. institutional: digital material (institutional plans, handbooks and manuals) assigned by the administrative staff of IFCE and which is in tune with the publishing house goals.

3.3. The act of submitting a manuscript indicates that authors and/or organizers abide to the rules and conditions established herein. Hence, by submitting their texts, participants adhere to all dispositions, declaring that they have read and understood the items in this document, as well as that they accept them, thoroughly and with no exemptions, and are fully aware of all details.

3.4. Works will be published in digital format (e-book) and will be available on the publishing house website (editora.ifce.edu.br).

3.5. Editing the file sent will not be allowed after submission to this public notice, except in cases solicited by EDIFCE for image quality reasons and such.

3.6. If the work is the result of a collaboration of authors/co-authors from different institutions, such information shall be detailed during submission.

3.7. Works may be submitted in foreign languages or in bilingual fashion, written in English, Spanish or French, as long as the candidate presents a proofreading statement issued by field professionals, assuring that the text had been checked both grammatically and orthographically.

3.7.1. If the author has a graduation or post-graduation degree in foreign languages (English, Spanish and French), they will need only to enclose the respective diploma.

3.8. Texts previously published or which are undergoing evaluation by another publisher will not be accepted.

3.9. The author will be held responsible for paying the ISBN – International Standard Book Number (obligatory) and the barcode fees (optional). The publishing house will take care of the e-book register with the appropriate authorities and will issue all billing notices to the author.

4. SUBMISSION OF PROPOSALS

4.1. Submission of edited original texts shall be realized through Open Monograph Press (OMP), available at EDIFCE website (editora.ifce.edu.br), under the register of a login and password for the author and/or organizer of the manuscript.

4.2. Authors and/or organizers must send the following documentation exclusively through OMP:

I. Digital version of the text, in Word format (DOC and DOCX files) or in Writer format (ODT file), elaborated by observing item 5 in this public notice and according to the Appendix I at the end of this public notice. At the event of a book that contains images (illustrations, photographs, charts, tables, graphics, infographics, or others), it is the responsibility of the applicant to include them during application in a vector file, PNG or JPG formats, with at least 300 dpi, which enables its use in the final art. Such images can be up to 10cm wide and must be inserted in the body of the text, accompanied by full title and indication of source or authorship;

II. Consent Form granting the rights over the book, its sounds and images to a third party (Appendix II);

III. Declaration of proofreading emitted whether by a Bachelor of Languages or a professional with BA in Journalism. Texts in Spanish, English and French will require an additional declaration of proofreading by a professional in that language if the author is not graduated in the respective language.

4.3 During the editorial workflow, the author will be held responsible for sending the edited text in its final version.

5. THE PREPARATION OF THE ORIGINAL TEXTS

5.1. The texts should be presented as originals, structured in book format according to the criteria established in the current ABNT norms.

5.2. Book length: each proposed work should contain at least 50 (fifty) and at most 200 (two hundred) pages, excluding pre-textual and post-textual elements, and typed on A4 size paper.

5.3. The material must be complete, which includes mandatory elements such as:

I. summary, which must be prepared according to ABNT NBR 6027, in effect;

II. references, which must follow ABNT NBR 6023, in effect. In the case of single-authored or co-authored books, the reference list must appear at the end of the work; in the case of collections of texts, each one shall bring its own reference list. In both cases, this list must be limited to the works cited;

III. normalization of notes and citations, observing NBR 10520, in effect;

IV. explanatory notes (in the number system) at the bottom of the page (footnote) in which they are mentioned;

V. indication of source for citations, obeying the author/date system (e.g.: CHARTIER, 2002, p. 64-65) or the number system (e.g. [1], [2]...), and its complete description must be in the reference list at the end of each text (collections) or at the end of the book (single or co-authored work). Only one of these systems should be adopted and standardized throughout the proposed manuscript;

VI. illustrations (figures, charts, tables, graphs etc.) inserted in the work with the complete titles, indication of the source(s) and additional notes, when necessary. The images must be in Tagged Image File Format (TIF) and in high resolution (300 dpi, at least). The use of images that do not belong to the author or are not in the public domain requires the express permission of the copyright holder. Each submitter must provide such authorization at the time of submission. Failure to comply with this rule will result in rejection of the proposal (Appendix II).

5.4 The text must undergo previous careful proofreading, certified by a professional in the field of Languages or Journalism, who will have his name duly registered in the credits of the work. During submission, the proponent must present the "Proofreader Statement" (Appendix IV) filled out and signed by the contracted professional.

5.5. The original texts must be submitted in book format. Therefore, dissertations and theses in their original version, generally made public in institutional repositories, will not be accepted. The following guidelines must be observed:

I. if the title is too long, it must be modified so that it becomes more attractive to the reader;

II. the summary must be adapted to the book format, making the chapter nomenclature appropriate for this text genre. Thus, whatever is changed in the table of contents shall also be changed in the body of the text accordingly;

III. a reference to the thesis or dissertation should not be made unnecessarily, but only in the presentation and/or introduction of the book;

IV. the methodological chapter should be reformulated and/or excluded from the structure of the book. In case it is considered necessary, it should be adapted and/or rewritten, and/or included in the presentation/introduction;

V. if the theoretical chapter is too extensive and technical, it must be rewritten, paying attention to the use of clear and objective language, in order to provide a fluent and profitable experience for the reader;

VI. research results must be included in the body of the text, for example, in the format of a descriptive report, without direct references to the thesis or dissertation;

VII. research references must be reduced, avoiding excessive technical information and bibliography, in order to facilitate the reading of the text;

VIII. only the footnotes that are essential to the understanding of the text should be kept, avoiding very long ones, so that the reading flow is not interrupted;

IX. quotations should be used in the body of the text, avoiding excesses on the same page or the use of notes, either at the end of the text or in footnotes;

X. in the procedures of beginning and ending the work, excessive metalanguage expressions should be suppressed, with no need to announce what is to come in the work or to retake what has already been stated;

XI. delete the passages in the text destined to dialoguing with the examination committee by means of adjectives, mentions, references etc.;

XII. exclude lists of figures/illustrations (maps, graphs, images, photographs), tables, charts, and abbreviations/symbols;

XIII. If the text contains appendices (material elaborated by the author(s)) and annexes (material not elaborated by the author(s)), keep them only if strictly necessary and they should be inserted directly in the body of the text, for a better understanding of the reader.

6. PROPOSALS ACCEPTANCE AND EDITORIAL WORKFLOW

6.1. The Editorial Board will issue an opinion on the proposed original work, regarding to acceptance or refusal for publication by EDIFCE.

6.2. Communication with the proponents will be made through the site of the publishing house (editora.ifce.edu.br) through the OMP system.

6.3. If the proposal is not approved for publication, all the material sent, including the original text and images, will be archived.

7. DA EXECUÇÃO

7.1. EDIFCE will receive proposals for books in continuous flow, with no deadline, for publication in e-book format.

7.2. The selected texts may be published in hard copy, with a minimum printing of 50 (fifty) copies, according to the operational and budgetary technical capacity of EDIFCE.

8. AUTHORS AND ORGANIZERS' COMPROMISE

8.1. The authors and/or organizers of the originals assume full responsibility, including criminal liability, for the originality, authenticity and uniqueness of the text and undertake to meet any claim or demand that may be presented in or out of court, questioning the copyright on the textual and iconographic material presented, exempting EDIFCE from liability for this type of demand. Likewise, they are aware that, even after approval by the Editorial Board, if there is proof of fraud or plagiarism, the selected proposal will be excluded.

9. GENERAL GUIDELINES

9.1. Authors and/or organizers who do not present the supporting documentation of the conditions established in items 4 and 5 of this document, or violate any of the rules established herein, will have their submissions rejected.

9.2. The submission of the proposed text implies the knowledge and the definitive acceptance of the rules and conditions established in this call and its appendices, of which applicants cannot claim ignorance.

9.3. In the case of false information provided by the authors/organizers, the submission will be rejected, without annulment of any applicable sanctions.

9.4. Adjustments in the work may be requested in order to better meet the visual identity and didactic criteria required by this call, within the period indicated at the discretion of the Editorial Board.

9.5. At any time, this call for proposals may be renewed or cancelled, in whole or in part, without implying the right to indemnity or claim of any nature.

9.6. EDIFCE reserves the right to resolve omitted cases and situations not foreseen in this public notice.

Fortaleza, 29th of April, 2022.

JOELIA MARQUES DE CARVALHO

Head of the Board of Research, Post-Graduation and Innovation (*Pró-Reitoria de Pesquisa, Pós-graduação e Inovação*)

TIAGO ESTEVAM GONÇALVES

Executive Editor of EDIFCE