

APPENDIX I – GUIDELINES FOR SUBMITTING ORIGINALS

The structure for submitting an original to EDIFCE is composed of the external (first and fourth covers and title page) and internal parts, comprising three segments: pre-textual, textual and post-textual elements, as explained by the scheme below, adapted from NBR 14724:

External Part: First cover – Cover (mandatory)

External Part: Fourth cover – Summary in the vernacular (mandatory)

The elements above must include some characteristics, such as:

1. Cover – name of the authors, co-authors and/or organizers, followed by the title and subtitle of the work.
2. Title Page – title and subtitle of the work, followed by the name(s) of the author(s) and the location and year of publication.
3. Summary – listing of main divisions, sections and other parts of the work, in the same order and spelling in which the subject in it follows, accompanied by the respective page number. If the work is co-authored, also insert the name of the co-authors below the chapter that was produced by them.
4. Introduction/Presentation - exposition of the theme to the reader so that they can learn about the content dealt with in the rest of the work. Normally, it presents the objectives and/or method of work or research.
5. Development - for this section, there are some guidelines:
TITLE 1 - font 12 bold, uppercase;
SUBTITLE 1 - font 12 bold;
SUBTITLE 2 - DO NOT format font size, just use UPPER CASE;
For images - DO NOT format the font size;
For citations - according to NBR 10520 (DO NOT format font size);
For footnotes - according to NBR 14724.
6. References – according to NBR 6023.
7. Glossary: List, in alphabetical order, the technical terms and expressions used throughout the text, with respective meaning or definition.
8. Abstract in vernacular language - a quick and clear overview of the content to be dealt with, explaining basic aspects of the work. In the case of an artistic/literary book, the abstract may consist of an excerpt which is representative of the narrative.

APPENDIX II – ASSESSMENT FORM

Work title:

Area of Knowledge:

Editorial Profile:

CRITERIA	Scores	Subtotal
1. The title of the work is appropriate to what is represented in it.	0 to 5	
2. The content is original and relevant enough to be in a book.	0 to 10	
3. In the development, the chapters present a harmonic structure, with a logical distribution of each chapter and among the different parts of the book.	0 to 15	
4. The chapters have a harmonized internal structure (e.g., they are not prolix, nor too long, and not overly summarized).	0 to 15	
5. The nature of the language used is consistent with the genre of the intended publication and its intended audience.	0 to 15	
6. It presents background references as well as references that present the current state of knowledge on the topic.**	0 to 10	
7. It delves into an adequate extent of the theme, including the theoretical and methodological aspects.**	0 to 20	
8. It presents aesthetic, literary, and artistic quality.*	0 to 10	
9. It encompasses literary and artistic-cultural functions, with the potential to expand the reader's aesthetic, cultural, and ethical references.*	0 to 20	
10. It meets the formatting required by the publisher.	0 to 5	
11. It adequately presents visual resources such as illustrations, maps, tables, charts, figures, photos, drawings, comic strips, theoretical schemes etc.	0 to 5	
Total	0 to 100	

* Literary, artistic, and cultural works.

** Academic, didactic, and technical-scientific works.

COMMENTS:

Final Grade

APPENDIX III –AUTHORSHIP AND CONSENT FORM

I (We), the undersigned, as author(s) and copyright owner(s) of the text/work entitled _____,

sign this term, declaring that the content of the work identified above is of my (our) exclusive authorship, there being no impediment to its publication whatsoever, especially for not infringing any copyright relative to text, images, sounds, or other materials and resources used in the constitution and formatting of the work in question, reason for which I (we) take full responsibility for eventual judicial or extrajudicial questionings arising from its divulgation, exempting IFCE, *Editora do IFCE* (EDIFCE), and the organizers of the book from any responsibility in this sense.

EDIFCE is granted by the authors, with exclusivity, the distribution rights and any other means of reproduction, including publication, in any language and place, without restriction or payment as surplus value, the rights to use sound resources, text, image, or other digital and electronic means available, with the sole purpose of disseminating this work.

The present cession is totally free and will not imply any present or future payment for the use of this work ceded by me (us), aware that *Editora do IFCE* is a non-profit organization and that its publications are made with the sole purpose of scientific diffusion with free and open access in physical or electronic media.

I (we) commit myself (ourselves) not to publish the same work for the minimum period of 5 (five) years, time after which, the *Editora do IFCE*, by the present term, already authorizes the total or partial republishing, or even revised edition, of the work ceded by the author(s) in other means that it (they) judge adequate, maintaining the cession here signed for the *Editora do IFCE* until a revocatory term is issued.

I (We) declare and certify: the ethical procedures regarding the proposal have been followed; the product is unpublished and is not under evaluation process by another publisher; the proposal is in accordance to the publication norms of EDIFCE and does not constitute plagiarism of national or foreign work of any nature; the content and the information given in the proposal are of the entire responsibility of the proponent(s); and the proposal submitted does not constitute an instrument of moral damage or any criminal infraction, misuse of a trademark or commercial title or any other occurrence liable to legal penalty foreseen in law regarding the material presented. For all legal purposes and in agreement with the terms and conditions agreed upon, I (we) sign this document at _____, on the date of _____.

Author

CPF

Signature

APPENDIX IV – PROOFREADER STATEMENT

I, _____, Brazilian, marital status, profession, registered under CPF No. xxx.xxx.xxx-xx, bearer of ID card No. xxxxxxxx SSP/CE, currently living at xxxxxxxxxxxx, number, neighborhood, city/state, CEP xxxxxxxx, hereby declare to the *Editora do IFCE* – EDIFCE that the individual/collective work entitled _____ and/or the article(s) _____ have undergone a Portuguese/Spanish/English/French review, consisting of grammar checking, vocabulary adequacy and spelling, text intelligibility, textual cohesion and coherence.

I do hereby subscribe to it and bear witness that it is true.

Fortaleza, xx of xxxxxxxx, 20__.

PROOFREADER'S NAME

CPF: xxxxxxxxxx

Diploma's Register No. xxxx

Graduation: BA in Portuguese Language and Literature