**VI ENCONTRO INTERNACIONAL SOBRE PEDAGOGIA DO PIANO (EN)**

**Formatting guidelines for paper submission and publication in the event’s proceedings**

* Papers can be submitted in Portuguese, English or Spanish. Portuguese and Spanish titles must include an English translation. Abstracts and keywords must be included in Portuguese/Spanish (according to their respective original language) and in English.
* Please use the template below to format your paper. THE DOCUMENT'S FORMAT (margins, title, spacing, etc.), as provided below, SHOULD NOT BE CHANGED. Papers that do not follow the formatting, word count, and that contain authors’ identification will not be considered for evaluation.
* Both versions 1. Identified Paper, containing author(s) names(s), and 2. Unidentified Paper, without author(s) name(s), must be saved either as “*.doc”* or “*.rtf”* and submitted through the platform Even 3. Please limit the document size to 5MB.
* In the UNIDENTIFIED PAPER version, names, affiliation and any authors’ identifiable information must be omitted.
* The IDENTIFIED PAPER version must include the following information, right below the English title: author’s name (Size: 12; Style: Bold; Alignment: Right), institutional affiliation (Size: 10; No Abbreviation; Style: Regular; Alignment: Right), author’s email (Size: 10; Style: Regular; Alignment: Right). Repeat the same format for co-authors after the main author’s information.
* Papers must have 4000-6000 (four to six thousand) words. Title, abstract, keywords and references DO NOT COUNT towards the maximum word limit.
* *Times New Roman* should be the only font used.
* Do not include page numbers.
* Both files must be named after the first 4 words of the paper’s title followed by a hyphen and the letters “a” for the Identified Paper and “b” for the Unidentified Paper (without the quotation marks).
* After formatting your paper, please delete this page and all guidelines for formatting your paper. (Keep a copy of the guidelines for future corrections, if the paper is accepted.)

**Title** (Size: 14; Style: Bold; Alignment: Centered; Line Spacing: 1,5; Spacing Before 0 pt and After 0 pt)

Insert ONLY in the Identified Paper version **Author’s Name** (Size: 12; Style: Bold; Alignment: Right)

Insert ONLY in the Identified Paper version Institutional Affiliation (Size: 10; No Abbreviation; Style: Regular; Alignment: Right)

Insert ONLY in the Identified Paper version email (Size: 10; Style: Regular; Alignment: Right)

ONLY in the Identified Paper version insert co-authors’ info below following same format as the one use for the main author

**Abstract:** The abstract must be written in English and structured in only one paragraph, containing the main topic, objectives, methodology and findings. It must include between 100 and 250 words and be formatted according to the following specifications (Size: 12; Style: Regular; Alignment: Justified; Line Spacing: Simple; Spacing Before 18 pt and After 0 pt)

**Keywords:** Also in English, it must present 3 (three) related keywords, according to the following specifications (Size: 12; Style: Regular; Alignment: Justified; Line Spacing: Simple; Spacing Before 6 pt and After 30 pt)

**Level 1 Subtitle** (Size:14; Style: Bold; Alignment: Justified; Line Spacing: Simple; Spacing Before 12 pt and After 18 pt); All Level 1 Subtitle must have this same formatting.

Text: All sections of the text must have the following format (Size: 12; Style: Regular; Alignment: Justified; Indented 1,25 at first paragraph line; Line Spacing: 1,5, Spacing Before 0 pt and After 0 pt)

**Level 2 Subtitle (if it applies)** (Size: 12; Style: Bold; Alignment: Justified; Line Spacing: Simple; Spacing Before 12 pt and After 18 pt); All Level 2 Subtitle must have this same formatting.

Direct quotes longer than 3 lines must be within the quotation paragraph, formatted according to the following specifications (AUTHOR’S NAME IN CAPITAL LETTERS, year, p.) (Size: 10; Style: Regular; Alignment: Justified, Line Spacing: Simple; Spacing Before 12 pt and After 18 pt; Left Indent: 4cm = 1,57”).

**Figure** [if it applies]: must be inserted within text, in .jpg format, with 300 DPI resolution, leaving one space line between text and figure. All figures must be named and numbered according to the following example[[1]](#footnote-1):



FIGURE 1 – Logo do VEINPP (Size: 10; Style: Regular; Alignment: Justified, Line Spacing: Simple; Spacing Before 0 pt and After 18 pt; Aligned with the Figure’s Left and Right Margins.

Source: [if it applies] Size: 10; Style: Regular; Alignment: Justified; Line Spacing: Simple; Spacing Before 0 pt and After 18 pt; Aligned with the Figure’s Left and Right Margins.

**Tables and Graphs** [if it applies]: must be inserted within the text, leaving one space line between the text and the table or the graph. They should include the same font of the main text (Times New Roman 12), structured according to the ABNT (Brazilian National Standards Organization) standards.

**Tables**: must be in simple line spacing, sequentially numbered, centered at the page. They must include a self-explanatory title, limited to two lines, and placed on top of the table, without separation from the table. Vertical lines must be used only if they facilitate reading the table. Column titles must be in bold style. Do not shade the lines or table columns. Please follow the table format example below:

**Table 1:** Music Reading Approaches (Size: 12; Style: Regular; Alignment: Centered, Line Spacing: Simple; Spacing Before 0 pt and After 0 pt; Aligned with the Table’s Left and Right Margins).

|  |  |
| --- | --- |
| **Approaches**  | **Quantity** |
| Intervallic | 42% |
| Multikey | 38% |
| Middle C | 12% |
| Eclectic | 8% |

Source: [if it applies] Size: 10; Style: Regular; Alignment: Justified; Line Spacing: Simple; Spacing Before 0 pt and After 18 pt; Aligned with the Table’s Left and Right Margins.

**Graphs** must be in simple line spacing, sequentially numbered, centered at the page. Graphs must include a self-explanatory title, limited to two lines, and placed on top of the graph, without separation from the graph. Vertical lines must be used only if they facilitate reading the graph. Column titles must be in bold style. Do not shade the lines or graph columns. Please follow the graph format example below:

**Graph 1:** Activities done in class (Size: 12; Style: Regular; Alignment: Centered, Line Spacing: Simple; Spacing Before 0 pt and After 0 pt; Aligned with the Graph’s Left and Right Margins).

|  |  |  |
| --- | --- | --- |
| **Activities** | **Duration** | **Resource** |
| Musical Games | 15 minutes | With or without notation |
| Improvisation | 10 minutes | Without notation |
| Composition | 20 minutes | With or without notation |
| Arranging | 20 minutes | With or without notation |

Source: [if it applies] Size: 10; Style: Regular; Alignment: Justified; Line Spacing: Simple; Spacing Before 0 pt and After 18 pt; Aligned with the Graph’s Left and Right Margins.

**References** (presented in a separate page)

Insert here only references quoted in the paper. These must be structured according to the specifications of the ABNT standards (NBR 6023 -- please visit <http://support.ebsco.com/help/?int=ehost&ver=live&lang=en&feature_id=ABNT> for examples. We also recommend the following page for bibliography formatting assistance <https://referenciabibliografica.net/a/en/ref/abnt>) (Size: 12; Style: Regular; Alignment: Left; Line Spacing: Simples; Spacing Before 0 pt and After 0 pt, with a simple space between references)

Source kindly provided by Prof. Dr. Marco Toledo Nascimento (UFC/CIEMS).

1. Footnotes: (Size: 10; Style: Regular; Alignment: Justified, Line Spacing: Simples).  [↑](#footnote-ref-1)