

**Title with initial capital letter in all words: except of articles, prepositions, conjunctions and adverbs, Arial 18 font bold, left alignment**

Author 1a, font Calibri 14, regular, left alignment

Author 2b, font Calibri 14, regular, left alignment

Author 3a, font Calibri 14, regular, left alignment

a University 1, City, Country [Calibri font 9, join equal affiliations]

b University 2, City, Country

Organizações & Sociedade Journal

202X, XX(XX), XXX-XXX

© Author(s) 202X

DOI 10.1590/1984-9VV0NNA

ISSN 1984-9230

[www.revistaoes.ufba.br](http://www.revistaoes.ufba.br/)

NPGA, School of Management

Federal University of Bahia

Associate Editor:

XX XX

Received: 00/00/202X

Accepted: 00/00/202X

**Abstract (Arial 14 font bold)**

Abstract text in font Calibri 12, justified alignment.

**Keywords:** all terms in lowercase; separated by semicolons; with period.

**Introduction (Arial 14 font bold)**

The spacing before the title must be one line (paragraph size). The paragraphs of the text must come with an indentation of 1.25 cm in the first line, font Calibri 12, justified alignment. The leading must be 1.0, and the spacing after the paragraphs must be 6 pt (the present model file is formatted like this).

**Title of a primary section (Arial 14 font bold)**

The spacing before the title must be one line (paragraph size). The paragraphs of the text must come with an indentation of 1.25 cm in the first line, font Calibri 12, justified alignment. The leading must be 1.0, and the spacing after the paragraphs must be 6 pt (the present model file is formatted like this).

Quotations of less than 40 words must appear in the body of the text, regular font, in quotation marks.

Citations of 40 words or more come with a 3 cm indentation, without quotes, Calibri 11 font. There must be a blank line before and after, both in font 11. The reference call comes after the end point. (Author, year, p. xx)

*Subsection title of a primary section (Arial font 12 italic)*

Interviews and testimonies collected for the research follow the same rule of short and long citations, but the speech is always in italics. The name (real or fictional) or a code can be used: (Robert, interviewed #3, 2020), (RDF#2, 2021). In case of codes, they must be explained in the methods section of the article.

When it is testimony or speech not associated with the research, such as personal communications, speeches in class, etc., the call should be: (N. Last name, personal communication/speech in class/personal e-mail, year). Research interviews and personal communications should not be included in the reference list.

For lists:

* Item 1.
* Item 2.
* Item 3.

For numerical lists:

1. Item 1.
2. Item 2.
3. Item 3.

Do not use lettered lists.

**Subsection title of a subsection title of a primary section (Arial font 11 bold)**

Tables, charts, figures and graphs must follow the pattern below. Always remember to mention these graphic objects in the text, with the appropriate numbering, preferably just before the insertion of the object itself. Insert a blank line before and after the graphic object.

Table/Figure/Graphic X

**Title, without period (font Arial 11)**

[content in Arial font 09, text spacing before each line of the 6 pt table and left-aligned text ]

Source: Indicate reference or use the expression Elaborated by the authors, with a period (Arial font 9).

Example of table and formatting used:

Table 1

**Systems, Sources and Degrees of Formatting Examples**

|  |  |  |
| --- | --- | --- |
| **Sources** | **Centered or left alignment of the text, Arial 9 font bold** | **Degrees** |
| Scielo | Centered or left alignment of the text. Arial 9 font. | 2 |
| Science Direct | Paragraphs formatted with 6pt before. | 239 |
| Scopus | When tables are longer than one page, they must come in a new page. | 76 |

Sources: elaborated by the authors.

Examples for formatting figures:



**Figure 1.** Research Process

Sources: elaborated by the authors.

If graphics are used, they must be copied in this model with a link in order to allow its editing.

Non-dictionary foreign words must be highlighted in italics (if they are foreign, but they are already in dictionaries, no highlight is used). Author highlights to emphasize expressions and excerpts must be written in bold.

Enumerations in the text must follow a pattern of letters and in parentheses: (a) …, (b) …, (c) …

Single word numbers must come in full, the other must come in numbers. When it is a paragraph with several numerical data, all must come in numbers, regardless of this rule. Percentages come always in numbers.

Knowledge areas and program names should always be in lower case (administration, law, project management, etc.), unless they are part of an institution name (School of Management, Federal University of Bahia).

When indicating the State of the cities in the text, do so in parentheses: São Paulo (SP), Salvador (BA).

**References (Arial font 14 bold)**

References in APA (6th edition), Calibri font 12, left alignment (not justified), with 0.75 cm indentation from the second line.

**Funding**

The authors acknowledge the financial support of XXX. The authors would like to thank... XXX for the financial support. If no funding has been received, then this sentence is used: The author(s) received no financial support for the research, authorship, and/or publication of this article. Text in justified alignment.

**Acknowledgements**

This section is optional. We would like to thank… We would like to recognize… Text in justified alignment.

**Notes**

1. Notes should be listed here, if any. If there is no note in the text, that section must be deleted. Text in justified alignment.

2. Instead of footnotes, endnotes are used. Notes are marked with Calibri font 12, superscript: Note example1. Notes must be made manually. Notes should not be made using Word’s automatic notes system.

**Authorship**

**Author 1 (Font Arial 12 negrito)**

Higher academic title, informing only the area of the expertise and the institution by which it was obtained, without dates or names of the graduate program. Post-doctorate comes after a doctor’s appointment: “Ph.D. in XXX by XXX, with postdoctoral research in XXX by XXX. Do not use “post-doctor”. Next should come information about institutional affiliation and other relevant professional experience. Avoid excessive information and prefer to inform current situations, without including old positions. Affiliation to research groups can be mentioned. Finally, information about research and publications, if any and if you want.

E-mail: xxxx@xxxx.xxx

ORCID: https://orcid.org/xxxx-xxxx-xxxx-xxxx

**Author 2**

Higher academic title, informing only the area of the expertise and the institution by which it was obtained, without dates or names of the graduate program. Post-doctorate comes after a doctor’s appointment: “Ph.D. in XXX by XXX, with postdoctoral research in XXX by XXX. Do not use “post-doctor”. Next should come information about institutional affiliation and other relevant professional experience. Avoid excessive information and prefer to inform current situations, without including old positions. Affiliation to research groups can be mentioned. Finally, information about research and publications, if any and if you want.

E-mail: xxxx@xxxx.xxx

ORCID: https://orcid.org/xxxx-xxxx-xxxx-xxxx

**Author 3**

Higher academic title, informing only the area of the expertise and the institution by which it was obtained, without dates or names of the graduate program. Post-doctorate comes after a doctor’s appointment: “Ph.D. in XXX by XXX, with postdoctoral research in XXX by XXX. Do not use “post-doctor”. Next should come information about institutional affiliation and other relevant professional experience. Avoid excessive information and prefer to inform current situations, without including old positions. Affiliation to research groups can be mentioned. Finally, information about research and publications, if any and if you want.

E-mail: xxxx@xxxx.xxx

ORCID: https://orcid.org/xxxx-xxxx-xxxx-xxxx

**Conflict of interests**

The authors have stated that there is no conflict of interest.

**Inclusive language**

The authors use inclusive language that acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities.

**Authors’ contributions**

**First author**: conceptualization (equal, lead, supporting), data curation (equal, lead, supporting), formal analysis (equal, lead, supporting), funding acquisition (equal, lead, supporting), investigation (equal, lead, supporting), methodology (equal, lead, supporting), project administration (equal, lead, supporting), resources (equal, lead, supporting), supervision (equal, lead, supporting), validation (equal, lead, supporting), visualization (equal, lead, supporting), writing-original draft (equal, lead, supporting), writing-review & editing (equal, lead, supporting). ((for each author, cite the types of contribution that are appropriate for this article. Delete the types of contribution that are not suitable. For each type of contribution choose only one degree of collaboration: equal, lead, supporting))

**Second author**: conceptualization (equal, lead, supporting), data curation (equal, lead, supporting), formal analysis (equal, lead, supporting), funding acquisition (equal, lead, supporting), investigation (equal, lead, supporting), methodology (equal, lead, supporting), project administration (equal, lead, supporting), resources (equal, lead, supporting), supervision (equal, lead, supporting), validation (equal, lead, supporting), visualization (equal, lead, supporting), writing-original draft (equal, lead, supporting), writing-review & editing (equal, lead, supporting).

**Third author**: conceptualization (equal, lead, supporting), data curation (equal, lead, supporting), formal analysis (equal, lead, supporting), funding acquisition (equal, lead, supporting), investigation (equal, lead, supporting), methodology (equal, lead, supporting), project administration (equal, lead, supporting), resources (equal, lead, supporting), supervision (equal, lead, supporting), validation (equal, lead, supporting), visualization (equal, lead, supporting), writing-original draft (equal, lead, supporting), writing-review & editing (equal, lead, supporting).

**Plagiarism check**

O&S submit all documents approved for publication to the plagiarism check, using specific tools.

**Data availability**

O&S encourages data sharing. However, in compliance with ethical principles, it does not demand the disclosure of any means of identifying research participants, preserving fully their privacy. The practice of open data seeks to ensure the transparency of the research results, without requiring the identity of research participants.

*The O&S is signatory to DORA (The Declaration on Research Assessment) and to COPE (Committee on Publication Ethics).*

** 

 *Creative Commons Atribuição 4.0 Internacional*