



INSTRUCTIONS FOR PREPARATION OF ARTICLES

TITLE

LAST NAME, FIRST NAME (1); LAST NAME, FIRST NAME (2); (3)

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ABSTRACT

This document provides instructions to authors for preparing a paper to be submitted to the Scientific Committee of the VI International Congress on "Recovery, Maintenance and Rehabilitation of Buildings. The abstract must have a minimum of 150 and maximum of 300 words, briefly presenting in a single paragraph the objective of the paper, method applied for the development of the study, and results or contributions of this paper.

Keywords: *Formatting, Abstract, CIRMARE 2020.*

RESUMO

Este documento consiste no modelo para elaboração de resumo para análise da Comissão Científica do VI Congresso Internacional na Recuperação, Manutenção e Reabilitação de Edifícios. O resumo deverá conter o mínimo de 150 e máximo de 300 palavras, apresentando de forma concisa e num único parágrafo o objetivo do artigo, método adotado para o desenvolvimento do estudo e resultados alcançados ou contribuições do trabalho.

Palavras-chave: Formatação, Resumo, CIRMARE 2023.

1 INTRODUCTION

This document presents the main guidelines for the elaboration of the complete article with regard to the graphic presentation (type and size of characters, spacing between lines and paragraphs, formatting of tables

and figures, among others), the structure and the procedure for the submission of articles.

To facilitate this process, this document already has the formatting of custom styles for the elaboration of the text. The author can therefore use this file as a template for this purpose.

Texts that do not comply with the instructions presented below will not be sent for evaluation.

At the stage of submitting articles for evaluation, the names of the authors must be omitted, as well as any and all information that may identify the authorship of the work (in references to dissertations and theses that give rise to the article, for example). This information must be complemented after the final approval opinion, for sending the final version of the article.

It is recommended that the introduction presents, objectively and clearly, the context of the study developed, its scope/limitations, methodological aspects and objective of the work.

2 GENERAL FORMATTING

2.1 Number of pages

The article, including figures, tables and references, must not exceed 15 pages and the digital file must not exceed 3Mb. The minimum limit of 8 pages must be respected.

2.2 Sheet size and margins

The text must be set up on A4 size sheet (210 x 297mm). The left and right margins should be 3 cm, while the top and bottom margins should be 2 cm. The print area will correspond to a rectangle of size 150 x 257 mm. Try to use all the available area. Exceptions can be admitted when it is necessary to start a new section, title, subtitle or legend, and in these cases they can be placed at the beginning of the next page.

On the first page, the header containing the event identification should be presented. In the page configuration, make sure that in the folder <configure page – layout> the item <header different on the first page> is marked and it must be marked for the header <top alignment>. In the folder referring to the header margins, the distance must be equal to <2 cm>.

The title of the work should start according to the **PARAGRAPH STYLE** already customized for this purpose. The title of the work must be contained in a maximum of **two lines**. The title must be clear and objective in order to indicate the essence of the article.

3 GRAPHIC PRESENTATION

3.1 Electronic version of articles

The file with the full text must be sent without the authors' names and affiliations, so that they can be submitted to the event's peer review process.

3.2 Characters

The text must be prepared using the Century Gothic font, with variations in font size, style and effect, as shown in Table 1.

Table 1 – Font size, style and effect

Style	Font size	Style	Effect
Work title	14	Bold	All caps
Name of authors	12	Bold	None
Contact	10	Normal	None
Titles of Resumo and Abstract	12	Bold	All caps
Article body text	12	Normal	None
Abstract body text and keywords	10	Normal	None
Article body text of <i>Abstract</i> and keywords	10	Itálico	None
Primary, secondary and tertiary titles	12	Bold	All caps
Secondary and tertiary bonds; Title of Table, Chart and Figure	12	Bold	None
Table and Frame Header	11	Bold	None
Table and Frame text body	11	Normal	None
End note, source indication of illustrations, charts, tables, etc..	10	Normal	None

3.3 Alignment, spacing between lines and between paragraphs

As a general rule, the body of the text of the article should be prepared with "justified" alignment. Titles should be aligned to the left, while the main title, authors' names and contact form should be centered.

Titles, without numerical indicative, such as abstract, acknowledgments and references must be centralized (NBR 14724, 2011). In Table 2, the spacing between paragraphs of each style is presented, and, between lines, "Simple" spacing must be used, regardless of the style.

Table 2 - Spacing between paragraphs and type of alignment

Style	Spacing between paragraphs (number of points)		Alignment
	Antes	Depois	
Title of Work	0	6	Centralized
Authors name	12	6	Centralized
Professional affiliation, Contact	0	0	Left
Titles of Resumo and <i>Abstract</i>	18	6	Centralized
Primary Title	20	6	Left
Secondary and terciary titles	12	6	Left
Text body of the abstract, resumo and article	0	6	Justified
Table titles	12	6	Centralized
Figure title	12	12	Centralized
Table header and body text	2	2	Centralized
End note	0	0	Justificado

3.4 Tables, charts, figures and equations

Additional care must be taken with Tables, Charts and Figures, as the original files may be reduced. Therefore, it is advised not to use very small characters.

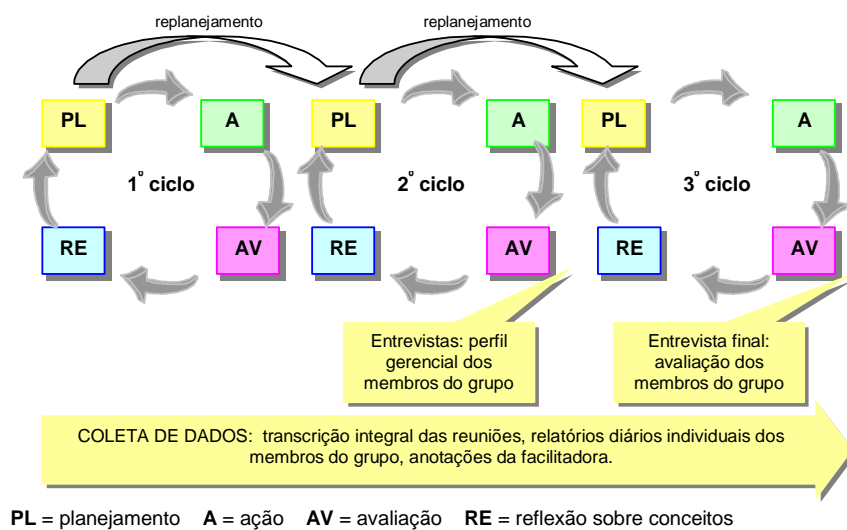
Specifically, with regard to the Boards, it is advisable to follow the model presented in this document. If necessary, you can reduce the font to size 10, only in tables and charts.

Tables, Charts, Figures, Photographs and Equations must be numbered. Its numbering must be in sequence according to the title of the legend (Example: Table 1, Table 2, etc.; Figure 1, Figure 2, etc.). In the body of the

text, these elements must be cited with an initial capital letter (Example: Table 1, Figure 2, Table 3, Eq. 4 etc.).

Whatever the type of illustration, its identification must be positioned at the top, preceded by the designating word (figure, table, chart, graph, among others), followed by its order number in the text, in Arabic numerals, dash and the respective title, as shown in Figure 1, Table 1 and Table 1. After the illustration, at the bottom, indicate the source consulted (mandatory element, even if it is the author's own production), legend, notes and other information necessary for its understanding (if any), according to NBR 14724 (2011).

Figure1 – Developed Action Research Cycles



Source: HIROTA (2001)

Still in relation to the Tables, it is suggested that the bordering vertical edges are not filled in. It is also recommended that the vertical and horizontal inner edges of tables and charts have a thickness equal to 1 point, while the bordering horizontal edges have a thickness equal to 1 ½ point. This last recommendation also applies to the horizontal border that divides the header from the table or frame body.

Equations must be centered and numbered as explained above, and this numbering must be done in parentheses, as shown in the following example.

$$IC = \frac{QM}{QS} \quad (1)$$

where,

IC = indicador de consumo;

QM = quantidade de material;

QS = quantidade de serviço.

All variables involved in the equations must be explained throughout the text or immediately after the equation is presented.

4 ARTICLE STRUCTURE

The article should be structured as follows:

- header;
- job title;
- name of authors;
- professional affiliation and contact addresses;
- abstract of a maximum of 300 words;
- keywords (from three to five);
- abstract;
- keywords;
- main text;
- references;
- acknowledgements (optional);
- attachments (optional);
- end note (optional).

Important: you should not make a cover page, that is, you should start the main text right after the keywords in English.

5 ARTICLE SUBMISSION

The works must be submitted through the electronic platform to be indicated by the organization.

Further information can be obtained on the event website: <https://cirmare.com/>

6 RECEPTION OF ARTICLES

The texts of full articles for review must be sent by **April 21, 2023**. The evaluation process by the Scientific Committee must be completed by **June 9, 2023**, with the final opinion sent to the authors. Final versions of approved articles must be uploaded by **July 15, 2023**.

7 CONCLUSIONS OR FINAL CONSIDERATIONS

Authors are requested to strictly follow the instructions contained in this document. For situations not provided for in this document, it is suggested to adopt a resolution that is not completely in disagreement with the guidelines presented.

In this section, it is suggested that the authors highlight the contributions of the work presented, summarizing the results obtained in relation to the theoretical-conceptual discussion presented.

ACKNOWLEDGMENTS (OPTIONAL)

Acknowledgments must be made objectively and clearly, hidden in the evaluation phase of the work, being included only in the final version of the article.

REFERENCES

Note that in this item, only references cited throughout the text should be listed. The annotation of the references must be in accordance with the ABNT standard: NBR-6023 (2002). See some examples below:

ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS (ABNT). **NBR-6023**: Informação e documentação - Referências - Elaboração. Rio de Janeiro, 2002.

_____. NBR 14724: Informação e documentação – Trabalhos Acadêmicos – Apresentação. Rio de Janeiro, 2011.

BERTELSEN, S.; KOSKELA, L. Managing the Three Aspects of Production in Construction. In: ANNUAL CONFERENCE OF THE INTERNATIONAL GROUP FOR LEAN CONSTRUCTION, 10., Gramado, 2002. Proceedings... Gramado: IGLC/UFRGS, 2002.

BRASIL. **Lei n.º 8666, de 21 de junho de 1993**. Institui normas para licitações e contratos da Administração Pública, e dá outras providências. Disponível em: <http://www.servidor.gov.br/arq_editaveis/pdf/legislação/Lei%208666Consolidada.pdf>. Acesso em: 12 ago. 2001.

FARAH, M.F.S. **Tecnologia, processo de trabalho e construção habitacional**. 1992. 297f. Tese (Doutorado em Sociologia) – Faculdade de Filosofia, Letras e Ciências Humanas da Universidade de São Paulo, São Paulo.

HALTENHOFF, C.E. Discussion the contractor-subcontractor relationship: the subcontractor's view. **Journal of Construction Engineering and Management**, v. 120, n. 2, p. 332-333, Sept. 1995.

SERVIÇO DE APOIO ÀS MICRO E PEQUENAS EMPRESAS DE SÃO PAULO (SEBRAE/SP). **O desempenho das micro e pequenas empresas (MPEs) da construção civil paulista**. Nov. 2000. Disponível em: <http://www.sebraesp.com.br/sebrae/sebraenovo/pesquisa/download/Constr_Civil.doc>. Acesso em: 13 dez. 2000.

SHASH, A.A. Bidding practices of subcontractors in Colorado. **Journal of Construction Engineering and Management**, v. 124, n. 3, p. 219-225, May/Jun. 1998.

SOUZA, U.E.L. **Projeto e implantação do canteiro**. São Paulo: Editora O Nome da Rosa, 2000. 92p.