

Author Guidelines

1. Article Submission

Article propositions for publishing on the *Revista da EMERJ* must be sent through the electronic submission system (free of cost), [on this link](#). Propositions sent by e-mail will not be accepted. The Journal has the right to accept or reject any originals received, according to its Editorial Board's recommendations, including the inadequacy of the article's theme to the journal's editorial profile, as well as the right to propose modifications.

2. Author Qualification

At least one of the authors must own either a PhD degree or a Doctor of Juridical Science (J.S.D. or S.J.D), Doctor juris (Dr. iur. or Dr. jur.), Doctor of Philosophy (Ph.D.) ou Legum Doctor (LL.D.) degree. This requirement can be relativized, in exceptional cases.

3. Originality and exclusivity

Articles for publication in the *Revista da EMERJ* must be unpublished and for exclusive publication. Once published in this journal, they may also be published in books and collections, as long as the original publication is cited. Simultaneous or subsequent publication in other journals is prohibited. Article proposals cannot be submitted simultaneously to the analysis of other journals.

4. Languages

Articles can be submitted in English, Portuguese, Spanish, German or French.

5. Registration of the metadata in the electronic submission system

At the time of submission of the article to the electronic system, the metadata fields must be filled in according to these guidelines, under penalty of preliminary rejection of the submission.

a) Authors

- *First name/Middle name/Last name*: indication of the full name of the author(s) with only the initials of each name in capital letter. In case of articles in co-authorship, the names of all coauthors must be inserted in the system in the order that should appear at the time of publication.
- *E-mail*: indication of the e-mail address of the author(s) for contact, which will mandatorily appear in the published version of the article.
- *ORCID iD*: indication of the number of the author's ORCID identifier (for further information [click here](#)). The ORCID identifier can be obtained in [ORCID register](#). Authors must have to accept the patterns for presentation of ORCID iD and include the full URL (e.g.: <http://orcid.org/0000-0002-1825-0097>).
- *URL*: link to the author's full curriculum. In the case of Brazilian authors, the link to the Lattes Curriculum should be indicated.
- *Affiliation*: indication of the author's main institutional affiliation (or two main affiliations if both of the links with them have the same importance). The main institution is where the author is professor or student, or, in case of not being professor or student anymore, the institution where the authors obtained their major academic title (PhD, J.S.D., LL.M, B.A., etc.). The institution's name must be written in full (not abbreviated) and in the original language of the institution (or in English for non-Latin languages), followed by an indication of the country of origin of the institution between parentheses. If the author is a professor and also a PhD, J.S.D or LL.M candidate in another institution, the main affiliation will be the institution where the author is candidate.
- *Country*: indication of the country of the author's main institutional affiliation.

- *Bio Statement*: indication of the author's abbreviated CV, with the information organized in the following sequence: first, the indication of the institution to which the author is affiliated as a professor; second, between parentheses, the city, state/province (if applicable) and country of the institution; third, indication of academic titles (starting with the highest); fourth, other bonds with scientific associations; fifth, profession; etc.

b) Title and Abstract:

- *Title*: title in the language of the article, with all sentence in capital letter.
- *Abstract*: abstract in the language of the article, without paragraph or citations and references, with up to 200 words.

c) Indexing:

- *Keywords*: indication of 5 keywords in the language of the article (in lower case and separated by semicolons).
- *Language*: indicate the acronym corresponding to the language of the article (Português = en; Français = fr; Español = en; Italiano = it).

d) Supporting Agencies:

Articles resulting from funded research projects should indicate in this field the source of funding.

e) References:

Insert the complete list of references cited in the article, with a space of one line between them.

6. Text Presentation and pre-textual elements

- a) The article must have between 15 and 30 pages (size A4 - 21 cm × 29,7 cm), including introduction, development and conclusion (not necessarily with these titles) and a bibliographic reference list. The maximum number of pages can be relativized in exceptional cases, decided by the Editorial team.
- b) Edges (margins) must be: top and left with 3 cm, bottom and right with 2 cm.
- c) The text must use Font Times New Roman, size 12, line spacing 1.5, and spacing 0 pt before and after paragraphs.
- d) References must use Font Times New Roman, size 10, simple space between lines.
- e) In the development of the text, the paragraphs must contain decrease of 1.5 cm from the left margin. Titles and subtitles must be aligned with the left margin without decrease.
- f) Title in the article's language, in bold, centralized, with all sentences in capital letter.
- g) In case of indicating information related to the article (financing from sponsoring agencies, acknowledgments, translators, etc.), it is necessary to insert a footnote with an asterisk (not number) on the right side of the title in the article's language.
- h) The article must not include the names of the author(s). The information for publication purposes will be taken from the metadata entered by the author(s) in the journal's electronic system at the time of submission.
- i) Abstract in the article's language (font Times New Roman, 12, simples lines, without paragraph or quotations and references, until 200 words), preceded by the word "Abstract" written in the article's language.
- j) Indication of five keywords in the article's language (in lower case and separated by semicolon), preceded by the expression "Keywords" written in the article's language.

- k) Abstract in English (font Times New Roman, 12, simples lines, without paragraph or quotations and references, up to 200 words), preceded by the word “Abstract”. In case of articles written in English, this element must be replaced by the abstract (“*resumo*”) in Portuguese.
- l) Indication of five keywords in English (in lower case and separated by semicolon), preceded by the expression “Keywords”. In case of articles written in English, this element must be replaced by keywords (“*palavras-chave*”) in Portuguese.
- m) Development of the scientific article: progressive numbering, in Arabic numbers, must be used to make clear the content’s systematization.
- n) Bibliographic references list must bring only sources that were really used, located in the end of the article, separated by a simple space, lined to the left margin (no indent).
- o) For other aspects, apply Brazilian technical norms (ABNT NBR 14724:2011).
- p) Highlights must be made only in italics, meaning that bold, underlined or caps lock, cannot be used to highlight.
- q) Images and boards must be inserted in the text, not in the end in form of attachments.

7. Quotations and references

a) Direct quote: Up to three lines: must be enclosed within double quotation (“ ”) marks in the body of the text. The single quotation marks (‘ ’) are used only to indicate a quote within the quote. More than three lines: must have a 4 cm indentation from the left margin, smaller font than text (size 10 font), must be single spaced and without quotation marks. At the end of the quote, the submitter must include in parenthesis: the last name of the author of the quote in capital letters, year of the work and page number. The quotations (words, expressions, sentences) must be carefully reviewed by the authors and/or translators.

b) Only the references of works mentioned in the article should be presented, in alphabetical order by author’s last name, single spaced, without indentation, fully justified text alignment, with a single space between each reference, preceded by the title ‘REFERENCES’, centered, in bold and with size 12 font:

- **Books:** LAST NAME, Name Middle Name. **Title of the book in bold:** subtitle not in bold. Number of the edition. City: Publisher, Year.
Example: CLÈVE, Clèmerson Merlin. **Atividade legislativa do Poder Executivo**. 3. ed. São Paulo: Revista dos Tribunais, 2011.
- **Book Chapter:** LAST NAME, Name. Chapter Titl. In: **Title of the book in bold**. Location: Publisher, year of publication, p. xxx-xxx.
- **Chapter in a collective book:** LAST NAME, Name Middle Name. Title of the Chapter not in bold. In: ORGANIZER’S LAST NAME, Name Middle Name; 2ND ORGANIZER’S LAST NAME, Name Middle Name, and so on, separated by semicolon (Org. or Coord.). **Title of the book in bold:** subtitle not in bold. Number of the edition. City: Publisher, Year. first page-last page [preceded by “p.”]
- **Articles in journals:** LAST NAME, Name Middle Name. Title of the article not in bold. **Title of the journal in bold**, city, volume, number, first page-last page [preceded by “p.”], months of publishing [abbreviated with the first three letters of the month followed by dot and separated by a slash]. Year.
- **Electronic journal article:** LAST NAME, Name. Title of the article. **Journal Title in bold**, City, v. [volume], n. [number], p. [page], months and year. Available at: www.site.com.br. Accessed on: month day year.
- **Theses of Full Professor contests, Doctoral theses, Master’s dissertations/essays, Undergraduate and Graduate courses monographs:** LAST NAME, Name Middle Name. **Title in bold:** subtitle. City, year. number of pages followed by “f”. Kind of the work (Degree obtained with the defense) - Department or Sector, Name of the institution.
- **Legislation:** Jurisdiction (country, state, city). Law no., month day year. Month day year from the publication that released the legislation.

- **Online legislation:** Jurisdiction (country, state, city). Law no., month day year. Available in: <http://website address>. Accessed in: day, month and year.
- **Summaries, Judgments, etc.:** Jurisdiction. Competent Judicial Body. Title (nature of the decision or menu). Number (if any). Parties involved (if any). Rapporteur: Name of the Rapporteur. Place, month day year. Informations about the publication that released the judgment (if online, place as in the previous example).

The elements of references must observe the following model:

- **Author:** LAST NAME in capital letters, comma, Name with the initials in capital letters, Middle Name with the initials in capital letters, followed by a dot.
- **Edition:** the information must only be included after the second edition of the book, without ordinal, followed by a dot and “ed.”. Example: 2. ed.
- **Year:** it must be written with Arabic numerals, without dot in thousand, preceded by comma, and followed by a dot. Example: 1997.

OBS: In case of being absolutely impossible to find one of those elements, the absence must be resolved in the following manner:

- Absence of city: replace for [s.l.].
- Absence of publisher: replace for [s.n.].
- Absence of year: the approximated year must be indicated between brackets, followed by a question mark. Example: [1998?].

OBS²: It is forbidden the use of “op. cit.”, “ibidem” and “idem”. The references in footnote must be complete and written out.

8. Composition

Apart from having an adequate scientific language for an editorial publication, the text must be reviewed.

In the case of articles written in Portuguese, the writing must obey the new orthographic rules in force since the promulgation of the Portuguese Language Orthographic Agreement, from January 1st, 2009.

Citations of texts that precede the Agreement must respect the original spelling.

9. Articles resulted from funded researches

Articles resulted from funded research projects shall indicate in a footnote, located at the end of the article title in the original language, the information related to the research financing.

10. Copyright statement

Authors who publish in this Journal have to agree to the following terms:

- a) No copyright or any other remuneration for the publication of papers will be due.
- b) Authors retain copyright and grant the *Revista da EMERJ* the right of first publication with the article simultaneously licensed under the [Creative Commons Attribution License](#), which allows sharing the work with recognition of its initial publication in this Journal. Moreover, because of their appearance in this open access Journal, articles are free to use, with proper attribution, in educational and non-commercial applications.
- c) Authors are allowed and encouraged to post their work online (eg.: in institutional repositories or on their personal webpage) at any point before or during the submission process, as it can lead to productive

exchanges, as well as increase the impact and citation of published work (see [The Effect of Open Access](#)).

11. Authors responsibilities

- a) Authors are responsible for the published content, committing therefore to participate actively in the discussion of the results of their scientific research, as well as the review process and approval of the final version of the work.
- b) Authors are responsible for the conducting all of the scientific research, as well as its results and validity.
- c) Authors should report the Journal about any conflict of interest.
- d) Authors are fully and exclusively responsible for the opinions expressed in their articles.
- e) When submitting the articles, authors recognize that all statements contained in the manuscript are true or based on research with reasonable accuracy.

12. Conflict of interest

The public confidence in the double blind peer review process and the credibility of published articles depend in part on how conflicts of interest are managed during manuscript writing, peer review and decision making by the editors.

- a) It is mandatory that the author of the manuscript declares the existence or not of conflicts of interest.
- b) Conflicts of interest may appear when authors, reviewers or editors have interests that, apparently or not, may influence the development or evaluation of manuscripts.
- c) When authors submit a manuscript, they are responsible for recognizing and revealing financial or other nature conflicts that may have influenced their work.
- d) Authors must recognize all the financial support for the work and other financial or personal connections related to the research. The contributions of people who are mentioned in the acknowledgments for their assistance in the research must be described, and its consent to publication should be documented.
- e) Manuscripts will not be simply dismissed because of a conflict of interest. A statement that there is or not a conflict of interest has to be made.
- f) The ad hoc reviewers must also reveal to editors any conflicts of interest that could influence their opinions about the manuscript, and must declare themselves unqualified to review specific documents if they believe that this procedure is appropriate. In the case of the authors, if there is silence from the peer reviewers about potential conflicts, it will mean that conflicts do not exist.
- g) If a conflict of interest on the part of the peer reviewers is identified, the Editorial Board will send the manuscript to another ad hoc reviewer.
- h) If the authors are not sure about what might constitute a potential conflict of interest, they should contact the Journal's Editor-in-Chief.
- i) In cases in which members of the Editorial Team or some other member publish frequently in the Journal, it will not be given any special or different treatment. All submitted papers will be evaluated by double blind peer review procedure.

13. Evaluation process

The evaluation process is carried out in two stages, the first concerns the relevant opinion (desk review) and the second the Ad hoc evaluation.

The *Revista da EMERJ* counts on the collaboration of external evaluators from other institutions or countries.

After submission, all articles undergo the first evaluation in which the scope is verified, the basic requirements are presented in the form informed in the guidelines for authors and the **verification of plagiarism, through**

the Plagius system. This screening and forwarding to ad hoc reviewers is performed by the editor responsible for the editorial process of each submission. For this first stage, an average time of **15 days** is estimated.

In the second stage, the evaluation of the articles is carried out “blindly”, where neither the reviewers nor the authors will be recognized among themselves. At this stage, the following criteria are observed in the articles:

- Relevance of the topic,
- Quality of the methodology used,
- Text clarity,
- Adaptation to the editorial norms of the Journal.

For this second stage, the average time is **1-4 months**. The opinions of articles submitted in English/Spanish will be formulated in the language of the text or in Portuguese. The manuscript is reviewed by two or more experts on the topic in question. If the manuscript is approved by one reviewer and rejected by the other, it will be up to a third reviewer to decide whether to approve or reject it. The section editor may request further revisions to break the tie or request a mining vote from a member of the Editorial Board.

DESK REVIEW:

In the first stage of the evaluation there are three possible outcomes:

- **Rejected.** The rejection suggested by the evaluators will be based on the previous analysis, adequacy to the norms, adherence to the editorial line of the journal, among others. In case of rejection, the article will not be published, only in the case of adaptation to the format, the article can be adjusted and sent to the second phase.
- **New submission.** Manuscripts that fit the scope of the journal but need major revisions in writing and methodology need new rounds of evaluation. In this case it is suggested by the editor to send the manuscript as a New Submission starting the process again.
- **Qualified for second phase.** The manuscript remains for double blind review.

ASSESSMENT IN THE SECOND STAGE (SCIENTIFIC PAIRS):

The articles that go to the second stage can be:

- **Rejected.** The rejection suggested by the evaluators will be based on the analysis of the content, focusing on the methodology and validity of the data, and must also consider the originality. The rejection opinion can be presented to the authors, as long as they request it.
- **Directly Approved Accepted.** When there are only minor fixes that do not need further rounds of evaluation. Direct approval does not require any content adjustments, the authors are advised of the decision and the article proceeds to the following processes.
- **Accepted with modifications.** Articles approved with modifications will be forwarded to the authors with the reviewers' considerations. The journal has no influence on the reviewers' evaluation method, it only guides them on its guiding principles, exposed in the focus, scope and guidelines for authors, which they must respect. After corrections, the author sends the article back to the journal for verification by the editor and reviewers, if the latter so determine. Once approved, it goes to publication.

The Editorial Committee reserves the right to suggest new modifications of form or of a punctual nature in terms of content or grammar, in order to adapt the article to the editorial or graphic profile of the Journal.

14. Publication agenda

Revista da EMERJ is published three times a year but receives articles continuously throughout the year.

15. Privacy Statement

The names and email addresses informed in this Journal will be used exclusively for the services provided by this publication and are not available for other purposes or to third parties.

16. Other information

- The articles will be selected by the Editor-in-Chief and the Editorial Board of the Journal, which will contact the respective authors to confirm the text reception, and then forward them to the two ad hoc reviewers analysis.
- The received and not published originals will not be given back.

If there are any questions or queries please do not hesitate to contact revistadaemerj@tjrj.jus.br for support.