



## **CALL FOR PAPERS**

### **24<sup>th</sup> CIAED – International Congress of Distance Education**

100% face to face - Qualis (Capes) B N - ISSN 2175-4098 - DOI 10.17143/abed1995

#### **1. The Congress**

The 24th CIAED – International ABED Congress of Distance Education, with the theme “Experimentation in DE” will open space for researchers, educators and managers of DE to promote their Scientific Work based on scientific investigation; share reports of innovative experiences; take part of round tables with specialists from Brazil and other countries; deliver lectures; take part of working groups of different areas and keep in contact with different professionals.

#### **2. The Papers**

**2.1** Each Paper submitted for the presentation in the Congress must be identified according to the following categories:

##### **2.1.1 Type**

2.1.1.1 Report of Innovative Experience (IE)

2.1.1.2 Scientific Investigation (SI)

##### **2.1.1.2.1 Nature of the Paper** (for Scientific Investigation only – SI):

A – Research Planning

B – Description of Ongoing Project

C – Final Research Report

##### **2.1.2 Category**

A – Strategies and Policies

- B - Contents and Abilities
- C - Methods and Technologies
- D – Support and Services
- E – Management and Logistics
- F – Research and Evaluation

### **2.1.3 Educational Sector:**

- a) Infantile and Basic Education
- b) High School and Technical Education
- c) College Education
- d) Corporate Education
- e) Continuing Education in General

## **3. Papers Formatting Standards**

**3.1.** Papers cannot exceed **ten standard pages** and must comply with the new spelling rules of the Portuguese language.

**3.2.** The general structure of the paper should comprise the pre textual elements (abstract, key words, acknowledgments- if any); textual (introduction, objectives, theoretical reference; methodological procedures; presentations and discussions of results; final considerations) and post textual (references).

**3.3.** The papers must be written in Word, Arial font, size 12, left justified and foreign words should be written in italic. Titles and subtitles of internal sections must be written in bold and left justified.

**3.4.** Charts, tables and illustrations must be inserted as “images” (there is an explanatory video available at the submission tool).

**3.5.** Images and tables should have subtitles, according to ABTN standards.

**3.6.** Citations and bibliographical references must follow the ABNT standards.

## **4. Standards for Paper Submission**

### **4.1. Submission tool**

Papers can only be submitted through the text editor at the submission tool. There is no option of sending files in Word, PDF or any other file extension.

The paper can be written in Word (or another editor of your choice) and pasted directly on the submission editor. In this case, copy only the text (charts, tables and photos should be included as images) and use the option **past as text with no format** at the submission editor. See more details at the tutorial link bellow.

## **IMPORTANT:**

Images should not be “pasted” directly in the editor, they should be inserted in the document. If you have doubts, a video at the submission tool explains how to insert the images in your paper.

### **4.2. Guarantee of the paper anonymity on submission**

Names of the authors, acknowledgment to people or any other information that could identify the authorship of the paper should not be listed in the text of the article. If this occurs, the paper will be eliminated from the evaluation process. Credits to those who contributed in any way with the work (no authors) should be inserted in specific field in the first part of the submission tool, identified as "Grateful". Financial support and others can also be included in this topic and must not exceed three lines.

### **4.3. Guarantee in relation to the format of the paper**

After your editing on submission tool, click "View Job" before sending it. If your paper exceeds the limit of 10 pages, you will get a warning on the screen and should be back to editing to make the corrections or adjustments in format to adequate to the total of pages.

## **ATTENTION:**

**If the article is sent with a number of pages above the allowed, the system will cut off automatically the exceeding pages and will only send the 10 initial pages (including the first one).**

## **5. Paper Submission**

**5.1.** The submission of papers for analysis by the Congress Technical-Scientific Committee **is exclusive for ABED members** and is linked to the condition that **all** authors are Individual Associates with the payment of their tuition fees up to date.

**Important note:** If the adviser of theses or dissertations is indicated as one of the authors, he/she must fulfill the item 4.1 - (be ABED individual associate and up to date with the annuity). Eventually, if the adviser does not consider appropriate to join and pay the annual fee, he/she should not appear as the author of the Paper, and may receive the due recognition in the specific field "Acknowledge".

**5.2.** The paper submission will be done solely through the tool available on the website: <http://www.abed.org.br/hotsite/24-ciaed/pt/trabalhos/>

**5.3.** As part of the process of sending the paper using the tool, it is mandatory to indicate compliance with the term of appointment for the submission previously described below:

*"I do agree and am committed, if my paper is approved by the Scientific Committee, to attend or appoint a representative for its presentation, on day and hour previously indicated, and I authorize its immediate publication on the website of the institution. I authorize the publication of the material used in my presentation at the site of the event, as well as the use of sounds and images. I also authorize receiving SMS messages in my cell phone with information about my scientific presentation and my participation in the event."*

**5.4.** After the paper submission, an confirmation automated message with a **receipt number** will appear on the screen and will be sent to the e-mail address of the author who made the submission. **The number of receipt of your submission will enable the correction of your paper, if required by the Congress Scientific Committee.**

**Important note:** the automatic message receipt does not, in any way, means the approval of the paper for presentation at the event.

## **6. Assessment and paper judgement**

**6.1.** Papers submitted to be presented in Parallel Sessions or Poster Sessions on the 24th CIAED undergo a rigorous trial of the kind *blind peer review*, blind trial, in which the identity and institutional affiliation (s) of author (s) are not of knowledge of the evaluators.

**6.2.** The evaluation is carried out by the Technical and Scientific Committee of the Congress, formed by the members of the ABED Scientific Council and other members with doctorate degrees and recognized scientific contribution in the area.

**6.3.** Each work is evaluated by at least three members of the Technical-Scientific Committee. The final result of the evaluation process of each paper submitted corresponds to the average ratings of the three evaluators, which will indicate the acceptance or not of the scientific work to be presented at the Congress.

**6.4.** At the end of the trial process, the Technical and Scientific Committee of Congress may take the following decisions:

- a) Acceptance for Parallel Session Presentation
- b) Acceptance for Poster presentation
- c) Return to author for modification, after which the paper can be accepted to be presented in Parallel Session
- d) Paper declined.

**6.5.** The authors of papers that need corrections for presentation (return to the author for modification) will be informed automatically via email and should access submission tool again, through the **number of receipt**, to make sure the necessary changes.

**6.6.** The necessary modifications will be pointed out by the Scientific Committee in specific field on the submission screen. The authors also must point in the comments

field which and where changes have been made in the text before the transfer of modified article.

**6.7.** The deadline for correction and resubmission of the work will be exactly 5 days (including minutes) from the automatic issuance of warning message sent to the authors. The system will block the editing of the papers after this period.

## **IMPORTANT**

**Automatic communication between ABED and the authors will be through the electronic address of the first author, as specified in the submission tool. The order of the authors that appear in the work will be the same as the submission tool.**

## **7. Publication of the Approved Papers.**

**7.1.** The Papers approved by the Technical-Scientific Committee will be published electronically in the annals of Congress, available on the website of ABED under the ISSN 2175-4098 and DOI 10.17143/2175-4098 abed1995.

**7.2.** The papers approved, **which are not presented** by their authors or representatives on day and times set in the schedule of the 24<sup>th</sup> CIAED (in the period from 03 to 07 October 2018, at the Centrosul – Centro de Eventos, city of Florianópolis/SC), will be removed from the annals and in its place it will be published a note about it, with the identification of the responsible ones, getting their authors unable to submit jobs to the ABED events of for a period of 2 (two) years.

**7.3.** The Papers will be published electronically in Portuguese, being optional their publication in English. It will be of full responsibility of the author (s) the English version of the paper approved.

## **8. Languages of the Congress.**

The language of the event is Portuguese, however, conferences, plenary sessions or mini courses in other languages (English, French or Spanish) usually will have simultaneous translation.

## **9. Schedule**

1. Period for sending the papers	February 1 to April 30, 2018
2. Period for review and papers corrections.	May 1 to June 3, 2018
4. Results release.	June 4 to 20, 2018
5. Sending of English version of approved paper (optional).	July 20, 2018
6. Presentation during the Congress.	October 3 to 7, 2018 in Florianópolis / SC

## **Complementary Information**

For presentations in Parallel Session during the event it will be available a computer with basic operational system: Windows XP 2003 with Power Point, projection system and Internet access.

In the case of Paper approved for presentation in Poster Sessions, we suggest looking checking the Poster template at:

[http://www.abed.org.br/congresso2018/Modelo\\_Poster\\_24\\_CIAED.pdf](http://www.abed.org.br/congresso2018/Modelo_Poster_24_CIAED.pdf)

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3 to 7 October 2018 – Florianópolis / SC**

[www.abed.org.br/congresso2018](http://www.abed.org.br/congresso2018)

### **Contacts**

#### **ABED Headquarter:**

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### **E-mails**

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Information about the event: [congresso@abed.org.br](mailto:congresso@abed.org.br)

ABED Web Page: [www.abed.org.br](http://www.abed.org.br)