SCIENTIFIC AREA

**TITLE**

Full name of Author1, author1@autor.aa, Affiliation

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Full name of Author3, author3@autor.aa, Affiliation

(…)

**ABSTRACT**: The text of the abstract will start on this line, letter Times New Roman, 11, normal characters and justified. This abstract should not exceed 150 words. The fifth paragraph should start after a blank line with the expression ‘KEYWORDS’, in upper case, Times New Roman, 11, bold characters, followed by the list of keywords, in Times New Roman, 11, normal characters, left justified and separated by commas. There should be between three to five keywords. After the keywords will be inserted a line.

**KEYWORDS**: Keyword1, Keyword2, Keyword3, Keyword4, Keyword5.

# 1. Introduction

The text should be submitted in a pdf format online, through the e-mail of the Conference (jle2020@ipb.pt), without the identification of authors. Later, after acceptance of the work, it will be requested in Microsoft Word 2019 or an earlier format. It must be written in A4 size format, single-spaced and justified. The top, bottom and right margins must be 2.5 centimetres (0.98 inches) and the left margin must be 3 centimetres (1.18 inches). Articles cannot exceed 80,000 characters or 18 pages, including figures, tables and references that should appear at the end of the text. The first paragraph must be reserved for the name of the scientific area, in which the authors suggest that the presentation be included, in upper case, Times New Roman, 10, normal characters and left justified.

After inserting a blank line, the second paragraph must include the presentation title, in upper case, Times New Roman, 12, bold characters and left justified. After inserting a blank line, the third paragraph must start with the author(s)' full name(s), followed by the e-mail and the affiliation, in Times New Roman, 11, normal characters and right justified. When there's more than one author, they all must appear in different lines.

After two blank lines, the fourth paragraph must start with the word ‘ABSTRACT’, in upper case, Times New Roman, 11 and in bold characters. The abstract text will start after the word ‘abstract’, in Times New Roman, 11, normal characters and justified. The abstract shall not have more than 150 words. After insert a blank line, the fifth paragraph must start with the expression ‘KEYWORDS’, in upper case, Times New Roman, 11 and in bold characters followed by the list of keywords, in Times New Roman, 11, normal characters, left justified and separated by commas. There should be between three to five keywords. Works just written in English is not necessary to present the abstract and keywords in Portuguese or Spanish. After the keywords will be inserted a line.

After two blank lines, should be included the first heading and then the text to be written with letter in Times New Roman, 10, normal characters, without tabs, justified, with the paragraphs separated by a blank line. The titles and subtitles of the text must be identified with Arabic numeral (1,2,3...), in upper case, Times New Roman, 10, bold characters, justified, preceded with two blank lines and followed by a blank line. The footnotes[[1]](#footnote-1) will be placed at the end of the page, in Times New Roman, 8, normal characters and justified.

# 2. Theoretical framework

After two blank lines, should be included the first heading and then the text to be written with letter in Times New Roman, 10, normal characters, without tabs, justified, with the paragraphs separated by a blank line. The titles and subtitles of the text must be identified with Arabic numeral (1,2,3...), in upper case, Times New Roman, 10, bold characters, justified, preceded with two blank lines and followed by a blank line. The footnotes will be placed at the end of the page, in Times New Roman, 8, normal characters and justified.

The titles presented in this template are purely exemplary. Authors may rename and create subheadings that they deem appropriate, but obeying the rules described above. The figures (graphics, flowcharts, etc.) should preferably be in black and white, centred with a numbered title and source below, written in Times New Roman, 10. They should be inserted in the text and be done with a Microsoft Office applications or, alternatively, be inserted as images (see Figure 1).



Figure 1: The XXX Conference logo

Source: Jornadas Luso-Espanholas de Gestão Científica (2019)

The tables, always elaborated in vertical lines, should be in black and white, centred, with a title numbered on top and with the source below, written in Times New Roman, 10, normal characters. They should be inserted, sequentially in the text (see Table 1). Acronyms and/or abbreviations, presented in the tables, their meaning should be presented in a note below the table, separated by semicolons, in Times New Roman, 8, normal characters.

Table 1: Number of authors and communications presented in the last 3 Conferences

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicators** | **XXVII Conference** | **XXVIII Conference** | **XXIX Conference** | **µ** | **σ** |
| Number of communications | n | n | n | n | n |
| Number of authors | n | n | n | n | n |

Note: µ, population average; σ, standard deviation; n, number.

Source: Author’s (Authors’) own elaboration

Citations of sources in the text will be in presented in an international format (American Psychological Association [APA], 2013). Several literature (e.g., Anthony & Young, 1999; Moreira, 2009) may serve as examples of citations. Only the sources cited throughout the paper may be included in the list of references, to be presented at the end of the document, elaborated according to the APA standard in Times New Roman, 9, normal characters. The examples to be presented in the final references, in alphabetical order of the cited authors, refer to the APA manual itself (American Psychological Association, 2013), another book (Anthony & Young, 1999), a scientific article (Balakrishnan, Pugely, & Shah, 2017), a chapter of a book (Moreira, 2009), a legal document (Decree-Law no. 108/2011, November 17), and a webpage (Jornadas Luso-Espanholas de Gestão Científica, 2019).

The theoretical framework (section 2) and results (section 4) may be renamed by similar names on the one hand and subdivided into subtitles, on the other hand, if the authors find it more appropriate.

The equations must be numbered sequentially, in brackets, be alone in a line and be referenced in the text (Eq. 1).

|  |  |
| --- | --- |
|   | [1] |

# 3. MetHODOLOGY

# 4. ResULTS

# 5. CONCLUSION

**ACKNOWLEDGEMENTS (OPTIONAL)**

# REFERENCES

American Psychological Association. (2013). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Anthony, R., & Young, D. (1999). *Management control in nonprofit organizations* (11th ed.). Boston, MA: McGraw-Hill.

Balakrishnan, R., Pugely, A., & Shah, A. (2017). Modeling resource use with time equations: Empirical evidence. *Journal of Management Accounting Research, 29*(1), 1-12. doi:10.2308/jmar-51444

Decreto-Lei n.º 108/2011, 17 de novembro. *Diário da República Eletrónico, 221*(Serie I), 4964-4967. Lisboa, Portugal: Ministério da Saúde. Acedido em https://data.dre.pt/eli/dec-lei/108/2011/11/17/p/dre/pt/html

Jornadas Luso-Espanholas de Gestão Científica. (2019). *Cooperação transfronteiriça: Desenvolvimento e coesão territorial*. Retrieved from http://lusoespanholas2020.ipb.pt/

Moreira, J. A. (2009). Investigação em contabilidade financeira: Três contribuições seminais. In M. J. Major & R. Vieira (Orgs.), *Contabilidade e controlo de gestão: Teoria, metodologia e prática* (pp. 91-127). Lisboa: Escolar Editora.

# ANNEXES (OPTIONAL)

1. The footnotes will be placed at the end of the page, in Times New Roman, 8, normal characters and justified. [↑](#footnote-ref-1)