**GENERAL REMARKS**

**General formatting:**

Program: Word 2010 or similar.

File extension: doc, docx or similar. Do not send in pdf format.

For general formatting follow as *the template* as per magazine’s rules.

**Images:**

We recommend a maximum of 10 images per article.

The images will be called "Figures" and should be included in article’s text, right after the indication that appears in the text.

To make files lighter for delivery, images of pictures should be compressed to  
WEB/SCREEN format.

Be advised that, if the article is accepted, the "Figures" that illustrate it must have writen authorization from the author of the image (not the author of the article, unless he is also the author of the image), for its publication in the referred text *by the arq.urb* *magazine* (who is not accountable for the image authoring). Images that do not have authorization, except those of public domain (in which case the author[s] should indicate it, according to the definitions of the current legislation), will not be accepted to be published, in accordance with the provisions of Author’s Right legislation established in Law nº 9,610/98.

The information about authoring the images must be included in subtitle (Source).

SUBSEQUENTLY, and only for ARTICLES ACCEPTED FOR PUBLICATION the author(s) must **send separately** the images numbered according to the subtitle and with a minimum size of 1000 pixels on the largest side.

The Editorial Board reserves the right of not publishing any and every image that do not comply with the legal requirements described above.

**Authoring (blind peer review policy):**

The file may not have any data that reveals author's name(s). The document must be checked prior to be sent for personal data removal:

Inspect and remove personal data in "File" tab, "Checking For Issues," "Inspect Document."

Personal information within the text should be replaced by the phrase: "suppressed to preserve author's identity" (in red). If the article is accepted to be published, a full version including deleted data should be submitted.

These pages with general information should not be sent along with the article.

**The *template* starts on the next page.**

**Title, in original language** [Bold Arial, 14. Alignment: left. Indents: none. Spacing: before = 0; after= 0pt. Line spacing: 1.5]

***If the title is not in Portuguese, include the title in Portuguese.***

***Title, in English****[Arial italic and bold, 12 Alignment: left. Indents: none. Spacing: before = 0; then= 18pt. Spacing between lines: 5pt]*

**Resume**[Arial bold, 12. Alignment: left. Indents: none. Spacing: before = 24; then = 12. Spacing between lines: simple]

In Portuguese. It should contain 100 to 200 words. Even the article not being written in Portuguese, the abstract should be written in that language. Xxxx xxxxxxxxx xxxxxxxxx xxxxxx xxxxxx xxxxxxxxxxxxxxxxxx xxxx xxxx xxx xxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxxx. [Arial normal, 11. Alignment: justified. Indents: none. Spacing: before = 0; then = 6. Spacing between lines: simple]

**Keywords:**Word. Word. Word. [Only 3 descriptors, do not use words that are in the title] [Arial normal, 11. Alignment: left. Indents: none. Spacing: before = 0; then = 6. Spacing between lines: simple]

**Abstract (resume translation into English)**

In English. Minimum 100 / Maximum 200 words. Always include an abstract in English. Xxxx xxxxxxxxx xxxxxxxxx xxxxxx xxxxxx xxxxxxxxxxxxxxxxxx xxxx xxxx xxx xxxxxxxxxxxxxxxxxxxxx xxxxxx xxxxxx.

**Keywords:**Word. Word. Word.

[Insert pagebreak]

**Title**[Arial Bold, 14. Alignment: left. Indents: none. Spacing: before = 0; after= 0pt. Line spacing: 1.5]

**Subtitle**[Introduction] [Arial bold, 12. Alignment: left. Indents: none. Spacing: before = 24; then = 12. Spacing between lines: 1.5]. Subtitles or parts of the article MUST NOT BE NUMBERED.

Article text. Xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxx xxxxxxxxxxxxxxx xxxxx,[[1]](#footnote-1) xxxx xxxxxx xxxxx xxxx xxxxxxxx. [Arial normal, 11. Alignment: justified. Indent, left and right: 0. Special first-line indents: 1.25. Spacing: before = 0; then = 6. Line spacing: 1.5]

Article text. Xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxxxxx xxxx xxxx xxxxx xxx xxx. If the author’s citation with more than 3 lines below is referenced in the running text [example: As stated by Manfredo Tafuri] the reference of the text should be the continuation of the name of the referred author [example: As stated by Manfredo Tafuri (1995, p. 16), do not use a capital letters for the author's first or last name in this case]. Do not repeat this information after the quote.

Quotation with more than 3 lines should not be in quotes. Xxxxx xxxxx xxxxx xxxxx xxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxxxxx xxxxxxxxx xxxxxx xxxxxx xxxxxx xxxx xxx xxx x xxx xxx xxxx xxx xxx xxx xxx xxxxxxxxxxx. [Arial normal, 10. Alignment: justified. Left indentation: 4. Special indentation: none. Spacing: before = 6; then = 6. Spacing between lines: simple] [Only inform the reference data if the author has not been quoted in the text run immediately preceding the citation]. The reference should follow the system (AUTHOR, date, p.)

Article text. "Xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxx xxx xxx xxxx xxxxx xxx xxxxx xxxxx xxxxx" (AUTHOR, date, p. XX) [Quotations with less than three lines: must be inserted between "double quotes" throughout the text, followed by the reference in the system (AUTHOR, date, p.)] xxxxx xxxxxx xxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxxxx xxxx xxx xxxxxxxx.

Article text. As stated by Manfredo Tafuri [Quoted Author] (apud REFERENCE AUTHOR, data, p.XX)[[[2]](#footnote-2)](http://www.translatoruser.net/bvsandbox.aspx?&from=pt&to=en&csId=06048ef3-42d8-4dd4-a847-9cf66764efb2&usId=618b5413-36c6-4ed8-b5ab-523231c57451&ac=true&bvrpx=false&bvrpp=&dt=2020%2F9%2F4%2020%3A12#_ftn2) "Xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxxxxx xxxx xxxx xxxxx xxx xxxxx xxxxx xxxxx" [The “citation of a citation” will be indicated by the word  
“apud”, do not use italics, in the “AUTHOR, data, p.” system. In a footnote, include the  
reference to the author quoted in full, copying the reference that should appear in the  
referred book, if not indicate in the note].

Article text. Xxxxx xxxxx xxxxx xxxxx xxxx xxx xxx xxx xxxx xxxx xxxxx xxx xxxxx xxxxx xxxxx (AUTHOR, date) [Indirect quote does not take page number] xxxxx xxxxxx xxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxxxxx xxx xxxxxxxx.

**Secondary subtitle**[if necessary] [Arial bold, 12. Alignment: left. Left indentation: 1, 25. Spacing: before = 24; then = 12. Spacing between lines: 1.5]. Secondary subtitles MUST NOT BE NUMBERED

Article text. Xxxxx xxxxx xxxxx xxxxx xxxxx (Figure 1)[[[3]](#footnote-3)](http://www.translatoruser.net/bvsandbox.aspx?&from=pt&to=en&csId=06048ef3-42d8-4dd4-a847-9cf66764efb2&usId=618b5413-36c6-4ed8-b5ab-523231c57451&ac=true&bvrpx=false&bvrpp=&dt=2020%2F9%2F4%2020%3A12#_ftn3) in text body the reference to the image should be indicated as in the example. If the author(s) wishes to include an illustration for which they do not have copyright, they may include the link or source in a note, without, however, physically placing the image in the article. The Editorial Board reserves the right not to publish any and every images that do not comply with Author’s Right requirements] xxxx xxx xxx xxx xxxx xxxxx xxx xxxx.

[Introduce additional spacing before figure]

[Insert the figure]  
[Alignment: centered. Indents: none. Spacing: before = 0; then = 0. Spacing between lines: simple.]

Figure 1. Explanatory image caption. Source: Personal Collection. In case a LINK does not use the term "Source" but rather the expression "Available in: xxxxxxxxx. Access in: XX apr. XXXX" You will not need to remove the hyperlink. [Arial normal, 10. Alignment: centered. Indents: none. Spacing: before = 0; then = 12. Spacing between lines: simple.]

[We recommend a maximum of TEN FIGURES. For “figure” it is understood as any and every illustrations (photographs of any object and drawings), but also diagrams, tables, graphics and similar, that must be inserted throughout the text and properly subtitled. The image in *the template* should be pasted in low resolution (compress all images to WEB-Screen). LATER, in case of the article’s acceptance by the Scientific Committee the "Figures" should be sent with a minimum size of 1000 pixels on the according to the image orientation]

Article text. Xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxxxxx xxxx xxxx xxxxx xxx xxxxx xxxxx xxxxx xxxxx xxxxxx xxxxxxxxxxxxxx xxxxx xxxx xxxxxx xxxxx xxxx xxxxxxx.

\* \* \* [not include page break]

**References:** [Bold Arial, 11. Alignment: left. Indents: none. Spacing: before = 24; then = 12. Spacing between lines: simple].IT IS NOT A BIBLIOGRAPHY, only list authors who were effectively mentioned throughout the text.

Essential elements:

AUTHOR'S LAST NAME, Author's full name. **Title of the** **work in bold**. City: Publisher, year. [Arial normal, 10. Alignment: justified. Indents: none. Spacing: before = 0; then = 6. Spacing between lines: simple].

Complementary elements such as: translator, edition number, number of pages of the book, date of original edition, etc. can be added, following the criteria defined in NBR 6023. It will not be necessary to remove the hyperlinks because the publication will be digital.

EXAMPLES OF THE MOST COMMON REFERENCES:

Book:

COLQUHOUN, Alan. **Modernity and Classical Tradition.** São Paulo: Cosac & Naify, 2004.

Book with more than 3 authors:

DUARTE, Cristiane Rose et al. (orgs.). **The place of the** Project: in teaching and research in architecture and urbanism. Rio de Janeiro: Proarq/Contracapa Livraria, 2007.

Chapter or part of a book:

RUBIO, Lilia Maure. Essai sur l'Architecture. In: LAUGIER, Marc-Antoine. **Ensayo on la arquitectura**. Madrid: Akal, 1999, p. 5-38.

Journal article:

ARTIGAS, Joao Batista Vilanova. Two residences. **Acropole**, São Paulo, year 31, n. 368, p. 13-21, Dec. 1969.

Journal article, available on the Internet:

ARTIGAS, Joao Batista Vilanova. Two residences. **Acropole**, São Paulo, year 31, n. 368, p. 13-21, Dec. 1969. Available in: <http://www.acropole.fau.usp.br/edicao/368>. Access: 13 Dec. 2014. [no need to remove the hyperlink

Article published in electronic journal or digital medium:

MAHFUZ, Edson. Order, structure and perfection in the tropics: Mies van der Rohe and São Paulo architecture in the second half of the 20th century. 2005. Available in: <http://www.vitruvius.com.br/revistas/read/arquitextos/05.057/498>. Access: 20 Oct. 2015.

Masters dissertation:

BUZZAR, Antonio Miguel. **João Batista Vilanova Artigas**: elements for understanding a path of Brazilian architecture (1938-1967). Dissertation (Master in Urban Environmental Structures) - Faculty of Architecture and Urbanism, University of São Paulo, São Paulo, 1996.

Doctoral thesis:

Tagliari, Maria Ana. **The unbuilt residential projects of Vilanova Artigas in São Paulo.** Thesis (PhD in Architecture Design) - Faculty of Architecture and Urbanism, University of São Paulo, São Paulo, 2012.

Paper presented at a congress or similar:

COTRIM CUNHA, Marcio. A new typological proposal in the work of Vilanova Artigas in the 1970s. In: DOCOMOMO SEMINAR BRASIL, 9., Jun. 2011, Brasilia. Available from: <http://www.docomomo.org.br/seminario%209%20pdfs/051\_M21\_RM-UmaNovaPropostaTipologica-ART\_marcio\_cotrim.pdf>. Accessed: 17 Nov. 2015.

[For another type of reference, follow the ABNT standards (NBR 10520 and 6023) using the sources defined herein, these standards can be accessed on the journal's homepage]

Any questions, contact the editors of the magazine at the e-mail: [revista.arq.urb@saojudas.br](mailto:revista.arq.urb@saojudas.br)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Footnotes are not Reference Notes (except in the case of Citation of a Citation), they are Explanatory Notes. We recommend avoiding long and descriptive notes. [Arial normal, 10. Alignment: justified. Indentation: None. Spacing: before = 0; then= 0. Spacing between lines: simple]. [↑](#footnote-ref-1)
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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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