

REVISTA DA ESCOLA JUDICIAL DO TRT4

(TRT4 JUDICIAL SCHOOL JOURNAL)

RULES FOR SUBMISSION OF ARTICLES

1 EDITORIAL LINE

The **purpose** of the journal is to disseminate knowledge and reflections on human sciences specifically about issues related to the world of labor, as well as to train and improve Labor Court judges' and civil servants' job. About this, the socio-juridical challenges arising from labor relations dialectics in the era of globalization, the new forms of productive process stemming from technological changes and their socio-juridical developments demand the growth of thoughts that contemplate areas of knowledge related to Labor Law and Labor Lawsuits, Fundamental Rights, Philosophy of Law, Ethics, Sociology, Psychology, Occupational Health, Economics, Education, among others.

The publishing of this biannual scientific periodical is under the responsibility of the Judicial School Regional Labor Court of the 4th Region (RS – Brazil).

The journal's first **mission** is to foster democratic academic debate and written production of interdisciplinary and transdisciplinary knowledge on human sciences. The publishing **focuses** on the legal community in general, especially of the labor justice, labor attorneys, lawyers, Labor Courts, Labor Prosecution Office and human field academics.

It primarily seeks to disclose unpublished scientific articles produced by national and foreign authors who are mainly connected to *stricto sensu* post-graduation programs, teachers and students as well. Other topics such as reviews, research results, interviews, etc., may integrate the content of the journal, at the discretion of the Editorial Board.

2 GUIDELINES

2.1 The articles must be original and unpublished in Brazil, dealing with the thematic dossier of the issue or, with the same criteria, articles dealing with other themes that reflect the editorial line of the journal (see item 1) will also be received.

2.2 The texts will be evaluated for scientific content, relevance, interest, theme currentness, adequacy to the norms of the Brazilian Association of Technical Norms (ABNT) and to the norms adopted for their publication.

2.3 The statements, concepts and opinions expressed in the articles are absolute responsibility of the author(s) himself/themselves and do not represent institutional positions of the Court, the Judicial School and/or the journal scientific staff.

2.4 The submission of manuscripts implies a tacit expression of license to publish, without any kind of consideration under copyright.

2.5 During the submission process papers will be accepted or rejected according to its agreement or disagreement with the guidelines of the journal. And also some amendments to the article may be proposed as well.

2.6 The materials must be sent **exclusively** by e-mail, to the e-mail address ej.editor.revistacientifica@trt4.jus.br.

2.7 It must be included the **copyrights renunciation, originality and unpublished content declaration** attached here, as well as the full name of the author(s), address, telephone, e-mail address, academic situation, titles and names of the institutions which he/they belong to.

2.8 There may be an invitation for publication at the discretion of the Editors.

2.9 At the discretion of the Editors, only papers received in foreign languages may not observe the expressed rules regarding submission requirements.

2.10 The acceptance of papers for submission will remain active throughout the year, regardless of the public notice announcement.

2.11 The Editors are in charge of the submission process of the materials received, and the evaluation for approval is done by the Editorial Board of the journal.

2.12 Once approved, papers may be made available on the journal's website, first in the "in press" version. In this modality, access to the title, authorship, abstract and keywords is allowed, while the usual revisions¹ are pending for later availability of the full text.

3 GENERAL GUIDELINES

3.1 Aware of the submission rules, **the author shall send to the Editor two files: one with the following identification** - full name, address, telephone number, e-mail address, academic position, titles and names of institutions which the author is affiliated to, **and another file without any identification.**

3.2 The Editor will note the date of receipt of the article and forward it for evaluation by the **double blind file system**² without identification. Papers will be evaluated for content by referees, considering their respective subject areas, and for formal criteria by the Court Library.

3.3 The papers may eventually be returned to the authors for adjustments based on the aforementioned analyses.

4 SUBMISSION RULES

4.1 The papers must be unpublished.

¹ The usual checks include revisions to the text, technical standardization and translation of the *titles, abstracts and keywords*.

² System in which referees and authors have their identity preserved in the submission process.

4.2 General specifications:

- a) paper size: A4;
- b) margins: upper 3 cm, lower 2 cm, left 3 cm, right 2 cm;
- c) Justified-aligned text, except for references;
- d) font: arial 12 for the text and arial 10 for the long quotations (with more than 3 lines);
- e) space between lines: single (according to NBR 6022: 2018, item 6.1);
- f) paragraphs: 1,25 cm;
- g) number of pages per article: minimum of 10 up to 15 pages, including text, references and other post-textual elements, observing the official spelling;
- h) the article files must observe the formats **.rtf**, **.doc** or **.docx** (Microsoft Word).

4.3 According to NBR 6022: 2018 of the Brazilian Association of Technical Standards (ABNT), the structure of an article comprises pre-text, text and post-text elements. The articles that observes the **mandatory elements** below will be considered fit for analysis:

4.3.1 Pre-text elements:

- a) title in Portuguese;
- b) title in English;
- c) authorship: all authors' names and highest academics degrees as well as all authors' affiliations and e-mail addresses must be included in a footnote identified with an asterisk "**";
- d) abstract in Portuguese;
- e) keywords in Portuguese;
- f) abstract in English;

g) keywords in English;

h) submission date.

4.3.2 Text elements:

a) Introduction: this first part of the article should contain the delimitation of the subject and/or other elements that describe it. Introduction should be part of the sections numbering:

b) Development: exposition of the subject, which may be divided into sections and subsections, if necessary. Footnotes will be used exclusively for explanatory notes;

c) Final considerations.

4.3.3 Post-text elements:

a) References (obligatory item);

b) Glossary (optional);

c) Appendix (optional);

d) Annex (optional);

e) Acknowledgments: (optional).

4.4 In addition to the above general guidelines, the Manual for the Drafting of Scientific Papers is available at <https://www.trt4.jus.br/portais/media/2830367/2024-ManualRedacaoArtigosCientificos-4.pdf>.

ATTACHMENT

COPYRIGHTS RENUNCIATION, ORIGINALITY AND UNPUBLISHED CONTENT DECLARATION

1) Article Title:

2) The work has () Single authorship () Co-authorship

In case of co-authorship, it is necessary for each author to complete this form, indicating below the names of all authors.

3) I, _____

author/co-author of the above-identified article, declare that the paper is original and unpublished, and has not been submitted for publication in any media, especially any other journal, neither in part or in full. I further state that, if approved for publication in the TRT4 Judicial School Journal (Revista da Escola Judicial do TRT4), this article will not be submitted to another journal without prior authorization from the Editorial Board. If approved and selected, I authorize its publication in the above-mentioned periodical. I declare myself fully responsible for its content and aware that publication implies free transfer of copyrights to the Journal, both in electronic and print versions, as stated in the article 49 of the Law (Law No. 9610, dated 02/19/98). Besides, failing to accomplish with this commitment will subject the offender to penalties provided according to the same law.

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