

SELECTION PROCESS OF SCIENTIFIC ARTICLES FOR PUBLICATION IN THE NEXT VOLUME OF THE ACADEMIC JOURNAL "SOCIAL AND LABOR RELATIONS LAW- UDF"

The Academic Journal "Social and Labor Relations Law-UDF"- of the Master's Degree Course in Social and Labor Relations Law at the University Center of the Federal District (UDF), in Brasília, makes public the selection process for scientific articles for the next volume, of Social and Labor Relations Law-UDF, which has a permanent call for articles for submission and publication in its next issues.

1 THE REQUIREMENTS FOR THE PUBLISHING OF ARTICLES

1.1 The Journal has a permanent call for articles for submission and publication in its next issues, through the OJS/SEER online system, at the electronic address <http://publicacoes.udf.edu.br/index.php/relacoes-sociais-trabalhista/login>

1.1.1 Any doubts about the use of this system can be resolved in the article submission tutorial available on the journal's website.

1.2 The author must have a doctorate degree in Law or other related areas, linked to a national or international higher education institution.

1.2.1 Co-authorship by Doctoral students, Masters or Masters students is allowed, limited to the number of three authors, provided that at least one of them meets the requirement of item 1.2.

1.3 The articles must be innovative and discuss topics with academic or institutional impact, related to Labor and Social Relations Law and interconnected with other branches of law such as:

1.3.1 Administrative Law (Government Law);

1.3.2 Constitutional Law;

1.3.3 Corporate Law;

1.3.4 Human Rights;

1.3.5 Criminal Law;

1.3.6 Social Security Law;

1.3.7 Labor Procedural Law;

1.3.8 Labor Law;

1.3.9 Tax Law;

1.3.10 Children and Adolescent Law;

1.3.11 Elder Law;

1.3.12 Philosophy of Law;

1.3.13 Legal Psychology;

1.3.14 Legal Sociology.

1.4 It is essential, for entry into the article selection process, that the author enter his/her academic background in the “biography” field of the system whose electronic address is found in item 1.1 of this Notice.

1.5 For the publication of the submitted articles, the limit of 25% of authors and co-authors from the same region will be observed, as recommended by item 6.2 of the 2019 CAPES Qualis Periódicos Report.

2 RULES FOR SUBMISSION OF SCIENTIFIC ARTICLES

2.1 The articles ideally must be written in Portuguese, but articles in foreign languages will be accepted.

2.2 The identification of the author cannot be included in the content of the article submitted for the selection process, so that the isonomy of the article selection process is safeguarded.

2.3 The articles must be original and unpublished.

2.4 Articles must not contain plagiarism; therefore, literal quotation, paraphrase, or abstract must be accompanied by the reference to the original publication.

2.5 Self-plagiarism will not be allowed, that is, the insertion into the article of substantial parts of other works by the author previously published in any way (repositories, electronic sites, journals, etc.).

2.5.1 The citation of the author's own work, as long as the ABNT rules are followed, does not constitute self-plagiarism.

2.6 The Academic Journal "Social and Labor Relations Law- UDF" adopts an anti-plagiarism policy. During the editorial process, the articles submitted to the Journal will be verified through the SafeAssign software to identify plagiarism. If the software identifies any indication of plagiarism, the authors may be notified to provide clarification, and if plagiarism is confirmed, the article will be rejected.

2.7 Monographs, course completion papers, master's theses and doctoral dissertations will not be accepted.

3 RULES FOR THE PRESENTATION OF SCIENTIFIC ARTICLES

3.1 The articles must be submitted in an electronic file, formatted according to the documentation standards of the Brazilian Association of Technical Standards (ABNT), in Word, A4 size paper, with at least 10 and at most 30 pages, in the following configuration:

3.1.1 title in Portuguese and in English, centralized, with a maximum of 15 words in capital letters and in bold;

- 3.1.2 abstract in Portuguese and in English, with a minimum of 100 and a maximum of 250 words, single-spaced, with content that presents the field of study, objective, method, results, and conclusion;
- 3.1.3 keywords: up to 5 (five) uniterms in Portuguese and English (keywords), separated and terminated by periods;
- 3.1.4 body text: page configuration for A4 paper, with left and top margins of 3.0 cm, and right and bottom margins of 2.0 cm, justified alignment, 1.5 cm indentation on the first line;
- 3.1.5 paragraphs: font Times New Roman, font size 12, space between lines 1.5 cm and no space between paragraphs;
- 3.1.6 citations in the body of the text should follow the same format as a bibliographical reference by means of a footnote reference. In the case of up to three authors, all authors must be cited; in the case of four or more authors, all authors should be cited, but only the first author followed by the expression "et al." may be cited.
- 3.1.7 the complete references should be presented only at the end of the text, in alphabetical order, and aligned to the left, according to ABNT standards (NBR-6023:2018), for national authors;
- 3.1.8 the quotations in the text must be transcribed between double quotation marks, in the case of direct quotation of up to three lines, incorporated to the paragraph. In the case of direct quotation with more than three lines, it must be detached from the text with a 4 cm indentation from the left margin, with a smaller font than the one used in the text and without quotation marks (font 10);
- 3.2 The articles that are not presented in conformity with ABNT norms will not be considered, except for those whose inadequacy is minimal, at the discretion of the Editorial Team.
 - 3.2.1 The Editorial Team will contact the author whose article has a minor non-conformity with the ABNT norms, so that he/she can make the correction within 3 (three) calendar days of the communication.
 - 3.2.2 If the author does not make the changes requested by the Editorial team within the deadline, the article will not be considered.
 - 3.2.3 The articles will not be considered if they are written in violation of the Portuguese language and the guidelines for writing academic texts, which are technical vocabulary, clarity, precision, and impersonality.
 - 3.2.4 Only articles that are in accordance with this item will be submitted for initial evaluation.

4 EVALUATION PROCESS OF THE SCIENTIFIC ARTICLES

4.1 INITIAL EVALUATION

4.1.1 The articles that are in conformity with the items 1, 2 and 3 of this Notice will be forwarded to the Chief Editor who will ratify the pertinence of the works to the editorial line of the Journal.

4.1.2 Articles that do not comply with the editorial line of the Journal will not be considered.

4.1.3 The Chief Editor will select the articles with potential for publication both in this and future issues, and will forward them to the referees for technical evaluation.

4.2 TECHNICAL EVALUATION

4.2.1 The Editorial Team will forward the scientific articles, chosen in the initial evaluation, by the Chief Editor, for technical evaluation by referees, which must be concluded within 6 (six) months from the date of forwarding of the work for this evaluation.

4.2.1.1 In exceptional situations, at the discretion of the Editorial Team, the deadline mentioned in item 4.2.1 may be extended.

4.2.2 Each article will be distributed to 2 (two) reviewers. The names of the author(s) and the reviewers will be kept confidential to ensure the isonomy of the review process.

4.2.3 Within 15 (fifteen) calendar days of the article's submission, the reviewers will manifest themselves about it in a specific form, indicating it, or not, for publication, and may recommend the author to make adjustments in the work before the definitive review is issued.

4.2.3.1 In case of adjustments, the author can make them within 5 (five) calendar days from the moment he/she is informed about the evaluation.

4.2.3.2 If the author does not manifest within the period stipulated in sub-item 4.2.3.1, the work will not be considered.

4.2.4 The article that gets two negative recommendations will be disregarded.

4.2.5 In case of disagreement between the evaluators, the article will be sent to a third evaluator, who will give his/her opinion on it within 15 (fifteen) days, and may also recommend adjustments to the author before the final opinion is issued.

4.2.5.1 In case of adjustments recommended by the third reviewer, the rule in items 4.2.3.1 and 4.2.3.2 will be observed.

4.2.5.2 The adjusted article will be submitted to a new analysis by the third reviewer, who, within five (5) calendar days, will issue a definitive opinion on it.

4.2.5.3 If publication of the article is not recommended by the third peer reviewer, the Editorial Team may be consulted at the discretion of the Chief Editor.

4.2.5.1 If the Editorial Team considers the article suitable for publication, the Chief Editor will make the final decision on the appropriateness of the publication.

- 4.2.6 The author will be informed of the recommendation for publication of the article, or of the refusal to publish it, within 30 (thirty) days from the decision of the Chief Editor.
- 4.2.7 The articles approved by two reviewers will be submitted to the Chief Editor, who will choose which ones will be published in the current issue.
- 4.2.8 The approved articles that are not published in the edition for which they were submitted will be stored in a specific file and, if the author is interested, they may be published in the future.

5 CLOSING COMMENTS

- 5.1 When sending the articles, the authors must agree with the terms of submission of articles to the Journal and the authorization for publication, assignment of copyrights and declaration of originality and uniqueness, contained in the <http://publicacoes.udf.edu.br/index.php/relacoes-sociais-trabalhista/about/submissions>.
- 5.2 The authors will be entirely responsible for citations, references, ownership, and originality of the work and opinions expressed in the articles.
- 5.3 The submission of the articles to the journal implies the unconditional agreement to the terms of this Notice as well as the total, irrevocable, and free assignment of the copyrights.
- 5.4 No royalties or any other type of remuneration will be due for articles published in the Academic Journal "Social and Labor Relations Law- UDF, regardless of the type of media in which they are published.
- 5.5 For clarifications, the Academic Journal may be contacted through the e-mail resvistamestrado@udf.edu.br, from Monday to Friday, except holidays.

Brasília, January 30th, 2023.

MAURÍCIO GODINHO DELGADO

Academic Editor

MARIA CECILIA DE ALMEIDA MONTEIRO LEMOS

Chief Editor