English title: subtitle

Spanish title: subtitle

Portuguese title: subtitle

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original

Abstract

**Objective.** The abstract must be written in the language of the document (Portuguese, Spanish, or English), body 8, with a maximum of 150 words, and with three to five keywords separated by commas and lowercase initials (except for first names). The abstract must include the purpose, objectives, method, results, and conclusions of the presented study. The abstract of the text submitted for evaluation and the information entered in the submission metadata must be the same, as must the keywords (which must be entered individually in the corresponding field of the system in all languages). When defining keywords, avoid compound words and phrases, unless they are significant. **Method.** Must be entered in all three languages. You can use artificial intelligence to translate the abstract by asking it to act as a professional translator by translating it into the desired language. You can also use the DeepL translation website <https://www.deepl.com/pt-PT/translator>. Specify the use of all tools in the document. **Results.** Do not use machine translation without a professional for the entire text. **Conclusions.**

**Keywords:** separated by comma, without capital letters, ending without a period

Resumen

**Objetivo.** The abstract **Spanish** body 8, with a maximum of 150 words, and with three to five keywords separated from each other with a comma and lowercase initials (except first names). The abstract should include the purpose, objectives, method, results and conclusions of the study presented. The abstract of the text sent for evaluation and the information entered in the submission metadata must be the same, as must the keywords (which must be entered individually in the corresponding field of the system in all languages). When defining keywords, avoid compound words and phrases, unless they are significant. **Method.** Must be entered in three languages. Artificial intelligence translation can be used by asking it to act as a professional translator translating into the desired language. You can also use the DeepL translation site <https://www.deepl.com/pt-PT/translator>. Indicate the use of all tools in the document. **Results.** Do not use machine translation without a professional for the entire text. **Conclusions.**

**Palabras-clave:** separated by comma, without capital letters, ending without a dot

Resumo

**Objective.** The abstract **Portuguese**, body 8, with no maximum of 150 words, and with three to five key words separated from each other with virgules and lowercase initials (except for their own names). To prepare the abstract, the purpose, objectives, method, results and conclusions of the presented study must be considered. The abstract of the text submitted for validation and the information inserted in the metadata of the submission must be identical, as well as the key words (which must be inserted individually in the corresponding field of the system in all languages). To define key words, avoid compound words and phrases, except when significant. **Method**. It must be inserted in three languages. It can be used for translation by better artificial intelligence requesting it to act as a professional translator translating for the desired language. The DeepL translation site https://www.deepl.com/pt-PT/translator can also be used. Report or use of all non-document tools. **Results**. Do not use automatic translation for all text that needs to be reviewed by a professional. **Conclusions** .

**Palavras-chave**: separated by comma, without capital letters, ending without a dot

# Introduction

For the development of this template, international quality indicators were taken into account (COPE, APA, ORCID, CROSSREF, DOAJ, CASRAI, and SciELO). Some formats have also been chosen so that people with blindness and/or low vision who use reading software can enjoy the fluidity of the article, making it possible for everyone to read the text.

Write your article taking into account the common linguistic practices used in academic texts. Remember to cite and reference all sources used to construct your text, avoiding plagiarism.

# Text format

**A4** format, **single-column,** with a **maximum of 10,000 words,** including figures, tables, and references. The pagination and footer of the file should not be modified. Foreign words should be in **italics.**

The **title of the article** should be **concise,** avoiding excessive word count. In **English,** use **Arial font, size 16, black, and bold.** A colon should separate the title and subtitle (if applicable) (:). For **titles in Spanish and Portuguese,** use **Arial font, size 11, bold.** The main title should be in the language of the full text. That is, if the text is in English, the title (size 16) will be in that language.

**Section and subsection** titles should use **Arial font.** Use the appropriate styles for standardization, according to the section hierarchy already standardized in the Word document:

1. Level 1: Use the **Heading 1 style.**
2. Level 2: Use the Heading 2 style.
3. Level 3: Use the Heading 3 style.
4. Level 4: Use the **Heading 4** style.

**Body text** should be spaced in the Normal style: 6 points before and 0 points after lines, a minimum of 13 points between lines, no spacing between paragraphs, and no indentation **at the beginning of each paragraph (first-line indent).** The text should be in Arial font, **size nine,** with **justified alignment and gray (code #404040). Use the Normal** style from the Styles gallery for normalization.

## ****Footnotes****

Should be **avoided** and used **only when strictly necessary,** as screen readers do not automatically interpret them. The font should be **size 8, with single spacing and justified alignment.**

## ****Use of acronyms****

Acronyms should be used in a **standardized manner, restricting themselves** only to those in conventional or widely accepted use. The **first mention** should include the full meaning, followed by the acronym in parentheses. In subsequent mentions, only the acronym may be used.

**Example:** Brazilian Institute of Geography and Statistics (IBGE).

# ****Text accessibility****

To ensure **accessibility,** do not include information that is solely visual. Also, do not rely solely on **color, size, bold, italics, or underlining** to differentiate information, as screen readers may not interpret it correctly.

If these elements serve only an aesthetic purpose and do not affect the transmission of information, they can be used. You can also use the numbering or alphabetical order a), b), c)…) as a reference.

**Example:**

Below, publishers with accounts up to date (1 and 2) are identified in **green,** and publishers with overdue accounts (3 and 4) are identified in **red:**

**Editorial 1**

**Editorial 2**

**Editorial 3**

**Editorial 4**

## ****Setting the document language****

Selecting the document's language is an important step for screen readers to recognize and pronounce words correctly.

1. **LibreOffice** : Click **"Tools" → "Options" → "Language settings" → "Languages"** and select the desired language. Click "OK" to save.
2. **Microsoft Word** : Click **"File" → "Options" → "Language"** and set the language for text review and document creation. Click "OK" to save.

## ****Tables and figures****

Use **tables** to represent numerical or textual information, and **figures to represent illustrations, graphs, photographs, or other visual elements. Nomenclature other than** table and figure should be used .

Tables **and figures** should be inserted **within the text** , aligned left, in the best position after the paragraph in which they are first mentioned. They should be numbered in **Arabic numerals** according to their sequence in the text. If they are in an **appendix** , include capital letters followed by Arabic numerals ( e.g., Table A1 ).

1. **Identification:** The title should be placed **above** the table/figure, and any notes, if any, **below.** If they are taken from other documents, the **source should be added in the notes section.** For naming, use the Legend style from the Styles gallery for standardization. For the title, use the Legend style from the Styles gallery, but without bold and with italics.
2. **A blank line** must be included between the number (Table 1 or Figure 1) and the title.
3. Titles should be **brief and self-explanatory,** with **initial capital letters and in italics,** placed below the word Table **or** Figure, following the journal template.
4. **Vertical borders nor frames around each cell.**
5. **Tables must be editable within the article file.**
6. **Figures must be of high quality and resolution** to ensure clear identification of information.
7. Explanatory and/or descriptive notes must accompany tables and figures. The author may also indicate the source. For notes, use the Legend style from the Styles gallery, but use italics for the Note nomenclature.

## ****Accessibility of tables and figures****

To ensure accessibility for **people who are blind or have low vision,** Biblios magazine highlights the need to provide context so that screen readers can correctly interpret the content.

### ****For tables****

1. Use **simple structures,** avoiding **merged, split, or blank cells.**
2. Define **header cells** in the table, so that the screen reader can correctly report each column and row.
3. Prioritize descriptions that **do not contain symbols or abbreviations.**
4. Preferible: use left alignment.

The table content must also be provided in **text format using the "Alternative Text"** feature in **Microsoft Word:**

1. Right click on the table → **Table Properties** → **“Alt Text “tab** → Enter the description → Click "OK".

**Example:**

****Table 1****   
*Summary of text format*

|  |  |
| --- | --- |
| **Element** | **Standard** |
| Paper size | A4 |
| Article length | Up to 10,000 words |
| Body text source | Arial 9 |
| Source of illustrations and tables | Arial 9 |
| Source of footnotes | Arial 8 |
| Spaced before | 0 point |
| Spaced after | 6 points |
| Line spacing | Minimum of 13 points |
| Paragraph indentation | 1.27 cm |
| Font color | **gray (#404040)** |
| Font color | **orange (#ffa11c)** |
| Table color | **orange (#ffa11c)** |

*****Note.*** Source: Biblios Magazine .**

Avoid dividing tables and boxes between pages as much as possible; it is better to adjust the text content for better positioning.

### ****For paintings****

****Table 1****   
*For textual content*

|  |  |
| --- | --- |
| **Element** | **Standard** |
| Textual content | There are no statistical data or numerical presence . Use to organize, catalog or describe content. Try to use the entire margin of the page. |

*****Note.*** Source: Biblios Magazine .**

### ****For figures****

Provide a **detailed description of the image using Microsoft Word’s** **"Alternative Text"** feature:

1. Right click on the image → **Format Picture** → **“Alt Text “tab** → Enter the description → Click "OK".
2. Alternatively, you can include a description **below the figure.**

**Example:**

Figure 1

*Cover image of Biblios magazine*

**

*Note.* Source: Biblios Magazine . *[Image description]* Horizontal rectangular figure with a gradient background from left to right, ranging from beige to orange, with orange circles increasing in size from left to right. On the left side, the word Biblios is written in dark blue. Below the word, in a smaller, orange font, is the text ISSN 1562-4730 (online). *[End of description].*

# Quotes

Citations and references must conform to the American Psychology Association (APA) standards, 7th edition. Articles submitted with other standards will be rejected.

All works cited must be referenced and all works in the reference list must be cited in the body of the text, indicating the correct correspondence between the parts.

The standard used by APA standards is author-date, including the author's last name and the publication date in the body of the text, with page identification where appropriate. Do not use source indications in footnotes or endnotes. APA standards do not provide for the use of the terms apud, op. cit., id., ibid., and others, so they should not appear in articles.

**Examples:**

1. A author: Netto (2001).

( Netto , 2001).

1. Two authors: Motta-Júnior and Lombardi (2002).

(Motta- Júnior & Lombardi, 2002).

1. Three or more authors: Villani et al. (2001).

(Villani et al., 2001).

For surnames with a preposition, it is not necessary to indicate it.

**Exemple :**

1. José de Oliveira: Correct: Oliveira, J.

Incorrect: Oliveira, J. de.

For surnames with indication of relationship, do the following:

**Example:**

1. Mário Borges Pereira Júnior In the references: Pereira, MB, Jr. (2023).

In the textual quote: (Pereira, 2023).

If two citations are the same when abbreviated with et al., cite the surnames of the first authors and as many others as necessary to distinguish them from other works used. The et al. should not be go in italics .

**Examples :**

1. For laws and decrees: Law n. 10.639 (2003).

(Law n. 10,639, 2003).

1. Official documents : MEC (2012).

(MEC, 2012).

When there is more than one work by the same author in the same year, add lowercase letters, as in the example: ( Davidson , 2000a, 2000b). When there is more than one citation within the same parentheses, they should be placed in alphabetical order by the surname of the first author (reference list order) and separated from each other by semicolons: (Detoni et al., 2000; Girard, 1984; Grovum, 1988; Steindel et al., 1993). For authors with the same surname: (P. Freire, 1996; C. Freire, 1996).

An indirect quotation is a paraphrase based on an author's idea or opinion in a previously consulted work. It does not require any special formatting and should usually be incorporated into the body of the text. Indicate the source on which the indirect quotation is based, including the author and the year. It is not necessary to provide a page number. For example: According to Moraes (2007), our observations are guided by the knowledge we already have.

Direct quotations are those in which content has been copied verbatim from another work. Direct quotations of fewer than 40 words should normally be inserted into the text within double quotation marks. When direct quotations are 40 words or more, they should be separated from the text, indented 1.27 cm from the left margin, and without quotation marks. Use the Citation style to standardize formatting. Direct quotations should indicate the page from which the information was taken.

**Example:**

Example of a direct quote of more than 40 words. Example of a direct quote of more than 40 words. Example of a direct quote of more than 40 words. Example of a direct quote of more than 40 words. Example of a direct quote of more than 40 words. (Moraes, 2007, p. 197)

If the original passage is longer than one page: (Freire, 1996, pp. 87-88). Avoid using a quote from a quote. If absolutely necessary, follow the example: (Freire, 1996, cited in Delizoicov, 2020, p. 102).

Only sources cited in the text should appear in the reference list.

# ****Reference models****

Include in the reference list only those works cited in the body of the text.

The reference list should be presented at the end of the article, aligned to the left, with 6 points of spacing before, 0 points after, and a minimum spacing of 13 points between lines, without spacing between paragraphs, with a French indent (starting from the second line) of 1.27 cm from each reference, and organized in alphabetical order by the author's last name, according to APA standards.

Don't use et al. List all authors. For works with 21 or more authors, list the first 19, add three periods separated by spaces, and cite the last author listed, for a total of 20 authors.

Works available online must be accompanied by the Digital Object Identifier (DOI) in hyperlink format. If the source does not have a DOI, the access URL must be indicated.

Use the References style from the style gallery for normalization.

**Example:**

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6, Author 7, Author 8, Author 9, Author 10, Author 11, Author 12, Author 13, Author 14, Author 15, Author 16, Author 17, Author 18, Author 19, . . . Author 20. (2025). Title: Subtitle . Publisher. <http://doi.org/xyzxyzxyz>

## ****Books and manuals****

Backus, G. E. (1996). Foundations of geophysics . Cambridge University Press.

Clarke, F. W. (1924). The data of geochemistry (5th ed.). United States Geological Survey, Washington Government Printing Office. <https://pubs.usgs.gov/bul/0770/report.pdf>

Fetter, C. W. (1994). Applied hydrogeology (3rd ed.). Prentice Hall.

Gould, S. J. (2002). The structure of evolutionary theory . Belknap Press. <https://archive.org/details/TheStructureOfEvolutionaryTheory>

Keller, E.A., & Devecchio , D. (2019). Introduction to environmental geology . Pearson.

Köppen, W. (1931). Grundriss der Klimakunde : Outline of climate science . Walter de Gruyter & Co. <https://api.pageplace.de/preview/DT0400.9783111667751_A40793869/preview-9783111667751_A40793869.pdf>

Lyell, C. (1853). Principles of geology: The modern changes of the earth and its inhabitants (9th ed .). Little, Brown and Company. <https://archive.org/details/principlesgeolo00lyelgoog/page/n5/mode/2up>

## ****Scientific articles in journals****

Borgman, C. L. (2012). The conundrum of sharing research data. Journal of the American Society for Information Science and Technology, 63 (6), 1059-1078. <https://doi.org/10.1002/asi.22634>

Felden, J., Möller , L., & Schindler, U. et al. (2023). PANGAEA - Data publisher for earth & environmental science. Scientific Data, 10 (347). <https://doi.org/10.1038/s41597-023-02269-x>

Jiao, H., Qiu , Y., Ma, X., & Yang, B. (2024). Dissemination effect of data papers on scientific datasets. Journal of the Association for Information Science and Technology, 75 (2), 115-131. <https://doi.org/10.1002/asi.24843>

## ****Theses and dissertations****

Daniels, M. G. (2014). Data reuse in museum contexts: Experiences of archaeologists and botanists [Doctoral dissertation, University of Michigan]. University of Michigan Repository. <http://hdl.handle.net/2027.42/108953>

## ****Datasets****

Bienhold , C., & Boetius , A. (2015). Porosity in sediment cores from the Central Arctic Ocean during POLARSTERN cruise ARK-XXVII/3 from August-September 2012 [Dataset]. PANGAEA. <https://doi.org/10.1594/PANGAEA.849054>

Gastaldello , M., Agnini , C., Westerhold , T., Drury, A., & Alegret , L. (2024). Age model, carbonate mass accumulation rates and benthic foraminifera from ODP Site 175-1085 [Dataset bundled publication]. PANGAEA. <https://doi.org/10.1594/PANGAEA.962075>

## ****Conference presentations​****

Federer, L., Lu, Y., Joubert , D., Welsh, J., & Brandys , B. (2015, June). Biomedical data sharing and reuse: Attitudes and practices of clinical and scientific research staff. PLOS One . <https://doi.org/10.1371/journal.pone.0129506>

Pampel , H., et al. (2013, November 4). Making research data repositories visible: The re3data.org registry. PLOS One . <https://doi.org/10.1371/journal.pone.0078080>

## ****professional or technical journals****

Kim, J. (2020). An analysis of data paper templates and guidelines: Types of contextual information described by data journals. Science Editing, 7 (1), 16-23. <https://doi.org/10.6087/kcse.184>

Phillips, M. (2013). Metadata analysis at the command line. Code4Lib, 19. <https://journal.code4lib.org/articles/7818>

# ****References****

Submit the list of references according to the guidelines above.

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