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INSTRUCTION FOR AUTHOR AND REVISER

1 THEMED PROFILE AND OBJECTIVES OF THE PUBLICATION

The Journal of the University of the Air Force is a biannual scientific journal. The publication has multi and interdisciplinary characteristics and is devoted to studies of Aerospace Power, as well as the thematic areas of interest of the Brazilian Air Force. In addition to the constituent elements of the Aerospace Power - Air Force, Civil Aviation, Aerospace Infrastructure, Aerospace Industry and Scientific Complex - Aerospace Technology – it has thoughts dedicated to development of the Defense Policy, as well as related aspects arising from Management, Health (in particular the Aerospace Medicine) and Humanities Sciences and Applied Social Sciences. These areas are interconnected, encouraging the promotion of thoughts on the defense studies and strategic thinking.

2 GENERAL RULES

The rules of the Journal of the UNIFA are based on the standards of Documentation and Information of the Brazilian Technical Standards Association (ABNT), among them the NBR 6023, NBR 6028, NBR 10520, etc.

The Journal of the UNIFA reserves the right to publish only unpublished papers.

In order to make the text fit in a proper space, the editor, without changing the meaning and content, can make small changes in the original text.

The papers that obtain a favorable opinion of the Editorial Board and the Institutional Ethics Committee must await the opportunity for possible publication. The copyright must be transferred to the University of the Air Force, without cost to the institution, according to a release filled by the Author (s) as attachment A.

The concepts and opinions expressed in the papers, as well as the accuracy and the validity of references are the sole responsibility of the author (s).

3 ANONYMITY OF THE AUTHOR (S)

It is considered breach of anonymity:

- a) any explicit reference to the author in the text or in the footnotes;
- b) revision marks in the text, derived from computer tools, such as smart marks, allowing identification of the author;
- c) name of the registered user in Microsoft Word® program;
- d) citation, linked to the author's and supervisor of the dissertation's name, thesis or other work / publication of the author; and
- e) any reference of the authors of the work regarding their participation in research groups.

4 ELECTRONIC FILE

4.1 Guidelines for paper identification:

- a) select the "Tools" option;
- b) then "Options";
- c) then the "Security" option;
- d) check the item "Remove personal information from file properties on save";
- e) click on "User". Remove the user Information;
- f) Click "OK"; and
- g) save the file.

4.2 Guidelines for verification of the withdrawal of data of the author:

- a) open the file;
- b) click "File – Properties";
- c) click in "abstract" and make sure there is the data of the author; and
- d) click on "statistics" and check "Recorded by" if the author's name appears.

4.3 Guidelines for using the latest version of Word for Windows :

- a) check "File - Prepare - Inspect Document";
- b) click on "Inspect" and remove the author information.
- c) click on "Review";
- d) click on "Track Changes";
- e) click on "Change User Name". Change the user name and click "Ok"; and
- f) click "File - Prepare - Properties" and check if author's data appears. If it appears, remove them and click on "X".

5 TYPES OF PAPERS ACCEPTED

5.1 Original papers

They are scientific studies that communicate results of researches that were completed or in progress, discussing ideas, methods, techniques, processes and results and present original data from findings with respect to experimental, observational or documentary aspects, with declared authorship of the various areas of knowledge.

5.1.1 Paper size

It is allowed between 4000 and 6000 words, including abstract, references, tables and illustrations.

The numbering must be from the second page on , in the upper right corner, with font size 10.

5.1.2 Formal structure

Introduction, development (it must contain a literature review, materials and methods used, results, and / or discussions obtained), conclusion and references.

5.1.3 Formatting

Files in Word® for Windows, pages with A4 size; top, bottom, left and right margins, 3 cm, 2 cm, 3 cm, 2 cm, respectively; Arial font, size 12, with 1.5 line spacing.

If you use a later version of Word®, proceed as follows to save files as “.doc”:

- a) open the file;
- b) click on "Save File As";
- c) select "Word 97-2003 Document"; and
- d) click "Save".

5.1.4 Title and subtitle

Every paper must be preceded by the title and subtitle (if any), separated by colons.

The title and the subtitle must be in bold, in the language of the text, justified and in font size 16. The title should have only the first letter of the first word capitalized. The subtitle must be all lowercase except the grammatical rules.

The title and subtitle (if any), in English and Spanish, follow the same standardized grammatical structure of the title and subtitle in Portuguese, except for the presentation of the reference that must be in: italic, without bold font and size 14.

Avoid abbreviations and scientific names in the title and subtitle. When necessary, explanatory footnote must be inserted.

5.1.5 Data for identification and affiliation

The data, if any, should follow the sequence below:

Patent (if applicable), complete name (s) of the author (s), academic qualification, research institution, city, state, country and email for disclosure, aligned to the right, Arial font, size 10.

Example:

Cel. Av. Rafael Leitão da Silva, PhD
University of the Air Force - UNIFA
Rio de Janeiro / RJ - Brazil
rafaelleitsil@unifa.aer.mil.br

5.1.6 Support / institutional acknowledgment

Support / institutional acknowledgment, when applicable, must be described in the footnote.

It is understood by support / institutional acknowledgment the information showing the participation of institutions towards the implementation of the research, excluding any doubt about possible conflicts of interest.

5.1.7 Abstract in Portuguese

It must be written between 100 to 250 words without paragraphs, single-spaced and font size 10.

Abstracts submitted may undergo minor changes made by the revisers.

5.1.8 Keywords

Four (4) keywords must be submitted, in Portuguese, separated from each other using point.

In the case of expressions, the maximum allowed is three (3) words, and only the first letter of the first word must be capitalized.

Acronyms must be placed in full with the first letters of each word capitalized.

5.1.9 Abstracts and keywords in English and Spanish

They have the same rules of the abstract and keywords in Portuguese. Additionally, the italic font is used.

5.1.10 Progressive numbering

In relation to progressive numbering, the Journal of the UNIFA is based on ABNT NBR 6024. All divisions of the text (sections) are progressively numbered. The numbering of the sections begins with the first section "Introduction..." (or its equivalent, for example, "Initial considerations..." etc.) and concludes with the "Conclusion" (or its equivalent, for example, "Final considerations..."), not only enumerating the reference. Only the subdivision until the Tertiary section will be allowed and the highlights for the progressive numbering of sections must be:

1 PRIMARY SECTION (All capital letters and in bold);

1.1 **Secondary section** (only the first letter capitalized and in bold); and

1.1.1 Tertiary section (only the first letter capitalized, without being bold or underlined).

All section titles must be justified and the spacing between the title and the text must have line spacing 1.5.

5.1.11 Tables and Illustrations

For tables, follow the guidelines of the standards of the IBGE tabular presentation (1993).

The quantity of tables and illustrations (figure, photography, flowchart, etc.) cannot exceed the total number of 15 per paper.

Tables and illustrations should be numbered in Arabic. Titles located above, with references located below and left aligned. Both in Arial font, size 10.

In case when the reference is the author him / herself is compulsorily to declare that the reference is the author. E.g. **Reference:** The author (2013)

Photos and drawings must be scanned and send in .TIFF or .JPEG formats.

The images should be in digital file in .TIFF, .JPG formats, and gray scale, with a minimum resolution:

300 dpi for ordinary photography.

600 dpi for photographs containing thin lines, arrows, legends etc.

1,200 dpi for drawings and graphics.

5.1.12 Citations

All citations are based on the NBR 10520 of ABNT (Reference in Documents - Presentation).

Direct citations with more than three lines and footnotes must be typed in Arial font, size 10, no spacing between paragraphs.

Latin terms in reference of citations, such as *Idem*, *Id.*, *Ibidem*, *Ibid.*, *Opus citatum*, *opere citato*, *op. cit.*, *Passim*, *loco citado*, *loc. cit.*, should not be used.

5.1.13 Footnotes

Use footnotes only if essential, for further clarification of the text, not exceeding 10 lines per page.

Do not put references in this space, as they should be contemplated in space intended for it, i.e., in References.

5.1.14 Attachments and Appendices

The Journal of the UNIFA does not publish Attachments and / or Appendices. They must be integrated (clarified) in the paper body.

5.1.15 Bold and italic

Using **BOLD** for:

a) title of the paper;

b) titles of the references;

c) designative words (abstract, *resumen*, keywords, *palabras-clave*, illustration,

reference, etc.); and

d) highlight the word or text.

ITALIC must be used for foreign words.

5.1.16 References

References must be collected at the end of the paper, in alphabetical order, and aligned to the left margin of the text, in simple space and separated by double spacing, according to NBR 6023 of ABNT (References - Elaboration).

Minimum of 10 references. The first name(s) and the last name(s) should be shortened.

Examples:

VIANNA, H. **Estudos de história colonial**. São Paulo: Nacional, 1948. 289 p. (Biblioteca pedagógica brasileira. Série 5, Brasiliiana, v. 261).

FUNDAÇÃO GETÚLIO VARGAS. Centro de Pesquisa e Documentação de História Contemporânea do Brasil. **Movimento tenentista**. Rio de Janeiro, [2012?]. Available in:

<<http://cpdoc.fgv.br/producao/dossies/AEraVargas1/anos20/CrisePolitica/MovimentoTenentista>>. Accessed on: May 6, 2008.

REICHMANN, T. Transferência cultural e tradução na Internet.

Revista Brasileira de Linguística Aplicada, Belo Horizonte, v. 2, n. 2, p. 83-91, jul. 2002.

5.2 Review papers

Preferably requested by the Editors in Chief and / or Assistants or, eventually, by spontaneous demand. They are papers that should encompass and critically evaluate the knowledge that is available about a given topic, with comments from the works of other authors and comprehensive bibliography on the subject. The author, great connoisseur of the area, describes and discusses analytically a literature focused on the scientific community. A comprehensive list of references must appear at the end of the text.

It should follow the same formatting criteria of the original papers.

5.3 Updating papers

These papers are to update information about a relevant subject (new techniques, doctrines, equipments, laws, manuals, and others) they are less complete than the revision articles.

It should follow the same formatting criteria of the original papers.

5.4 Opinion papers

They are articles in which the author, an expert on a specific subject, presents an analysis and a reflection about a fact or a relevant subject based on a theory. The authors are, in general, pointed out by the chief Editor and it is not a free submission category.

It should follow the same formatting criteria of the original papers.

5.5 Case Study

Scientific papers are aimed to investigate what is the most essential and typical in a situation, through the deep research of a phenomenon, inserted in a real life context, in order to explain the causal links between phenomena.

The case study has a strong descriptive character and deep analytical extent and uses a variety of tools and strategies for gathering data.

Its structure should contain at least the following topics: introduction, explaining the relevance of the case; structured presentation of the case and discussion.

It should follow the same formatting criteria of the original papers.

6 TASKS OF THE EDITORIAL BOARD

6.1 Editor in Chief

Manager of the processes of publishing, production and distribution of the journal.

6.2 Assistant Editors

Group that assists the Editor in Chief in their activities, maintaining office hours, on the communication with the authors, the referees, the Scientific Editorial Board, editorial revisers and the Institutional Ethics Committee. They are also responsible for the indexing service and other activities that are delegated by the Editor in Chief.

6.3 Scientific Editorial Board

Group composed of researchers with credibility and recognition of the academic community, experts in different fields of knowledge that assist in the choice of some referees and sporadically in editorial decisions.

6.4 Institutional Ethics Committee

Group composed of Deans and Commanders of the Schools based in the campus of the University, responsible for assessment of ethical aspects, verifying whether or not the papers submitted violate ethical aspects relating to the institution.

6.5 Referees

They are responsible for examining the papers submitted. The referees, two in number, operate separately, ignoring the assessment of each another. In case of disparity between opinions, a third positioning is called, in order to answer questions in the assessment.

6.6 Editorial revisers

They are responsible for textual revision and the adequacy of the papers regarding the standards of scientific publication.

6.7 Editorial Board

Group formed by the Editors in Chief and Assistants, Scientific Editorial Board, Institutional Ethics Committee, Referees and Editorial Revisers, i.e., all agents who work in the sphere of papers submission process.

7 JUDGMENT PROCESS OF MANUSCRIPTS

Papers cannot be previously published in any other journal or complete annals of congresses and the like.

The prior analysis of the work is performed before subjecting them to scientific review. In the first stage, aspects such as ethics, scope and presentation of the paper according to the standards of the Journal of the UNIFA are considered. In the second stage, the manuscripts that are consistent with the Journal's editorial profile will be forwarded to peer review.

8 PEER REVIEW

The original forwarded by the author that are deemed fit in the previous stage will be forwarded to the professionals of their respective subject area who will issue their opinions on the content of the research. The assistant-editors, who will decide whether or not the manuscript is approved, will review the opinions.

The works will be judged by at least two Referees. Two negative opinions disqualify the work; if there is a discordance of opinions, a third one is asked.

If the paper (matter) is accepted for publication, the Journal allows to introduce formatting adjustments or even small adjustments of content, without changing the meaning.

Manuscripts deemed unfit for publication will be returned to the authors with suggestions for reformulations and may subsequently initiate another assessment process.

Anonymity is guaranteed throughout the judgment process.

9 PRINCIPLES OF LIABILITY AND CONFLICT OF INTEREST

Conflicts of interest should be recognized and mentioned by the authors. Among these situations, the equity interest in the companies involved in the research or equipment used or cited in the work are mentioned, as well as their competitors. Sources of conflict, aid received, consultancies, etc., are also considered.

The author is fully responsible for opinions contained in the paper submitted.

It is necessary to inform that the interviews and experiments involving human beings were in accordance with the ethical procedures established for scientific research.

10 PUBLICATION, LICENSE AND COPYRIGHT

Upon acceptance of the paper, the author (s) must send the Assignment of Copyright signed for the email of the Journal of the UNIFA in JPEG format.

If there is more than one author, each one must sign it and the person responsible for submitting it must send the Assignment of Copyright scanned.

At the discretion of the Editor in Chief and assistant editors, papers accepted for publication may be translated into other languages.

All content of the papers accepted for publication, unless otherwise noted, must be licensed under Creative Commons license, **BY-NC-SA type**. It is allowed that "others remix, adapt, and create derivative works from the original work, since for non-commercial purposes and as long as they credit merits to the author and license their new creations under identical parameters. Others may download and redistribute the work of the same way as the previous license, but they can also translate, make remixes, and produce new stories based on the original work. Every new work taken from this one must be licensed with the same license, so any derivatives, by nature, cannot be used for commercial purposes." Details, consult the link: <http://creativecommons.org/licenses/by-nc/3.0/>

Papers must be published in electronic form (PDF) on www.revistadaunifa.aer.mil.br.



11 FREQUENCY

The numbers of the Electronic Journal must be published every six months, totaling two numbers per year. However, according to labor demand, this frequency may be reduced or enlarged.

12 EDITORIAL REVIEW

Accepted manuscripts will be edited and the graphic evidence sent to the technical review for correction of printing errors.

The Journal of the UNIFA should be consulted in case of republication. The publication of papers is not remunerated. A printed copy of the journal in which his or her contribution is published must be sent to each author.

13 SUBMISSION

Only submissions in electronic media and **in Portuguese** will be accepted.

Papers must be sent to the following email addresses: revistadaunifa@unifa.aer.mil.br or revistadaunifa@gmail.com

ATTACHMENT A - ASSIGNMENT OF COPYRIGHT



MINISTRY OF DEFENSE
AVIATION COMMAND
UNIVERSITY OF THE AIR FORCE
ASSIGNMENT OF COPYRIGHT

In accordance with the provisions of Clauses 5, I, of Law No. 9610 - Law on Copyrights, of February 19, 1998, I (We) formalize the transfer of the assignment of copyright of the work (TITLE) and authorize the University of the Air Force (UNIFA), to publish them in the journal called "Revista da UNIFA" ("Journal of the UNIFA") and other publications produced by the University of the Air Force, except for the author's moral rights. I declare that I agree with all the terms provided for in the rules of the journal available online in the website.

I (We) agree that the University of the Air Force may adapt parts or elements of the text in order to undertake adequacy for standardization and formatting of their publications, as well as publish my paper in another language.

I (We) am (are) also responsible, for keeping the originality of the work, passing its content only to the University of the Air Force, as set out in Clause 5, VIII, of law No. 9610, of February 10, 1998.

I (We) have knowledge that the University of the Air Force will not commercialize the work or make any alterations whatsoever to its content reviewed after pledging to disclosure solely for academic purposes and that I (we) am (are) full responsible for the opinions contained in the material.

PLACE, DAY, MONTH, AND YEAR.

NAME OF THE AUTHOR (S)

* The Author (s) must sign and submit the Assignment of Copyright scanned for the email address of the journal: revistadaunifa@unifa.aer.mil.br or revistadaunifa@gmail.com, in JPEG format.