**Article title**

***Title in a Foreign Language***

Author[[1]](#footnote-1)

University, Faculty/School/Institute, Graduate Program or Research Group, City, State, Country.

Coauthor[[2]](#footnote-2)

University, Faculty/School/Institute, Graduate Program or Research Group, City, State, Country.

**ABSTRACT:** The abstract (between 100 and 200 words) should be in size 10, justified alignment, interlinear space 1. The term "Abstract" should be in bold and capital letters, followed by a colon. The keywords should have the same configuration as the abstract: the term "Keywords" in bold and capital letters, followed by a colon. The keywords (3 to 5 words) should be separated from each other by **period and space.**

**KEYWORDS:** Keyword. Keyword. Keyword. Keyword. [3-5 keywords]

**ABSTRACT:** The abstract in one of the foreign languages accepted by the journal (English, Spanish and French) and its respective keywords should follow the same configuration as the items in Portuguese. The abstract in English, Spanish or French should be located right below the abstract in Portuguese. If the article was written in one of these languages, the abstract in Portuguese should come second.

**KEYWORDS:** Keyword. Keyword. Keyword. Keyword. [3-5]

**Initial considerations/Introduction**

*Letrônica:* Revista Digital do PPGL is a quarterly electronic publication of the Graduate Program in Letters of the Pontifical Catholic University of Rio Grande do Sul and aims to promote and disseminate research produced in the field of Linguistics and Literature and its interfaces. The Journal receives reviews and unpublished works from researchers (masters and masters students, doctors and doctoral students) who present results of investigations in the field of the aforementioned studies. All calls are open, and entries are evaluated according to the Peer Review Process.

All proposals must be submitted by SEER (Letrônica: Revista Digital do PPGL) for peer review. The languages ​​accepted for publication are Portuguese, English, Spanish and French.

The texts should have between 15 and 25 pages. Use RTF-compatible word processor (eg Microsoft Word version 6.0 or higher). The paper used must be in A4 size, with 2.5 cm margins, font Cambria, size 12, interlinear spacing 1.5.

The title of the article should be highlighted in bold, font Cambria, size 14, with right alignment, interlinear space 1.0. Letters are lowercase; use capital letters only at the beginning of the sentence and in cases where the grammatical rule dictates the usage; book titles in italics. The next line should be left blank (line spacing 1.0, Cambria font, size 12). After that, the English version of the title must be indicated, in italics, in Cambria font, size 12, 1.0 interlinear spacing. The next line should be left blank (line spacing 1.0, Cambria font, size 12). After that, the name of the author(s) must be included, which must be aligned to the right (Cambria font, size 12, 1.0 line spacing). In the line below, aligned to the right, with font 10, the identification of the affiliations of each author (University, Faculty/School/Institute, Graduate Program or Group, City, State, Country), which are grouped in the following order: institutional rank, consisting of two or three hierarchical levels (eg: university, college, graduate program) and geographic location (city, union state and country).

Reviews

If the submissions are reviews, they must meet the following requirements: (1) be about academic books relevant to the areas of Linguistics and Literature, published up to two years before the date of submission of the review; (2) have three to eight pages; (3) have as title the complete reference of the reviewed work; (4) be related to the proposed thematic section; (5) follow the other specifications contained in the formatting rules defined in the “Guidelines for Authors”.

**1 Article body**

The body of the work must have a paragraph entry of 1.25cm. Text in size 12, justified alignment, space between lines 1.5. If there is an epigraph, it must have a left indentation of 6cm, font Cambria, body 10, line spacing 1.0, aligned to the right, before the body of the text. Example:

"The utterance is always social in nature."

(Mikhail Bakhtin)

If the work has an internal subdivision, the titles of each part must be written in the same font and body of the text, highlighted in bold and placed on the left margin, preceded by the Arabic numeral corresponding to the subdivision (with only one space between the numeral and the subdivision title - no dashes or dots). The terms “Introduction”, “Conclusion” and “References” must not be numbered. The numbering starts to be counted only from the first subdivision. Example:

**Introduction / Initial considerations**

**1 Primary title**

**1.1 Secondary title**

**1.1.1 Tertiary title**

**Conclusion / Final considerations**

**References**

Direct quotes with up to three lines must be marked with double quotation marks and inserted in the body of the text. The citations must contain the author's name, the year of the work and the pages, presented according to the cases exemplified below:

1. The author's ideas mentioned throughout the text: Ex.: According to Ducrot (1987, p. 25), etcetcetcetc.
2. References after citation: Ex.: etcetcetcetcetc (DUCROT, 1987, p. 25).;
3. Paraphrase: Ex.: etcetcetcetcetc (cf. DUCROT, 1987, p. 25).
4. Direct quotations that exceed three lines must be indented and inserted in a proper paragraph, with a 4 cm indent, font Cambria, size 10, justified alignment, space between lines 1.0. To separate the text of the quotation from the body of the work, use 1 blank line, font Cambria, size 10, line spacing of 1.0 before and one after, in the same font size as the quotation. For an indented quotation the citation must contain the name of the author, the year of the work and the pages, presented according to the cases exemplified in the example below:

Etcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetcetc. (BAKHTIN, 1997, p. 105-106).

If the article has explanatory notes, they should preferably be inserted using the “Insert footnote” resource (in the case of Microsoft Word) or similar resource[[3]](#footnote-3).

Words in unconventional usage must be highlighted with single quotation marks. Italics should be used for foreign terms, neologisms and titles of books and periodicals. Journal articles or book chapters are highlighted with double quotation marks. In the body of the text, if the author wishes to abbreviate the title of a book, short story, etc., in its first mention, it must be written in full and, in the others, named by the first term. For example: the book *Autópsia de um mar de ruínas*, by João de Melo, may be referred to as *Autópsia*. To highlight the title of poems, short stories and songs, please use double quotation marks.

In Brazil, articles resulting from research with human beings must inform, in the body of the work, the approval protocol number of the Research Ethics Committee to which the project was submitted.

If there are illustrations, their quality must be sufficient for a good reproduction. They should be identified with a title or caption and designated in the text as a figure (Figure 1, Figure 2 etc.). In case of illustrations already published, mention the source. The tables will have a title and, in the text, will be called Table (Table 1, Table 2 etc.).

**Figure 1 – first illustration of the article**

**(Cambria font 10, bold, centered)**

**Insert figure 1 here**

Source: Reference

(Cambria font 10, not bold or italic, centered)

Examples and illustrative occurrences of analyzes must be numbered sequentially and presented in font size 11. The numbering of the example is shown in parentheses, aligned to the left. Only the text should be shifted with a touch of the <tab> key after numbering, with indent shifted from the second line, as shown in (1) and (2).

(1) thus examples or illustrative occurrences of analyses should appear.

(2) this is a second example.

Attachments, if any, should appear as the last section of the article, following the references.

**References** [ABNT Standards]

References must follow the ABNT rules, with the full names of the authors or organizers of the works, as well as the indication of translators, when applicable; they must appear at the end of the text, in Cambria font, size 12, space between lines 1, aligned to the left. The term “References” must be in bold and must not be followed by a colon. Between one reference and another there must be a single space (see below).

[Book]

AUTHOR'S LAST NAME, First name without abbreviation. Book title (in italics): (subtitle, if any, without italics). Place of publication: Publisher, date. E.g.: DUCROT, Oswald. *O dizer e o dito.* Technical review of the trans. Eduardo Guimarães. Campinas: Pontes, 1987.

[Book chapter]

LAST NAME OF THE AUTHOR OF THE CHAPTER, First name without abbreviation. Chapter title: (subtitle, if any). In: BOOK AUTHOR'S LAST NAME, First name without abbreviation. Book title (in italics): (subtitle, if any, without italics). Place of publication: Publisher, date. Chapter start and end pages. E.g.: DUCROT, Oswald. Sentido y argumentación*.* Trans. María Marta García Negroni. In: ARNOUX, Elvira N.; NEGRONI, Maria M. (eds.). *Homenaje a Oswald Ducrot.* Buenos Aires: Eudeba, 2004. p. 230–260.

[Article]

AUTHOR'S LAST NAME, First name without abbreviation. Title of the article: (subtitle, if any), Name of the journal (italics), volume number, issue number, initial and final pages of the article, month and year of publication. DOI (if any. Place below reference). E.g.: ROCHA, Decius. Representar e intervir: linguagem, prática discursiva e performatividade. *Linguagem em (Dis)curso,* v. 14, no. 3, p. 619-632, Sept./Dec. 2014.

http://dx.doi.org/10.1590/1982-4017-140310-4513

[Academic works. If another type of support, other than bibliographic support, has been used, follow the recommendations below.]

AUTHOR'S LAST NAME, First name without abbreviation. Title (in italics): (subtitle, if any, without italics). Year of publication. Number of sheets. Type of document (Thesis, Dissertation or Monograph) (Academic Grade, in parentheses) — Academic Link/Educational Institution, Institution Location, Year of defense or presentation. E.g.: WITTKE, Cleide Inês. *O valor argumentativo da oração relativa no discurso:* uma proposta para o ensino da língua materna. 2006. 194 pages. Thesis (Doctorate in Letters) – Pontifical Catholic University of Rio Grande do Sul, Porto Alegre, 2006.

[CD-ROM]

AUTHOR'S LAST NAME, First name without abbreviation. Title (in italics). Place of publication: Publisher, Date. Indicate the CD volume. E.g.: SPINELLI JUNIOR, Jayme. *Conservação de acervos bibliográficos e documentais.* Rio de Janeiro: Biblioteca Nacional, [200-]. 1 CD-ROM.

[Website]

AUTHOR'S LAST NAME, First name without abbreviation, or INSTITUTIONAL ENTITY. Date of creation or update of the page. Title (in italics). Available at: link. Accessed on day, month, year. E.g.: GERALDI, João Wanderley. [n.d.]. *A leitura na sala de aula:* as muitas faces de um leitor. Available at: www....... Accessed on: 14 May 2007.

[E-book]

AUTHOR'S LAST NAME, First name without abbreviation. Title (in italics): (subtitle, if any, without italics). Place of publication: Publisher, date. E-book. Available at: link. Accessed on: day, month, year.

E.g.: BAVARESCO, Agemir; BARBOSA, Evandro; ETCHEVERRY, Katia Martin (eds.). *Projetos de filosofia*. Porto Alegre: EDIPUCRS, 2011. E-book. Available at: http://ebooks.pucrs.br/edipucrs/projetosdefilosofia. pdf. Accessed on: 21 Aug. 2011.

Quotes from within the E-book: For Kindle, for example, there is a location, which can be used to replace the page number: (SILVA, 2020, loc. 34).

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**Author's name**

Minibiography of the author. The minibiography consists of a quick description of the academic title of the author, naming the institution to which the author is linked (including research project and incentive grants if applicable), and the mention of a work by the author about the area or subject of the article (not mandatory).

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**Instructions on the names of the files**

File name:

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Article Literature\_authors

Name of the figures:

Figure 1 Linguistics\_authors

Figure 1 Literature\_authors

Figure 2 Linguistics\_authors

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3. Footnotes should appear on the page where the insertion occurs, in Cambria font, size 10, justified alignment, interlinear space 1, preceded by the Arabic numeral that identifies them. [↑](#footnote-ref-3)