



Ministério Público da União  
Ministério Público do Distrito Federal e Territórios  
Procuradoria-Geral de Justiça

## **ANNOUNCEMENT Nº 002/2022**

### **ARTICLES FOR PUBLISHING IN THE JOURNAL OF THE PROSECUTION OFFICE OF THE FEDERAL DISTRICT AND TERRITORIES**

Concerning the articles selected for publishing in the Journal of the Prosecution Office of the Federal District and Territories for the year of 2022.

In the exercise of its power, the Editorial Board of the Journal of the Prosecution Office of the Federal District and Territories (MPDFT), divulges the inauguration of the 2022 selection process for publishing in the the Journal of the Prosecution Office of the Federal District and Territories, in accordance with the guidelines laid down herein.

#### **1 Objective**

The Journal of the MPDFT offers the opportunity for the publishing of legal articles and those related to the matter written by: prosecutors, support staff and contributors not part of the Institution. The papers aim to enrich the legal studies, to be a research source, as well as to disseminate knowledge relevant to the Prosecution Office and to the citizens.

#### **2 Requirements**

**2.1 The article for the Journal of the MPDFT must be unpublished and will be submitted to judgment by a body of reviewers through the double-blind peer review system. It ensures that authors, reviewers and other people responsible for the judgment remain anonymous.**

**2.1.1** The articles submitted must not have been published or submitted elsewhere (periodicals, sites etc.) nor must they be pending publication in any another media outlet, regardlessly of the articles being in digital or printed format.



**2.1.2** The publication in any other media outlet, be the article digital or printed, won't be allowed until a six-month time frame from the date of the release of the Journal of the MPDFT.

**2.2** The author must hold a Masters, Doctor of Philosophy (Ph.D.) or Post-Doctoral Degree in Law or in a related field. In the case of the prosecutors and the support staff of the MPDFT, there will be a quota of up to 30% of articles from authors who do not have the minimum required degree.

**2.3** The article may be co-authored. However, both the author and the co-author must at least be taking the Master's degree.

**2.4** Article submission to the Journal of the MPDFT must be done exclusively through the Journal's internet site <https://revista.mpdft.mp.br>. The author must register with their personal data. The papers must conform to the Guidelines for Authors (available on the Journal's website).

**2.5** The articles must be submitted as .docx files (MS Word).

**2.6** The Journal conforms to the norms for information and documents of the Brazilian Standardization Association (ABNT) and to the norms for tabular presentation of the Brazilian Institute of Geography and Statistics (IBGE).

**2.7** Articles written in Portuguese, English, French or Spanish will be accepted.

**2.8** For publishing purposes, original unpublished texts from monographies or summaries from dissertations and theses will be accepted, as will be any other texts deemed as acceptable by the Editorial Board, so long as the text follows the format of an article.

**2.8.1** Should the text have a format and language characteristic of monographies, theses or dissertations, it will be submitted back to the author, who must proceed to adapting their work to the structure of an article before submitting it again to judgment.



**2.9** The articles must be written using the Times New Roman font, size 12, 1.5 cm line spacing. The paragraphs must be justified, with a special 1,0 cm first line indentation and without any spacing before or after. The paper size must be A4, with a 3,0 cm margin (Top and Left) and a 2,0 cm margin Bottom and Right). For emphasis, only italics must be used, not bold or underline.

**2.10** The article must be at least 15 pages in length, not exceeding 25 pages. For this purpose, the whole text will be considered, including footnotes and references.

**2.11** The papers must have a title page which must contain the following information: paper title, author's (or authors') name, address, telephone, e-mail, academic status, degrees, affiliation and position.

**2.12** The text of the article must not contain any author identification. It must have the following information: title and subtitle (if any) in any of the languages accepted (Subsection 2.7) and in English; an abstract which must be between 100 and 250 words long and in any of the languages accepted and in English; keywords in any of the languages accepted and in English (a maximum of 5); a table of contents, whose text sections must be separated by a period and one space; text of the article (if it has sections, they must be numbered with arabic numerals, except for the introduction and the references); and references in alphabetical order, justified left, single-spaced and separated by a single-spaced blank line.

**2.13** The articles must be fully presented, containing: 1) main text-preceding elements: a) title and subtitle (if any) in one of the languages accepted in any of the languages accepted; b) abstract in any of the languages accepted (length between 100 and 250 words); c) keywords in any of the languages accepted (maximum of 5); d) table of contents. 2. Main text: a) introduction; b) body paragraphs; c) conclusion. 3. Main text-succeeding elements: a) title and subtitle (if any) in English; b) abstract in English; c) keywords in English; d) references; e) annexes. The following elements must be translated into English: **title, table of contents, abstract and keywords.**

**2.14** The table of contents must numbering must match that of the the text sections, which must use arabic numerals (in accordance with ABNT norm NBR 6024/2012). Each section must be separated from one another by a period and one space. The introduction and the references must not be numbered.



**2.15** The footnotes must follow the ABNT norm NBR 10520. They must be only “explanatory notes”, used for comments, clarifications or explanations which cannot be included in the text or when their insertion in the text greatly interrupts the flow of the reading. Footnotes must not contain bibliographical references.

**2.16** The quotations must follow the ABNT NBR 10520/2022. Direct quotations longer than 3 lines must constitute an independent paragraph, with justified alignment, single-spaced, font size 10, 4 cm indentation (left) and no quotation marks. The direct quotations up to 3 lines long must be incorporated into the paragraph and enclosed in double quotation marks. Single quotation marks must be used to indicate a quotation within a quotation. To highlight parts of the quotation, one must do so by using italics and indicating this change with the expression “my emphasis added”. If the part is originally highlighted, one must use the phrase “emphasis in original”. The quotations must be indicated in the text by mentioning the author’s last name, year and specific page number. Foreign language expressions must be standardized and highlighted with italics.

**2.17** The references must comply with ABNT norm NBR 6023, presented at the end of the article, arranged in alphabetical order and justified left. Only works which were consulted and cited in the main part must be included in the references. The accuracy and suitability of the reference to the consulted and cited works are the authors’ responsibility.

**2.18** In case the article has illustrations (graphics, pictures or images), they must be black and white.

**2.19** The tables’ presentation must be in accordance with the Standards for Tabular Presentation (Normas de Apresentação Tabular) of the Brazilian Institute of Geography and Statistics (IBGE). Greyscale must be used to highlight lines and columns.

### **3 Article judgment**

**3.1** The texts will be analysed by a body of reviewers from the Journal of the MPDFT without the authors identification through the double blind peer reviews, which secures anonymousness for the authors, reviewers and people responsible for the judgment process.



**3.2** The articles will be submitted to an analysis to verify if its language is suitable for an academic article. Also, the papers written in Portuguese will also be judged upon their mirroring the standard Portuguese and they will have to conform to the new spelling rules in effect since the publication of the Portuguese Language Orthographic Agreement, which took place in January 1st 2009. The citation of works published before the Agreement must respect the original spelling.

**3.3** The Editorial Board of the Journal may accept or reject any work which does not follow the Journal's editorial policy. It may also eventually propose and/or make changes in terms of spelling and grammar, respecting, however, the authors's style. All the articles received but not published will not be returned to the authors.

**3.4** The Editorial Board's deliberations will be divulged through the OJS platform.

#### **4. General provisions**

**4.1** The rights to publish the selected and approved articles are reserved to the Prosecution Office of the Federal District and Territories.

**4.2** The articles published in the Journal of the MPDFT may be partially or fully republished by another periodical, as well as cited, reproduced, stored or transmitted by any electronic, magnetic, optical ou mechanical media, system or form, provided that the authors' name and the periodical in which the article was published originally are duly cited.

**4.3** No copyrights, pecuniary benefits will stem from the licence of publishing granted to the MPDFT. By submitting an article to the Journal of the MPDFT, the authors agree to be the copyrights holders, being exclusively liable any complaints related to such rights, as well authorize the Jornal to publish, free of charge, the articles in any media outlet and at any time or anywhere, including platforms for the indexation of scientific periodicals in which the Journal may eventually be indexed.



**4.4** The names and addresses informed to the Journal of the MPDFT will be exclusively used for the purposes of publication, not being available for other ends or to third parties.

**4.5** The authors will be solely responsible for the content of the articles published in the Journal of the MPDFT (veracity, accuracy, today's relevancy of the information and methodology used etc.). The authors' opinion expressed in their works does not necessarily reflect the viewpoint of the Prosecution Office of the Federal District and Territories.

**4.6** The Journal of the MPDFT is an annual publication and will be divulged via electronic and/or printed media.

**4.7** All questions may be sent to the Editorial Board of the Journal of the Federal District and Territories ([conedit@mpdft.mp.br](mailto:conedit@mpdft.mp.br)).

### **5.1 Handing-in date s**

The contributor must submit the article by June 9th 2022.

**Brasília, May 9th 2022**

**Fabiana Costa Oliveira Barreto**

State Attorney General

Head of the Editorial Board of the Journal of the MPDFT

### **Members of the Editorial Board**

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**Wanessa Alpino Bigonha Alvim**

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Public Prosecutor

## **APPENDIX A – EDITORIAL STANDARDS FOR PUBLISHING IN THE JOURNAL OF THE PROSECUTION OFFICE OF THE FEDERAL DISTRICT AND TERRITORIES<sup>1</sup> 1 Document formatting**

In order to normalize the presentation of articles, the Journal of the Prosecution Office of the Federal District and Territories adopts the standards of the Brazilian Standardization Association (ABNT), of the Manual for the Tabular Presentation of the Brazilian Institute of Geography and Statistics (IBGE) and also abide by other technical decisions taken by the Editorial Board.

Guidelines for formatting the articles are as follows.

### **2 Configuration**

The document must have A4 paper size, file format .docx, with 3 cm margins (Top and Left) and 2 cm margins (Bottom and Right). The text must be written with the Times New Roman font, size 12, with a 1,5 line spacing. The paragraphs must be justified, with a special 1,5 indentation for the first line, with no spacings before or after. The articles must be between 15 and 25 pages in length.

### **3 Titles and subtitles**

The titles are mandatory and must be clear, concise and representative of the matter dealt with. The same principle applies to subtitles, which are optional.

As a reminder, according to the ABNT norm NBR 6022 (2018), “the title and the subtitle (if any) must be separated by a colon (:).” Example:

#### **Title of the article: subtitle (if any)**

The article must have the title and subtitle in any of the accepted languages and in English.

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<sup>1</sup>







The ABNT NBR 6028 (2021) holds that abstracts for periodicals articles must be between 100 and 200 words long. The same rule applies to abstracts in other foreign languages (if any).

The authors are solely responsible for making the abstracts.

## 6 Keywords

The article must contain keywords in one of the accepted languages and in English. artigo deverá conter palavras-chave em língua portuguesa e em língua inglesa.

According to ABNT NBR 6028 (2021):

Keywords must be presented right below the abstract, be preceded by the expression “Keywords”, be followed a colon, be separated one from another by a semi-colon and finally be topped off by a period. The keywords initials must be in lowercase, save for proper nouns and scientific names.

An example follows:

**Keywords:** Xxxxx; XXXXXXXXXXXX; XXXXXXXXXXXX; XXXXXXXXXXXX.

There must be no more than 5 keywords.

The authors are solely responsible for the inclusion of keywords in their article in one of the languages accepted.

## 7 Table of contents

The table of contents must be presented as follows:

**Table of contents:** Introduction. 1 Heading of the level 1 section. 1.1 Heading of of the level 2 section. 1.1.1 Heading of the level 3 section. 1.1.1.1 Heading of the level 4 section. 1.1.1.1.1 Heading of the level 5 section. 2 Heading of the level 1 section. 3 Conclusion. References.

The article breakup must be done by means of sections with arabic numbers (number 1 and so forth). Periods, hyphens, dashes, brackets and any other punctuation marks must not stand between the number of the section and its heading.

Excessive text subdivision should be avoided (level 5 sections at most: 1.1.1.1.1), as maintained by the ABNT NBR 6024 (2012). According to that standard, the heading of the sections must be typographically highlighted in a hierarchized way, from level 1 to level 5, using lowercase, bold, italics, underline etc.

The authors are the sole responsables for making the table of contents.



## 8 Highlighting

All highlighting must be done through the use of italics. One must not make use of bold, underline or uppercase. Bold is reserved for headings, subheadings and sections of the document.

## 9 Quotations and footnotes

Quotations of up to 3 lines must remain within the paragraph and be enclosed by double quotation marks, as follows:

Direct quotation is the “Text transcription of part of an author’s work that has been consulted.”(ABNT 10520, 2002, p. 2).

Those longer than 3 lines must be written with a 4 cm left indentation, using the Times New Roman font, size 10, single-spaced lining and with no quotation marks. Here is an example:

As citações indiretas de diversos documentos de vários autores, mencionados simultaneamente, devem ser separadas por ponto-e-vírgula, em ordem alfabética. Exemplo: Ela polariza e encaminha, sob a forma de "demanda coletiva", as necessidades de todos (FONSECA, 1997; PAIVA, 1997; SILVA, 1997).

Italics must be used only for highlights and foreign words. If the highlight is part of the original work, one must use the expression “emphasis in original”.

The NBR 10520 also states that the footnotes must be numbered with arabic numerals in consecutive order. One must not restart the numbering every new page. Refer to the subsections 7.1 and 7.2 of the aforementioned norm for models of reference and explanatory notes.

## 10 References

The bibliographical references must be in accordance with the ABNT norm NBT 6023 (2018). They must be listed at the end of the article and in alphabetical order.

## 11 Figures, tables and graphics

Tables, figures and graphics must be consecutively numbered along the whole article.

## 12 Use of acronyms12 Do uso de siglas

According to NBR 6022, the acronym, “when cited for the first time, must be between brackets and preceded by the full name it stands for.” For example: “

Ministério Público do Distrito Federal e Territórios (MPDFT).





