**AUTHORS’ GUIDELINES**

The Counter-IED Operations Brazilian Magazine (RBOA) aims to publish scientific articles, reports of professional experience and review from books, manuals and standards from specialized police activity of Counter-IED Operations. The magazine seeks to foster study, share experiences and disseminate knowledge on topics related to the response of public security and national defense institutions in the face of critical incidents involving criminal and terrorist use of explosives, especially in the following areas of interest:

- Counter-IED Operations Doctrine;

- Terrorism and criminal activities with the use of explosives and CBRN agents;

- Legislation involving explosives and terrorism;

- Strategic management of Counter-IED units;

- Physics and Chemistry applied to explosives;

- Electronics applied to explosive devices;

- Prehospital care for injuries caused by explosives;

- Occupational Safety in Counter-IED operations;

- Explosive detection dogs.

**1 TYPES OF WORKS TO BE ACCEPTED**

Texts related to the area of ​​specialized police activity of “Counter-IED Operations” that fall into the following modalities:

a) ARTICLE

Text in which the result of a research or study is presented and discussed, in a clear and concise manner. It must contain an analysis of the theme, as well as present empirical elements or arguments that support the conclusions. Its purpose is to disseminate knowledge and communicate new ideas, being able to have an initial approach on a topic or a review that analyses already published content.

b) PROFESSIONAL EXPERIENCE REPORTS

Description of procedures and strategies, or case studies that make a real academic contribution.

c) REVIEWS OF BOOKS, STANDARDS AND TECHNICAL MANUALS

Critical and synthetic presentation of national or foreign works, guiding the reader as to their characteristics, potential uses and contributions to the field of the specialized police activity of “Counter-IED Operations”. In addition to being informative, the review brings the point of view of those who prepared it, based on bibliographic research and the work analyzed.

**2 SUBMISSION OF WORKS**

a) The texts must be sent through the Open Journal Systems platform, on the website www.revista.rboa.pr.gov.br.

b) RBOA accepts articles in Portuguese, Spanish and English. Articles will be published in their original language.

c) Only works that comply with the magazine’s publication rules should be sent for publication.

d) The work may have a maximum of 4 (four) authors.

**3 EDITORIAL COMMITTEE AND EDITORIAL BOARD PROCEDURES**

a) The selection of texts and the definition of convenience and opportunity for publication are the responsibility of the RBOA Editorial Committee.

b) Papers submitted to RBOA will be evaluated by peers. There will be 2 (two) evaluating peers (reviewers), among members of the Editorial Board and *ad hoc* consultants, who will decide whether to accept or not accept the article. In the event of a tie in the opinion, a third reviewer will be appointed to evaluate the article.

c) The texts will be forwarded to the evaluators following the blind evaluation criterion, in which the evaluators do not have information about the authors of the articles and neither the authors are informed about who participated in the evaluation of their works, regardless of whether the work was accepted or not.

d) The texts are evaluated considering ethical aspects, adequacy to the editorial line and publication standards of the magazine, in addition to the quality of the writing, with respect to originality, relevance of the proposed themes, clarity of the exposition and obedience to grammatical standards.

e) Suggestions and requirements will be made only for texts with a favorable opinion. Refusing texts will not be justified.

f) Authors who obtain positive opinions will have a deadline to make adjustments. The deadline granted to the authors for any review will be determined by the Editorial Committee. If the Reviewer responsible for the evaluation understands that the suggestions were not met and considers that the work is not suitable for publication, the submission will be archived.

g) The grammatical correction of the work and adaptation to technical standards, as recommended by Brazilian Technical Standards Association (ABNT), may be carried out, regardless of consultation with the author.

h) The decisions of the Editorial Committee are sovereign, and therefore are not susceptible to appeals and / or challenges.

**4 PRIVACY POLICY**

a) The names and addresses informed in this magazine will be used exclusively for the services provided by this publication, not being made available for other purposes or to third parties.

b) For submission, the steps in the Open Journal Systems platform must be observed.

**5 COPYRIGHT**

a) Copyright for published works belongs to the author (s), with publication rights for the magazine. As the magazine is publicly accessible, the texts published in this vehicle are free to use, with their own attributions, in educational and non-commercial applications.

b) Total or partial reproduction of journal articles is allowed, provided the source is mentioned.

c) Quotation of excerpts from articles is allowed, in other works or any other means of communication, provided the source is mentioned.

d) Authors who submit works for publication will be fully responsible for the originality and content of the work presented. The content of the published texts does not necessarily express the opinions of the Editorial Committee.

e) The magazine does not pay for collaborations. The approval of the works for publication implies the immediate and free assignment of the publication rights in this magazine.

**6 TEXT PRESENTATION STANDARDS**

The works must follow the criteria of the Brazilian Technical Standards Association (ABNT), which, during publishing, will be adapted to the project and editorial format of the Counter-IED Operations Brazilian Magazine.

a) SPECIFIC RULES FOR ARTICLES AND PROFESSIONAL EXPERIENCE REPORTS

|  |  |
| --- | --- |
| **Pages** | 10 to 15 pages, including title, summary and references. |
| **Abstract** | 150 to 250 words, size 10, single spacing. The abstract must be in the original language of the article and in the two other languages accepted by the magazine. |
| **Key words** | 3 to 5 words, size 10. The key words must be in the original language of the article and in the two other languages accepted by the magazine. |
| **Title** | The title must be in the original language of the article and in the two other languages accepted by the magazine. The formatting of the title should be in Times New Roman, size 14, justified and in bold. If there is a subtitle, put a colon ":" after the title and write it on the line below. After the title (or subtitle), the name of the author must be included and, separated by a comma, in the same line, a brief academic or professional reference, as well as the electronic address for contact. Note: For submission, the electronic file sent with the text must omit information that allows identification of the authorship of the work. |

b) SPECIFIC RULES FOR REVIEWS

|  |  |
| --- | --- |
| **Pages** | Maximum 6 pages, including references. |
| **Title** | Reviews should contain, as a title, complete references on the reviewed text. After the references of the reviewed text, the name of the reviewer must be included and, at the bottom of the page, a brief academic or professional reference, as well as the electronic address for contact. Note: For submission, the electronic file sent with the text must omit information that allows identification of the authorship of the work. |

c) GENERAL RULES FOR TEXTS PRESENTATION

|  |  |
| --- | --- |
| **File format** | "DOC" o4 "DOCX". |
| **Page format** | A4 |
| **Font** | Times New Roman. |
| **Sizes** | **Title:** 14, uppercase, bold, justified.  **Subtitle:** 14, lower case, bold, justified.  **Section titles:** 12, lower case, bold, justified, separated from the body of the text by two spaces between 1.5 cm lines, and must not be numbered. |
| **Text:** 12 (for the body of the text), 10 (for highlighted citation) and 10 (for footnote). |
| **Style** | Normal. |
| **Margins** | **Top:** 2,0 cm. |
| **Bottom:** 2,0 cm. |
| **Right:** 2,0 cm. |
| **Left:** 2,5 cm. |
| **Spacing** | 1.5 between lines (for the body of the text) and single space (for quotes and notes). |
| **Paragraph** | No indentation |
| **Alignment** | Justified |
| **Acronyms** | When inserted in the text for the first time, it must be in parentheses and preceded by its full meaning.  When it is composed of more than three letters and pronounced as a word (acronym), only the initial must be capitalized.  Example:  Polícia Militar do Paraná (PMPR) |
| **Foreign word** | Written in italics.  Names of agencies, entities and bodies must be translated or adapted into Portuguese (in normal font), followed by the original acronym, in parentheses.  Example:  International Association of Bomb Technicians and Investigators (IABTI) |
| **References** | To observe the standard NBR 6023/2002 of the Brazilian Technical Standards Association (ABNT).  Present a complete reference in a list at the end of the text, in alphabetical order.  To reference citations, use the system called author-data. |
| **Examples of references** | LEÃO, Décio José Aguiar. **Operações antibombas:** uma introdução à doutrina e organização dos esquadrões de bombas e ao enfrentamento aos crimes envolvendo bombas e explosivos. São Paulo: Ed. Ícone, 2016.  NEGRINI NETO, Osvaldo. Análises Físicas e Químicas de Explosivos Químicos. In: ARAGÃO, Ranvier Feitosa (Org.). **Incêndios e explosivos:** uma introdução a engenharia forense. Campinas, SP: Millennium Editora, 2010.p. 397-422.  UNITED STATES DEPARTMENT OF JUSTICE. Office of Justice Programs. National Institute of Justice. **A Guide for Explosion and Bombing Scene Investigation**. Retrieved from: <https://www.ncjrs.gov/pdffiles1/nij/181869.pdf>. Access in 20 jun. 2020.  BRASIL. Decreto nº 10.030, de 30 de setembro de 2019. **Aprova o Regulamento de Produtos Controlados**. Diário Oficial da União de 1º out 2019. Retrieved from: <http://www.planalto.gov.br/ccivil\_03/\_ato2019-2022/2019/decreto/D10030.htm>. Access in 20 jun. 2020. |
| **Quotes** | Must follow ABNT NBR 10520/2002.  Quote is the mention, in the text, of information extracted from another source. Can be:  **Textual Quotation** - literal textual transcription of part of the consulted author's work. The citation in the text, if it occupies up to 3 lines, must be transcribed between double quotes, incorporated into the paragraph. If it occupies more than 3 lines, it must be presented in an isolated paragraph, with 4 cm indentation, without quote marks, and size 10 letters. Include the author's last name, year, and page of the consulted source.  Examples:  According to Leao (2016, p. 118), the “qualification of the personnel who will work in anti-bomb operations involves two fundamental aspects: the technical qualification and the legal qualification”.  For Leao (2016, p. 163), Counter-IED Operations comprise:  [...] The procedures adopted by Bomb Squads to guarantee the safety and integrity of people, material goods and public order, when threatened or injured by bombs and explosives.  **Indirect Quotation** - The author reproduces in his own words the thought of someone else, not needing quotation marks. It must be in the body of the text, regardless of size, and its references must be placed in the body of the text.  Examples:  In the view of Marco Antonio da Silva (2015), the first military police officers who intervene have a fundamental role in the context of resolving a critical incident.  Counter-IED operations instructors must combine three fundamental requirements: technical knowledge, personal experience and didactic teaching. (WYATT, 1997) |
| **Footnote** | Must follow ABNT NBR 10520/2002.  It is intended to provide clarifications or make considerations, which should not be included in the text, so as not to interrupt the logical sequence of reading.  The note must appear on the same page where the numerical call in the text occurs. The numbering must be unique and consecutive for each text. It must be separated from the text by a 3 cm line. Use letter size 10.  The footnote can be a reference or an explanation. It can be used to:  - Indicate the source of a quote, that is, a work from which a sentence was extracted, or from which an idea or information was used;  - Provide the translation of a quote or its original version;  - Make additional comments and comments;  - Indicate works presented at events, but not published;  - Indicate data obtained through informal contacts.  The first reference note must be in full. Subsequent citations of the same work can be referenced in an abbreviated form, using the expressions: *idem* (same author), *ibidem* (in the same work), *apud* (quoted by) and others.  The reference of the complete work must be placed at the end of the text in detriment to the footnote, with exceptions possible. |
| **Figures, graphics, charts and tables** | Figures, graphics, charts, tables and other illustrations must be inserted in appropriate positions of the text, with centralized alignment, and each one must be subtitled in Times New Roman, size 10, in bold.  Captions should be placed below figures, graphs, charts, tables and other illustrations.  Below the legend and centred in Times New Roman font size 10. The font of the figures, graphs, charts, tables and other illustrations must be indicated.  In addition to being included in the body of the article, diagrams, graphs, figures, illustrations, tables and tables must be sent separately in a compressed file, in TIF, BMP, PNG or JPG format, with images having a resolution equal to or greater than 300 dpi. |