ARTICLE TITLE IN ORIGINAL LANGUAGE

Article title in English if the article is in a different language

AuthorName1 AuthorSurname1 (1), AuthorNameN AuthorSurnameN (N)

(1) Institution, Postal address, email. (N) Institution (only if different than the previous author), Postal address (only if different than the previous author), email

Abstract

Indicative abstract of 150 to 200 words in the original language of the article.

Keywords: Between 4 and 8; Separated by semicolon

Abstract2

Abstract translated to English, if the text was originally written in a different language

Keywords2: Keywords translated to English; If originally written in a different language

1 Introduction

Articles must be written in proper English, Portuguese or Spanish.

We cannot publish papers with poor writing, misspellings, and/or grammar mistakes.

Only occasional and minor errors can be allowed. Authors are responsible for the translation, style correction and costs.

2 Body

Papers must be original and written by the author(s).

Do not include in the body text repetitive statistical data or lists. Use tables or appendixes for this purpose.

The editor is entitled by the author to make small changes of style and layout to adequate the paper for the journal.

The author is reminded that any violation of copyright, intellectual property laws and codes of ethics are unacceptable and forbidden in this journal.

2.1 Headings

All the chapters, including notes, references and appendixes must be sequentially numbered with the format as follows "1.1. ", "1.2. ", "1.2.1. "... Do not number abstracts, notes, acknowledgements and references. Do not use a range of titles higher than three levels.

Assign titles with the apply style option. To take off the automatically-generated number in the "Notes" and "References" chapters, use the backspace key.

2.2 Text formats

Do not use underlines, bolds or all caps. Use capital letters only for their normal orthographical uses and for acronyms. Do not use spaces or periods in acronyms.

Italics should be used only to highlight terms in other languages, bibliographic titles, some keywords into a paragraph and, seldom, to emphasize some words or sentences.

Do not use lists with returns or line feeds. Write complete paragraphs according to the English grammar. You can add numbers or letters in brackets to your in-paragraph lists to give the reader information about the order or dimension of the list; for example, (1), (2)...

2.3 Figures and graphics

The figures must be included only if necessary (do not illustrate the text with web pages without a clear purpose).

Be careful if you generate images by utilizing the Print Screen key, as these images usually result in poor quality.

In the article body, each image must have bellow an indicative caption beginning with the word "Figure", a correlative number and a period (for example, "Figure 1. "). Apply to such a caption the style "Caption".

Figure 1. *Campus of Marília*

If figures are wider than a column width, please include them at the end of the document in the "Appendixes" section.

2.4 Tables

Tables must include below an indicative legend beginning with the word "Table", a correlative Roman numeral and a period (for example, "Table I. ").

If the table is wider than a column width, please include it at the end of the document in the "Appendixes" section. Specify in the text between brackets: (Table n, in appendix).

For the table heading use the style "Table-Heading", and, for the text of the cells, the style "Table-Text". For table captions, use the style "Caption".

Style	Use
Underlined	Do not use
Bold	Do not use
Versals	Do not use
Italics	Terms in other languages than the text Titles of works Emphasis
Capital letters	Only acronyms

Table I. *Allowed character styles and their use*

2.5 Notes

Explicative notes must be used exceptionally. Do not use the automatic function of the word processor. Insert a reference in the text body with a sequential number in brackets and include a "Notes" section after the last one and before the bibliographic references. Numbered and foot bibliographic notes are not allowed: they must be referred at the "References" section. Web pages must be considered references, and cannot be included in notes.

For the notes section use the style "Notes".

2.6 Bibliographic references in text

Bibliographic references in text are cited in brackets by the surname of the author, the year of the paper, and, if necessary, the page number. If convenient for writing purposes, the name and surname of the author can be outside of the brackets. If two authors have the same surname, use their second name or name initials. If two or more papers by the same author have are of the same year, use sequential letters beginning with 'a' after the year to distinguish them. If there are several subsequent references, put them into the same brackets separated by a semicolon if they are by different authors, and by a comma if they are by the same authors.

For example: "This theory is defended by several authors (Gallego, 1975; Christian and Chan, 1993) […]". "According to John Smith (1993, p. 24) […]". "Problems with the replication of the experiment have been encountered (Ismalin, 1994a, 1994b; Ismalin and Alonso, 1997)".

If you include a literal citation in your text, use double quotation marks ("") at the beginning and at the end.

> If the text you are citing is longer than two or three lines, use a different paragraph with the style "Quotation". If you are not reproducing the whole text, include three dots between brackets to denote the ellipsis […].

2.7 Bibliographic references format

Bibliographic references must be included and arranged by alphabetical order at the end of the article under the section heading "References". Please, use the style "References". They must follow the ISO 690:1987 standard with punctuation as close as possible to that of the abbreviated ISBD, but removing blank spaces before period, comma, semicolon and colon. References to web pages must be also included in this part, not in the body of the article or in the 'Notes' section. Include every referred paper in the 'References' section, but do not include any references or further readings that have not been used in the body of the article (It is not a bibliography section). Basic structures and examples for the main types of references are offered bellow (occasional elements in itallics):

2.7.1 Monographies, congresses, reports and thesis

Surname, Name; SurnameN, NameN (function) (Year). Title: subtitle. edition. Publication place: editor; publi-

cation place: editor, date. ISBN number. Doctoral thesis.

Delclaux, Isidoro; Seoane, Julio (1982). Psicología cognitiva y procesamiento de la información: teoría, investigación y aplicaciones. Madrid: Ediciones Pirámide, 1982.

2.7.2 Articles of journals and periodicals

Surname, Name; SurnameN, NameN (function) (Year). Title: subtitle. // Title of the journal. ISSN number. Volume:number (Date of publication) first page-last page.

Ellis, David (1992a). The physical and cognitive paradigms in Information Retrieval Research. // Journal of Documentation. 48:1 (March 1992) 45-46.

2.7.3 Chapters of monographies, reports or proceedings

Surname, Name; SurnameN, NameN (function) (Year). Title: subtitle. // Surname, Name; SurnameN, NameN (function) (Year). Title: subtitle. edition. Publication place: editor; publication place: editor, date. ISBN number. First page-last page.

Markey, Karen (1990). Keyword searching in an online catalog enhanced with a library classification. // Bengtson, Betty G.; Hill, Janet Swan (eds.). Classification of library materials: current and future potential for providing access. New York: Neal-Shuman Publishers, 1990. 99-125.

Smith, Ph. J.; Beghtol, C.; Fidel, R.; Kwasnik, B. H. (eds.) (1993). Proceedings of the 4th ASIS SIG/CR Classification Research Workshop: Columbus, OH, Oct.24, 1993. Silver Spring, MD.: American Society for Information Science, 1993.

2.7.4 Web pages and online resources

They must be referred correspondingly as monographies, articles o chapters. Then, include, after a dot, the URL and, finally, the date of consulting in brackets.

Reference. URL (Date of consulting).

Sagredo Fernández, Félix; Espinosa Temiño, María Blanca (2000). Del libro, al libro electrónico-digital. // Cuadernos de Documentación Multimedia. 9 (2000). http://www.ucm.es/info/multidoc/multidoc/revista/num 9/cine/ sagredo.htm (2001-01-22).

3 Conclusions

On making a submission to the journal, authors are first asked to check each item on the Submission Preparation Checklist:

• The text has not been previously published elsewhere.

• The text is not under review for publication in another journal.

• The text was written in Microsoft Word format (.DOC), OpenDocument Text (.ODT) or Rich Text Format (.RTF). Times New Roman Typeface.

• The text is formatted and standardized according to the requirements of BRAJIS.

• The text and other files must be submitted only using BRAJIS's OJS.

• All metadata must be filled in correctly, especially the e-mail contact and affiliation.

• All authors have read the manuscript and agree to publish it

• The text ensures a Blind Peer Review, with all personal information from file properties and the authors' information from the first page removed (see guidelines http://www2.marilia.unesp.br/revistas/index.php/bjis/help/view/editorial/topic/000044).

Notes

(1) This template is partially based on Scire's. We are greatly thankful to Francisco Javier García Marco's at University of Zaragoza, Spain, for his generous contribution.

References

Delclaux, Isidoro; Seoane, Julio (1982). Psicología cognitiva y procesamiento de la información: teoría, investigación y aplicaciones. Madrid: Ediciones Pirámide, 1982.

Ellis, David (1992a). The physical and cognitive paradigms in Information Retrieval Re search. // Journal of Documentation. 48:1 (March 1992) 45-46.

Markey, Karen (1990). Keyword searching in an online catalog enhanced with a library classification. // Bengtson, Betty G.; Hill, Janet Swan (eds.). Classification of library materials: current and future potential for providing access. New York: Neal-Shuman Publishers, 1990. 99-125.

Sagredo Fernández, Félix; Espinosa Temiño, María Blanca (2000). Del libro, al libro electrónico-digital. // Cuadernos de Documentación Multimedia. 9 (2000).

Smith, Ph. J.; Beghtol, C.; Fidel, R.; Kwasnik, B. H. (eds.) (1993). Proceedings of the 4th ASIS SIG/CR Classification Research Workshop: Columbus, OH, Oct.24, 1993. Silver Spring, MD.: American Society for Information Science, 1993.

Appendix

Use this page and subsequent ones to include tables and figures of a wider format than a column, or other suitable materials. Otherwise, delete this section.