



SUBMISSION CHECKLIST

Dear author(s), this checklist was made to aid you check the main normative items for your article submission. Its filling is mandatory and must be signed and attached as Additional Document at the moment of the article submission. The manuscript assessment, whether in its initial screening or in peers reviews, isn't restricted to the items described in this checklist.

Note: In the table below, the author must check with an "X" one of the three options "YES", "NO" or "DOES NOT APPLY" (in case there aren't figures, tables or citations in the author(s)'s manuscript).

ARTICLE TITLE: _____

SUBMISSION / DOCUMENTS	Yes	No
The submitted manuscript is an original and unpublished contribution and no other scientific journal is assessing it for publication, otherwise it needs to be justified in the "Comments to the Editor".		
All author(s) expressly declare that all ethical procedures were followed.		
The authors declare that they are aware that, after the submission of the article, modifications to the authorship data, such as the removal or inclusion of co-authors, are not allowed. In the publication of the article, the sequence of authors will be in the cover sheet.		
The authors declare that they are aware that journal will only publish one manuscript per year, for both author and coauthor. Authors who have already published papers in the journal can only submit a new manuscript one year after the publication of the last accepted manuscript; Authors whose work is still under review should wait for the end of the review and the editorial decision to submit a new manuscript. If accepted, they must wait one year after publication to submit a new manuscript. In case of refusal, a new manuscript can be submitted for evaluation.		
The checklist had been filled and signed by the main author.		
The checklist is in PDF format and the file does not exceed 4MB		
The checklist file should be named "checklist," be in PDF format, and not exceed 4MB.		
The cover sheet had been filled.		
All authors' information was filled in "Step 3". Submission Metadata (indexation).		

COVER SHEET	Yes	No
The cover sheet has been downloaded and filled as the model available in Authors Guidelines.		
The file should be named "cover_sheet," be in Microsoft Word format, and not exceed 4MB.		



The titles in Portuguese, English and Spanish were included.		
The section and type of manuscript has been indicated.		
All authors' full names (no abbreviations) and institutional affiliations were presented.		
The email addresses and ORCID numbers of all authors have been provided.		
Each author had its contribution indicated.		
Funding sources were declared (if there was any).		
Text suppressed information were indicated (if there was any).		

MANUSCRIPT FORMATTING	Yes	No
The manuscript file should be named "text_for_evaluation," be in Microsoft Word format, and not exceed 4MB.		
The manuscript has been written in Times New Roman font, size 12, with double-spaced lines and justified alignment.		
The manuscript file has left, right, inferior and superior margins of 2,5 cm.		
The manuscript complies with the page limit of each format, including title, abstract, keywords, as well as the translations, references, endnotes, figures and tables. Note: Research reports, theoretical studies/literature reviews and experience reports must have 15 to 25 pages; Reviews 6-10 pages; Translations and Interviews no page limit.		
The manuscript contains title in Portuguese, English and Spanish. (Note: Title in Portuguese with maximum 15 words).		
The title must be centralized with initial letters of each word of the title capitalized (with the exception of prepositions, articles, and connecting words). Do not use bold type. Experience report manuscripts must contain the words "experience report" in the title.		
Manuscript parts are to be ordered as follows: - Title in Portuguese, English and Spanish; - Abstract in Portuguese, English and Spanish, with respective keywords; - Manuscript text (soon after abstracts, with no "page break"). It's not necessary to include the title "Introduction", as this section is easily identified for its position in text; - References (soon after the text, with no "page break"); - Tables e Figures (each one starts in a separate page, after the references, with "page breaks" and limited to five in total).		
Subheadings are in bold and left justified (first letter capitalized).		
The submitted manuscript does not have attachments or appendices.		
Footnotes were avoided. In indispensable cases, were inserted as numbers in the text and placed as endnotes.		



<p>The manuscripts can be submitted for publication in one of the following languages: Portuguese, English or Spanish. If the authors choose to publish in English or Spanish, at the time of online submission the manuscript must be sent in Portuguese, except in the case of a full foreign authorship, native of English or Spanish speaking countries. In case the manuscript is accepted, the authors shall confirm in which language they wish to published it, and shall be responsible for the costs of its translation into English or Spanish, using exclusively translators suggested in due time by Estudos e Pesquisas em Psicologia journal. In the case of a native authorship, the accepted manuscript shall be submitted to one of the translators indicated by the journal for revision. Under no circumstances will translations or revisions made by other translators be accepted.</p>		
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ABSTRACT	Yes	No
<p>The manuscript contains abstracts in three languages (Portuguese, English and Spanish). Note: The abstracts must have simple-spaced lines, justified alignment, body text size 12, and should not have citations or abbreviations. For Research Reports the abstract should necessarily include a summary description of the investigated problem, objective, main characteristics of the sample, data collection method, results and conclusion (or final considerations, in case of quality studies). Final considerations must present the implications and applicability of the produced knowledge.</p>		
<p>The manuscript abstract in Portuguese with 150 to 200 words each.</p>		
<p>It is suggested that the abstract is redacted succinctly, objectively, descriptively and with a clear language. The abstract is the first part of the text that is read and, therefore, guides the reader's interest to complete reading. APA's Publication Manual presents instructions on how an abstract should be written, specifying the type of abstract for different formats of texts. This part of the manual might be checked here: https://pt.wikihow.com/Escriver-um-Resumo-em-Estilo-APA (Portuguese)</p>		
<p>After each abstract, three to five keywords were presented (in Portuguese, English and Spanish), written in lower case, separated by commas. For use of better descriptors, check the terminology list BVS-Psi available in: www.bvs-psi.org.br Note: The terms "Palavras-chaves", "Keywords" and "Palabras claves" should be in italics.</p>		

TABLES AND FIGURES	Yes	No	Does not apply
<p>Figures are in "JPEG" format, from 200dpi to 400dpi and were included each one in a separated page, after references.</p>			
<p>The tables were written in size 12 with double spaces between lines</p>			
<p>Tables, including title and notes, were made in black-and-white, with "Word Insert" tool (do not insert as image), included each one in a separated page, after references.</p>			



Tables does not exceed the length of 17,5 cm and depth of 23,7 cm.			
Tables and Figures are limited to five in total.			
The suggested places for insertion of Figures and Tables were indicated throughout the text. (Example: Insert table 1 here) Note: The APA 7th Edition Guideline does not include Charts or Graphics, only Tables and Figures.			
The words Figures and Tables, when appearing in the text, are written with initial letter capitalized and accompanied by the respective number.			
Expressions such as "Table above" or "Figure below" have not been used because in the editing process their location can be changed.			
In case of use of photographs, the original letter of authorization of the photographer or company holding the grant and the right of use of the image and the authorization of the photographed person was sent as a supplementary document.			

CITATIONS	Yes	No	Does not apply
All manuscript citations were written in accordance with the <i>Publication Manual of the American Psychological Association</i> (7th Edition, 2020).			
All citations are listed in references.			
Citations by the same author were distinguished by lowercase letters (including in references) and mentioned in alphabetic order in the text. Exemple: Freud (1969a), Freud (1969b).			
Literal citations, up to 40 words, are in the body of the text, between quotation marks, with the author's name indicated, date and page referred.			
Citations over 40 words are in a different paragraph, with double-spaced lines, font size 12, with left indentation of 1,25 cm. Note: do not use bold or italics in this section. Emphasis must be underlined.			
The manuscript contains no more than three self-citations, considering all authors from the submitted manuscript.			

LIST OF REFERENCES	Yes	No
All manuscript references were written in accordance with the <i>Publication Manual of the American Psychological Association</i> (7th Edition, 2020).		
All manuscript references have double-spaced lines, font size 12 and indentation of 1,25 cm.		
Research reports, Theoretical studies, Reviews, Experience reports, Translations and Interviews must contain no more than 30 references. In case of Literature reviews, 40 references will be accepted.		
All references of the list of references were mentioned in the text.		
References are in alphabetical order.		



Articles in journals with DOI only presents the full link (for example, https://doi.org/10.1109/5.771073). For the articles in journals without DOI, dissertations, thesis, and other references, the URLs are provided (for example, http://...). The DOI and URL are active and ready to immediate access.		
The manuscript does not contain references of papers in evaluation.		

ENSURING BLIND ASSESSMENT	Yes	No	Does not apply
The submitted manuscript has no element capable of identifying the authors in any part of the text.			
The author's identity had been removed from the file and from Word's Properties option.			
In case of self-citation in the manuscript that might lead to the author's identification and compromise the blind peer-review, the name of the author was removed from the body of the text and substituted for AUTHOR and the year of publication (Example: "AUTHOR, 2020) and substituted in the beginning of the List of References - and not in the alphabetic order - for "Author, year of publication - include reference after peer-review". (Example: Author, 2020 - include reference after peer-review).			
In place of approval number by Ethics Committee there's the information "HIDDEN- include after peers assessment".			
Omitted elements for the assessment were included in the Cover Sheet.			

Date:

Name (main author):

Signature: