

CIÊNCIA^eNATURA

Submission Instructions

1. The authors and coauthors must, firstly, sing in in the Ciência e Natura journal.
 - a. The system does not admit capital letters in “users”.
 2. After singing in the author must go to the **submissions** page.
 3. Carefully read the [Submission Preparation Checklist](#) and [Author Guidelines](#).
 4. Download the [Template](#) and adequate the test to it.
 - a. It is mandatory that the manuscript is according to the Template, otherwise, the text will not proceed to the peer review process.
 - b. The files submitted to the Mathematics section must be according to the [LaTeX2e Template](#).
 5. In the submissions page click on **Make a new submission**.
 6. In the tab 1. **Start**, the authorship must: select the section in which the manuscript will be submitted, fill in the obligatory information (marked with an asterisk), and carefully read the mandatory items for submission. Then, click on **Save and Continue**.
 7. In the tab 2. **Upload Submission**, all mandatory files must be uploaded. After that is done, click on **Save and Continue**.
 - a. The file of the manuscript must be uploaded as “article text”.
 8. In the tab 3. **Enter Metadata**, all mandatory information must be filled in.
 - a. In the list Coauthors, all authors of the paper must be included, in authorship order, by clicking in the Add Contributor button. The operation must be repeated as many times as necessary.
 - b. For each author, all the required information: full name, email, country, Lattes link, and ORCID link, must be properly filled in.
 - c. The Bio Statement must have at most five lines, containing: last title, area, institution (year), occupation, institution/affiliation, area or research group.
 - d. After all authors were added, click in **Save and Continue**.
 9. In the tab 4. **Confirmation**, click on **Finish Submission**.
 10. In the 5. **Next Steps**, click on ok.
 11. Check the email (including the spam box) and regularly access the Dashboard.
- The Ciência e Natura journal will make contact, preferably via system.

