The **Journal Special Education**, published by the Federal University of Santa Maria, aims to publish only original and unpublished articles in the field of Special Education. The Journal is a continuous demand, the articles meet the demand of the rollingpublication and also articles organized in the form of a Thematic Dossier. The editorial committee reserves the right not to publish articles by the same author in less than one published annual volume. Furthermore, we reject studies that have also been submitted to other national or international journals, as well as those sent to books, book chapters, event annals or any publications that expose the full content of the manuscript. The submission and evaluation process of forwarded articles is received through the Electronic Journal Publishing System (SEER). When submitted, works are previously evaluated by the Editorial Board: those that do not meet editorial standards will be returned to the authors; the others, sent to ad hoc referees for evaluation. The identification of authors and institutions must not appear in the text sent for evaluation. The approval or rejection of each article depends on the availability and agility of the Editorial Board and ad hoc reviewers.

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The Journal Special Education has **a model (template) for submitting articles**, which can be found below. Use is mandatory to adapt the article to the Journal's standards.

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**Authors must observe the following specific instructions:**

1. Original texts will be accepted if fits into the following Modalities (which must be indicated in the Template):

a) Research report: Results of empirical research or investigation based on empirical data (case study), using scientific methodology. Priority is given to articles aimed at disseminating recent original research results that advance knowledge in special education´s field of knowledge.

All research in this section, which involves human beings, must be accompanied by approval by the **Ethics Committee**, and be submitted as a **supplementary document**.

b) Literature review/Theoretical study: Literature (state of art), narrative, integrative or systematic reviews or meta-analysis of scientific and academic production. It consists of the analysis of a comprehensive body of research, relating to subjects of interest for the development of the field of special education. The systematic review and meta-analysis must describe in detail the methodology and procedures used to search for original studies, and Journal Special Education indicates the use of one of the following guidelines: Eric - Education Resources Information Center (https://eric.ed .gov), Scielo - Scientific Electronic Library Online (http://www.scielo.org/php/index.php) or Portal Periódicos CAPES (http://www-periodicos-capes-gov-br.ez47.periodicos. capes.gov.br/index.php?option=com\_phome&Itemid=68&).

It is necessary to explain the criteria used in the selection of studies that were included and excluded from the review and the methodological procedures used in the analysis and synthesis of results (which may or may not be meta-analysis procedures). Authors are expected to clearly define a guiding question for the review and, when analyzing scientific production, identify relationships, contradictions, gaps and/or inconsistencies in the literature. It is also expected that, based on the results, the authors will suggest the next research steps to resolve the identified problems.

Manuscripts by national authors will be accepted in Portuguese. Texts by foreign authors will be accepted in Portuguese (PT), English or Spanish, duly revised. Bilingual publication is encouraged in which, after final approval of the text, interested authors can be appointed a translator linked to the journal.

2. The originality of the text manuscriptmust be declared in the [Declaration of originality and copyright.](https://periodicos.ufsm.br/educacaoespecial/libraryFiles/downloadPublic/706) This document must be filled in with the data of the first author and signed by him. After this, the Declaration must be scanned and inserted as a supplementary document when submitting the article.

3. The text may be written in Portuguese, Spanish or English.

4. **The text must be configured in Arial font, 12 pts, justified, single spaced**. Figures must be attached to the text in the word file, in JPEG format. Tables or charts must be created using the Word table tool itself, with appropriate dimensions. Insert this file into: manuscript transfer. It must also be sent to the President of the Editorial Committee, via the Electronic Magazine Publishing System (SEER), that is, online: <https://periodicos.ufsm.br/educacaoespecial>, who will submit them to the judgment of the Editorial Board.

5. The text, in general, should be between 4,000 and 7,000 words long, disregarding the summary, abstract and references in the word count.

6. The name(s) of the author(s) and the title of the article must be included, in full and in lower case, through the metadata forms, carefully filling out all the information requested. Authors must indicate their full address and email for publication in the article. They must also include the highest level of educational degree, institutional affiliation, professional role in the institution of origin, city, state and country. It is noteworthy that, at least, one of the authors must have a PhD. Insert, in the metadata item, the mailing address and contact telephone number. The number for the Lattes curriculum link, as well as Orcid, must be provided in the URL item. The ORCID identifier can be obtained from the [ORCID registry](http://orcid.org/). **The data of all authors must be entered into the system, with the information indicated above being mandatory.**

7. Each article must be headed by a title in **Portuguese, English and Spanish** and a summary of a **maximum of 250** **and a minimum of 150 words**, in **Portuguese, Spanish and English** (abstract) – (See NBR-10520/jul. 2023 of ABNT). The summary must not be written in the first person and must contain the thematic focus, objective, method, results and conclusions of the work. Three keywords must be indicated, in **Portuguese, Spanish and English**. Texts must be unpublished and can be written in Portuguese, Spanish and English.

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9. Spelling and grammar checking is the responsibility of the author(s).

10. The number of authors per article is a maximum of **five**. After the third author, you must inform what role each of the authors (the fourth and fifth) played in the text. This information must be sent through a declaration inserted as a supplementary document at the time of submission.

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**– More than 3 authors**

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**– Organizer(s), coordinator(s), translator(s)**

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BRAZIL. Ministry of Education. **Title**. Brasília, DF, year. 123p.

**– Unknown author**

FIRST word of the title. Location: Publisher, year.

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SILVA, Emanuel Tavares. Part title. In: SOUZA, Maria Nunes. (Org.). **Publication title**: subtitle. Location: Publisher, year. P. 3-9.

SILVA, Emanuel Tavares. Part title. In: SILVA, Emanuel Tavares. (if the author of the part is the same as the author of the publication as a whole). **Title of publication**. Location: Publisher, year. P. 3-9.

**Monographs and parts of monographs in electronic and online media**

SILVA, Emanuel Tavares. **Title**. Location: Publisher, year. 1 CD-ROM.

SANTA MARIA. In: Virtual ENCYCLOPEDIA of RS municipalities. Location: Publisher, year. CD-ROM 1.

SILVA, Emanuel Tavares. **Title**. [S.l]: Publisher, year. Available at: http://www.ufsm.br. Accessed on: 3 Jan. 2000.

ENTRY. In: DICTIONARY of foreign languages. Location: Publisher, year. Available at: http://www.url full. Accessed on: 3 Jan. 2000.

**– Events (works presented)**

SILVA, Emanuel Tavares.; GOMES, Galvão Vieira. Title. In: EVENT NAME IN ALL CAPS, 1. (Event number, if any), year, location (of the event). **Annals**... (same case for **Abstracts**...) Place (of publication): Publisher, year. P. 3-9. (When in electronic form, add the physical description of the resource used after pagination. Ex.: ... p. 3-9. 1 CD-ROM.)

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**– Articles and/or magazine material**

SILVA, Emanuel Tavares. Article title. **Publication title**, location, no. 1 (publication number), p. 3-9 (initial and final pagination), Jan. 2000 (date of publication).

**– Online articles**

SILVA, Emanuel Tavares. Articletitle. **Title of the magazine**. Location, numbering, Jan. 2000 (date of publication). Available at: http://www.url full. Accessed on: 3 Jan. 2000.