## **Tittle of the Article**

**Author's name 1**

[xxxxxxxxx@email.xx](mailto:xxxxxxxxx@email.xx)

Institution

**Author's name 2**

[xxxxxxxxx@email.xx](mailto:xxxxxxxxx@email.xx)

Institution

[…]

**Abstract:**

All authors must use this *template*, and must not include any text / logos in the header or footer, nor change the formatting. The *MS-Word* format must be used. The page *layout* is A4 (21x29.7cm), in which the margins of this model must be kept (top and bottom: 2.5 cm; left and right: 2.5 cm). The base font to be used is *Times New Roman*. The Abstract must have approximately 200 words. The Abstract must explain the objective of the work, the methodology adopted for the study, the results obtained and the conclusions. In the text of the Abstract, the letter *Times New Roman* 12, Normal, justified paragraph, single spacing (Space 1.0) and indentation 1.0 must be used on the left and right.

**Keywords:** List of 4 keywords in alphabetical order.

**1. Title 1st Order**

The text of the article must be between 3000 and 6000 words (including Abstract, Keywords, Figures, Tables, Graphs, Footnotes, References and Authors Profiles). *Times New Roman*, 12, Normal, Justified, Word space 1.5 and indentation 0.5 must be used on the left.

To reference the bibliography, the *American Psychological Association* (APA) - 6th Edition standard should be used, in which the references must be ordered in ascending chronological order.

All Figures, Tables and Graphs, to be included in the text, must be mentioned in the text, and, for this purpose, they must be numbered, subtitled and, whenever applicable, insert the bibliographic source. The title of Figures, Tables and Graphs must be written in *Times New Roman*, 12, Bold, Centered and the source must be written in *Times New Roman*, 11, Normal, Centered.

A blank line must be left before and after each Figure, Table and Graph, and it should be noted that they must have sufficient definition to be legible.

**Figure 1 – TMQ Journal Logo– *Techniques, Methodologies and Quality***



Source: whenever aplicable

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* 1. **2nd Order Title**

If it is necessary to present formulas, use the *Word* equation tool, font size 12, Normal and Word space 1.5.

The text to be written in *Times New Roman*, 12, Normal, Justified, Word space 1.5 and indentation 0,5 on the left.

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**1.1.1.**  **Title 3rd Order**

In the Tables, the text must be written in *Times New Roman*, 10, Normal, Justified or Centered and Space 1.0.

**Tabela 1 – List of the formats to be used**

|  |  |
| --- | --- |
| **Section** | **Formatações** |
| Layout of the Document | A4 (21x29,7cm) |
| Margins of the Document | Top and Bottom: 2,5 cm; Left and Right: 2,5 cm |
| Tittle of the Article | Times New Roman, 24, Bold, Centred |
| Author's Names | Times New Roman, 12, Bold, Centred |
| E-mail and Instituition | Times New Roman, 12, Normal, Centred |
| **Resumo/Abstract || Palavras-chave/Keywords** | |
| Tittle of the Abstract/Abstract | Times New Roman, 14, Bold, Aligned to Left |
| Text of the Abstract/Abstract | Times New Roman 12, Bold, Justified, Espaço 1,0 |
| Tittle of the Keywords/Keywords | Times New Roman, 14, Bold, Aligned to Left |
| Text of the Keywords/Keywords | Times New Roman 12, Normal, Justified, Word space 1,0 |
| **Text** | |
| 1st Order Tittle | Times New Roman, 16, Bold, Aligned to Left |
| 2nd Order Tittle | Times New Roman, 14, Bold, Aligned to Left |
| 3rd Order Tittle | Times New Roman, 12, Bold, Aligned to Left |
| Text | Times New Roman 12, Normal, Justifief, Word space 1,5 |
| **Figures || Tabels || Graphs** | |
| Tittle | Times New Roman, 12, Bold, Centred |
| Source | Times New Roman, 11, Normal, Centred |
| Text | Times New Roman, 10, Normal, Justified/Centred, Word space 1,0 |
| **Formulas/Equations** | |
| Text | Word Esquation Tool: 12, Normal, Word Space 1,5 |
| **Acknowledgments || Footnotes** | |
| Tittle | Times New Roman, 16, Bold, Aligned to Left |
| Text | Times New Roman 11, Normal, Justified, Word space,0 |
| **References** | |
| Tittle | Times New Roman, 16, Bold, Aligned to Left |
| Text | Times New Roman 11, Normal, Justified, Word space 1,15 |
| Standard Bibliographic Reference | *American Psychological Association* (APA) - 6.ª Edição |
| **Authors Profiles** | |
| Tittle | Times New Roman, 16, Negrito, Aligned to Left |
| Text | Times New Roman 11, Normal, Justified, Word space 1,0 |

Source: whenever aplicable

The text to be written in *Times New Roman*, 12, Normal, Justified, Word space 1.5 and indentation 0,5 on the left.

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**Acknowledgments**

This session is optional, in which the authors can include, if applicable, an acknowledgment session. The text in this section must be in *Times New Roman*, 11, Normal, Justified, Word space 1.0 and indentation 0,5 on the left

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**Footnotes**

Footnotes must be reduced to the minimum necessary, appear before References and *Times New Roman*, 11, Normal, Justified, Word space 1.0 and indentation 0.5 must be used on the left.

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**References**

References should be listed in alphabetical order and the APA - 6th Edition style should be used. These must be presented in *Times New Roman*, 11, Normal, Justified, Word space 1.15 and with an indentation of 1.0 on the left, giving a space of 6pt after each reference.

You can find some examples below:

**Book referencing examples:**

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. London, England: My Publisher.

Jones, A.F & Wang, L. (2011). *Spectacular creatures: The Amazon rainforest* (2nd ed.). San Jose, Costa Rica: My Publisher.

**Edited book example:**

Williams, S.T. (Ed.). (2015). *Referencing: A guide to citation rules* (3rd ed.). New York, NY: My Publisher.

**Edited book chapter example:**

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). New York, NY: Publishers.

**E-Book example:**

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. Retrieved from https://www.mendeley.com/guides/apa-citation-guide.

**E-Book chapter example:**

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). Retrieved from https://www.mendeley.com/guides/apa-citation-guide.

**Journal Article examples:**

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95.

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95. Retrieved from https://www.mendeley.com/guides/apa-citation-guide.

**Website example:**

Mitchell, J.A. (2017, May 21). *How and when to reference*. Retrieved from https://www.mendeley.com/guides/apa-citation-guide.

**Authors Profiles**

The summary of the Curriculum Vitae of each author (Authors Profiles) must present the academic degree, the institutional affiliation, the current functions and the areas of interest / research, with a maximum of 5 lines. Times New Roman, 11, Justified, Word space 1.0 and indentation 0.5 on the left should be used. Only the name of the author should be bold. Examples:

**António Ramos Pires** has received a PhD from the Faculty of Sciences and Technology - Nova University of Lisbon – Portugal. He is currently President for the Associação Portuguesa para a Qualidade (APQ) – Portugal). His research interests are in the areas of process management, design and development.

**Margarida Saraiva** has received a PhD. from ISCTE Business School – Portugal in 2004. She is currently Assistant Professor at the Management Department of the University of Évora - Portugal and researcher at BRU-UNIDE/ISCTE-IUL. Her research interests are in the areas of quality and management.