**NORMAS DE SUBMISSÃO REUNIR: Revista de Administração, Ciências Contábeis e Sustentabilidade**

REUNIR: Revista de Administração, Ciências Contábeis e Sustentabilidade





**REUNIR:**

**Revista de Administração, Ciências Contábeis e Sustentabilidade**

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# ARTIGO ORIGINAL

## Condições para submissão

Como parte do processo de submissão, os autores são obrigados a verificar a conformidade da submissão em relação a todos os itens listados a seguir. As submissões que não estiverem de acordo com as normas serão devolvidas aos autores.

* O artigo é original, inédito, não foi publicado, até esta data, em nenhum periódico brasileiro ou estrangeiro, quer em português, quer em versão em outra língua, nem está encaminhado para publicação simultânea em outras revistas ou órgãos de publicação.
* O arquivo da submissão está em formato Microsoft Word. Não deve ultrapassar 20 páginas conforme modelo do template, fonte Times New Roman, tamanho 12.
* URLs para as referências devem ser informadas quando possível.
* O artigo não está sendo avaliado por nenhum outro periódico.
* O plágio não é tolerado pela revista Reunir. Assim, o artigo a ser submetido apresenta as fontes de trechos de obras citadas, incluindo os de qualquer trabalho prévio produzido e publicado pelos próprios autores.
* O arquivo submetido obedece rigorosamente o template Reunir.
* TODOS os autores já se encontram devidamente cadastrados na revista, com os campos necessários preenchidos.
* Caso o artigo seja indicado para publicação após o processo de avaliação, o (s) autor (es) deve (m) traduzí-lo para o inglês com a devida revisão por um profissional da área.

## Diretrizes para Autores

**NORMAS DE FORMATAÇÃO PARA SUBMISSÃO**
Os artigos deverão ser encaminhados para a Reunir (por meio do Sistema da Revista OJS REUNIR) no formado .docx, devendo seguir as regras a seguir especificadas:

1. Deve estar alinhado as seguintes áreas: Administração, Contabilidade ou Sustentabilidade. Devendo a respectiva área ser informada na submissão. Caso o artigo não esteja alinhado com o escopo da revista será rejeitado sem a designação para avaliadores.
2. Devem ter, no mínimo, 10 (dez) e, no máximo 20 (vinte) páginas;
3. Número máximo de autores: 4 (quatro);
4. Página configurada no formato A4; Times New Roman, tamanho 12 para o escopo do texto em todo o texto, com exceção do título (Times New Roman, tamanho 13);
5. O arquivo não podendo ultrapassar 2MB; Páginas numeradas conforme template Reunir (na página 5 deste arquivo);
6. Papel A4 (29,7 x 21 cm), com margens: superior (1,75), esquerda (1,25 cm), inferior (1,25 cm) e direita (1,41 cm), com duas colunas;
7. A seguinte estrutura deve ser seguida na redação do artigo: título, resumo, palavras-chave (em português, inglês e espanhol), Introdução, Elementos teóricos da pesquisa, Elementos metodológicos da pesquisa, Apresentação e discussão dos resultados, Considerações finais e as Referências (sem numeração);
8. O resumo (português, inglês e espanhol) deve ter, no máximo, 250 palavras e ressaltar o objetivo, o método de pesquisa e os principais resultados; bem como o abstract correspondente;
9. O(s) autor(es) deve (m) destacar três palavras-chave que indiquem o conteúdo do trabalho nas 3 línguas (não usar tradutores eletrônicos);
10. Negritos devem ser utilizados apenas em títulos e subtítulos;
11. Em APA deve-se utilizar apenas Tabelas e Figuras. Sendo consideradas como figuras os gráficos, fotografias, mapas, organogramas e retratos.
12. Tabelas (numeração e nome da tabela acima, canto superior esquerdo, e fonte abaixo), Figuras (nome e fonte abaixo). Todos deverão ser incluídos no documento principal, na sequência em que aparecem no texto, e escritos em fonte 10; Caso a figura ou tabela fique ruim de visualizar coloque-as em apenas uma coluna;
13. O artigo indicado pelos avaliadores *ad hod* para publicação será submetido na fase de editoração a uma revisão ortográfica e gramatical, sendo esta uma atribuição do (s) autor (es), por uma profissional da área, ao qual deverá após a revisão uma declaração com assinatura do responsável (datada e assinada), informando que o artigo na sua versão final passou pela revisão do português. Esta declaração só deve ser enviada pelo sistema da Reunir;
14. Não deve haver identificação do(s) autor(es) no corpo do trabalho;
15. A identificação do(s) autor(es) deve ser feita no ato da submissão do manuscrito no sistema da revista e em arquivo separado do arquivo (folha de rosto), com as seguintes informações: Formação e respectiva instituição; se docente de alguma instituição, informar instituição, endereço de e-mail e endereço de ORCID (Faz-se necessário de TODOS os autores estejam cadastrados na revista, inclusive com as áreas de interesse para avaliação);
16. Após a avaliação e considerando que o artigo foi aceito para publicação após as correções solicitadas pelos avaliadores o artigo deve ser traduzido para o inglês por um profissional que ateste a referida tradução (declaração de tradução deve ser anexada na plataforma antes da publicação do artigo);
17. No sistema adotado pela REUNIR, o(s) autor (es) terá a submissão do artigo automaticamente recusada pelo sistema se não aceitar as cláusulas de exclusividade, originalidade e de direitos autorais.
18. As citações no texto devem obedecer rigorosamente às normas da American Psychological Association (APA), conforme sugestão da Revista de Adminsitração Pública - RAP da Fundação Getúlio Vargas e adaptadas para este periódico, disponível em: [https://ebape.fgv.br/sites/ebape.fgv.br/files/paginas/dez/18/apa\_portugues.pdf](https://ebape.fgv.br/sites/ebape.fgv.br/files/paginas/dez/18/apa_portugues.pdf%22%20%5Co%20%22Normas%20da%20APA). Caso a submissão não esteja em conformidade, será rejeitada.
19. A partir das edições de 2023 os artigos que forem aceitos após os ajustes solicitados pelos avaliadores da REUNIR deverão ser traduzidos para o inglês por um profissional da área que deverá emitir uma declaração que ateste a tradução. A declaração deve ser enviada pela plataforma da revista ou pelo e-mail: revistareunirufcg@gmail.com

## Artigos científicos

Política padrão de seção

Os artigos submetidos à REUNIR deverão seguir rigorosamente as normas de submissão e o modelo (template Reunir).

**Relato Técnico ou Produto Tecnológico (PPT)**

Nesta seção devem ser submetidos Relatos Técnicos (RT) ou Produtos Tecnológicos (PTT) que sejam fruto de diagnósticos organizacionais em entidades públicas e privadas nas áreas de Administração, Ciências Contábeis e Sustentabilidade e que contemplem em seu ensejo assuntos correlatos à gestão e à sustentabilidade das organizações (públicas e privadas).

## Declaração de Direito Autoral

#### Declaração de Direito Autoral

Direitos Autorais para artigos publicados nesta revista são do autor, com direitos de primeira publicação para a revista. Em virtude de ser um periódico de acesso público, os artigos são de uso gratuito, com atribuições próprias, em aplicações educacionais e não-comerciais, com caráter científico.

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Os casos de plágio detectados durante a avaliação e após a publicação, quando for o caso, serão excluídos da plataforma, por considerarmos que essas práticas são antiéticas e que devem ter a devida punição, conforme preconiza a legislação brasileira.

**COPE - Comitê de Ética em Publicações**

A REUNIR procura adotar os princípios do **COPE - Comitê de Ética em Publicações, disponível em: https://publicationethics.org/guidance/Guidelines.**

A REUNIR foi criada em 2011 e é publicada trimestralmente (publicação contínua), podendo ser publicadas edições especiais, vinculado área de Administração de Pública e de Empresas, Ciências Contábeis e Turismo da CAPES, com acesso aberto ao seu conteúdo em texto completo (revisado por pares) online. Registrada sob ISSN 2237-3667 (online). O periódico publica artigos sobre desenvolvimento teórico e trabalho teórico-empírico nas áreas de Administração, Contabilidade e Sustentabilidade, alinhados às práticas da Ciência Aberta: dados abertos, materiais e código aberto, bem como a divulgação de informações adicionais relacionadas ao processo editorial. Esta revista procurar se alinhar aos princípios do Comitê de Ética em Publicação (COPE) para publicação acadêmica. O *Journal of Management, Accounting and Sustainability* é um periódico importante no campo de conhecimento dessas áreas, com contribuições de qualidade revisadas por pares. Além disso, a REUNIR, por meio de seu escopo editorial, prioriza trabalhos que explorem temas relevantes para a sociedade dentro das interfaces temáticas, buscando se alinhar aos temas evidenciados pelos Objetivos de Desenvolvimento Sustentável (ODS) da ONU.

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ARTIGO ORIGINAL

**Título em negrito(português)**

**Título em negrito (inglês)**

**Título em negrito (Espanhol)**

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**PALAVRAS-CHAVE**

No máximo (03) três palavras-chave

**Resumo:** O resumo conter no máximo 250 palavras rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr.

**Abstract:**rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr.

**KEYWORDS**

No more than (03) three keywords

**PALABRAS CLAVE**

Enel máximo (03) três palabras clave

**Resumen:**rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr.

## Introdução

RrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrRrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr

## Elementos teóricos da pesquisa

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**Elementos metodológicos da pesquisa**

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## Apresentação e discussão dos resultados

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Tabela 1

**Rrrrrrrrrrrrrrrrrrrrrrrr**

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## Considerações Finais

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## Referências – Incluir todos os DOIs possíveis

## Utilizar normas da *American Psychological Association* (APA), conforme sugestão da RAP, disponível em: https://ebape.fgv.br/sites/ebape.fgv.br/files/paginas/dez/18/apa\_portugues.pdf