



## **STYLE GUIDE**

### **MISSION**

The mission of *RAE-revista de administração de empresas* is to encourage the production and dissemination of knowledge about Business Administration

### **FOCUS**

*RAE-revista de administração de empresas* is interested in publishing theoretical development articles, empirical studies and essays. The Journal accepts contributions from Brazil and abroad in the fields of Business Administration and related areas. We encourage a wide range of approaches and views. As a journal with a more general approach to the area we cover a broad spectrum of sub-fields of knowledge, views and issues. The public reader is comprised of academic body – professors, researchers and students – as well as a significant selection from the business community. Therefore, they represent an audience interested in sound analytical content and consistency.

### **SUBMISSION**

Papers must be sent to the editorial office by the Publication Administration System (PAS), available at [www.fgv.br/rae/sgp](http://www.fgv.br/rae/sgp). Papers may be submitted in portuguese, english or spanish and must observe the format and standardization norms as defined in our Writing Manual. Before sending any article to the editorial office we recommend that authors also consult “Orientações para autores”, with its considerations about positioning, style and structure. The Writing Manual and “Orientações para autores” can be accessed via the “Espaço de Autor e Avaliador” at [www.fgv.br/rae](http://www.fgv.br/rae).

### **FIRST PUBLICATION AND EXCLUSIVITY**

Articles submitted for publication to *RAE-revista de administração de empresas* must be previously unpublished and cannot be undergoing a process of consideration by any other publication.

## **REVIEW PROCESS**

The review process for publication comprises two stages: a preliminary review, which examines whether the article is in line with the journal's editorial policy, and its potential for publication, a process which also takes into consideration the editorial space available; and a double blind review.

The double blind review is coordinated by a scientific editor from the area for which the article has been submitted and consists in interaction between the author and two specialist commentators who, in reviewing the articles submitted, make comments and offer their suggestions for improvements. This stage involves a constant re-assessment and joining up of forces in order to improve the articles. In order to familiarize themselves with the requirements that are taken into consideration by the commentators we suggest that authors consult the model-forms that are available in the "Espaço de Autor e Avaliador" at [www.fgv.br/rae](http://www.fgv.br/rae). It is quite common for editors to proffer their own editorial advice to the suggestions made by the reviewers, the objective of which is to ensure that articles are adapted to meet the journal's standards.

## **PREPARATION FOR PUBLICATION**

After it has been approved the article is submitted to final editing and a spelling and grammar review.

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