



Divinópolis-MG, April 16, 2021.

GUIDELINES FOR CARRYING OUT BIOGRAPHIES

Dear Authors,

To facilitate the development of the Biographies book, proposed by UNIRIO, we are developing these guidelines that can assist each of the authors.

1) Initially, I suggest that an informal consultation be made if the professional is willing to collaborate in the

structuring your biography;

2) After acceptance, we request that a time be scheduled for the collection of information prior to

interview, which contemplates the scope of the BASIC SCRIPT FOR WRITING AND ORGANIZATION OF THE AXIS OF BIOGRAPHY, with the following elements:

- Text structure - Maximum of 5 pages with references in ABNT; Times New Roman font;

size 12; line spacing 1.5; margins of 2 cm. Do not add footnotes;

- A maximum of 3 authors per biography with their respective credentials, email and telephone number;

- Image of the biographer, preferably public or that is authorized in writing;

- Full name and, Name known;

- Parent's name;

- Date of birth and death, if applicable;

- Formation of the biographer and the institution of origin;

- Positions / functions exercised in the institutions;

- Most important achievements accomplished;

- Context, general or specific, of the circumstances; and

- References.

3) To assist in the development, the coordinators of the Work provide us with an example

published by VERBETE, in the personality of Alfredo Pinto Vieira de Melo, authored by Alexandre Magalhães de Mattos.

4) We clarify that we can have as sources information in the professional's Lattes Curriculum, in the



MINISTRY OF EDUCATION
FEDERAL UNIVERSITY OF SÃO JOÃO DEL-REI
CENTRAL-WEST DONA LINDU CAMPUS
OTHERS Nº 768/2021 - CCO (10.02)
Protocol No.: 23122.011836 / 2021-91



As this information is public and follows dictates regarding the adhesion term and conditions

of Use of the Lattes Platform Curriculum System and compliance with articles 297-299 of the

Brazilian Penal Code.

5) We should use, as far as possible, references made available on the international network of

avoiding the use of personal perceptions that are difficult to prove

bibliographic, such as: newspapers, magazines, minutes, leaflets, chapters and books, recordings and filming,

as well as information available on electronic media

(Digitally signed 04/16/2021 12:12 pm)

ELEN SORAIA DE MENEZES CABRAL

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