­­Title

Subtitle *(paper subtitle)*

First Author’s Name (Author)

Affiliation: department; name of organization

Second Author’s Name (Co-Author)

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**Resumo (Português)**: This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. The abstract is a short document that captures the interest of potential readers. The abstract should make a clear statement about the work to be discussed in the paper. The structure of abstract must reveal what are the objectives of the study. Afterwards, how the research was undertaken (method). For example, what kind of study (empirical, theoretical, case study, or others), the approach used (quantitative or qualitative) and brief presentation of participants. The results obtained should be stated, ending with the conclusion. In conclusion, the abstract should describe the work to be discussed, give a concise summary of the findings and whom will benefit from it. The abstract should not include diagrams, graphics, figures, or tables. The abstract should be no less than 150 and no more than 200 words. ~~This electronic document is a “live” template. The various components of your paper are already defined on the style sheet, as illustrated by the portions given in this document. This electronic document is a “live” template.~~

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**Abstract** (Inglês)*:* This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. The abstract is a short document that captures the interest of potential readers. The abstract should make a clear statement about the work to be discussed in the paper. The structure of abstract must reveal what are the objectives of the study. Afterwards, how the research was undertaken (method). For example, what kind of study (empirical, theoretical, case study, or others), the approach used (quantitative or qualitative) and brief presentation of participants. The results obtained should be stated, ending with the conclusion. In conclusion, the abstract should describe the work to be discussed, give a concise summary of the findings and whom will benefit from it. The abstract should not include diagrams, graphics, figures, or tables. The abstract should be no less than 150 and no more than 200 words. ~~This electronic document is a “live” template. The various components of your paper are already defined on the style sheet, as illustrated by the portions given in this document. This electronic document is a “live” template.~~

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**Resumen (Castelhano)**: This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. The abstract is a short document that captures the interest of potential readers. The abstract should make a clear statement about the work to be discussed in the paper. The structure of abstract must reveal what are the objectives of the study. Afterwards, how the research was undertaken (method). For example, what kind of study (empirical, theoretical, case study, or others), the approach used (quantitative or qualitative) and brief presentation of participants. The results obtained should be stated, ending with the conclusion. In conclusion, the abstract should describe the work to be discussed, give a concise summary of the findings and whom will benefit from it. The abstract should not include diagrams, graphics, figures, or tables. The abstract should be no less than 150 and no more than 200 words. ~~This electronic document is a “live” template. The various components of your paper are already defined on the style sheet, as illustrated by the portions given in this document. This electronic document is a “live” template.~~

Palabras-Clabe: insert; style; styling (*max. 5 key words in alphabetic word)*

# Introduction

This template provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. Though, it doesn’t exclude the consultation of APA norms.

The standard paper components have been specified for the following reasons: (1) ease of use when formatting individual papers; (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products; (3) conformity of style among the manuscripts, and (4) compliance with APA norms. Thus, the template contains built-in for: (1) Margins, column widths, line spacing, and type styles; (2) Examples of the type styles; (3) Multi-levelled equations are provided as example; (4) Tables and figures are provided.

The authors will need to create these components, incorporating the applicable criteria.

# Ease of Use (Heading according with manuscrpit type)

## Selecting a Template (sub-heading)

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size.

## Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the page headers and page footers in this template uses specifications that anticipate the final format of the manuscript**.** Please, do not revise any of the current designations.

# Prepare Your Paper

All graphic files and text should be separate until the text has been formatted and styled according with the rules.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

## Units

* Use a zero before decimal points: “0,25”, not “,25”. Use “cm3”, not “cc”.

## Equations

The equations must be numbered consecutively. Use the function equations to introduce them. The numbering of the equations is within parentheses, and positioned to the right, as in (1), using a right tab stop.

Y = a + bXi + εi  (1)

Centre the equation using centre tab stop. Use only “(1)”, not “Eq. (1)” or “equation (1)”.

## Some Common Mistakes

* The word “data” is plural, not singular.
* A figure within a figure is an “inset”, not an “insert”. The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
* Do not use the word “essentially” to mean “approximately” or “effectively”.
* Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”.
* Do not confuse “imply” and “infer”, “actually” and “presently”.
* The abbreviation “i.e.” means “that is”, and the abbreviation “e.g.” means “for example”.

# Using the Template

## Authors and Affiliations

The template is designed so that author affiliations are not repeated each time for multiple authors of the same affiliation. Please keep your affiliations as succinct as possible. This template was designed for two authors.

### For author/s or affiliation: To change the default, adjust the template as follows

#### Copy the authors and affiliations author with the default template with the same lines;

#### Authors with more than one affiliation: Copy the affiliation for the author with the default template.

#### Repeat as necessary for each additional author or affiliation.

## Identify the Headings

Headings, or heads, are organisational devices that guide the reader through your paper, according with the submitted type of manuscript.

## Figures, Tables

### 1) Positioning Figures and Tables: Place figures and tables at the appropariate place for a fluid reading within the manuscrpit. Insert figures and tables after they are presented in the text. Please verify that the figures and tables you mention in the text really exist.

Table 1

*Table Type Styles*

|  |  |  |
| --- | --- | --- |
| Table head | Table column head | |
| Subhead | Subhead |
| Content | Content | Content |
| Content | Content | Content |
| Content | Content | Content |
| ... |  |  |

*Note*. Example of a Table note.

\* A probability note (*p* value) appears on a separate line bellow any specific notes (e.g. \*the values are significant at 0,01 level).

The authors must present the interpretation of the more pertinent obtained results, extracted from the table.

Graphs, charts, maps, drawings, and photographs are considered figures.



1. Example of a figure: Logo of Instituto Superior de Ciências Policiais e Segurança Interna /NOTE: Information about the figure namely the source, or other.

2) Figure Labels: Use 8 point Times New Roman for Figure, table and graphic labels.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces. Write “UNDOC,” not “U. N. D. O. C.” or “U.N.D.O.C.”, expect when used as an adjective (e.g. U.S. Navy).

##### Acknowledgements

State the sponsor acknowledgements for supporting in total or partial the research, and colleagues or individual persons for the help (insight expertise, assistance, technical or methodological, comments, or reviews of the manuscript).

# Publication Principles

The contents of the journal are double blind peer-reviewed and archival.

Authors should consider the following points:

1. The papers submitted for publication must advance the state of knowledge and must cite relevant prior work;
2. The length of a submitted paper should respect the number of words proposed in the guidelines;
3. Authors must convince peer reviewers and editors of the scientific and technical merit of a paper;
4. Because replication is required for results comparability, knowledge transferability, and so scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar research use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information.

##### References

The references must appear at the end of the document using the APA style. As so, here are some examples for references and for in-text citations.

Examples of references for each case:

**Book**

**Author, A. A. (year). *Title of work*. Location: Publisher.**

Palmioto, M. J. (1999). *Community policing: A policing strategy for the 21st Century*. Maryland: Aspen Publishers, Inc..

**Book with more authors**

**Author, A. A., Author, B. B., & Author, C. C. (Year). *Title of article*. Location: Publisher.**

Dempsey, J. S., & Forst, L. S. (2015). *An introduction to policing* (8th ed.). Boston: Cengage Learning.

Hall, S., Critcher, C., Jefferson, T., Clarke, J., & Roberts, B. (2013). *Policing the crisis: Mugging, the state and law and order*. Hampshire: Palgrave MacMillan.

**Book Chapter**

**Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.**

King, M., & Waddington D. (2016). The policing of transnational protest in Canada. In D. D. Porta, A. Peterson, & H. Reiter (Eds.), *The policing of transnational protest* (pp. 75-96). London: Routledge.

**Electronic Book**

**Author, A. A. (year). *Title of work*. doi: xxxxxx**

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

**Author, A. A. (year). *Title of work*. Retrieved from http://www.xxxxxx**

Reisig, M. D, & Kane, R. J. (Ed.) (2014). *The Oxford handbook of police and policing.* Retrieved from https://books.google.pt/books?id=-u4kAwAAQBAJ&printsec=frontcover&dq=policing&hl=pt-PT&sa=X&ved=0ahUKEwiRq46cy8DWAhUCuBQKHXf6ACQQ6AEIRDAE#v=onepage&q=policing&f=false

**Book Edition**

**Editor, A. A. (Ed.) (year). *Title of work*. Location: Publisher.**

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: APA.

**Proceedings**

**Author, A. A., Author, B. B., & Author C. C. (Year). Title of article. *Title of Proceedings*, *xx*(xx), pp-pp.**

Wang, M., Schaefer, A. L., Dandekar, A. A., & Greenberg, E. P. (2015). Quorum sensing and policing of Pseudomonas aeruginosa social cheaters. *Proceedings of the National Academy of Sciences*, *112*(7), 2187-2191.

**Scholarly Journal Article**

**Author, A. A., Author, B. B., & Author C. C. (Year). Title of article. *Title of Periodical*, *xx*(xx), pp-pp.**

Bradford, B., Murphy, K., & Jackson, J. (2014). Officers as mirrors: Policing, procedural justice and the (re) production of social identity. *British journal of criminology*, *54*(4), 527-550.

Weitzer, R. (2015). American policing under fire: Misconduct and reform. *Society*, *52*(5), 475-480.

**Scholarly Journal Article (DOI available)**

**Author, A. A., Author, B. B., & Author C. C. (Year). Title of article. *Title of Periodical*, xx(xx), pp-pp. doi: xx.xxxxxxxxxx**

Bradford, B. (2014). Policing and social identity: Procedural justice, inclusion and cooperation between police and public. *Policing and society*, *24*(1), 22-43. doi: 10.1080/10439463.2012.724068

**Newspaper Article**

**Author, A. A. (Year, Month day). Title of the article. *Name of the newspaper*, pp. XX, XX.**

Silberman, S. (2017, September 19). The police need to understand autism. *The New York Times*, pp. A1, A4.

**Author, A. A. (Year, Month day). Title of the article. *Name of the newspaper*, Retrieved from http://www.nameofthenewspaper.com**

# Dodd, V. (2017, September 22). Majority of police officers are prepared to carry guns, survey finds. *The Guardian.* Retrieved from https://www.theguardian.com/uk-news/2017/sep/22/one-in-three-uk-officers-want-all-police-to-carry-guns-survey-finds

**Technical or Research Report**

Ministério da Administração Interna (2016). *Relatório Anual de Segurança Interna*. Lisboa: Gabinete do Secretário-Geral do Sistema de Segurança Interna.

**Paper Presentation or Poster Presentation**

**Presenter, A. A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the meeting of Organization Name, Location.**

Nick, F. (2015, October). *Evidence-based policing and police-academic partnerships: contesting, co-producing and connecting evidence*. Paper presented at the CEPOL Annual European Police Research and Science Conference – Evidence-based policing: New perspectives of cooperation between practice, education and police science, Lisboa, Portugal.

**Dissertation**

**Presenter, A. A. (Year, Month). *Title of thesis/dissertation*. (Unpublished master’s thesis). Name of the University, Location.**

Lin W. (1982). *A study of job satisfaction among Taiwanese rank-and-file officers*. (Unpublished master's thesis). Central Police University, Taiwan.

The in-text citations, direct or indirect, must follow the APA norms, considering the rules: (1) extent of the direct quotations (in-text citations for less than 40 words, and more 40 or more words); (2) indirect quotations (author cited in the text; author not cited in the text); (3) the number of authors; and (4) group of authors.

Examples:

1. Author cited in the text:

Fernandes (2011) states that the police force that effectively fought crime and reassured security for community is due to the year of 1801 with the Royal Guard of Police.

1. Author not cited in the text:

A polícia tanto se configura no sentido funcional – modo de agir da Administração Pública –, sentido formal – conjunto de normas que regulam a ordem pública – e, sentido orgânico – encarregada de zelar pelo cumprimento das leis (Clemente, 2013).

1. Direct quotation with the name of the author for 40 or more words
2. 40 or more words

Morgado (2016) explains that

there´s little support that community policing has positive effects on elderly security. Even if the evidence is scarce, there should be an interdisciplinary approach to violence (sociology, criminology, public policy, economics, public health) (Rosenberg & Fenley, 1991), as to ensure an improvement to safety and well-being. (p. 62)

1. less than 40 words

Morgado (2016) explains that “there´s is little support that community policing has positive effects on elderly security” (p.62).

1. Direct quotation with the name of the author in parenthesis

Recent studies show that

Police officers predominantly use information about the vehicle rather than information about the driver when making the decision to give an order to stop during a traffic control/ surveillance operation. Specifically, they tend to use objective cues like the vehicle’s characteristics, which are more obvious and easy to detect. (Pais & Felgueiras, 2016, p.77)

The visual cues that police officers “use are those they can immediately see and, because of that, require less cognitive effort” (Pais & Felgueiras, 2016, p. 77).

1. Number of authors – Type of citation
2. One work by one author:
   1. First Citation and subsequent citations in the text

Morgado (2016)

* 1. Parenthetical format first and subsequent citation in text

(Morgado, 2016)

1. Work by two authors
   1. First citation and subsequent citations in the text

Pais and Elias (2017)

* 1. Parenthetical format first and subsequent citation in text

(Pais & Elias, 2017)

1. Work by three to five authors
   1. First citation and subsequent citations in the text

Felgueiras, Pais and Morgado (2017) – first citation

Felgueiras et al. (2017) – subsequent citation

* 1. Parenthetical format first and subsequent citation in text

(Felgueiras, Pais, & Morgado, 2017) – first citation

(Felgueiras et al., 2017) – subsequent citation

1. Work by six or more authors
   1. First citation and subsequent citations in the text

Fernandes et al. (2016)

* 1. Parenthetical format first and subsequent citation in text

(Fernandes et al., 2016)

1. Group of Authors
2. Groups (readily identified through abbreviation) as authors:
   1. First citation and subsequent citations in the text

European Union Agency for Law Enforcement Training (CEPOL, 2017) – first citation

CEPOL (2017) – Subsequent citation

* 1. Parenthetical format first and subsequent citation in text

(European Union Agency for Law Enforcement Training [CEPOL], 2017) – first citation

(CEPOL, 2017) – Subsequent citation

1. Groups with no abbreviation as authors:
   1. First citation and subsequent citations in the text

Instituto Superior de Ciências Policiais e Segurança Interna (2017)

* 1. Parenthetical format first and subsequent citation in text

(Instituto Superior de Ciências Policiais e Segurança Interna, 2017)

The shown examples do not invalidate the consultation of the norms. For more information on citation options, please follow the rules of APA Manual of Style, seen at <http://www.apastyle.org>.