



# INPE Digital Publication Guide





## PORTUGUESE VERSION

<http://urlib.net/ibi/8JMKD3MGPDW34M/44FHSQ2>



## INTRODUCTION

In this guide, you are about to find the instructions to prepare and to submit your thesis or dissertation (T&D) accordingly to the style adopted by INPE.

There are as well links to other manuals and FAQs which may help you in the use of the templates.



## INTRODUCTION

Here you'll find:

- The T&D reviewing steps since your proposal up to the publishing;
- How to perform a literature review;
- ABNT format styles;
- The two possible structures options to present your T&D (long format or article-based).

**Use the following menu to consult this guide  
and the buttons to navigate between pages**

# Main Menu

**Module 1**  
Why publish?

**Module 2**  
T&D reviewing  
process

**Module 3**  
Overall  
informations

**Module 4**  
Structuring your  
thesis

**Module 5**  
Norms and styles

**Module 6**  
How to publish?

Documentation



## MODULE 1: WHY PUBLISH?

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To record, preserve, and share the new knowledge.

To wide its visibility and reachability. INPE follows to Open Archives Initiative Protocol for Metadata Harvesting which makes the work available at the [Biblioteca Digital de Teses e Dissertações \(BDTD\)](#) where all the thesis and dissertations produced in Brazil are registered.



# MODULE 1: WHY PUBLISH?

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Your T&D must be registered and made available at the INPE Digital Library (RE/DIR-204 de 2007).

# MODULE 2: T&D REVIEWING PROCESS MENU

Phase 0: After the defense of the Thesis  
proposal

Phase1: After the Thesis defense

- [How to submit to INPE digital library?](#)

Phase 2: Proofreading: Thesis structure and  
format review

Phase 3: Final documentation

Phase 4: Publishing

Phase 5: Final steps

HOME MENU







# MODULE 2 – T&D REVIEWING PROCESS

## Phase 0: After the defense of the Thesis proposal

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The library will send you an e-mail with “how to” instructions to:

- [How to standardize T&D using INPE style;](#)
- [Write the references in ABNT style;](#)
- [\*Download the Word and LaTeX template;\*](#)
- Write your thesis in the article-based format.

# MODULE 2 – T&D REVIEWING PROCESS

## Phase 1: After the Thesis defense

You'll receive an e-mail with instructions to submit your thesis to the Library following these steps:

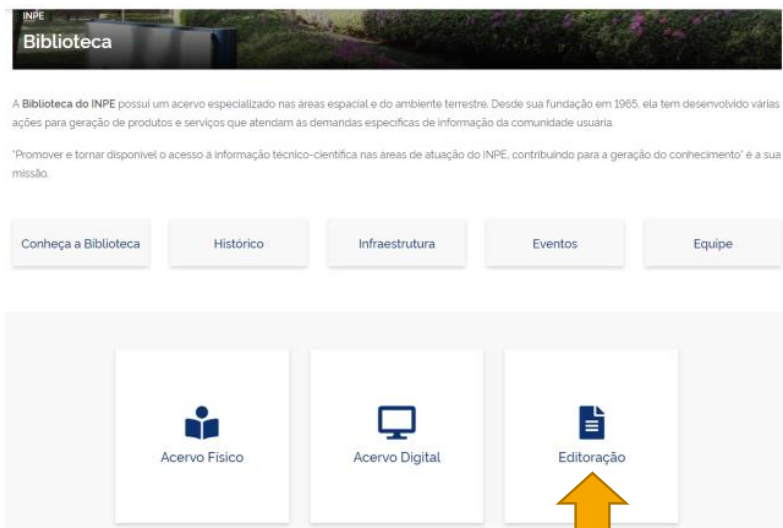
- Fill the submission form;
- Upload the Thesis file;
- Transfer the update permission to the Library.

### The Library:

- Will perform the **1<sup>a</sup> review** and send back to you for any necessary correction.
- Your deadline to resubmit the Thesis with all the request corrections is up to **10 days** before the 60 defined by the SEPGR.

# How to submit?

- Access: [www.inpe.br/biblioteca](http://www.inpe.br/biblioteca)
- In the Menu, select: **Editoração** → **Submissão de Publicações** → **Formulário**



# How to submit?

Fill the form;

Mandatory fields have an asterisk (\*)

Não esqueça de clicar na opção "+" para informar os dados dos co-autores, se tiver.			
1º Autor	(*)(?)	<input type="text"/>	<input data-bbox="1103 679 1128 698" type="button" value="+"/>
Título no Idioma do Trabalho	(*)(?)	<input type="text"/>	
Título Curto		<input type="text"/>	
Banca	(?)	<input type="text"/>	
Data da Defesa	(*)(?)	<input type="text"/>	
Título Traduzido	(*)(?)	<input type="text"/>	
Universidade	(*)	<input type="text"/>	
Palavras-Chave Controladas (em Português e em Inglês)	(*)(?)	<input type="text"/>	
Número de Páginas		<input type="text"/>	
Idioma	(*)	<input type="text"/>	
Tipo de Tese ou Dissertação	(*)	<input type="text"/>	
Area	(*)	<input type="text"/>	
Curso	(*)	<input type="text"/>	

## Important:

Keep in mind your **password** in order to use it on further steps;

The submission form must be filled **only once** and you'll need to search for this very form to resubmit your thesis.

# How to submit?

Permission  
transference: select  
the option  
**BIBLIOTECA**

Upload your file.

Type your INPE e-  
mail:

[xxxx.yyyyy@inpe.br](mailto:xxxx.yyyyy@inpe.br)

Create a password.

Accept the terms.

Click on **Salvar Sair**  
to end the process.

Transferir Permissão de Atualização para:	(?)	BIBLIOTECA - Inicia Revisão	←
Nome da Pasta	(?)		
Nome do Arquivo (anexe aqui o seu arquivo)	(?)	Escolher arquivo Publicação de...hos_2021.pdf	←
e-Mail (login)	(*)(?)	gabriel.barbedo@inpe.br	←
Senha Não tem ou a esqueceu?	(*)	.....	←

## Sobre Direitos Autorais

Por meio deste formulário, você está executando o processo de submissão/editoração de uma obra que será considerada como não infringindo direitos autorais.

Ao executá-lo, você permanecerá com todos os seus direitos de autor e estará dando condição ao INPE para eventualmente franquear a consulta à sua obra acompanhada da licença de uso de sua preferência, e autorizando o INPE a fazer nela todas as alterações de formato que foram necessárias para torná-la uma publicação INPE e mantê-la em condição de acessibilidade na Web.

Conforme a Lei nº 12.527, de 18 de novembro de 2011, o INPE será, em particular, responsável pelo armazenamento e preservação da obra, franqueamento de sua consulta desde que autorizado por você, manutenção de sua identificação e acesso, e integridade de qualquer cópia sob sua responsabilidade. No entanto, o INPE não se responsabiliza com a defesa da obra, por exemplo em caso de plágio.

Por motivo de segurança, recomenda-se que você guarde, em seu poder, uma cópia de sua obra.

Durante o período de edição/submissão (1), você poderá atualizar o documento submetido ou cancelar sua submissão simplesmente substituindo o documento submetido por um documento em branco.

(1) A tese ou dissertação poderá ser atualizada enquanto ela não estiver aprovada para publicação.

Aceito as condições acima sobre direitos autorais.

Salvar/Conferir

Salvar/Sair

Submeter um documento pode levar alguns segundos, por favor, aguarde a tela de confirmação de submissão.

# How to submit?

- In order to resubmit your thesis, access: <http://bibdigital.sid.inpe.br>
- Type the expression: **au your name and ref thesis**
- Press enter.
- When you found your record, click on **atualizar**.

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INSTITUTO NACIONAL DE PESQUISAS ESPaciaIS

ref thesis and au lorena jesus Busca Avançada  
Lista de Campos

English | As Mais Recentes | Estatísticas | Sobre

As Mais Recentes  
As 10 referências mais recentes, extraídas de 16 dentre 16 sites, est

Casassola::CaAtAg  
id 8JMKD3MGP3W347/46L4ZML Tese ou Dissertação acesso restrito -m-  
Casassola, A. :  
Caracterização da atividade agrícola de pivôs centrais por meio de séries temporais sentinel-2 para estimativas de uso da água na agricultura irrigada  
metadados (BibTeX | Refer | Como citar? | XML | xrefer | oai\_dc | Capa)  
<sid.inpe.br/mtc-m21d/2022/04.04.15.21> (9657 K1B) estatísticas | acessar | atualizar | conteúdo relacionado  
<mtc-m21d.sid.inpe.br>

SeverinoDoniFach:2022:MaMoDi  
id 8JMKD3MGP3W347/46L495S Artigo em Revista Científica acesso restrito -m-  
Severino, M. P.; Donini, M. S. & Fachini Filho, F. :2022:  
Mathematical modelling of diffusion flames with continuous geometric variation between counterflow and coflow regimes  
metadados (BibTeX | Refer | Como citar? | XML | xrefer | oai\_dc | Capa)  
<sid.inpe.br/mtc-m21d/2022/04.04.14.23> (2038 K1B) estatísticas | acessar | baixar | atualizar | conteúdo relacionado  
<mtc-m21d.sid.inpe.br>

GomesSaCoChVeLy:2022:InScEn  
id 8JMKD3MGP3W347/46L497E Artigo em Revista Científica acesso restrito -m-  
Gomes, W. B., et al. :2022:  
Intraseasonal scale ensemble forecasts of precipitation and evapotranspiration for the Madeira River basin using different physical parameterizations  
metadados (BibTeX | Refer | Como citar? | XML | xrefer | oai\_dc | Capa)  
<sid.inpe.br/mtc-m21d/2022/04.04.14.26> (20659 K1B) estatísticas | acessar | baixar | atualizar | conteúdo relacionado  
<mtc-m21d.sid.inpe.br>

AnjosBRECHAP:2022:InBlPr  
id 8JMKD3MGP3W347/46L465E Artigo em Revista Científica acesso restrito -m-  
Anjos, E. G. R., et al. :2022:  
Influence of blending protocol on the mechanical, rheological, and electromagnetic properties of PC/ABS/ABS-g-MAH blends

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Lista de Campos

Jesus:2016:MaCaMa  
id 8JMKD3MGP3W347/3LNR73S Tese ou Dissertação -m-  
Jesus, L. C. :2016:  
Mapeamento do campo magnético interestelar em torno de jatos protoestelares gigantes  
metadados (BibTeX | Refer | Como citar? | XML | xrefer | oai\_dc | mtd2-br | Capa)  
<sid.inpe.br/mtc-m21b/2016/05.23.16.34> (8077 K1B) estatísticas | acessar | baixar | conteúdo relacionado  
<mtc-m21b.sid.inpe.br>

Jesus::TuMaFi  
id 8JMKD3MGP3W34R/465F7R8 Tese ou Dissertação acesso restrito -m-  
Jesus, L. C. :  
Turbulence and magnetic fields in the interstellar medium  
metadados (BibTeX | Refer | Como citar? | XML | xrefer | oai\_dc | Capa)  
<sid.inpe.br/mtc-m21c/2022/01.04.19.58> (12013 K1B) estatísticas | acessar | atualizar | conteúdo relacionado  
<mtc-m21c.sid.inpe.br>

# MODULE 2 – T&D REVIEWING PROCESS

## Phase 2: Proofreading: Thesis structure and format review

**10 days** before the deadline stipulated by SEPGR:

You must resubmit your revised thesis (with Library + examination board comments) to the INPE digital library

The Library will send you a warning by e-mail if the 10 days pass and you haven't resubmit yet.

If there is any more editing required

The Library will send the document back to you to resubmitted within **5 days** before the SEPGR deadline.

If the review is complete:

We go to the **Phase 3**

# MODULE 2 – T&D REVIEWING PROCESS

## Phase 3: Final Documentation

Your Thesis is now ready to be published. If you have written it using:

LaTeX: We'll consider the last PDF you sent us

Word: We'll send the word document back to you in order to generate the PDF and sent it back to us.

Also, you'll need to send us:

Termo de Depósito  
(publishing permission)

Adviser's statement



# MODULE2 – T&D REVIEWING PROCESS

## Phase 4: Publishing

### Library

- The Library will solicit the signature of the library reviewer, the adviser, and the head of the *Coordenação de Ensino, Pesquisa e Extensão* (COEPE);
- The Library will elaborate:
  - Thesis Cover,
  - Catalographic card,
  - Approval sheet, and
  - PDF bookmarks.

## MODULE 2 – T&D REVIEWING PROCESS

### Phase 5: Final Steps

#### When the Phase 4 is done:

- The Library will review the digital library metadata and double-check the final PDF.
- With all the above steps performed, we will confirm the publication of the thesis by e-mail with its access link.

MODULE 3 –  
OVERALL  
INFORMATIONS  
MENU

Main Questions

T&D Access

Format & style supplementary  
materials

Other documents you can publish

Research sources

ABNT style

MAIN MENU





## MODULE 3 – OVERALL INFORMATIONS

### MAIN QUESTIONS

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See FAQ about [T&D process review](#)

If your question is not contemplate in the FAQ, please contact [pubtc@inpe.br](mailto:pubtc@inpe.br)

## MODULE 3 – OVERALL INFORMATIONS

### T&D ACCESS:

All the research produced by INPE has open access.

# Exception: Restricted access



## Confidential

- If your thesis generate a **patent**: Brazilian information-access law (Law 12.527/2011).

## Restrict

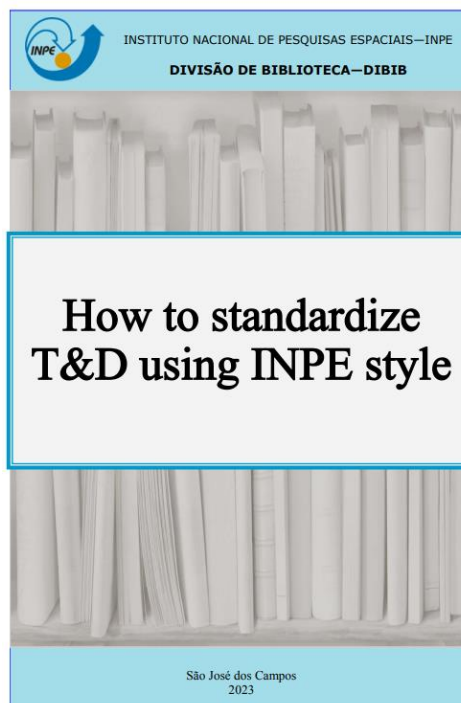
- If your thesis has industrial copyrights or generates a comercial computer software.

# MODULE 3 – OVERALL INFORMATION

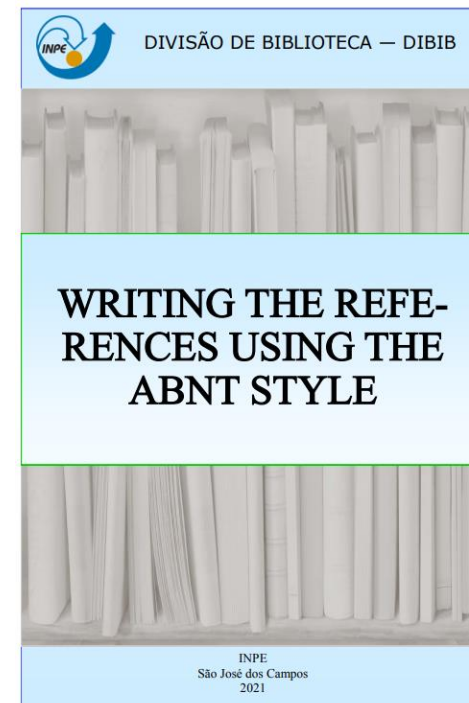
## FORMAT STYLES SUPPLEMENTARY MATERIALS



<http://urlib.net/rep/8JMKD3MGP8W/PGU542>



<http://urlib.net/ibi/8JMKD3MGP3W34P/48DDA2S>



<http://urlib.net/ibi/8JMKD3MGP3W34P/45AUQAP>

## MODULE 3 – OVERALL INFORMATIONS

### Other documents you can publish in the INPE digital library

- You can publish other documents in the INPE digital library:



Books



Reports



Technical notes



Didactic materials



E-prints



Research database

**Obs:** In order to use INPE's digital repositories, you are one of your co-authors must have any affiliation with the Institute (temporary or permanent)

More informations, access:

<http://urlib.net/ibi/8JMKD3MGP3W34P/45C27HP>

## MODULE 3 – OVERALL INFORMAITONS

### THESIS AND DISSERTATIONS

•A researcher must show a deep knowledge about his/her research theme. To do so, his/her needs to perform a comprehensive literature review.

•Steps for a good literature review:

- Narrow your research question;
- select your keywords;
- search deep on peer-reviewed literature databases;
- select the pertinent literature;
- manage all the informations and citations collected.

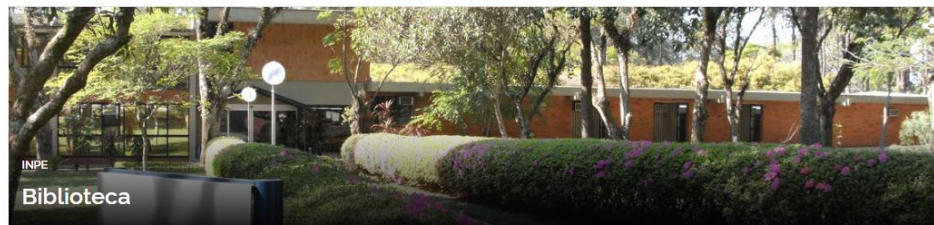


# MODULE 3 – OVERALL INFORMATION RESEARCH SOURCES

## Links on images



Home > Área-Conhecimento > Biblioteca On-Line



The image shows the header and search bar of the INPE website. On the left is the INPE logo and the text "MINISTÉRIO DA CIÊNCIA, TECNOLOGIA E INOVAÇÃO INSTITUTO NACIONAL DE PESQUISAS ESPACIAIS". On the right is the text "MEMÓRIA CIENTÍFICA DO INPE Biblioteca Digital" with a URL and administrator information. Below this is a search bar with the placeholder text "Pressione Backspace ou digite algo...", a search icon, and a "Busca Avançada" link. At the bottom, there are links for "English", "As Mais Recentes", "Estatísticas", "Sobre este Arquivo", "Fonds INPE", and "Deposite aqui seu trabalho".

# MODULE 3 – OVERALL INFORMATION

## PORTAL CAPES

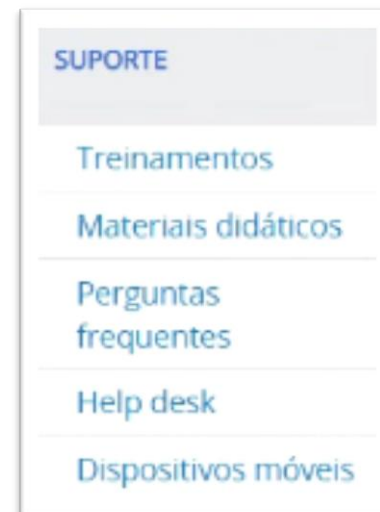


[How to remotely access Portal CAPES \(Rede CAFe\)](#)

[Research on databases](#)

[Database use online training](#)

[Training calendar](#)



## MODULE 3 – OVERALL INFORMATIONS

### ABNT STYLES



As a general rule, institutions worldwide adopt a T&D format style (e.g., APA, Chicago, MLA). With few exceptions, Brazilian research institutions follow ABNT style (Brazilian Association of Technical Standards).



When a text has all of its elements standardized (e.g., tables, figures, captions, citations, references), it improves its reading.

## MODULE 3 – OVERALL INFORMATIONS

### ABNT STYLES FOR

**6023** – References

**6024** – Progressive numbering of document

**6027** – Contents

**6028** – Abstract

**10520** – Citations

**14724** – Academic document structure

# MODULE 4 – STRUCTURING YOUR THESIS

Basic elements

Front matter

Text body

Alternative format (Article-based  
format)

Back matter

MAIN MENU



# MODULE 4 – STRUCTURING YOUR THESIS

## BASIC ELEMENTS

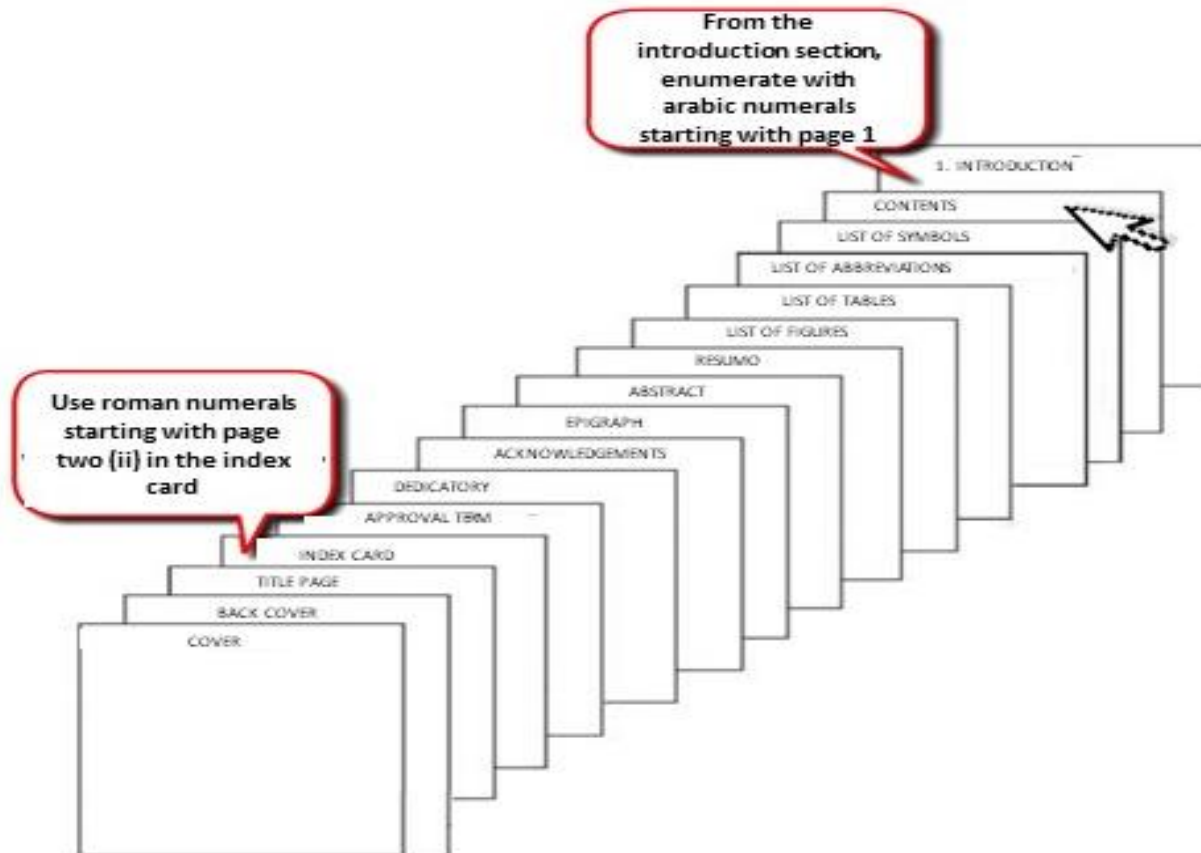
- Front Matter
- Cover (mandatory)
  - Back cover (mandatory)
  - Title page (mandatory)
  - Index card (mandatory)
  - Approval term (mandatory)
  - Dedicatory (optional)
  - Acknowledgements (optional)
  - Epigraph (optional)
  - Abstract (mandatory)
  - Resumo (abstract in Portuguese) (mandatory)
  - List of Figures (mandatory with more than two figures)
  - List of Tables (mandatory with more than two tables)
  - List of Abbreviations (optional)
  - List of Symbols (optional)
  - Contents (mandatory)

- Text body
- Introduction
  - Body text
  - Conclusion

- Back Matter
- References (mandatory)
  - Glossary (optional)
  - Appendix (optional)
  - Annex (optional)
  - Index (optional)

# MODULE 4 – STRUCTURING YOUR THESIS

## T&D PAGINATION





# MODULE 4 – STRUCTURING YOUR THESIS

## FRONT MATTER

---

Cover

Back Cover

Title page

Index card

Approval term

Dedicatory

Acknowledgements

Epigraph

Abstract

*Resumo* (abstract in portuguese)

List of Figures

List of Tables

List of Abbreviations

Contents





# MODULE 4 – STRUCTURING YOUR THESIS

## FRONT MATTER

---

Thesis elements made by the INPE library for the final document:

- Cover ;
- Back cover;
- Title page;
- Index card;
- Approval page (provided by SEPGR).



# FRONT MATTER

## ACKNOWLEDGEMENTS

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**Optional:** Personal acknowledgements

---

**Mandatory** For funding agencies

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**But remember** It's always nice to thank people for their help and support

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## FRONT MATTER ABSTRACT AND *RESUMO*

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Structure your text in only one paragraph (single spacing).

If you're writing your thesis in English, put the Abstract before the *Resumo*. Do otherwise if writing in Portuguese.

# FRONT MATTER

## ABSTRACT AND *RESUMO*

### ABSTRACT

The increasing accessibility to space provided by small satellites, especially the CubeSat standard, with lower costs and shorter development time, has stimulated many new missions and possibilities. As a measure to reduce CubeSat mission failure rates, which are comparatively high, there is a need to tailor Systems Engineering practices and methodologies to fit the time and cost budgets of these kinds of missions. Throughout the entire life-cycle of space missions, modelling and simulation play a large role in supporting the engineering and operation activities. Early stage design activities, such as feasibility and performance analyses, trade-off studies, and requirement specifications, are commonly performed based on concurrent engineering practices in design offices, such as Concurrent Engineering Centers, and benefit from modelling and simulation. In this dissertation, the author proposes and demonstrates a modelling process, called Conops2M, that guides the construction of an initial mission architecture focused on the concept of operations, preparing for the simulation of operation scenarios to be used in early phase design trade-studies, through automatic model transformation and code generation. Conops2M transforms mission operation objectives and requirements into functions realized by the mission's Space and Ground Segments, highlighting the interactions and dependencies among them. Conops2M is demonstrated through an instantiation for a generic CubeSat mission, and then applied for the NanosatC-Br2, a scientific CubeSat mission developed by Brazil's National Institute for Space Research (INPE) and the Federal University of Santa Maria (UFSM). An example trade study analysis is conducted comparing the simulation of different operation scenarios generated using Conops2M, and the results are discussed.

Keywords: Concept of Operations. Modelling & Simulation. Model Based Systems Engineering. CubeSat.

### CONOPS2M: MODELAGEM DO CONCEITO DE OPERAÇÕES PARA MISSÕES ESPACIAIS BASEADAS EM CUBESATS

### RESUMO

A crescente acessibilidade ao espaço providenciada por pequenos satélites, em especial do padrão CubeSat, com menores custos e períodos de desenvolvimento mais curtos, tem estimulado várias novas missões e possibilidades. Como uma medida para reduzir as taxas de falhas em missões CubeSat, que são comparativamente altas, há uma necessidade de adaptar as práticas e metodologias de Engenharia de Sistemas para as adequar às disponibilidades de recursos financeiros e cronogramas deste tipo de missão. Ao longo de todo o ciclo de vida de missões espaciais, modelagem e simulação têm um grande papel em apoiar as atividades de engenharia e operações. Atividades de projeto iniciais, como análises de viabilidade e performance, estudos de *trade-off*, e especificação de requisitos, são comumente feitos baseados em práticas de engenharia simultânea em escritórios de projetos, como Centros de Engenharia Simultânea, e se beneficiam de modelagem e simulação. Nesta dissertação, o autor propõe e demonstra um processo de modelagem, denominado Conops2M, que guia a construção de uma arquitetura inicial de missão focada no conceito de operações, preparando para a simulação de cenários operacionais ser utilizada em estudos de *trade-off* em estágios iniciais de projeto, através de transformação automática de modelo e geração automática de código. Conops2M transforma objetivos e requisitos operacionais de missão em funções realizadas pelos segmentos Espacial e Solo da missão, destacando as interações e as dependências entre eles. Conops2M é demonstrado através de uma instanciação para uma missão CubeSat genérica, e em seguida é aplicado para o NanosatC-Br2, uma missão CubeSat científica desenvolvida pelo Instituto Nacional de Pesquisas Espaciais (INPE) e pela Universidade Federal de Santa Maria (UFSM). Um exemplo de análise de um estudo de *trade-off* é conduzido comparando a simulação de diferentes cenários operacionais gerados usando Conops2M, e os resultados são discutidos.

Palavras-chave: CONOPS. Modelo. MBSE. CubeSat.



# MODULE 4 – STRUCTURING YOUR THESIS

## TEXT BODY




TEXT BODY

INTRODUCTION

---

It contextualizes your research problem from a broadened to a specific perspective where the research objectives and hypotheses are presented.



## TEXT BODY

### LITERATURE REVIEW

---

Critical analysis of the available knowledge about the research theme. It discusses theoretical and/or practical limitations and methodologies, pointing to new research perspectives.



TEXT BODY

## MATERIALS AND METHODS

---

How, when, and where was made the research

Inclusive and exclusive criterials

State them clearly and objectively to allows their reproducibility

Sampling procedures





TEXT BODY  
RESULTS

---

IOIO  
IOIO

Describe your findings  
concisely and objectively

Make use the tables and  
charts wisely to better  
expose your results





TEXT BODY  
DISCUSSION

---

Answer your proposed questions orderly

Reestate your main findings and discuss them based on current and/or classical studies

Present future research directions



## TEXT BODY

## CONCLUSION

---

Extract the meaning from your results in face of the discussion you have made in order to refute or corroborate your hypotheses, or to conclude about your set goals.



### **Attention:**

Remind to reader about your hypothesis and/or goals

# TEXT BODY

## 1. Introduction

What are you scientific questions? Why?

## 2. Literature review

What is already known about it?

## 3. Materials and Methods

When, Where and How?

## 4. Results

What have you discovered?

## 5. Discussion

How do you explain your findings based on literature?

Wich are the constraints in your research?

## 6. Conclusion

What can you conclude from your findings based on the discussion you have made?



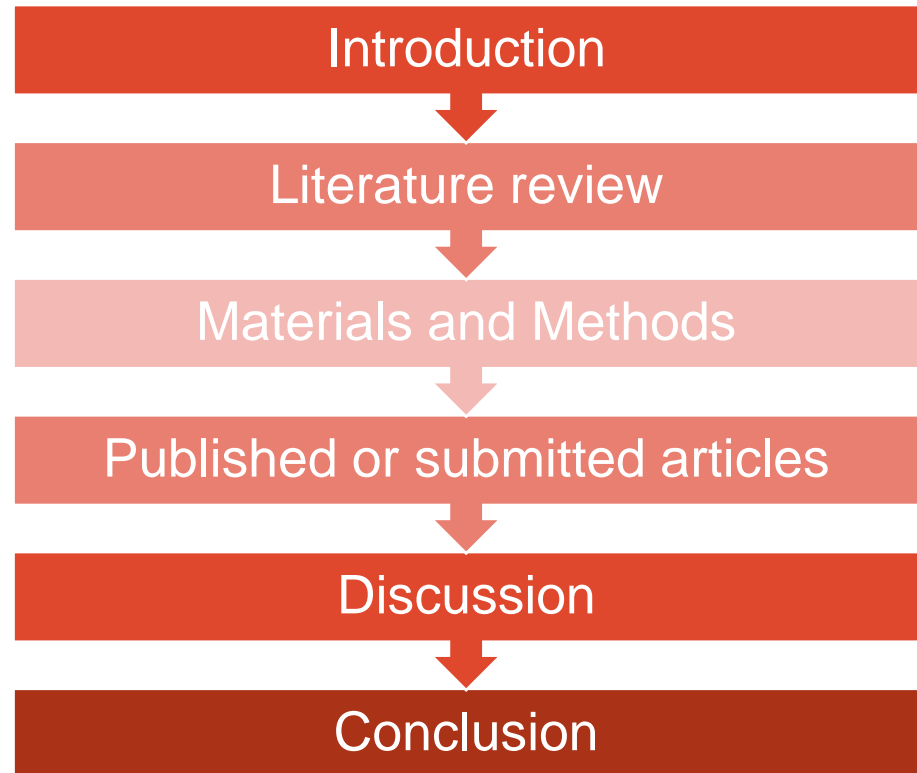
# MODULE 4 – STRUCTURING YOUR THESIS ALTERNATIVE FORMAT

# MODULE 4 – STRUCTURING YOUR THESIS

## ALTERNATIVE FORMAT

Thesis presented as the collection of the articles submitted or published during your doctorate/master.

Mandatory elements:





# ALTERNATIVE FORMAT MANDATORY ELEMENTS



## 1- Introduction



## 2 – Literature review

Write a comprehensive and expanded review of the subjects presented in your articles.



## 3 - Materials and Methods

Describe clearly the processes and techniques used in your thesis.

# ALTERNATIVE FORMAT

## MANDATORY ELEMENTS



**4 – Published or submitted articles:** From your papers, you need to include only:

- . Introduction
- . Materials and Methods
- . Results and Discussions
- . Conclusions

Do not include the abstract and the references of the individual articles.

All the abstracts must be synthesized in the general abstract of the thesis and the reference of each article must be compiled together in the References section.



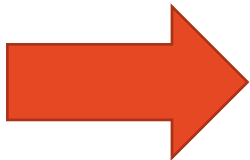
# ALTERNATIVE FORMAT

## MANDATORY ELEMENTS



### 5 – Discussion

All the articles included must be discussed together in this section to provide a big picture of the thesis.



A general discussion is indicated (but not mandatory) when discussions are too fragmented in the articles included, and there is no clear connection between them. In these cases, it would be ideal to create an integrative general discussion that points out the connections between the different articles present in the thesis. The decision whether or not to include this general discussion is up to you and your advisor since in **the conclusion section** (mandatory), this integration between the articles must appear clearly.

# ALTERNATIVE FORMAT

## MANDATORY ELEMENTS



### **6 – Conclusion**

Present the general conclusions corresponding to the objectives and hypotheses established, considering the conclusions found in the articles included in your thesis.



## MODULE 4 – STRUCTURING YOUR THESIS

### ALTERNATIVE FORMAT

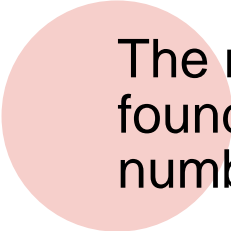
---



#### IMPORTANT



- In articles already published, include the reference in a footnote.



The numbering of figures, tables, equations, etc. found in each article must be adjusted to follow the numbering of each chapter.



## MODULE 4 – STRUCTURING YOUR THESIS

### ALTERNATIVE FORMAT

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#### IMPORTANT



If the published article is not open access, request authorization from the publisher for inclusion in the thesis.



The articles must be in the same language adopted for the thesis.



Articles included in the thesis can be from scientific journals, conference proceedings, and book chapters subject to peer review.

## MODULE 4 – STRUCTURING YOUR THESIS

### ALTERNATIVE FORMAT



#### IMPORTANT

Each article must constitute a separate chapter.

- Do not include articles as subsections of chapters.

Click here on [Rights link](#):

- To get permission to include restricted articles in your thesis.

To get more information about the alternative format, consult the INPE handbook, available from:

- <http://mtc-m16c.sid.inpe.br/col/sid.inpe.br/iris@1916/2005/05.19.15.27/doc/@publicacao.pdf>



# MODULE 4 – STRUCTURING YOUR THESIS

## BACK MATTER



# MODULE 4 – STRUCTURING YOUR THESIS

## BACK MATTER

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BACK MATTER

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# MODULE 5 – NORMS AND STYLES

Formatting requirements

Citations

Figures, Tables, and Equations

References

Appendix and Annex

MAIN MENU





## MODULE 5 – NORMS AND STYLES

### FORMATTING REQUIREMENTS

#### Paper size:

- A4 (21,0cm x 29,7cm)

#### Margins:

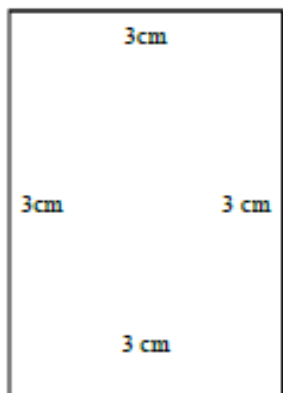
- 3cm (top, bottom, left, and right)

#### Font:

- *Times new roman 12, Arial* or similar;

#### Spacing:

- 1,5 cm between lines and in the section titles that extend over two or more lines;
- Double space between the section title and the first paragraph, and between paragraphs;
- List of Figures, Tables and Abbreviations: Simple space.





## MODULE 5 – NORMS AND STYLES

### CITATION

---

#### ABNT – NBR 10520

- It is the attribution of authorship to a information that came from another source.
- Every citation used in your text must be included in the references.

## MODULE 5 – NORMS AND STYLES

### CITATION

#### Author-date

- In this study conducted in Smith (2019), these five stochastic distances...
- Similarity measure is a key aspect for archieving effectiveness in time series analysis and working with time series is very expensive in terms of processing cost (DING et al, 2008).

#### Numeric style

- Therefore, the translocation of wild plant was tracked<sup>18</sup>.

## MODULE 5 – NORMS AND STYLES

### CITATION

#### Citation up to three lines:

- In the study conducted in Smith et al. (2019), these five stochastic distances, plus the Euclidean distance, and the Wishart mixture model were compared.

#### Citation with more than three lines:

Cumuliform clouds develop from isolated air plumes that ascend buoyantly. Associated with cellular convection, cumulus clouds grow through positive buoyancy supplied via sensible heat transfer from the surface and latent heat released to the air during condensation, both of which make these clouds dynamic. Updrafts are of order 1 m.s<sup>-1</sup> in developing cumulus but can be several tens of m.s<sup>-1</sup> in organized mature cells like cumulus congestus (SALBY, 1996, p. 277).



## MODULE 5 – NORMS AND STYLES

### CITATION

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#### More information:

- Search in [Citation FAQ](#)
- If your question isn't answered, contact: [pubtc@inpe.br](mailto:pubtc@inpe.br).



## MODULE 5 – NORMS AND STYLES

### FIGURES AND TABLES

---

Figures and Tables are sequentially numerated using arabic numbers, following the respective chapter number:

Figure 2.1, Figure 2.2, Figure 2.3, etc

Table 2.1, Table, 2.2, Table 2.3, etc

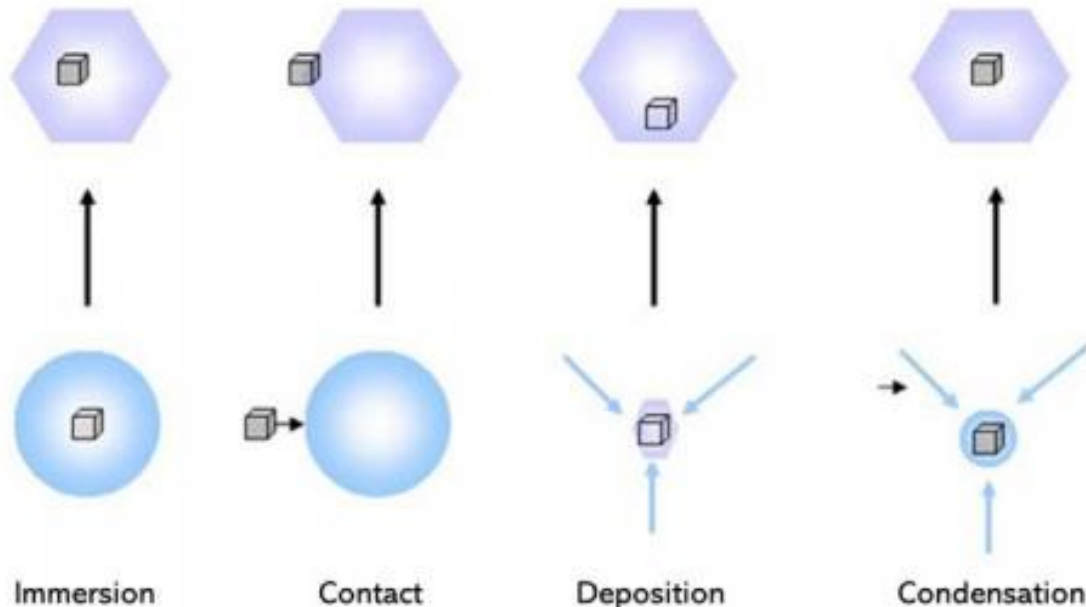
# FIGURES AND TABLES

## EXAMPLES

Figure title with a single line: center aligned.

Figure source: center aligned with year between parentheses.

Figure 2.2 – Types of heterogeneous ice nucleation processes.



Source: Adapted from Seifert *et al.* (2009).

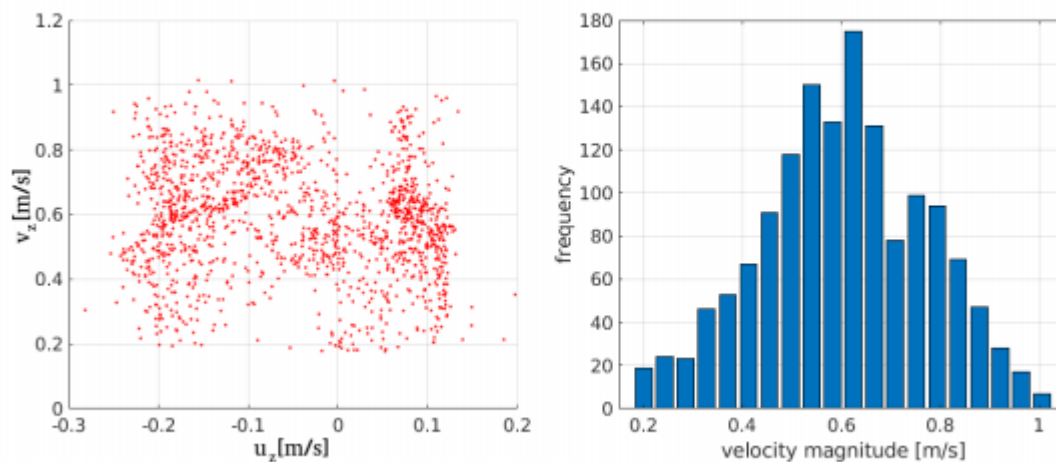
# FIGURES AND TABLES

## EXAMPLES

Figure title with two or more text lines: justified text; the second line aligned with the beginning of the first line – not with the figure number.

Figure source: center aligned with year between parentheses

Figure 4.42 - Droplet velocities for Unlike Impingement of Gelled Ethanol x Liquid Water, Jet momentum 11 N,  $2\theta = 75^\circ$  - Scatter and histogram of particles in Z direction (side view of Figure 4.32)



SOURCE: Author.



# FIGURES AND TABLES

## EXAMPLES

Figure 2.1 - Deriving Time series from Earth observation satellite images.

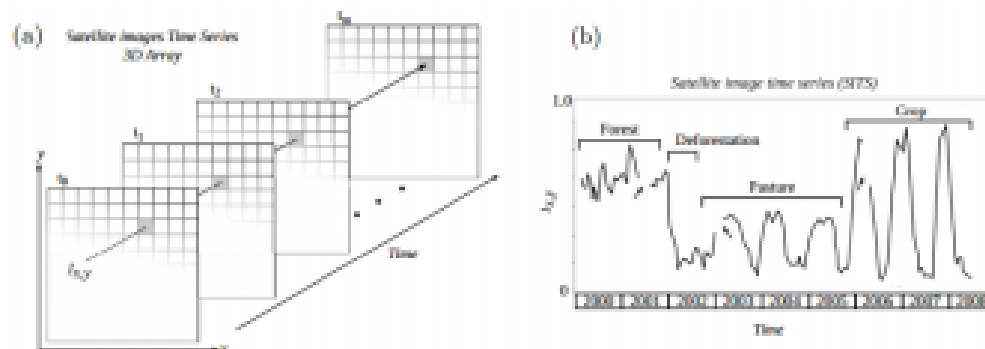


Figure with  
caption and  
source: justified  
text

Based on a collection of satellite images, its possible to create a dimensional array of satellite images (a), and extract a vegetation index time series at a fixed (x,y) pixel location (b).

SOURCE: Maus et al. (2016)

# FIGURES AND TABLES

## EXAMPLES

Table title with a single text line: center aligned.

Table source: center aligned with year between parentheses.

Table 3.5 - Orbital Maneuvers.

	$\delta\theta$ (rad)	$\Delta v$ (km/s)	$T$ (s)
1	0.565637	1.07333	1660
2	0.445267	1.02667	1700
3	0.314329	0.99600	1800
4	0.118357	0.88733	2110
5	0.217551	0.85493	2250
6	0.241902	0.84267	2305
7	0.275673	0.80400	2550
8	0.278017	0.79867	2600
9	0.291305	0.78667	2705
10	0.289064	0.77867	2800
11	0.314594	0.76400	2910
12	0.337307	0.76212	2990

Source: Rocco; Souza; Prado (2003).

# FIGURES AND TABLES

## EXAMPLES

Table title with two or more text lines: justified text; the second line aligned with the beginning of the first line – not with the table number.

Table 2.3 - Interval of  $\lambda$  exponents based on the Box-Cox transformation for the normalization of geomorphometric data (y).

$\lambda$	-4.0	-3.0	-2.0	-1.0	-0.5	0.0	0.5	1.0	2.0	3.0	4.0
y	$1/x^4$	$1/x^3$	$1/x^2$	$1/x$	$1/\sqrt{x}$	$\log x$	$\sqrt{x}$	x	$x^2$	$x^3$	$x^4$

SOURCE: Adapted from Csillik et al. (2015).

Table source: center aligned with year between parentheses.

# FIGURES AND TABLES

## EXAMPLES

Table with caption  
and source: justified  
text.

Table 3.2 - Experiments with different configurations for CNN architectures.

	ResNet		GN (r)		GN (p)	
	<i>t</i>	OA	<i>t</i>	OA	<i>t</i>	OA
<b>2c unb</b>	3:40	85.4	2:33	98.7	2:33	98.7
<b>3c unb</b>	4:17	51.6	1:36	78.2	2:01	80.8
<b>3c bal</b>	2:54	34.0	0:45	73.6	0:45	75.0

Summary of experiments with different configurations for CNN architectures: ResNet (HE et al., 2016), GoogleNet — GN (SZEGEDY et al., 2015) — without pre-trained model (r) and GN using pre-trained model (p). The datasets are: imbalanced dataset considering two classes (2c unb), imbalanced dataset considering three classes (3c unb), balanced dataset considering three classes (3c bal). We show processing time *t* (format: h:mm) and Overall Accuracy (OA in percentage).

Source: Author's production.

## FIGURES AND TABLES

Table/Figure that take up more than two pages of the text

At the end of the table/figure on each page, add the term “**to be continued**”

At the beginning of the following pages, include the table/figure number and replace the title with the expression. “**Continuation**”

On the last page of the figure, include the figure number and replace the title by the expression “**Conclusion**”.

# FIGURES AND TABLES EXAMPLES

Table 2.2- Summary of studies exploring tree species classification using hyperspectral data. Works developed in tropical or subtropical forests are highlighted in gray. Those combining hyperspectral + LiDAR data contain the point density information at the 'Spatial resolution' column.

Study	Sensor	Spatial resolution (m)	Spectral resolution	Forest/ Country	Classifier	Number of species	Best accuracy (%)
Clark et al. (2005)	HYDICE	1.6	VNIR-SWIR (400–2500 nm; reduced to 30 bands selected)	Tropical Forest, Costa Rica	LDA, MLC, SAM	7	92
Jones et al. (2010)	AISA Dual	2 (0.4 points/m <sup>2</sup> )	VNIR-SWIR (429–2400 nm, reduced to 40 spectral bands)	Boreal Forest, Canada	SVM	11	72
Clark, Roberts (2012)	HYDICE	1.6	VNIR-SWIR (400–2500 nm; 210 bands)	Tropical Forest, Costa Rica	RF	7	87
Cho et al. (2012)	CAO Alpha	1.1	VNIR (384–1054 nm; 72 bands)	Savanna, South Africa	MLC	6	65
Dalponite et al. (2012)	AISA Eagle, GeoEye and ALS Optech ALTM	1 and 0.5 (8.6 and 0.48 points/m <sup>2</sup> )	VNIR (400–990 nm; 126 bands)	Temperate Forest, Italy	SVM e RF	7 species + non forest class	74
Naidoo et al. (2012)	CAO Alpha System	1.1 (1.3 point/m <sup>2</sup> )	VNIR (348–1054 nm, 72 bands)	Savanna, South Africa	RF	8	87.7

continue

Table/Figure that occupies more than one page in the text

Table 2.2- Conclusion.

Study	Sensor	Spatial resolution (m)	Spectral resolution	Forest/ Country	Classifier	Number of species	Best accuracy (%)
Tuominen et al. (2018)	UAV-FPI	0.08	VNIR-SWIR (409-1578 nm, 60 bands)	Arboretum, Finland	KNN+GA and RF	26	82.3
Maschler et al. (2018)	Hypex VNIR 1600 (160SB)	0.4	VNIR (415-991 nm, 80 bands)	Temperate Forest, Austria	RF (object approach)	13	91.7
Dabiri, Lang (2018)	APEX	2.5	VNIR-SWIR (413-2451 nm, 288 bands)	Temperate Forest, Austria	RF	6	90
Marrs; Ni-Meister (2019)	G-LIHT imager	1 m (6 points/m <sup>2</sup> )	VNIR (418-918 nm, 114 bands)	Temperate Forest, USA	SVM, CN2 rules, ANN	10 and 15	67 and 59
Sölte et al. (2019a)	UAV-FPI	0.11 (35 points/m <sup>2</sup> )	VNIR (506-819 nm, 25 bands)	Subtropical Forest, Brazil	SVM	12	72.4
Fricker et al. (2019)	NEON AOP	1 m	VNIR-SWIR (280- 2510, 426 bands)	Temperate Forest, USA	CNN	7	87

Note: ANN= Artificial Neural Network; CNN= Convolutional Neural Network; GA= Genetic Algorithm; KNN= K-nearest neighbor; LDA= Linear Discriminant Analysis; MDA= Multiple Discriminant Analysis; MLC= Maximum Likelihood Classifier; MLP= Multilayer Perceptron; PLSDA= Discriminant Analysis based on Partial Least Square; QDA= Quadratic Discriminant Analysis; RDA= Regularized Discriminant Analysis; RF= Random Forest; SVM= Support Vector Machine; SWIR=short-wave infrared.  
Source: Author's production.



# FIGURES AND TABLES EXAMPLES

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To more examples of figures and tables, access:

<http://urlib.net/ibi/8JMKD3MGP3W34R/45BABTE>

## MODULE 5 – NORMS AND STYLES

### EQUATIONS AND FORMULAS

#### Examples of math equations and formulas

$$Z_{TE} = \frac{j\omega\mu}{\gamma} = \frac{\omega\mu}{\beta_g} = \sqrt{\frac{\mu}{\varepsilon}} \frac{1}{\sqrt{1 - f_{cmn}^2/f^2}} = \sqrt{\frac{\mu}{\varepsilon}} \frac{1}{\sqrt{1 - \lambda^2/\lambda_{cmn}^2}} = \eta \frac{\lambda_g}{\lambda} \quad (2.41)$$

$$S_{11} = R_1^2 \left[ \frac{\Gamma(1 - T^2)}{1 - \Gamma^2 T^2} \right] \quad (2.48)$$



## MODULE 5 – NORMS AND STYLES

### FIGURES, TABLES AND EQUATIONS

Search in [Figures, tables and equations FAQ](#) for more information.

If your question isn't answered, contact:

- [pubtc@inpe.br](mailto:pubtc@inpe.br).



## MODULE 5 – NORMS AND STYLES

### REFERENCES

Standardized set of descriptive elements take from a document, which allows its individual identification (ABNT NBR-6023, 2018).

The references are the identification of all the sources of the documents cited in the text.

If you want to include bibliographic material not mentioned in the text, make another list under the title **Consulted Bibliography**.



## MODULE 5 – NORMS AND STYLES

### REFERENCES

---

#### Books:

SURNAME, Initials. **Title of book.** Edition. Place of publication:  
Publisher, year of publication.

BOYD, T. J. M.; SANDERSON, J. J. **Physics of plasmas.** 2.ed.  
Cambridge: Cambridge University Press, 2003.

## MODULE 5 – NORMS ANT STYLES

### REFERENCES

For more examples of references, consult:

- [Writing the references using the ABNTstyle.](#)

Search

- [References FAQ.](#)

If your question isn't answered, contact:

- [simone.delducca@inpe.br](mailto:simone.delducca@inpe.br).

## MODULE 5 – NORMS AND STYLES

### REFERENCES

If you use **Mendeley** for citations and references, you have to make some changes to standardize according to the INPE style.

Consult INPE's **Mendeley** manual to follow the steps to citation and to create the reference list:

- <http://urlib.net/ibi/8JMKD3MGP3W34R/45BL972>



## MODULE 5 – NORMS AND STYLES

### REFERENCES

If you to use **Zotero** for citations and references, please add the ABNT style available at:

<https://www.zotero.org/styles?q=abnt>

and use this style to create your reference list.



## MODULE 5 – NORMS AND STYLES

### APPENDICES AND ANNEXES

Both appendices and annexes must be present in the thesis contents

#### Appendix

- These are texts created by the thesis author to complemente his/her arguments.
- Appendices are included after references

#### Annex

- These are documents created by others and used by the thesis author.
- Annexes are included after the appendices.

## MODULE 5 – NORMS AND STYLES

### CHECK LIST

Some mistakes are commonly found by the Library during the Thesis process review.

*Access the links below as a checklist before you submit your thesis for review by the Library.*

[Checklist for Word](#)

[Checklist for LaTeX](#)



# MODULE 6 – HOW TO PUBLISH

HOW TO PUBLISH

CHOOSE THE EDITOR

- [LaTeX](#)
- [MS Word](#)

MAIN MENU



## MODULE 6– HOW TO PUBLISH

### HOW TO PUBLISH

The INPE's manual for manuscripts elaboration, formatting, and submission is available on the Online Library. You will find all the information to publish your thesis and other types of documents by the Library.

Access: [www.inpe.br/biblioteca](http://www.inpe.br/biblioteca) and select:

Editoração



Normas para  
publicação



Manual para  
elaboração,  
formatação e  
submissão de  
teses

# MODULE 6– HOW TO PUBLISH

## HOW TO PUBLISH

- [www.inpe.br/biblioteca](http://www.inpe.br/biblioteca)



A Biblioteca do INPE possui um acervo especializado nas áreas espacial e do ambiente terrestre. Desde sua fundação em 1965, ela tem desenvolvido várias ações para geração de produtos e serviços que atendam às demandas específicas de informação da comunidade usuária.

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### Normas para Publicação

Publicado em 13/01/2022 12h15 | Atualizado em 10/03/2022 09h37

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Os documentos internos desenvolvidos por autores do INPE como teses, dissertações, relatórios, manuais e notas técnicas, devem ser publicados na Biblioteca Digital da Memória Científica de acordo com as normas institucionais.

Para saber quais são [o "Manual para elaboração, formatação e submissão de teses, dissertações, e outras publicações do INPE"](#)

Os artigos publicados em periódicos indexados, anais de congresso e outros do gênero, podem seguir as normas próprias da publicação à qual eles foram submetidos. Os relatórios, que são feitos em parceria com outras instituições, também podem ser publicados de acordo com as normas da instituição editora.



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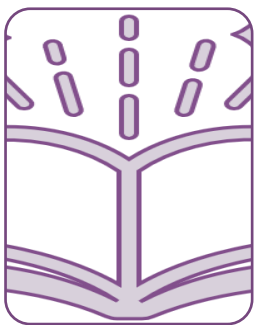
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In order to download the Word or LaTeX template, go to the [Library website](#) and select:  
Editoração>> - Templates MS Word and LaTeX

## MODULE 6– HOW TO PUBLISH

### LaTeX

# L<sup>A</sup>T<sub>E</sub>X

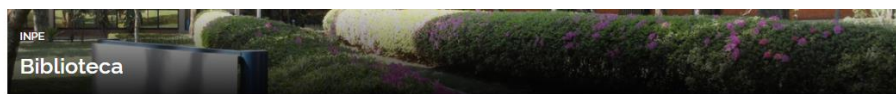


The available style was created by the library. It is the default for Theses and Dissertations, but you can use it to generate several other documents such as books, reports, manuals, etc.

# MODULE 6— HOW TO PUBLISH LaTeX

# L<sup>A</sup>T<sub>E</sub>X

[www.inpe.br/biblioteca](http://www.inpe.br/biblioteca)



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Templates - MS-Word e  
LaTeX



## Templates

Publicado em 13/01/2022 12h21 | Atualizado em 29/03/2022 09h03

Compartilhe: [f](#) [t](#)

Para auxiliar na formatação dos documentos internos desenvolvidos por autores do INPE, a Biblioteca oferece os seguintes estilos para publicação:

Estilo para MSWord 2010: [Template Word 2010](#)

O template está estruturado nas normas do INPE. Faça a redação do texto no template salvando como "doc" (MSWord 2003) ou "docx" (MSWord 2007).

Estilo em LaTeX

Para utilizar o estilo:

1. instale os programas para compilação do LaTeX;
2. faça o [download do estilo baixando o arquivo archive zip](#);
3. crie uma pasta no seu computador onde vai ficar sua tese ou dissertação, por exemplo, com nome tese;
4. extraia o conteúdo do arquivo archive zip nessa pasta;
5. edite os arquivos incluindo seu texto;
6. compile sua tese ou dissertação (o arquivo publicacao.pdf será atualizado).

Para compilação nas plataformas (Overleaf):

O template oficial do INPE está disponível para compilação na plataforma Overleaf no endereço:

1. [Overleaf](#)

Observação: O usuário deverá se cadastrar na plataforma que deseja utilizar para a compilação.



## MODULE 6– HOW TO PUBLISH

### LaTeX

L<sup>A</sup>T<sub>E</sub>X

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In the Library website, you'll find 2 options to compile with LaTeX:

Using your own computer

Using Overleaf



## MODULE 6– HOW TO PUBLISH

LaTeX

L<sup>A</sup>T<sub>E</sub>X

---

Template INPE from Overleaf:

<https://www.overleaf.com/latex/templates/modeloinpe-2022/wgvyqymtcnrk>



## MODULE 6– HOW TO PUBLISH

### LaTeX

L<sup>A</sup>T<sub>E</sub>X



The Library has available a short manual with tips and instructions to use LaTeX:

<https://cfbastarz.github.io/CursoIntroLaTeX/>

### Attention:



- Use the @bibtex from the INPE Template to build the references;
- Pay attention on how to fill correctly each type of reference in the @bibtex. See how in this [Manual](#)
- At the end, don't forget to check out the
  - [LaTeX checklist](#).

## MODULE 6– HOW TO PUBLISH

### MS Word



To download Microsoft Word template, go to [www.inpe.br/biblioteca](http://www.inpe.br/biblioteca) and select:



#### **Tips:**

Be careful to not delete the styles

Use the styles provided in the templates for titles, subtitles, paragraphs, figures, and tables, which are configured according to the INPE standards.

## MODULE 6– HOW TO PUBLISH

### MS Word



For more instructions, access the manual available on:

<http://urlib.net/rep/8JMKD3MGP7W/39TLFN8>

## DOCUMENTATION

Access in the link bellow all the guides and manuals cited in this tutorial:

- <http://urlib.net/8JMKD3MGP3W34R/44ARCNP>


Or access by QR Code:






# QUESTIONNAIRE

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A list of who has answered the questionnaire is sent to SEPGR every Friday.



Any question, please contact: [pubtc@inpe.br](mailto:pubtc@inpe.br)



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