

Name: Enter your first name along with the first surnames (Ex: Jose Abreu de; Maria Fernanda Souza e).

Last Name: Enter your last name if there is a name with an indication of kinship this must be included (Ex: Castro; Andrade Neto).

Title of the thesis/dissertation: Enter the full title. If there is subtitle after the title put “:” (colon) then the subtitle.

Paper: Indicate the type (tcc, thesis, etc.).

Program/course: Select your course or program, taking care about its correct campus. When you find it, click the selection icon.

Academic Unit: Select the academic unit to which it is linked.

Regional: Select the regional to which your academic unit is linked.

Name of advisor: Enter first name together with first advisor surnames, include prepositions if any. It is not need to enter Prof., but if you want to enter the title it should be made before the first name (Ex: Dr. Paulo de.).

Advisor's Last Name: Enter the **advisor's** last name. If there is a name with an indication of kinship, this must be included (Ex: Castro; Andrade Neto).

Woman advisor: If she is woman advisor, check this box.

Name of the co-advisor: Enter the first name together with the first surnames of the co-advisor, include prepositions if any. It is not need to enter Prof., but if you want to enter the title it should be made before the first name (Ex. Dr. Paulo de.)

Co-advisor last name: Enter last co-advisor last name. If there is a name with an indication of relationship this should be included (Ex: Castro; Andrade Neto).

Woman co-advisor: If she is woman co-advisor check this box.

Year: Enter the year using 4 digits (Ex: 2014).

Number in Romans: Enter the number of sheets numbered in Romans (Ex: XVII). If you don't have Roman numerals leave this field blank, do not fill with 0 (zero).

Number in Arabic: Enter the number of sheets numbered in Arabic (Ex:157)

Notes: Mark the items contained in your work (you can mark several items).

Illustrations: If the work contains illustrations click yes, if it does not contain click no.

Bibliography: If the work contains bibliography / references click yes, if it does not contain click no.

Attachment: If the thesis/dissertation contains attachment click yes, if it doesn't contain click no.

Appendix: If the thesis/dissertation contains an appendix click yes, if not, click no.

Keywords (min. 1): You must enter a minimum of 1 and a maximum of 5 keyword to your work. The first letter of the word should be in upper case and the all others in lower case except for proper names (e.g., mechanical engineering, São Francisco River Basin).