


**Enap**

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## **Ordinance N° 86 of 13 June 2014**

Establishes the regulations of the Revista do Serviço Público (Public Service Review) including the editorial structure and the editorial submission standard.

**The President of the National School of Public Administration - ENAP**, in the use of the powers conferred on him by the approved Decree No. 6563 of September 11, 2008, amended by Decree No. 8091 of September 4, 2013,

### **Resolves:**

Article 1- To approve the regulation of the Revista do Serviço Público - RSP (Public Service Review), with the following provisions:

#### **Chapter I - General Provisions**

Article 2 - The Revista do Serviço Público - RSP (Public Service Review) publishes articles on topics such as State and Society, Public Policy and Public Management.

#### **Chapter II - Mission and Objectives**

Article 3 - The mission of the Revista do Serviço Público - RSP (Public Service Review) is to disseminate knowledge and encourage the reflection and debate participation by supporting the development of the civil servants, their commitment to citizenship and the consolidation of a proactive community of specialists focused on themes of public policy and government management.

Article 4 -The Revista do Serviço Público - RSP (Public Service Review) aims to:

I - Promote, encourage and house the research and the promotion of papers on topics relevant to the public policy and to the management of government policies;

II - Encourage knowledge development aimed at increasing the ability of formulation and implementation of policies, governance and management in all areas of the public administration; and

III - Disseminate concepts, methodologies and best practices within the public sphere.

#### **Chapter III - Editorial Structure**

Article 5 - The Revista do Serviço Público's (Public Service Review) editorial structure:

I - Editorial Board;

II - Chief Editor;

III - Board of Associate Editors;

IV - Executive Editor;

V - Editorial Commission; and

## VI - Ad-Hoc Consultants.

Article - 6 The Editorial Board is composed of the Chief Editor of the Revista do Serviço Público - RSP (Public Service Review) and of 15 to 20 researchers and/or professionals from diverse academic backgrounds renowned nationally and internationally, in the field of knowledge of the Revista do Serviço Público - RSP (Public Service Review), in order to ensure a broad diversity and national and international representation in terms of their research, institutional affiliation and geographic origin.

Paragraph 1- The members of the Editorial Board shall meet the following criteria:

I - To possess, at a minimum, a doctorate degree, and to have had recognized contributions in the field of knowledge of the Revista do Serviço Público - RSP (Public Service Review);

II - Alternatively, to be knowledgeable and experienced in public administration and in government management; and

III- To have published a book, a book chapter or scientific articles in national or international journals with the minimum qualification level of B1 from the Coordination for the Improvement of Higher Education Personnel (CAPES).

Paragraph 2 - The selection process for the members of the Editorial Board of the Revista do Serviço Público - RSP (Public Service Review) shall be under the advice of the Chief Editor with subsequent approval by the Board of Directors of ENAP.

Paragraph 3 - There should be no more than three members of the Editorial Board connected to the same institution of origin.

Paragraph 4 - The structure of the Editorial Board shall be multidisciplinary, with expert members apportioned to the field of knowledge of the RSP referred to in Article 2 of this regulation.

Paragraph 5 - The structure of the Editorial Board shall be reviewed every four years. Members may be reappointed.

Article 7- Editorial Board's responsibilities:

I - To express opinions on decisions related to the editorial policy of the Revista do Serviço Público (Public Service Review);

II - To ensure the editors fulfill their responsibilities;

III - To assist with the processes of desk and blind reviews, as requested by the Chief Editor or by one of the Associate Editors;

IV - To assist with the promotion of the RSP and with the analysis of the articles; and

V - To assist in sending unpublished articles or reviews for publishing.

Single paragraph. Each term Board members will be invited by the Chief Editor to publish an original article or book review.

Article 8 - The Chief Editor shall manage the editorial process of publication of the works submitted to the Revista do Serviço Público (Public Service Review), in conjunction with the authors and the Ad-Hoc Consultants.

Paragraph 1 – The Chief Editor shall exercise the role of ENAP’s Director of Communications and Research, except when the President of ENAP designates another person.

Paragraph 2 - Chief Editor’s responsibilities:

I - manage the teams handling the periodic, including the Associate Editors and the Executive Editor;

II - perform a desk review of the submitted articles in collegiate decision with the Associate Editors or with a member of the Editorial Board, upon solicitation, as stated in the subsection XII of this paragraph;

III - select, assess and recommend candidates to serve in the Editorial Board and as Ad-Hoc Consultants;

IV - designate appraisers of articles submitted for publication;

V - Recommend changes to the contents of submitted articles or to delegate this responsibility to a member of the Editorial Board or to the Associate Editor;

VI - provide the final approval of the articles;

VII - commit to the continued improvement of the periodic and its management processes;

VIII - define calls for special numbers with pre-defined themes;

IX - promote the optimization of the editorial process and the response time frame to the authors of submitted works;

X - Guide the authors, particularly in terms of expectations and editorial recommendations regarding the articles submitted for publication;

XI - ensure compliance with the deadline of the issuance of opinions and revisions and amendments of the articles; and

XII - appoint guest editors, preferably selected from the members of the Editorial Board, to carry out a desk review of articles written by civil servants of ENAP.

Article 9 - The RSP shall have from two to five Associate Editors, as designated by the Chief Editor.

Paragraph 1- Associate Editor’s responsibilities:

I - To replace the Chief Editor in case of absence or impediment;

II - To assist the Chief Editor with his/her different assignments;

III -To take responsibility for the sections of the RSP, as described under Article 15 of this regulation; and

IV - To participate in the desk review process, as indicated in item II of Article 18 of this regulation.

Paragraph 2 - The Chief Editor shall select one of the Associate Editors to replace him/her in case of absence or impediment.

Article 10 - The Executive Editor shall be a technician from ENAP and selected by the Chief Editor.

Single paragraph. Executive Editor’s responsibilities:

I - To maintain the database of the Ad-Hoc Consultants updated;

II - To analyze the performance of the Ad-Hoc Consultants in terms of the quality of opinions and compliance of the deadlines;

III - To maintain the assessment records of the Ad-Hoc Consultants updated;

IV - To assist the Chief Editor in identifying the Ad-Hoc Consultants for the evaluation of the submitted works;

V - To advise the Chief Editor in the evaluation of the objectives of the evaluation process of the texts submitted to the RSP;

VI - To manage the revision process of the submitted texts;

VII - To ensure suitability of the texts to the standards for publication;

VIII - To manage the work-flow in the editorial process and ensure compliance with deadlines; and

IX – To manage the editorial processes of the periodic.

Article 11 - The Editorial Commission of the RSP consists of the Editorial Commission of the ENAP, as established by ENAP Ordinance No. 181 of July 17, 2013.

Single Paragraph. Editorial Commission's responsibilities:

I - To follow the implementation of the editorial policy for RSP, as per the guidelines defined by the Editorial Board;

II - To propose a graphic project for the RSP to be submitted to the Board of Directors of ENAP; and

III - To propose themes for the calling of papers to be published in the *Revista do Serviço Público* (Public Service Review).

Article 12 - Ad-Hoc Consultants, also called peer-reviewers, shall be responsible for the double-blind review process (blind review) of the articles received by RSP, after their acceptance by the desk review.

Paragraph 1 - RSP shall keep a database of peer-reviewers organized by subject, institution affiliation, areas of interest/activities and other information contained in the Lattes curriculum.

Paragraph 2 - The database of peer-reviewers may be increased by public calls or invitations, as needed.

Paragraph 3 - The selection of peer-reviewers shall take into consideration their respective work and field of knowledge and the topics of the submitted articles.

Paragraph 4 - The peer-reviewers should not be a habitual co-author nor belong to the same institution of any of the authors or co-authors of the submitted texts.

Paragraph 5 - The peer-reviewers shall be assessed, mainly, for the clarity and consistency of their issued opinions, and compliance with the deadlines and guidelines of Annex 1 of this regulation.

Paragraph 6 – Peer-reviews shall be provided in the specific form (Annex 2).

#### **Chapter IV – Frequency and Sections**

Article 13 - The RSP shall be published quarterly. (Jan./Mar., Apr./Jun., Jul./Sept. and Oct./Dec.).

Article 14 - The RSP shall contain the following sections:

I - Articles, four to five in number;

II - A Revisited RSP, which shall republish important articles from the Journal. These articles shall reflect the thought and path of the Brazilian Public Administration; and  
III – Reviews of books of relevant importance or recently published, on the field of knowledge of the Revista do Serviço Público (Public Service Review).

Single Paragraph. The publication of the section mentioned in item III shall not be mandatory.

## **Chapter V – Format and Indexing**

Article 15 – Periodic issues will be available in print and digital editions.

Article 16 - The RSP shall be indexed in the portal of periodic issues of the Coordination for the Improvement of Higher Education Personnel (CAPES).

Single Paragraph. Indexing of The Revista do Serviço Público (Public Service Review) shall be expanded on highly reputed scientific databases.

## **Chapter VI – Editorial Process**

Article 17 - The submission process for each text submitted to the Revista do Serviço Público (Public Service Review) shall be as follow:

- I - Prior analysis, in order to ensure compliance with the submission criteria of the Revista do Serviço Público (Public Service Review), as announced in the RSP's website;
- II – A desk review shall take place within 30 days of the submission of the text. Approval shall be done by collegial decision of the Chief Editor and the Associate Editors and subsequent evaluation by the blind system review;
- III - Forward the text approved by the desk review to the peer-reviewers;
- IV – Preparation of the peer-review shall occur within 30 days of receiving the article by the peer-reviewer;
- V - Send the peer-review to the author;
- VI – Return, by the author of the new version of the article after correction and revision according to the suggestions of the peer-review, shall happen within 30 days of receipt;
- VII – Forward the amended article for re-assessment by the peer-reviewer, in case it had been requested, shall happen within 15 days of receipt of the new version;
- VIII - Decide in which issue of the Revista do Serviço Público (Public Service Review) the article shall be published and contact the author;
- IX – Send the approved article for proofreading and editing; and
- X - Approval of the text in its final format and lay-out for publication.

Single Paragraph. The Chief Editor and the Associate Editors may decide to extend the deadlines mentioned in items IV, VI and VII.

## **Chapter VII – Submission Regulations**

Article 18 - The Revista do Serviço Público (Public Service Review) shall publish original articles, submitted previously to an admission review (desk review) with further evaluation of two to three peer-reviewers by the double blind system review.

Article 19 - Rules for the submission of articles:

- I - The articles may be written in Portuguese, Spanish or English;
- II - The articles must be between 6000 and 9000 words, in size 12, Times New Roman font, line spacing 1.5, top and bottom margins of 2.5 cm and side margins of 3.0 cm;
- III - The articles must have an executive summary attachment of about 150 words in Portuguese, Spanish and English offering an overview of the subject and three keywords (descriptors) in Portuguese, Spanish and English which identify its contents;
- IV - Tables, charts, graphics and footnotes should be limited to illustrating substantial text content;
- V - Pages must be properly numbered and listed at the footer;
- VI - Authors' citations in the text shall follow the order (Author, Date);
- VII - References shall be listed at the end of the paper, in alphabetical order, taking into consideration the ABNT's norms;
- VIII - The articles shall be sent in .docx, .doc, .rtf, .txt, .odt, or .pdf formats ; and
- IX - The files containing images should be sent in high resolution.

Paragraph 1- There is no limit in the number of articles submitted by the same author. Articles by the same author shall be published in different years, upon approval.

Paragraph 2 - The publication of articles is subject to the acceptance by the author of the admission review (desk review) and the evaluation of the double blind system review, by two or three peer-reviewers, who reserve the right to suggest changes to the author.

Article 20 - The Revista do Serviço Público (Public Service Review) shall publish reviews of academic books in the field of knowledge of the RSP as mentioned in Article 2 of this regulation.

Single Paragraph. The submitted book reviews shall be evaluated by the Chief Editor and Associate Editors in collegial decision. Consultations with the Editorial Board or no external evaluation are possible.

Article 21 - The book reviews should present, in summary, a work, by critical analysis, containing:

- I - Introduction of the origin of the paper and of the Author;
- II - Significant contributions by the book being reviewed to the respective field of study;
- III - Sections/chapters analysis; and
- IV - Target audience of the book being reviewed.

Article 22 - Rules for the submission of book reviews:

- I - Reviews of books published in the last 24 months shall be prioritized;
- II - Book reviews may be written in Portuguese, Spanish or English;
- III - Reviews should be up to 15 thousand spaced characters, in size 12, Times New Roman font, line spacing 1.5, top and bottom margins of 2.5 cm and side margins of 3.0 cm;
- IV - The beginning of the first page of the book review should include the details of the book: title, name(s) of author(s) and editorial information (place, publisher, year of publication, total pages and ISBN) without naming the author(s) of the book review.
- V - Footnotes shall not be included in the reviews;
- VI - Authors' citations in the text matter must follow the order (Author, Date);
- VII - References shall be listed in alphabetical order at the end of the book review and observe ABNT's norms; and



VIII - Reviews must be sent in .docx, .doc, .rtf, .txt, .odt, or .pdf formats.

Paragraph 1 - There is no limit in the number of reviews of different books submitted by the same book review author. These book reviews shall be published in different years upon approval.

Paragraph 2 – Publication of book reviews are subject to the acceptance by the author, of the assessment, in collegial decision, by the Chief Editor and Associate Editor who maintain the right to suggest modifications to the author.

### **Chapter VIII – Ethics in scientific publications**

Article 23 - The Revista do Serviço Público (Public Service Review) values transparency and integrity in the creation of scientific works.

Paragraph 1 - The authors of the scientific articles are responsible for the adequacy of their work to the principles of the scientific ethics.

Paragraph 2 - The Ad-Hoc Consultants should inform the editors of RSP or of the publishing organization of any suspicion of plagiarism, duplicity, or any inadequate and improper methods of the empirical research in the articles submitted for evaluation.

Paragraph 3 – We consider:

I – Plagiarism - the act of signing or filing any kind of intellectual work which contains parts of a work belonging to someone else, without giving credit to the original author.

II – Duplicity - To present an intellectual work previously published in books or journals, in hardcopy or electronic format, except in conference proceedings.

### **Chapter IX – Final Provisions**

Article 24 -The RSP adopts the Creative Commons Attribution-NonCommercial (CC BY-NC) license.

Paragraph 1 - The license allows others to recast, transform or adapt licensed work, except for commercial purposes.

Paragraph 2 - The new works shall make reference to the author in the credits and may not be used for commercial purposes, however they need not be licensed under the same terms of this license.

Paragraph 3 - By publishing the article in the RSP the author assigns and transfers the copyrights of the article to ENAP.

Paragraph 4 - Articles published in the Revista do Serviço Público (Public Service Review) may not appear in any other publication without due reference to the original publication.

Paragraph 5 - Authors of articles published in the Revista do Serviço Público (Public Service Review) must sign the Copyright Agreement (Annex 3).

*The English version of this document was translated in collaboration with Solange Hassani and Andrew Melim, two UN Online Volunteers mobilized through [www.onlinevolunteering.org](http://www.onlinevolunteering.org).*

Article 25 - Authors of approved articles shall receive, free of charge, three copies of the RSP periodic issue in which their article was published.

Article 26 - This Ordinance shall enter into force on the date of its publication.

PAULO SERGIO DE CARVALHO  
President

## ANNEX 1

### Guidelines for the reviewers

Based on the ANPAD Best Practices Manual of the Scientific Publication the reviewers of the Revista do Serviço Público - RSP (Public Service Review) should observe the following:

- I- The acceptance for evaluating a work should only happen if you think you are professionally qualified to handle the respective theme.
- II- In case the identity of the author is known to you, please inform the editor in order to ensure the validity of double blind revision process.
- III- Compliance with the negotiated terms for the delivery of the opinion is requested. To meet the agreed return deadline is a matter of ethic, respect and responsibility.
- IV- Please familiarize yourself with the editorial policy, if you do not know it yet. Carefully read the instructions for the reviewers of the RSP. This is essential in order to avoid requests incompatible with the recommendations of the RSP.
- V- For a first general idea of the article, we recommend an in depth reading in a single session. Eventually, you may select or take notes on some points, but the idea is to grasp the whole and not to pause on specific aspects. We recommend to return to the reading three or four days later, to go through the text thoroughly and simultaneously prepare your opinion.
- VI- Please bear in mind and pay attention to the fact that model differences may influence your decision on the quality of work, so be aware and avoid such situation.
- VII- We ask that correctable flaws be highlighted and corrective actions be indicated. It is important to assess the cost-benefit of each change requested in terms of real improvement in the quality of work. Whenever scientifically relevant, you should suggest to the authors relevant references and/or reformulation of their work
- VIII- We request that all effort be made to point out all the changes that you deem necessary in the first revision of the article in order to avoid new recommendations every time the work returns redrafted.
- IX- When you receive a redrafted article after you and other editors and revisers had made suggestions for change, look carefully at the recommendations of the other revisers before issuing a new opinion.
- X- If the work presents incorrigible flaws, assess the possibility of pointing the limitations of the article in the appropriate section. Not being viable, recommend, with clear and precise justifications the rejection of the article.
- XI- When recommending the rejection of a work, we request that the reasons be outlined very clearly and objectively - reviewers should analyze: (i) work originality, that is to say, if the work really contributes to the field of knowledge, or if it is merely a reprint of ideas and concepts; (ii) the relevance of the research; and (iii) where empirical, also the stringency of the conditions under which it was performed. It is also essential that your opinion contain suggestions for improvement and a clear and well-founded decision on publication or rejection of the article.

## ANNEX 2

### Form to be completed by the reviewer

Name of reviewer: \_\_\_\_\_

Mail address to receive the Revista do Serviço Público (Public Service Review): \_\_\_\_\_

Dispatch date: \_\_\_\_\_

Expected return date: \_\_\_\_\_

Work title: \_\_\_\_\_

#### Instructions for the assessment of works and opinion's submission

The Revista do Serviço Público - RSP (Public Service Review) publishes unprecedented papers in Brazil from national and international authors with themes related to State-Society, Public Administration, and Public Policies.

The intended target audience for the RSP are the civil servants with roles in administration, advising and management of public policies. It also aims to reach out to researchers and academics in the field of public administration.

It is important to observe the following aspects in order to submit your opinion: Practical academic contribution, relevance of the developed topic and presentation (if it is well written, with clear ideas, etc). To assist you with the assessment, please use the assessment criteria in this form.

We suggest that the proposed amendments should not be too extensive or involve major changes to the structure of the work. If you believe that complex modifications are needed, it is preferable that your opinion is simply a rejection of the publication or the work submitted.

#### I. Title

Is the title of the article appropriate to its contents?

Yes

No. If no, please provide below a more appropriate title

#### II. Summary

Is the summary adequate, does it contain around 150 words including a brief description of the objectives, a theoretical framework, methodology and main conclusions?

Yes

No. If not, please justify

<b>III. Text</b>	
The items listed from letter a to g should be assessed according to the following scale: 1 – Totally unsatisfactory 2 – Unsatisfactory 3 – Satisfactory 4 – Totally satisfactory	
a. Relevance of the topic	( )
b. Originality of the work	( )
c. Quality of the theoretical framework	( )
d. Methodology used (clear and consistent with the objectives)	( )
e. Significant contributions of the article to the knowledge and practice of the Public Administration	( )
f. Quality and organization of the text (clarity, consistency, objectivity, formal structure)	( )
g. Conclusion (consistency, clarity, objectivity)	( )

<b>IV. Assessment conclusion</b>
<input type="checkbox"/> I recommend publication as is <input type="checkbox"/> I recommend publication with the following observations <input type="checkbox"/> I recommend returning for re-evaluation after the suggested changes are applied <input type="checkbox"/> I do not recommend publication

<b>V. Comments (changes suggested, strong points, weak points)</b>

Date of Assessment: / /

### ANNEX 3

#### COPYRIGHT AGREEMENT – Revista do Serviço Público (Public Service Review)/National School of Public Administration (ENAP)

(Copyright owner(s) data: name, document identification number), hereinafter referred to as Grantor, agree and undertakes with ENAP, hereinafter referred Grantee, this COPYRIGHT AGREEMENT by the terms and conditions set below, which willingly accept and grant:

The Grantor, the copyright owner, assigns and transfers to the Grantee all published works copyright related to the Work(s) specified in this Agreement, in accordance with Law No. 9,610, of February 19, 1998. The transfer is granted PARTIALLY and there is no impediment to the Grantor to have access to the Work as desired, including commercially, further to its publication in the Revista do Serviço Público (Public Service Review).

The concession of this Agreement includes the right of ENAP to use the Work(s) under existing arrangements such as storage, reproduction, execution, display, distribution, transfer, creation of subsequent works, and make it available by open access, through the Portal of ENAP, the Institutional Repository of ENAP, ENAP Virtual School, the Graciliano Ramos Library, as well as other information dissemination systems.

The reference to the name(s) of the author(s), its pseudonym(s) or to the conventional signs indicated or announced, which is a moral right of the author(s), shall be respected where such Works are transmitted or used.

The Grantor shall declare to have the ownership of copyright in the Work(s), and shall assume total civil and criminal liability, regarding the contents, citations, references and other elements that form part of the Work(s). And is aware that all who contributed to the development of the Work, totally or partially, have his name properly quoted and / or referenced.

In the capacity of the aforementioned rights/copyright owner, I authorize the Revista do Serviço Público (Public Service Review) to publish and make available the Work(s) for free, according to the Creative Commons By NC public license.

The copyright transfer related to the Work(s) is considered executed.

The jurisdiction of the Federal Court of the Judiciary Section of the Federal District is designated to resolve any doubts regarding compliance with this instrument, provided that they are not overcome by administrative mediation.

(LIST OF THE TITLE(s) OF THE WORK(s) AND FORMAT(s))

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Place \_\_\_\_\_

\_\_\_\_\_  
Transferor(s) Signature