**NBR 14724 - 2024**

**Informação e documentação**

**Trabalhos Acadêmicos**

**Universidade Estadual de Campinas  
Instituto de Economia  
Elaborado por Biblioteca IE/CEDOC  
Atualizado em: 13/01/2025  
Alexandra Andrade**

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**Normalização de trabalhos Acadêmicos**

**ABNT NBR 14724 - 2024**- Informação e documentação - Trabalhos Acadêmicos -

Esta norma específica os princípios gerais para a elaboração de trabalhos acadêmicos (teses, dissertações e outros), visando sua apresentação à instituição (banca, comissão examinadora de professores, especialistas designados e/ou outros).

Qualquer trabalho acadêmico/científico necessita ser padronizado de acordo com regras estabelecidas.

A normalização bibliográfica é uma atividade muito importante para a elaboração de trabalhos acadêmicos, pois garante a clareza de ideias, bem como facilita a disseminação da informação, além de ser garantia de aceitabilidade dos trabalhos por parte da comunidade científica.

**TIPOS DE TRABALHOS ACADÊMICOS**

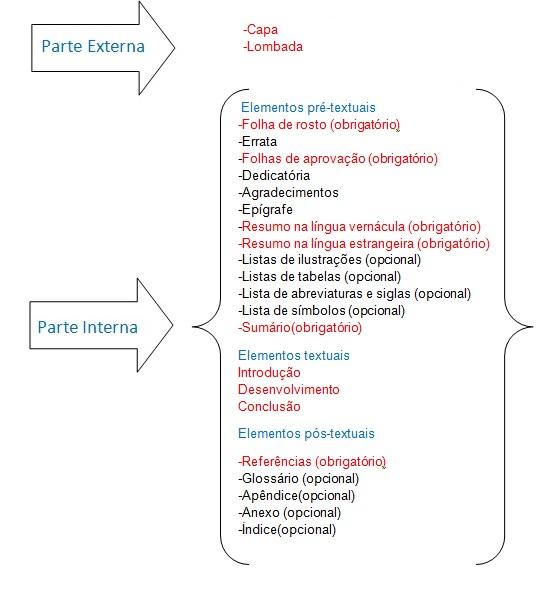
**Monografias**

Documento que apresenta o resultado de estudo, devendo expressar conhecimento do assunto escolhido, que deve ser obrigatoriamente emanado da disciplina, módulo, estudo independente, curso, programa, e outros ministrados. Deve ser feito sob a coordenação de um orientador.

**Dissertação**Documento que apresenta o resultado de um trabalho experimental ou exposição de um estudo científico retrospectivo, de tema único e bem delimitado em sua extensão, com o objetivo de reunir, analisar e interpretar informações. Deve evidenciar o conhecimento de literatura existente sobre o assunto e a capacidade de sistematização do candidato. É feito sob a coordenação de um orientador (doutor), visando à obtenção do **título de mestre**.

**Tese**Documento que apresenta o resultado de um trabalho experimental ou exposição de um estudo científico de tema único e bem delimitado. Deve ser elaborado com base em investigação original, constituindo-se em real contribuição para a especialidade em questão. É feito sob a coordenação de um orientador (doutor) e visa a obtenção do **título de doutor**, ou similar.

**ESTRUTURA DO TRABALHO ACADÊMICO**



**DIFERENÇA ENTRE REFERÊNCIAS x BIBLIOGRAFIA**

**Referências:** relação de obras que foram citadas pelo autor na sua Monografia/Dissertação/Tese.

**Bibliografia consultada:** relação de obras que foram lidas, porém **NÃO** foram citadas. Observação: Pode-se considerar como literatura sugerida ou leitura complementar.

**REGRAS DE APRESENTAÇÃO E FORMATAÇÃO**

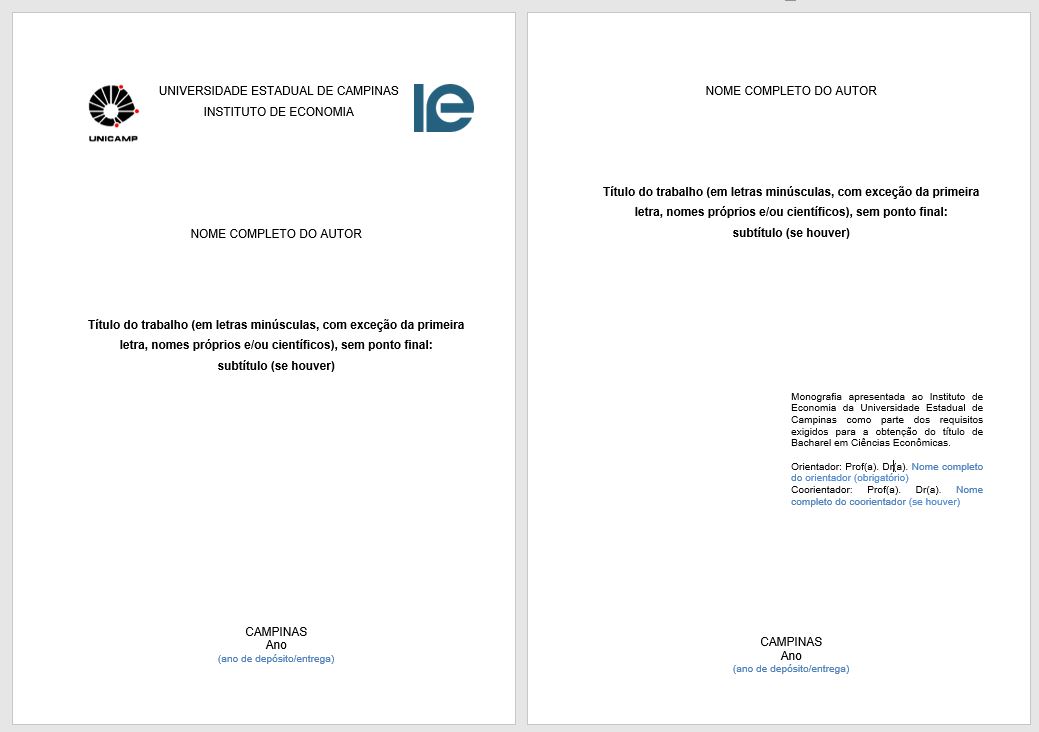
Compilamos aqui um resumo da norma ABNT NBR 14724:2024, que especifica os princípios gerais para a elaboração de trabalhos acadêmicos. Em caso de dúvidas consulte a Biblioteca.

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| Papel: formato A4  Fonte: tamanho 12 para o texto, Arial ou Times New Roman.  Margem: esquerda e superior de 3 cm, direita e inferior de 2 cm.  Espaçamento: - Texto: espaço 1,5 entre linhas. - Citações diretas: espaço simples (1,0) e fonte menor que a do texto. - Rodapé: espaço simples (1,0) e fonte menor.  Referências: Alinhamento a margem esquerda, espaçamento simples, separadas entre si por uma linha em branco de espaço simples.  Paginação:  - Todas as folhas, a partir da folha de rosto, devem ser contadas sequencialmente.  - A numeração deve figurar, a partir da primeira folha da parte textual, em algarismos arábicos (exemplo: 12, 13...) no canto superior direito da folha. - As folhas ou páginas pré-textuais devem ser contadas, mas não numeradas. | Exemplo de configuração da margem: |

**MODELO DE CAPA E FOLHA DE ROSTO**

CAPA não conta como página, portanto não recebe número de página.

As páginas começam a ser contadas a partir da folha de rosto.



Atenção!   
Recuo de 4 cm

Monografia apresentada ao Instituto de Economia da Universidade Estadual de Campinas como parte dos requisitos exigidos para a obtenção do título de Bacharel em Ciências Econômicas.

Orientador: Prof(a). Dr(a). Nome completo do orientador (obrigatório)

Coorientador: Prof(a). Dr(a). Nome completo do coorientador (se houver)

**MODELO DE FOLHA DE APROVAÇÃO**

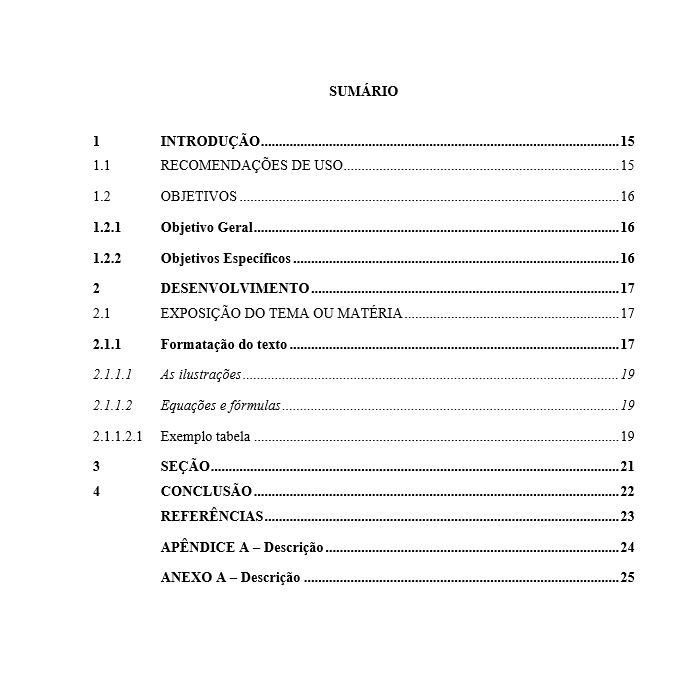
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Elemento obrigatório, que deve ser inserida após a folha de rosto, constituída pelo nome do autor do trabalho, título do trabalho e subtítulo (se houver), natureza (tipo do trabalho, objetivo, nome da instituição a que é submetido, área de concentração) data de aprovação, nome, titulação e assinatura dos componentes da banca examinadora e instituições a que pertencem.

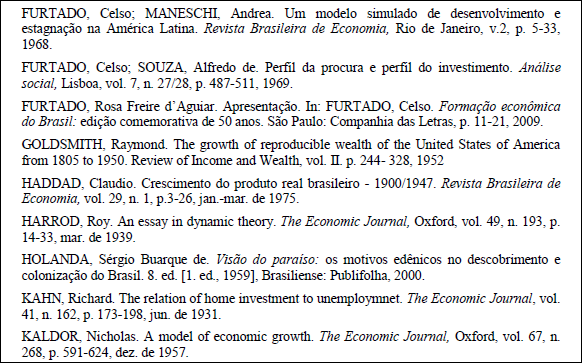
A data de aprovação e as assinaturas dos membros componentes da banca examinadora devem ser colocadas após a aprovação do trabalho.

**MODELO DE SUMÁRIO**



**Item obrigatório:** cujas partes são acompanhadas do(s) respectivo(s) número(s) da(s) página(s). Seguir as instruções da ABNT NBR 6027:2012: Informação e documentação – Sumário – Apresentação.

**MODELO DE REFERÊNCIAS**

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Alinhada à margem esquerda, **espaço simples entre as linhas,** separadas entre si por uma **linha em branco de espaço simples.**

**Item obrigatório**: Para a elaboração das referências bibliográficas utilize a norma ABNT NBR 6023:2018: Informação e Documentação – Referências – Elaboração. As referências devem ser descritas utilizando um estilo de formatação específico: ordem alfabética, alinhamento à esquerda e espaçamento simples entre as linhas.

Veja exemplos de referências nos manuais disponíveis no [site](https://www.eco.unicamp.br/biblioteca/index.php/servicos/servico-de-referencia/normalizacao-de-trabalhos-academicos) da Biblioteca.

Você também pode utilizar gerenciadores de referências para organizar automaticamente as citações e referências utilizadas em seu trabalho. A Biblioteca do IE recomenda o uso do gerenciador de referência gratuito Mendeley (Elsevier), que possui versão web e desktop, disponibiliza um plugin para o Word e dispõe de uma rede social científica e acadêmica. Saiba mais [aqui](https://www.eco.unicamp.br/biblioteca/index.php/servicos/servico-de-referencia/gerenciador-de-referencias-mendeley).

**RESUMOS**

**Regras de apresentação de Resumos**

Resumo é a versão precisa, sintética e seletiva do texto do documento, destacando os elementos de maior importância. É um item obrigatório, e deve ser elaborado conforme instruções da norma 6028:2021: Informação e documentação – Resumo, resenha e recensão – Apresentação.

Deve evidenciar os principais objetivos, métodos empregados, resultados e conclusões, permitindo ao leitor decidir sobre a conveniência da leitura do texto na íntegra.

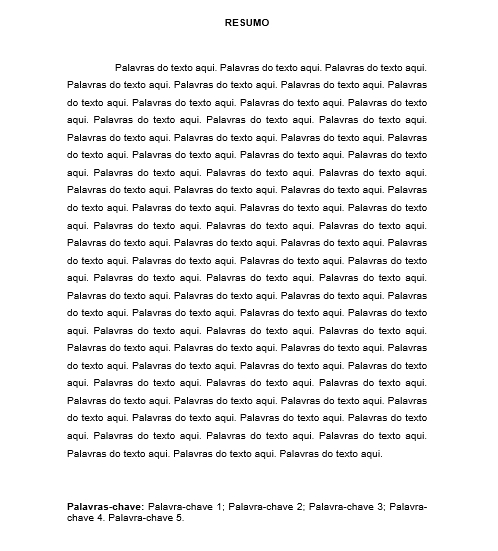
O resumo possibilita a maior divulgação do seu trabalho e sua indexação em bases de dados.

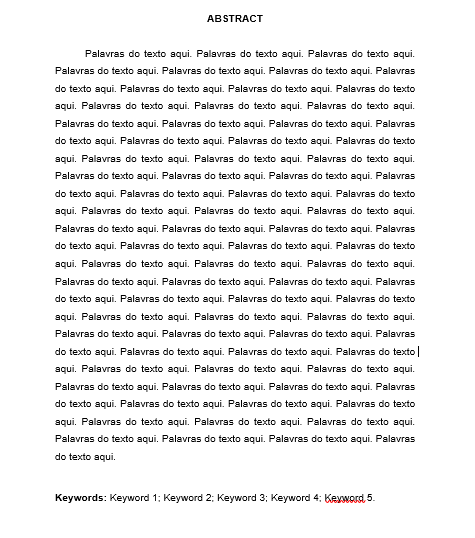
Recomenda também a inclusão de palavras-chave logo abaixo do resumo, antecedidas da expressão **Palavras-chave:** seguida de dois pontos,separadas entre si por ponto e vírgula e finalizadas por ponto. Devem ser grafadas com as iniciais em letra minúscula, com exceções dos substantivos próprios e nomes científicos.

**Dicas:**

* Deve ser redigido em um único parágrafo, com frases simples, coerentes, e com continuidade (começo, meio e fim);
* Convém ter no máximo 500 palavras;
* Não deve consistir em um amontoado de sentenças desconexas, cada uma referindo-se a um tópico;
* O resumo não deve conter citações bibliográficas, tabelas, quadros, esquemas;
* Não é uma simples enumeração de tópicos;
* Convém usar o verbo na terceira pessoa;
* A escolha das palavras-chave deve ser feita preferencialmente através de vocabulário controlado.
* O Abstract também é um item obrigatório, e deve ser a tradução do resumo em português. Convém também no máximo 500 palavras.

**MODELOS DE RESUMO E ABSTRACT**





**VERSÃO FINAL DA MONOGRAFIA**

1. A versão final da monografia com a devida autorização para publicação na Biblioteca Digital da Unicamp deve ser enviada conforme [Fluxo de TCCs e Monografias](https://www.dac.unicamp.br/portal/tutoriais-dgva/tutorial-tccmonografia/alunos) do SIGA;
2. A Biblioteca do IE cataloga as monografias na Base Acervus, organiza os metadados dos documentos digitais e faz uma cópia de segurança no servidor do IE;
3. Posteriormente a Biblioteca do IE disponibiliza o trabalho na [Biblioteca Digital da Unicamp](http://www.bibliotecadigital.unicamp.br/), e divulga por e-mail quando os trabalhos do semestre já estiverem disponíveis online.

**Observação:** antes de fazer a entrega final da monografia é necessário devolver todos os livros emprestados da biblioteca, para que não existam pendências no sistema.

**ATENÇÃO**:

Este guia é apenas uma apresentação das principais dúvidas. A norma original ABNT NBR 14724:2024 *– Informação e documentação – Trabalhos Acadêmicos – Apresentação –* está disponível na página do SBU:

<http://abntcolecao.com.br/unicamp/>



No caso da **Pós-graduação** a regulamentação das **Dissertações e Teses** está disponível no site da Pró-Reitoria de Pós-Graduação, Informação CCPG n° 002/2021:   
https://prpg.unicamp.br/wp-content/uploads/sites/10/2021/06/ccpg\_in\_2021\_002\_20210616.pdf