

BOLETIM DO MUSEU PARAENSE EMÍLIO GOELDI. CIÊNCIAS HUMANAS

INSTRUCTIONS FOR AUTHORS

Mission and Editorial Policy

The mission of the **Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas** is to publish original works on archaeology, history, anthropology, indigenous linguistics, and related fields. The journal does not accept expanded abstracts, reports, or work which has been previously published in proceedings, CDs, or other media. The journal accepts contributions in Portuguese, Spanish, English and French for the following categories:

Research Articles – original scientific articles reporting on research, that effectively contribute to the advancement of knowledge. Between 15 and 30 pages.

Review Articles – analytical texts or essays that contain a bibliographical or theoretical review of a certain subject or topic. Between 15 and 30 pages.

Short Communications – short preliminary reports on field observations, challenges faced and progress made in ongoing research emphasizing hypotheses, mentioning sources, partial results, materials and methods. Maximum length: 15 pages.

Memory – this category includes texts about collections or items in collections considered relevant for scientific research; fully or partly transcribed documents with an introductory text; biographical essays, including obituaries or individual memories. Maximum length: 20 pages.

Debate – critical essays on current issues. Maximum length: 15 pages.

Book Reviews – descriptive and/or critical reviews of printed or electronic publications. Maximum length: five pages.

Theses and Dissertations – a brief description (without bibliography) of master's theses and doctoral or other postgraduate dissertations. One page. The **Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas** (Human Sciences) publishes abstracts of theses and dissertations, but does not publish chapters of these works. We recognize that need and academic interest in disseminating results stemming from graduate-level work exist, and in these cases recommend drafting a scientific article containing unique text which differs from the original, emphasizing notable points in the research and utilizing direct citations where appropriate.

Article proposals

The Boletim only accepts original contributions in digital format. Digital manuscripts should be submitted via the online platform *ScholarOne*, which is accessible through the website of the Boletim <<http://http://editora.museu-goeldi.br/humanas>> or directly via the link <<https://mc04.manuscriptcentral.com/bgoeldi-scielo>>, providing additional information requested during the various steps of the submission process.

Before submitting your work, please make sure you have followed all the instructions detailed in this document; this is crucial in order to begin the editorial process.

Registration

Authors must register in order to create a password-protected personal account on the online platform in the section "CREATE AN ACCOUNT" or "NEW USER" and correctly fill in the profile. Registration and the creation of an account need be done only once. Thereafter, the account should be used for current and future submissions to the Boletim.

At submission, all authors must inform ORCID IDs. Registering with ORCID at <http://orcid.org/> is a requirement to all including co-authors.

Submission

In order to submit a new contribution, authors must log into their account on the online platform and click on "AUTHOR CENTER". After completing this step, proceed to the "AUTHOR RESOURCES" window and start the submission process via the link "CLICK HERE TO SUBMIT A NEW MANUSCRIPT", following seven steps:

- **Step 1: Type, Title, & Abstract**

- Choose type of manuscript (article, review, etc.).
- Title of manuscript.
- Provide the abstract.

- **Step 2: File Upload**

- Upload the files.
- (At least one of the files should represent the Main Document)

- **Step 3: Attributes**

- Add key words (3 to 6).

- **Step 4: Authors & Institutions**

- Declare whether the manuscript is submitted by the author, or by another person.

- **Step 5: Reviewers**

- Optionally name potential reviewers that are preferred, or non-preferred.
- Specify Corresponding Author.
- Provide CRediT Contribution.

- **Step 6: Details & Comments**

- Specify who funded the research that resulted in the submission.
- Declare that the work was submitted exclusively to the Boletim and has not been published elsewhere.
- Declare that the work is in accordance with ethical norms.
- Confirm that the submitted files are entirely anonymous, so as to enable anonymous peer review.
- Declare whether there is any conflict of interest. If there is, please specify.

- **Step 7: Review & Submit**

- Verify that all information and files are complete, view the PDF proof, and finalize the submission by clicking on "SUBMIT".

The journal has a Scientific Council. Manuscripts are first examined by the Editor or by one of the Associate Editors. The Editor has the right to recommend alterations to the submitted manuscripts or to return them when they fail to comply with the journal's editorial policy.

Upon acceptance, manuscripts are submitted to peer-review and are reviewed by at least two specialists who are not members of the Editorial Board. In the event of discrepancy between the reviews, the manuscript is submitted to other referee(s). In case changes or corrections are recommended, the manuscript is returned to the author(s), who have thirty days to submit a new version.

Once accepted, submissions are published according to the order in which they were received. The Scientific Editor also may determine the appropriate time for publication.

Publication of a manuscript entails transfer of copyright to the journal. A declaration of Assignment of Copyrights of the published work, signed by all authors, must be submitted together with the revised manuscript sent by Secretariat.

Preparing the manuscript for submission

All manuscripts have to be submitted via the online platform *ScholarOne*. Original manuscripts must be prepared observing the following requirements:

1. Word for Windows format, Times New Roman font, size 12, line spacing 1.5, and pages must be numbered. Articles on linguistics must use a font that is compatible with the Unicode standard, such as Arial, Calibri, Cambria, Déjà Vu, Tahoma and others that include the IPA extended set of phonetic symbols. Times New Roman is preferred, but it includes the full IPA in Unicode only in more recent editions of Windows. One should **never** improvise IPA characters such as *ɪ*, *ʊ*, etc. by applying strike-through of common characters.
2. The cover page must contain the following information:
 - a. Title (in the original language and in English);
 - b. Abstract;
 - c. *Resumo* (a Portuguese abstract in case the original is English);
 - d. Keywords and their equivalent *palavras-chave* in Portuguese.
3. The manuscript must include neither the name(s) of the author(s) nor acknowledgements.
4. To highlight terms or phrases, please use single quotation marks.
5. Only foreign language words and phrases and Latinized scientific terms should be in italic type.
6. The articles should follow the recommendations of the APA 6th Edition - Citation Guide for the presentation and use of bibliographical information: citation in documents and references.
7. Tables should be in Word format, numbered in sequence, with clear captions.
8. All figures (illustrations, graphs, pictures, diagrams, etc.) should be presented on separate, numbered pages with their respective captions, and submitted separately on the online platform. Images require minimum resolution of 300 dpi and minimum size of 1,500 pixels, in JPEG or TIFF format. If possible, respect the page sizes of the Bulletin, namely 16.5 cm wide and 20 cm tall (for images occupying two columns) or 8 cm wide and 20 cm tall (for images occupying one column). When text is contained in images, the font used should be Arial, 7 to 10 pt.
9. Images created in vectoral programs should be provided in open format, with either a .cdr (X5 or inferior), .eps or .ai (CS5 or inferior) extension.
10. All tables, graphs and images must obligatorily be mentioned in the body of the text.
11. Sections and subsections in the text must not be numbered.
12. Only page numbering and the numbering of footnotes should be automatic. Texts containing automatically numbered sections, paragraphs, figures, examples or any other automatized processes cannot be accepted.
13. Texts must fully comply with scientific naming rules, abbreviations and other conventions current in the specific fields of discipline.

14. Footnotes should be used only when strictly necessary, never for reference to published work, and should be indicated in Arabic numbers.
15. Reference to works cited throughout the text should conform to the following convention: author's last name (not in upper case), year, page(s). Examples: (Goeldi, 1897, p. 10); Goeldi (1897, p. 10).
16. All references used throughout the text must be listed at the end of the article, and all works listed should be mentioned in the text.

Basic text structure

1. **Title** – The title must appear both in the original language of the text and in English (or Portuguese, in case English is the original language). The title must be in lower case in bold type, centralized on the page.
2. **Abstract** – This section should be a single paragraph and highlight the goals, methods and results of the research, with a minimum length of 100 words and a maximum length of 200 words. The abstract should be presented both in the original language of the text and in English (or Portuguese, in case the original language is English). The translated abstract must either be composed or corrected by a native speaker, which is the responsibility of the authors.
3. **Keywords** – Three to six words that identify the topics addressed in the article, for the purpose of indexation in databases.
4. **Body of the text** – The text should be subdivided into sections that are NOT numbered. Articles should preferably contain the following components/sections: introduction, theoretical background, main text, conclusion, references. Lengthy paragraphs and/or sentences should be avoided. Acronyms should be preceded by the word or phrase to which it refers to when appearing for the first time. Example: "The Universidade Federal do Pará (UFPA) is preparing a new admission exam". Quotations of less than 40 words should be included in the body of the text between double quotation marks (""). Quotations of 40 or more words are separated from the text and indented in block, with no quotation marks, the font size being smaller than the font used in the text.

The road down into the Guaporé Valley was in quite good condition, for it had not yet begun to rain heavily, and we made good time to the ranch known as Estrela do Guaporé. There, I talked briefly with the administrator, a man named Alvaro, and then with Kim, who was recuperating from malaria. Kim was very pale and weak, and our talk was brief and constrained. I found out later that he had actually gone to Brasília and told the FUNAI that Sílbene was urging the Indians to kill cattle. In fact, Sílbene had told the Indians to defend their gardens, which were on demarcated land, from invading cattle (Price, 1989, p. 119).

5. **Acknowledgements** – Should be brief and can mention: support and funding; connections to graduate programs and/or research projects; acknowledgement to individuals and institutions. The names of individuals and institutions should be written in full, together with a motivation for the acknowledgement. Note that the first submitted version of the article should be without acknowledgements, because of the anonymous peer-review process.
6. **References** – Should be listed at the end of the text in alphabetical order according to the last name of the first author. In the event of two or more references to a same author, please use chronological order. References should comply with APA 6th Edition - Citation Guide. Please avoid unnecessary capitals in the titles of books and articles. Only proper names, German nouns and the content words of journal titles and book series should start with a capital letter.

Note: It is the author's responsibility to comply with reference formatting norms and the most current usage rules for the Portuguese language in articles and other documents submitted to the journal. The following list contains various examples of the different types of references:

Book

Veríssimo, J. (1906). *A educação nacional* (2nd ed.). Rio de Janeiro: Livraria Francisco Alves.

Quote in the text: Veríssimo (1906) or (Veríssimo, 1906)

Vidal, W. N., & Vidal, M. R. R. (1986). *Botânica - organografia: quadros sinóticos ilustrados de fanerógamos* (3th ed.). Viçosa: UFV.

Quote in the text: Vidal and Vidal (1986) or (Vidal & Vidal, 1986)

Wieczorek, A., Rosendahl, W., & Schlothauer, A. (Orgs.). (2012). *Der Kult um Kopf und Schädel*. Heidelberg: Verlag Regionalkultur.

Quote in the text: Wieczorek et al. (2012) or (Wieczorek et al., 2012)

Book chapter

Zaccara, M. (2017). Mulheres artistas em Pernambuco: uma introdução. In M. Zaccara (Org.), *De sinhá prendada a artista visual: os caminhos da mulher artista em Pernambuco* (pp. 16-48). Recife: Madalena Zaccara.

Quote in the text: Zaccara (2017) or (Zaccara, 2017)

Carneiro da Cunha, M. (1992). Política indigenista no século XIX. In M. Carneiro da Cunha (Org.), *História dos índios no Brasil* (pp. 133-154). São Paulo: Companhia das Letras.

Quote in the text: Carneiro da Cunha (1992) or (Carneiro da Cunha, 1992)

Series/Collection

Goeldi, E. (1900). *Escavações arqueológicas em 1895: executadas pelo Museu Paraense no litoral da Guiana Brasileira entre Oiapoque e Amazonas* (Memórias do Museu Goeldi, n. 1). Belém: Museu Paraense de História Natural e Ethonografia.

Quote in the text: Goeldi (1900) or (Goeldi, 1900)

Scientific journal article

Gurgel, C. (1997). Reforma do Estado e segurança pública. *Política e Administração*, 3(2), 15-21.

Quote in the text: Gurgel (1997) or (Gurgel, 1997)

Jantz, R. L., & Owsley, D. W. (2001). Variation among early North America crania. *American Journal of Physical Anthropology*, 114(2), 146-155. doi: [https://doi.org/10.1002/1096-8644\(200102\)114:2<146::AID-AJPA1014>3.0.CO;2-E](https://doi.org/10.1002/1096-8644(200102)114:2<146::AID-AJPA1014>3.0.CO;2-E)

Quote in the text: Jantz and Owsley (2001) or (Jantz & Owsley, 2001)

Posth, C. et al. (2018). Reconstructing the deep population history of Central and South America. *Cell*, 175(5), 1-13. doi: <https://doi.org/10.1016/j.cell.2018.10.027>

Quote in the text: Posth et al. (2018) or (Posth et al., 2018)

Velthem, L. H. V. (2012). O objeto etnográfico é irreduzível? Pistas sobre novos sentidos e análises. *Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas*, 7(1), 51-66. doi: <http://dx.doi.org/10.1590/S1981-81222012000100005>

Quote in the text: Velthem (2012) or (Velthem, 2012)

Tersis, N., & Carter-Thomas, S. (2005). Investigating syntax and pragmatics: Word order and transitivity in Tunumiisut. *International Journal of American Linguistics*, 71(4), 473-500.

Quote in the text: Tersis and Carter-Thomas (2005) or (Tersis & Carter-Thomas, 2005)

Newspaper article

Naves, P. (1999, June 28). Lagos andinos dão banho de beleza. *Folha de S. Paulo*, Turismo, Caderno 8, p. 13.

Quote in the text: Naves (1999) or (Naves, 1999)

Article and/or newspaper article in electronic media

Justiça suspende obra de captação de água para a Grande São Paulo. (2017, May 5). *Folha de São Paulo*. Retrieved from <https://www1.folha.uol.com.br/cotidiano/2017/05/1881436-justica-suspende-duas-obras-de-captacao-de-agua-para-grande-sp.shtml>

Quote in the text: "Justiça suspende" (2017) or ("Justiça suspende" 2017)

Silva, I. G. (1998, September 19). Pena de morte para o nascituro. *O Estado de S. Paulo*. Retrieved from <http://www.portaldafamilia.org/artigos/artigo225.shtml>

Quote in the text: Silva (1998) or (Silva, 1998)

Work presented in event

Brayner, A. R. A., & Medeiros, C. (1994, December). Incorporação do tempo em SGBD orientado a objetos. In *Anais do Simpósio Brasileiro de Banco de Dados*, Universidade de São Paulo, São Paulo.

Quote in the text: Brayner and Medeiros (1994) or (Brayner & Medeiros, 1994)

Work presented in event in electronic media

Silva, R. N., & Oliveira, O. (January, 1996). Os limites pedagógicos do paradigma da qualidade total na educação. In *Anais Eletrônicos do Congresso de Iniciação Científica da UFPe*, Universidade Federal de Pernambuco, Recife. Retrieved from <https://www.ufpe.br/propesq/anais/educ/ce04.htm>

Quote in the text: Silva and Oliveira (1996) or (Silva & Oliveira, 1996)

Internet messages: electronic mailing list and other online communities

Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas. (2018, July 16). Boletim de Ciências Humanas do Museu Paraense Emílio Goeldi discute patrimônio indígena [Facebook]. Retrieved from <https://www.facebook.com/boletimgoeldiCH/>

Quote in the text: Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas (2018) or (Boletim do Museu Paraense Emílio Goeldi. Ciências Humanas, 2018)

Blog SciELO em Perspectiva Humanas. (2018, June 13). Cultura ancestral para entender a Amazônia de ontem e de hoje [Blog]. Retrieved from <http://humanas.blog.scielo.org/blog/2018/06/13/cultura-ancestral-para-entender-a-amazonia-de-ontem-e-de-hoje/>

Quote in the text: Blog SciELO em Perspectiva Humanas (2018) or (Blog SciELO em Perspectiva Humanas, 2018)

Legal document

Constituição da República Federativa do Brasil de 1988 (18th ed.). (1998). São Paulo: Saraiva.

Quote in the text: Constituição da República Federativa do Brasil de 1988 (1998) or (Constituição da República Federativa do Brasil de 1988, 1998)

Decreto n. 3.298. (1999, December 20). Regulamenta a política nacional para a integração da pessoa portadora de deficiência, consolida as normas de proteção e dá outras providências. Brasília, DF: Presidência da República.

Quote in the text: Decreto n. 3.298 (1999)

Legal document in electronic media

Resolução n. 17, de junho de 1991. Coleção de Leis da República Federativa do Brasil. Retrieved from <http://www2.camara.leg.br/legin/fed/ressen/1991/resolucao-17-14-junho-1991-480998-publicacaooriginal-1-pl.html>

Quote in the text: Resolução n. 17, de junho de 1991

Medida Provisória n. 1.569-9, de 11 de dezembro de 1997. Estabelece multa em operações de importação, e dá outras providências. Retrieved from <http://www2.camara.leg.br/legin/fed/medpro/1997/medidaprovisoria-1569-9-11-dezembro-1997-377059-publicacaooriginal-1-pe.html>

Quote in the text: Medida Provisória n. 1.569-9, de 11 de dezembro de 1997

Academic works (theses, dissertations and monographs)

Benchimol, A. (2015). *Resgate e ressignificação da pesquisa no Museu Paraense Emílio Goeldi: presença e permanência de cientistas estrangeiros (1894-1914) na produção científica de autores atuais (1991-2010)* (Doctoral dissertation). Instituto Brasileiro de Informação em Ciência e Tecnologia, Universidade Federal do Rio de Janeiro, Rio de Janeiro, RJ, Brasil.

Quote in the text: Benchimol (2015) or (Benchimol, 2015)

Moore, D. (1984). *Syntax of the language of the Gavião Indians of Rondônia, Brazil* (Doctoral dissertation). University of New York, New York.

Quote in the text: Moore (1984) or (Moore, 1984)

Archive document

Campos, E. (1964, January 11). *Carta à Bienal de São Paulo*. Arquivo Histórico Wanda Svevo. Fundação Bienal de São Paulo, São Paulo.

Quote in the text: Campos (1964) or (Campos, 1964)

Salles, V. (1974, March 28). *Carta a Lúcio Flávio Pinto*. Material histórico-cultural - Vicente Salles. Correspondência expedida - Comunicação. Coleção Vicente Salles. Biblioteca do Museu da Universidade Federal do Pará, Belém.

Quote in the text: Salles (1974) or (Salles, 1974)

Audiovisual media

Herzog, W. (Producer & Director). (1970). *Os anões também começaram pequenos*. Germany: Werner Herzog Filmproduktion.

Quote in the text: Herzog (1970) or (Herzog, 1970)

Initial evaluation

An initial evaluation will be carried out by the editorial staff, following a checklist of basic criteria. In case the submission is incomplete or the images are not in accordance with the specifications mentioned above, the article will be returned to the author through the platform, by marking it as “UNSUBMITTED AND MANUSCRIPTS IN DRAFT”. This means that the article returns to the stage of not yet having been submitted, with an explanation of the issues to be resolved. After having resolved the pending issues, the author should resubmit the article by choosing the option “RESUBMIT”.

Revision of articles

After receiving the anonymous peer reviews, the Editor decides whether the article is accepted for publication. If accepted, the author is requested to revise the article on the basis of the reviews and the Editor's observations. The author must also explain how the revision was done and provide justification in case the advice of the reviewer(s) was not followed. It is obligatory to use the “Track Changes” function in Word, when applying changes. The revised article should be submitted via the online platform, via the revision link at “AUTHOR RESOURCES”, by clicking on “CREATE REVISION”.

Proofs

After having been formatted by the editorial staff, the articles will be sent in PDF format to the authors via the *ScholarOne* e-mail system for final approval, and must be returned as soon as possible. Requested changes in the text have to be marked and commented as clearly as possible in the PDF document. At this stage, changes concerning content or changes resulting in an increase or decrease in the number of pages will not be accepted. In the event that the author does not respond in time, the formatted version will be considered as approved by the author. The articles will be published in full in PDF format on the journal website, in Issuu, in DOAJ, and at SciELO.

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- 2- After acceptance, the articles will be published according to order of arrival. The Editor may also decide on the most convenient time for publication.
- 3- The journal does not accept expanded abstracts, reports, and works previously published in Proceedings, CDs, and/or other media.