INSTRUCTIONS TO AUTHORS OF THE “PATRIMÓNIO DO INDICO”

Guidelines for manuscript submission.

Manuscripts must be submitted to The Editor (patrimos@gmail.com). All manuscripts are refereed externally in “subject”. Only those manuscripts that meet the following requirements will be considered for publication. Large monographic works are considered for publication only when the subject matter aligns closely with the “PATRIMÓNIO DO INDICO” strategic objectives.

Submit manuscripts electronically and as one printed copy; images should be high resolution TIFFs or JPG’s (see below). If color is necessary, authors should first consider the costs involved, the TIFF specifications and the layout (see below). Attach one summary file or cover sheet giving: the title; the name, address and contact details of each author; the author responsible for checking proofs; a suggested running-head of less than 40 character-spaces; and the number and color of figures, tables and appendices. Manuscripts must be complete when submitted.

Authors Text files, tables and charts should be in Rich Text Format (RTF). Tables and figures should be numbered and referred to in numerical order in the text. Electronic copy is stripped and reconstructed during production, so authors should avoid excessive layout or textual embellishments; a single font should be used throughout; avoid using uncommon fonts. All copy is manipulated within a Windows (not Mac) environment using Microsoft and Adobe software. The submitted printed copy of the manuscript should be derived directly from the electronic file that accompanies it.

Manuscripts should be prepared using recent issues as a guide. There should be a title (series titles should not be used), author(s) with their institutional addresses, an abstract (should be intelligible by itself, informative not indicative), introduction (should open with a few lines for general, non-specialist readers), materials and methods, results (usually subdivided with primary, secondary and rarely tertiary-level headings), discussion, acknowledgments and references. If appropriate, an appendix may be added after references.

Except for common abbreviations, definitions should be given in the materials and methods section. Sentences should not begin with abbreviations or numerals. Metric units must be used except when citing original specimen data. It is desirable to include geo-spatial coordinates (UTM/WAG84 or Degree Minutes Seconds).

Previously published illustrations will generally not be accepted. Extra costs resulting from colour production are charged to the author (US$100.00 for 1–8 pp, US$200.00 for 9–16 pp, etc.; authors of adjoining papers may share costs). All images must (a) be rectangular or square and scalable to a width of 83 mm (one text column) or 172 mm (both text columns including gutter) and any depth up to 259 mm (the number of lines in a caption limits depth); (b) have lettering similar to 14 point, upper case, normal, Helvetica or Arial, in final print; (c) have no unnecessary white or black space; and (d) have vertical or horizontal scale bars, with the lengths given in the caption and with the thickness approximately equal to an upper case 14 point letter “I”.

Digital images must be presented as TIFF/JPG, or as multilayered PSD files suitable for Adobe Photoshop version 5.0 or later or COREL DRAW 12 or later. Halftone and colour images must be at a minimum resolution of 300 dpi at final size (at this resolution 2040 pixels = printed-page-width) and all labelling must be sharp (with anti-aliased active). Black and white line images (bitmaps) must be at a minimum resolution of 1200 dpi at final size (at this resolution, 8160 pixels = page width = 172 mm).

When reference is made to figures in the present work use Fig. or Figs, when in another work use fig. or figs; the same case-rule applies to the words tables and plates. Figures and tables should be numbered and referred to in numerical order in the text.

Authors should refer to recent issues of the Oxford University or Uppsala University to determine the correct format for listing references and to The Chicago Manual of Style to resolve other matters of style.


The text of the quotes extracted from documents authored by third parties must be completely identified by neme of the author, date of publication and page number; for example (Clark, 1952:211), or “as was demonstrated (Sinclair, 1985), which...” or ... which was confirmed by Huffman (2007)

Certain anthropological manuscripts (both text and images) may deal with culturally sensitive material. Responsibility rests with authors to ensure that approvals from the appropriate person or persons have been obtained prior to submission of the manuscript.

Stratigraphic practice should follow the International Stratigraphic Guide (second edition) and some field geologist’s guide to lithostratigraphic nomenclature in author's country.

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