



FORMALITIES AND STYLE GUIDE FOR AUTHORS

Boletín del Museo Chileno de Arte Precolombino

The *Boletín del Museo Chileno de Arte Precolombino* is an indexed international academic journal published biannually in digital format. Founded in 1985, it provides a space for specialists from the social sciences, the arts, and the humanities to come together and engage in dialogue on the study of the art and cultures of the Indigenous peoples of the Americas, with particular attention to their Pre-Columbian visual and material aspects.

The *Boletín* publishes research articles, review articles, book reviews and interviews in Spanish and English on topics regarding archaeology, anthropology, rock art, ethnography, art history, visual arts, history, architecture, cognition, cosmology, philosophy, ecology, economics, ideology, musicology, technology, and related disciplines. Submissions combining two or more of these topic areas are especially welcome. In addition, a key value of the *Boletín* is the relevance and the technical and artistic quality of the material it publishes. Submissions are evaluated by external peer reviewers, independent of the editorial team, under a double-blind peer review process, and are accepted throughout the year. They are reviewed in the order in which they are received and published in the order in which they are accepted.

For the purposes of the *Boletín*, the terms “authors” and “co-authors” refer exclusively to human individuals; AI tools cannot be credited as such. By signing the Declaration of Scientific Integrity and Good Practice, authors accept responsibility for the accuracy, truthfulness, originality, and integrity of the work, including any parts generated using AI.

All types of articles published by the journal, except for interviews, are reviewed by experts outside the *Boletín* using a “double-blind” review process.

Text type	Definition
Research Article	The <i>Research article</i> presents new findings or scientific knowledge. This work includes previously unpublished data, methods, or findings, which are presented clearly, supported by sound methodology, and grounded in evidence.
Review Article	The <i>Review article</i> is a critical review of the literature, a research summary or a state-of-the-art review that examines, analyses, organises and discusses published information on a specific topic, without the need to present new experimental results.
Book Review	The <i>Book review</i> is a critical, evidence-based analysis of an authored or edited work.
Interview	The <i>Interview</i> is a conversation between two or more individuals on topics and disciplines relevant to the Journal.

Number of words, images, audio, and video

Research articles should not exceed 9,000 words and may contain up to 15 images, in addition to audio and video files; review articles should be between 3,000 and 5,000 words and may contain up to six images, in addition to audio and video files; book reviews should be between 1,500 and 2,500 words and include up to three figures, including the cover of the reviewed work; interviews should be between 2,000 and 4,500 words and include up to six images, as well as audio and video.

For all text types, all sections of the work must be included when calculating the word count.

MANUSCRIPT SUBMISSION

- a) Manuscripts must be submitted through Open Journal Systems (OJS), available on the website <http://www.boletinmuseoprecolombino.cl>. Authors submitting for the first time must register as users on the same platform. In case of any problems, please email: boletin@museoprecolombino.cl
- b) Authors must submit a single file that, along with the main text, must include all tables, charts, and images—in low resolution—accompanied by their explanatory captions and placed immediately after their first mention in the article. If audio and video files are included, the exact location in the manuscript where they should be inserted must be indicated, along with their explanatory captions.
- c) At the same time the manuscript is submitted, all images, audio files, and videos contained in or referred to in the manuscript must be submitted in the quality required by the Journal (300 dpi for images). Otherwise, the manuscript will not be considered for publication. For more information on images, see section 7: Figures.
- d) When submission, authors may propose between three and five experts for external review, which will be conducted if the manuscript is accepted. The final decision regarding the reviewers to be consulted rests exclusively with the journal.

GENERAL FORMALITIES

All texts should be submitted in a word-processing format compatible with Microsoft Word, with its pages numbered.

1. FIRST PAGE

Research and Review Articles

- a) The first page must include the title of the article (up to 130 characters, including spaces), an abstract of no more than 250 words, and three to seven keywords (different from those appearing in the title), all provided in both English and Spanish. English and Spanish

translations will be duly reviewed and, where necessary, revised according to technical criteria under the supervision of the Editor.

- b) This page must also contain the following information about the author(s): first name(s) and surname(s), institutional affiliation (institution, city and country), Open Researcher and Contributor ID (ORCID), and email address.

Book Reviews

- a) The first page must include the following information in the following order: title of the reviewed work; details of the review author: institutional affiliation (institution, city and country), Open Researcher and Contributor ID (ORCID), and email address; publication details of the work: editor(s), where applicable, city and publishing entity or press, year of publication, number of pages, and dimensions (width, height, depth).

2. HEADINGS

- a) The title and subheadings of manuscripts must be concise, particularly the subheadings. The Editor reserves the right to modify them where necessary.
- b) Primary, secondary and tertiary headings must be clearly structured and differentiated, either through font size, the use of bold type, or numbering.

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3. NOTES

- a) Footnote references in the text must be indicated consecutively using Arabic numerals in superscript, which should always be placed after a punctuation mark, ideally a full stop or a paragraph break.
- b) Notes must appear at the end of the document. Excessive use of notes should be avoided, and their length should be limited.
- c) The Journal may shorten notes that are excessively long or suggest new ones where necessary.

4. IN-TEXT CITATIONS

- a) Paraphrasing is preferred to direct quotations, unless the latter are strictly necessary.
- b) Citations must correspond exactly to the original work cited, without updates or modifications (unless they are explicitly indicated), and the same edition of the publication referenced must be cited.
- c) The editors will review the quotations and, if they find any discrepancies between the quoted text and the source, will ask the authors to verify and correct all such discrepancies in the manuscript.
- d) If a quotation is in a language other than that of the article, it must be provided in its original language, and the author must provide a translation in a note at the end of the text, identifying the translator (first name(s) and surname(s)). If the translation is the author's own, it must be indicated as follows: (Chamorro 2013: 115; author's translation).

- e) If a direct quotation is up to 40 words in length, it must be incorporated into the text and enclosed in quotation marks.
- f) Quotations exceeding 40 words must be separated from the main text by a blank line, use a typeface two points smaller than the main text, be indented from the left margin, and not be enclosed in quotation marks.
- g) In both cases, quotations must be referenced in the bibliography, including page numbers, as in the following example: (Cruzat 1898: 174).
- h) When an author is mentioned in the text, the year of publication of the work should be given in parentheses after the surname, together with the page number if required: "Pablo Cruzat (1898: 174) states that...". In such cases, authors are requested to use the author's full name at the first mention; thereafter, the surname alone may be used.
- i) When citing a work by two authors, both authors' surnames should be included (Irribarren & Bergholz 1972). For works by more than two authors, the first author should be named followed by *et al.*: (Betancourt *et al.* 2000: 312).
- j) When several publications are cited within the same parenthesis or comment, they must be arranged chronologically.
- k) When citing Artificial Intelligence, the name of the developing company and the year must be indicated: "OpenAI (2026) states that..."; "...is a useful tool for structuring research (Google 2026)."

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5. ACKNOWLEDGEMENTS AND FUNDING INFORMATION

When a work includes acknowledgements or funding information, this information should be placed immediately before the References section. Example:

- This work was conducted as part of FONDECYT Project No. 1181844, *Sonidos serranos. De la Tirana a Paucartambo: santuarios, musicalización y danzas en el paisaje sonoro*, 2018. Principal Investigator: Alberto Díaz Araya.

6. REFERENCES

- a) A list of works must be included under the heading "References". The list must be limited exclusively to references cited in the text, notes, figure captions, tables, audio files and videos.
- b) This list must be organised alphabetically by author, with single-author works listed first, followed by works with two authors and then those with more than two authors. In the case of two or more works by the same author(s), they must be arranged chronologically.
- c) When two or more works by the same author were published in the same year, they are distinguished by the letters a, b, c...
- d) If an author is cited for works of sole authorship as well as co-authored or multi-authored works, they are listed in the following order: first, the author's works of sole authorship; next, co-authored works; and finally, works by a group of authors (cited as "et al." in the body of the text).

- e) The bibliographic information for each reference must be complete and must be organised as follows: author(s), year of publication, title in italics, printer or publisher. Other information, such as editor(s), page numbers, volume, etc., should be added when the reference corresponds to a chapter in a book, journal article, or similar publication.
- f) If the work has a DOI, it must be included; where the work is available online, the URL of the original source and the date of access must be indicated.

Books

- Murra, J. 1978. *La organización económica del Estado Inca*. Siglo XXI.
- Bertonio, L. 1956 [1612]. *Vocabulario de la lengua aymara*. Ceres.

Books with more than one author:

- Schultes, R. & A. Hofmann 1933. *Plantas de los dioses. Orígenes del uso de los alucinógenos*. Fondo de Cultura Económica.
- Jaramillo, L., E. Ramos & J. Ramos 2023. *Arqueología regional en el Cauca Medio. La ocupación humana prehispánica en Filandia*. University of Pittsburgh.

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Books edited, coordinated, or directed by others:

- Bueno, P. & J. Soler 2020 (Eds.). *Ídolos: miradas milenarias*. Museo Arqueológico de Alicante.
- Maicas, R., C. Cacho, E. Galán & J. Martos 2010 (Coords.). *Ojos que nunca se cierran. Ídolos en las primeras sociedades campesinas*. Ministerio de Cultura.

Chapters or articles within books

- Kubler, G. 1981. Period, Style and Meaning in Ancient American Art. In *Ancient Mesoamerica*, J. Graham, ed., pp. 11-23. A Peek Publication.

Articles in journals

- Espinosa, M. 2015. Afrochilenos en Arica: identidad, organización y territorio. *Antropologías del Sur* 2 (3): 175-190.
- Conklin, W. 1983. Pukara and Tiahuanaco Tapestry: Time and Style in a Sierra Weaving Tradition. *Ñawpa Pacha* 21: 1-44.

Articles in conference proceedings

- Irribarren, J. & H. Bergholz 1972. El camino del Inca en un sector del norte chico. In *Actas del VI Congreso de Arqueología Chilena*, H. Niemeyer, ed., pp. 229-266. Universidad de Chile-Sociedad Chilena de Arqueología.

Manuscripts

Ancient manuscripts (do not include the abbreviation “Ms.”)

- Sahagún, B. de. 1558-1585. *Códices Matritenses*. Vol. 3, Real Biblioteca de Madrid, II-3280. <<http://bdmx.mx/documento/galeria/bernardino-sahagun-codices-matritenses>> [accessed: 22-07-2022].

Recent manuscripts that have not yet been published (must include the abbreviation: “Ms.”)

- Sinclaire, C. 2004 Ms. *Ocupaciones prehispánicas e históricas en las rutas del despoblado de Atacama: primera sistematización*. Informe parcial arqueológico, Proyecto FONDECYT N° 10400290.

Dissertations, degree seminars, or theses

- Vilches, F. 1996. *Espacio y significación en el arte rupestre de Taira, río Loa, II Región de Chile: un estudio arqueoastronómico*. Memoria de Título en Arqueología, Universidad de Chile, Santiago.

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After indicating the author, the year and the title, the following should be stated as appropriate:

- Undergraduate thesis, (University).
- BA thesis, (University).
- MA, (University).
- PhD diss., (University).

Archives

They are cited in the body of the text, in parentheses, with all the relevant details. Example:

- (AHL, Tarapacá, Legajo 419, 1797, f. 4v.).

They are listed immediately before the References, in a separate section titled ‘Archives’, alongside their acronym and name. Example:

- AAA, Archivo Arzobispal de Arequipa.
- AOI, Archivo Obispado de Iquique.
- ANS, Archivo Nacional de Chile.

Cartography

- Instituto Geográfico Militar 2003. *Carta Regular de Chile “Conchi”*, Escala 1:50.000. Instituto Geográfico Militar. <<https://www.igm.cl/ventas-Escalas.php?tab=Regi%C3%B3n%20De%20Tarapac%C3%A1&sec=2&numero=42&escala=4>> [accessed: 23-06-2024].

- Biblioteca Nacional Digital 2017 [1899]. *Mapa geográfico e histórico del Perú*. Escala 1:6.000.000. DIBAM. <<http://www.bibliotecanacionaldigital.gob.cl/bnd/631/w3-article-354288.html>> [accessed: 20-09-2025].

Objects from a collection

- Metropolitan Museum of Art. s.f. *Tunic Fragment*. Accession number: 1979.206.394. <<https://www.metmuseum.org/art/collection/search/312615>> [accessed: 22-06-2023].
- Royal Ontario Museum. s.f. *Mantle Fragment*. Object number: 931.11.1. <<https://collections.rom.on.ca/objects/389336/mantle-fragment?ctx=37201a2b-e8ed-45ab-8808-0398ffb9a48f&idx=0>> [accessed: 14-04-2023].

Audios, films and videos

Multimedia resources (audio and video files) must be appropriately cited in the text using the corresponding label and numbered consecutively, for example: (audio 1), (audio 2) or (video 1), (video 2), as applicable.

- Example of an audio file in the References section:
 - Sarmiento, R. 2018. Grito de lucha final. 5:1 min. Producción independiente.
- Example of a video file in the References section:
 - Herrera, C. & G. Jofré 2018. *En Mendoza los pueblos originarios piden la restitución del guardián del Aconcagua*. Raíces Ancestrales, Youtube, 16:41 min. <<https://www.youtube.com/watch?v=1MCipc4WNTA>> [accessed: 20-05-2020].

“In press” publications

The term “in press” must be included at the end of the reference, followed by the year in which the work is cited in the article. Example:

- Zubieta, L. 2023. *Rock Art and Memory in the Transmission of Cultural Knowledge*. Springer. In Press.

Artificial intelligence

The developer company, year, model name, version and date accessed must be provided. Examples:

- OpenAI. 2026. *ChatGPT (GPT-4o)*. Large language model [accessed: 21-03-2026].
- Google. 2026. *Gemini (version 1.5 Pro)*. Artificial intelligence model [accessed: 17-04-2026].

7. FIGURES

- a) Research articles may include a maximum of 15 figures, review articles up to six, book reviews up to three (including the cover of the work being reviewed), and interviews up to six. Figures include photographs, diagrams, plans, maps and drawings.
- b) All of these are referred to as “figures” and must be cited in the text in abbreviated form: (fig. 1), (figs. 3–7). They must be numbered sequentially, in the same order in which they are cited in the text, and placed immediately after their first mention in the manuscript.
- c) Figure captions should be brief (no more than 30 words) and include the corresponding credits: source of the figure, modifications, author of the photograph or drawing, object number where applicable, holding institution, etc.
- d) Figures must be inserted in the manuscript in low resolution, together with their corresponding captions. In addition, they must be submitted separately in the resolution required by the journal (300 dpi).

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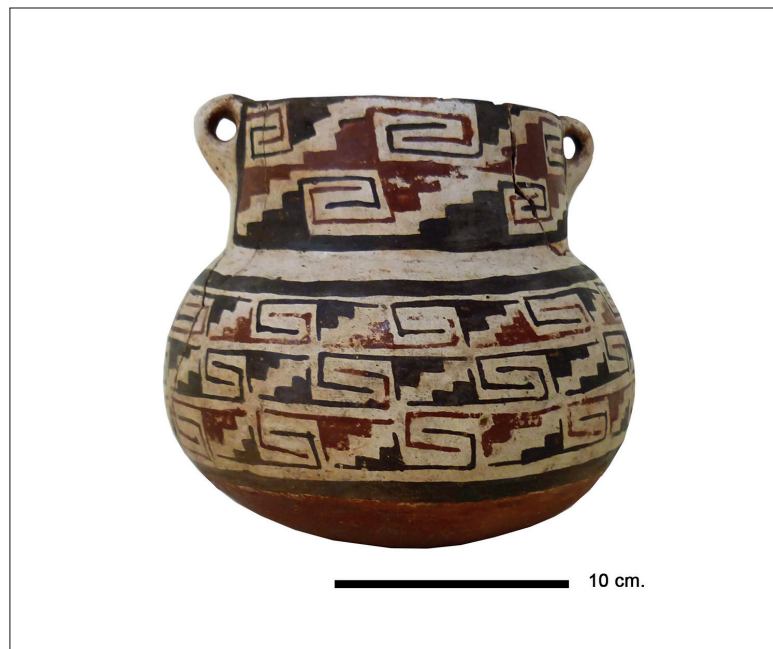
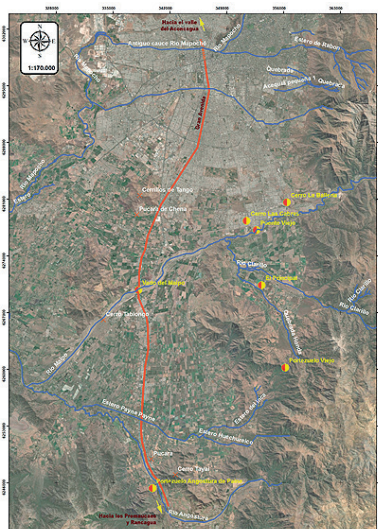


Figure 5. Pot. Object under study (photo by the author).

- e) All pieces or objects must include a scale bar, either within the image itself or in its caption. Maps, plans and drawings must include a graphic scale, and the dimensions of the object depicted must be provided. When the photograph itself constitutes the object, the dimensions of the photograph must also be indicated.
- f) Original figures must have a minimum resolution of 300 dpi. Their technical and artistic quality is an important criterion for the acceptance and publication of the article.

- g) The Journal will be responsible for designing the maps. Authors must provide a preliminary version clearly indicating the points, locations or areas they wish to highlight. In addition, they must submit a copy of the map image without the information layers.

Example of a map with information layers.



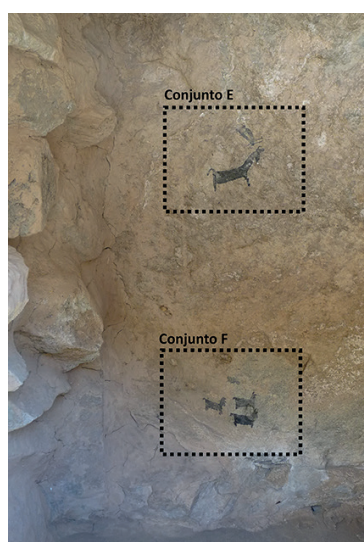
Example of a map without information layers.



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The same requirement applies to figures with information layers:

Example of a map with information layers.



Example of a map without information layers.



8. TABLES AND CHARTS (GRAPHS)

- a) Tables and charts (graphs) must be included within the manuscript, be properly cited in the text (e.g. Table 1), and placed immediately after their first mention.
- b) They must be identified by a brief descriptive title and numbered sequentially using Arabic numerals.

9. AUDIO AND VIDEO

- a) Authors must identify the audiovisual resource to which they are referring in accordance with the editorial guidelines and indicate the location in the manuscript where the hyperlink to the resource should appear. For example: 'The celebration begins with the proclamation of the *alférez* (Audio 1).'
- b) In the References section, these works must include the appropriate credits. In addition, audio and video files must be submitted in high-resolution audio and video.

10. SUPPLEMENTARY MATERIAL

- a) Authors may submit supplementary material such as datasets referred to in the manuscript (figures, audio, video, tables, etc.), which must be accompanied by an appropriate description.
- b) Authors must explicitly indicate where in the manuscript the hyperlink to the resource should appear.
- c) Supplementary material must be submitted as a separate file and is subject to the same editorial guidelines as those governing text, tables, figures, audio and video.

11. CONFLICT OF INTEREST DECLARATIONS

Authors must declare in the manuscript the sources of funding (projects), the funding body, the project title, and the year in which the funding was awarded.

- This work was conducted as part of FONDECYT Project No. 1181844, *Sonidos serranos. De la Tirana a Paucartambo: santuarios, musicalización y danzas en el paisaje sonoro*, 2018. Principal Investigator: Alberto Díaz Araya.

Authors must read and sign the Declaration of Scientific Integrity and Good Practices, through which they acknowledge their understanding of the journal's editorial policies, rights, and obligations—which, in turn, adhere to the principles of research integrity outlined in the *Singapore Statements on Research Integrity* (2010) (<https://www.singaporestatement.org/guidance/singapore-statement>), the *Montreal Statement on Research Integrity in Cross-Boundary Research Collaborations* (2013) (<https://www.singaporestatement.org/guidance/montreal-statement>), as well as the *Committee on Publication Ethics* (COPE) (www.publicationethics.org).