



Terms of Reference for Contributors to Fundasaun Mahein (FM)

Contributors' Responsibilities.

1. Contributors shall adhere to the spirit of the FM vision and mission statements as articulated in the FM Constitution located on the FM website (www.fundasaunmahein.wordpress.com)
2. Contributors will not be reimbursed for their written material or expenses, unless otherwise agreed to via a personal services contract between FM and themselves.
3. Contributors will retain total editorial control and responsibility for their written submissions to FM based on an agreement in writing on the basic outline and contents of the written submission.
4. Contributors may submit articles in any language; however English submissions must be accompanied by a translation into Tetun, Portuguese or Indonesian.
5. Contributors may submit articles to national newspapers but shall recognize FM's contribution.

FM Responsibilities

1. FM will not discriminate in the choice of contributors, but it will insist that contributors adhere to the FM constitution.
2. FM shall provide advisory support to contributors by way of assisting in obtaining written resource material, access to key informants and other intellectual and administrative support as and when reasonable.
3. FM shall publish contributors' articles within 30 days of receipt and mutual agreement on the content in line with the agreed outline.
4. FM shall publish articles in the language of choice of the contributor, although it may choose to translate the articles.
5. FM shall distribute the article through all online methods, and encourage national newspapers to print hardcopy versions.
6. FM shall give preference to all contributors to FM when organizing workshops and seminars.





“Mahein’s Voice” (Mahein nia Lian) – short report.

Contributors who agree to submit short reports shall adhere to the following guidelines.

Submissions shall:

1. Designed to provoke constructive debate.
2. They do not need to answer all question relating to the subject, but should provide enough information to be informative and encourage further discussion.
3. Be no more than 2500 words in length, and no less than 1500 words in length.
4. Be submitted as a Word document in soft electronic copy to the email direktor.mahein@gmail.com
5. Use no formatting.
6. Be written in “Arial” font size 11.
7. if accompanied by photos or graphics, that these files be submitted separately and not embedded in the word file (acceptable file formats include, .jpeg, .gif, and .bmp, .tiff)
8. All sources should be appropriately referenced in the submission as per standard academic practices.

Mahien’s Thought (Mahien nia Hanoin) – long report.

Submissions shall:

1. Be designed to be in depth studies in act as comprehensive resources for citizen, policy makers and security sector actors.
2. Be no more than 8000 words in length, and no less than 5000 words in length.
3. Be submitted as a Word document in soft electronic copy to the email direktor.mahein@gmail.com
4. Use no formatting.
5. Be written in “Arial” font size 11.
6. if accompanied by photos or graphics, that these files be submitted separately and not embedded in the word file (acceptable file formats include, .jpeg, .gif, and .bmp, .tiff)
7. All sources should be appropriately referenced in the submission as per standard academic practices.

