

Museum Worlds: Advances in Research

SUBMISSION INFORMATION FOR CONTRIBUTORS

Please send submissions of articles, reviews, and other contributions as Microsoft Word or Rich Text Format (rtf) files by email to Alison K. Brown at alison.brown@abdn.ac.uk and Conal McCarthy at conal.mccarthy@vuw.ac.nz.

- Research articles and articles that critically review and position the state of a particular subfield should be about **7,000 words** (including notes and references), although longer articles may be considered, and responses should be about **1,000 words** each.
- Research reports: 4,000 words
- Conversations: 4,000 to 6,000 words
- Review articles (books or exhibitions): 3,000 words
- Short reviews (books or exhibitions): 800 words
- Dispatches (News, Exhibitions, and Conference reports): up to 500 words per item
- Teaching in Museum Studies: 3,000 to 5,000 words in total for section; shorter items welcome

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and email), biographical data of approximately 100 words for each author including an ORCID, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

ABSTRACT/KEYWORDS

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings.

Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

LICENSE/PERMISSIONS

Upon acceptance, authors are required to submit license agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

ARTWORK

Illustrations are not obligatory, but we ask that authors bear the following in mind:

Articles should have no more than **four** images.

Exhibition reviews and reports should have no more than **two** images.

Review essays should have no more than **three** images.

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated.

Should the images supplied not meet the required specifications, the editors reserve the right to remove them from the submission.

Tables should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Museum Worlds is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher.

Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

Have other questions about submitting your manuscript? Please refer to Berghahn's Resource pages for additional information.

STYLE GUIDE

The *Advances in Research* style guide is based on ***The Chicago Manual of Style (CMS)***. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

Museum Worlds follows the in-text **author-date system**, with full documentation in the reference list.

Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

Author-Date Examples

(Pickett and White 1985; Smith 1987)

Jones's research (1977, 1979a, 1979b)

(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169; 2001: 104)

Three or More Authors: (Jones et al. 2001) 3 www.berghahnjournals.com/museum-worlds

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

The first mention of an author in the main body text (not in-text citations) should include the first and last name.

Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

REFERENCE LIST EXAMPLES

Book with one author/editor

Wagner, Roy G. (1975) 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

Book with multiple authors/editors

Lü, Xiaobo, and Elizabeth J. Perry, eds. 1997. *Danwei: The Changing Chinese Workplace in Historical and Comparative Perspective*. New York: M. E. Sharpe.

Chapter or other part of a book

Franklin, Sarah. 1995. "Romancing the Helix." In *Romance Revisited*, ed. Lynne Pearce and Jackie Stacy, 63–77. New York: New York University Press.

Journal article (always include the doi)

Thomas, Nick. 2010. "The Museum as Method." *Museum Anthropology* 33 (1): 6–10.

<https://doi.org/10.1111/j.1548-1379.2010.01070>.

Article in a newspaper or magazine

Barghouthi, Mustafa. 2012. "Peaceful Protest Can Free Palestine." *New York Times*, 21 February. <http://www.nytimes.com/2012/02/22/opinion/peaceful-protest-can-freepalestine.html>.

Translations

Schmitt, Carl. 1985. *The Crisis of Parliamentary Democracy*. Trans. Ellen Kennedy. Cambridge, MA: MIT Press.

Translated titles

Bernet, Moshe. 2009. *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic*. [In Hebrew.] Jerusalem: Carmel.

Wikan, Unni. 1995. *Mot en ny norsk underklasse* [Toward a new Norwegian underclass] Oslo: Gyldendal.

Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg. Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

Marshall, Ruth. 2011. "Falling on the Sword of the Spirit." *Immanent Frame*, 28 February.

<http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

WHO (World Health Organisation). 2000. "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila." <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

Online video

Rubinstein, Arthur. 2011. "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato." Video, 10:16. Uploaded 8 November.

<http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

ARTICLE SUBMISSION CHECKLIST

We strongly recommend that you consult a recently published issue to ensure that your submission meets the journal style.

- o **License agreement** is signed and submitted (*no later than the final revised article submission*);
- o **Cover sheet** is included and provides:
 - o **Title** of the article;
 - o An **abstract** of 125 words that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - o Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
 - o Complete **contact information** for each author (mailing address, phone number, and email);
 - o A **bio** of approximately 100 words for each author (including an ORCID if applicable);
 - o Total **word count**, the number of tables and/or figures included, and any acknowledgments.
- o For any **Figures**, ensure that:
 - o **Placement indicators** and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - o Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

Examples of source/credit lines in captions:

AUTHOR IMAGES

§ Figure 1: A coffee farm near Sasaima, Colombia, 2013. Photo by author.

PUBLIC DOMAIN AND CC BY IMAGES

§ Figure 2.2. James Joyce. Photograph by Alex Ehrenzweig, 1915. Wikimedia Commons, public domain.

§ Figure 4.2. Left: BioShock's Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

IMAGES FROM A MUSEUM/GALLERY/ARCHIVE

§ Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers)
- Double rather than single quotation marks