

# Submission of papers to ICOFOM Study Series

## Procedure

The papers will be submitted to an evaluation committee for a double blind peer review. The author must make corrections in a timely fashion.

## Specifications

Papers must be submitted in electronic form, written in software compatible to MS Office (MS Word), in one of the ICOM working languages: English, French or Spanish. Text must be saved as .doc or .docx. Papers should be sent by e-mail – in an attached file – to the address: [icofomsymposium@gmail.com](mailto:icofomsymposium@gmail.com) saved as follows: Surname\_Name\_ISS+IssueNumber (Smith\_John\_ISS45)

Papers should be no more than 6000 words, including the main text, references, keywords and one abstract (the other language abstract(s) can be added to the total number of words). The abstracts should be between 100 and 150 words, and be written in both the lead language and at least one of the other two ICOM languages. If the article and abstract are in French or Spanish, English is the best choice for the second abstract. Do not forget to translate the title of the abstract. Each manuscript should have 4 to 6 keywords at the end of each abstract.

**ICOFOM cannot provide editing or translations.** The most frequent reason for a paper being rejected is that the text is unclear or poorly expressed. If the authors are not writing in their mother tongue, they must take care to have editorial and translation assistance from a native language speaker for both the text of their essay and for the abstracts.

## Format

- ISS is printed in A4 format.
- Texts should be single-spaced with margins as follows: 2.5 cm (top), 2.5 cm (bottom), 3 cm on both sides (.98" and 1.18").
- Body texts and abstracts must be written in font Arial size 11; both are justified on left and right margins.
- There must be a space of one line between paragraphs.
- The paragraphs are not indented.
- Foreign language words should be put in italics, followed by a translation or explanation in parentheses.
- A quote of more than 20 words should be set in its own paragraph, without quotation marks, and be indented by 1.25 on both margins. If the quote is a translation, the reference must be to the text in that language. If the author has done the translation from a reference in another language, this should be mentioned in a footnote.
- Title and author are centred. Title, in lower case with initial letters of important words capitalised, in font Arial 14 bold. A line space (still in Arial 14); next with line in Arial 12 the name of the author with first letter only capitalized. Another line space, followed by a line with the institution, city and country. Two line spaces follow, still in Arial 12.
- If the author wishes to begin with a quote, it is placed two line spaces after the title and author, Arial 11, aligned to the right, in italics with the quoted author in bold, normal Roman letters.

- The abstracts will figure at the beginning of the article (Abstracts and all text to follow in Arial 11), preceded by the word **Abstract**, **Résumé** or **Resumen** in bold at the left margin and followed by one line space. Abstracts are indented by 1.25, hanging. For abstracts in translation, first the translated title of the article in bold, indented by 1.25. The key words will follow the abstracts after one line space.
- The abstracts are separated from the main text, one line space above and one below, by three centred asterisks with one space between them.
- Footnotes should appear at the foot of the page where they are mentioned, and be in Arial 9.

Example:

## **New Trends in Museology**

**John Smith**

Fine Arts Museum – Middlemarch, United Kingdom

*A museum is a place where one should lose one's head*  
**Renzo Piano**

### **Abstract**

There are several new trends in museology, words, words, words, etc. (100 – 150 words)

Key words: Museology, key word, key word, key word

### **Résumé**

**Nouvelles tendances en muséologie.**

Il existe plusieurs nouvelles tendances en muséologie, mots, mots, mots, etc. (100 – 150 mots)

Mots clé : Muséologie, mot clé, mot clé, mot clé

\* \* \*

Main text begins here

## **Style**

- The reference style is APA, using in-text references in brackets (see guidelines below).
- Footnotes are advised to use only as content notes for additional information.
- All references should be listed at the end of the paper, and include only works cited.

## ***Guidelines for Citations & Reference Lists***

### ***How to Format In-Text Citations***

In-text citations use the author's last name and the date, separated by a comma:

(Cameron, 1968)

If the author's name is mentioned in the narrative, then only the date needs be given:

Cameron (1968) distinguishes images, writings, and sound recordings...

**Two authors.** Always use both names every time they are referred to in the text. Use the ampersand (&) to connect the names in the parentheses.

(Knez & Wright, 1970)

... as the medium of museum communication was challenged by Knez and Wright (1970), who ...

Page numbers are encouraged but not required for paraphrased material. Page numbers must be included for **direct quotations** and must include abbreviations ("p." or "pp."):

Léontine Meijer and Peter van Mensch (2011, pp. 15–34) demonstrate the concept of "dynamic collections"...

... "to give voice and be responsive to the needs and interests of local community members; to provide a place for community engagement and dialogue" (Simon, 2010, p. 187).

### ***Reference Lists***

- **Book**

Format: **Author. (Date). *Title of book*. Place of publication: Publisher.**

*Example:*

Silverman, L. H. (2010). *The Social Work of Museums*. London, UK: Routledge.

*Example (multiple authors):*

Falk, J. H., & Dierking, L. D. (2000). *Learning from museums: Visitor experiences and the making of meaning*. Walnut Creek, CA: AltaMira Press.

- **Book with an Editor**

Format: **Editor(s). (Ed.). (Date). *Title of book*. Place of publication: Publisher.**

*Example:*

Watson, S. (Ed.). (2007). *Museums and their Communities*. London, UK: Routledge.

*Example (multiple editors):*

Davis, A., Desvallées, A., & Mairesse, F. (Eds.). (2010). *What is a Museum?* Munich, Germany: Verlag Dr. C. Müller-Straten.

- **Book Article or Chapter**

Format: **Author, A. A. (Date). Title of article or chapter. In E.E. Editor (Ed.), Title of book (pp. xx-xx). Place of publication: Publisher.**

*Example:*

Maroevic, I. (2010). Towards the New Definition of Museum. Dans A. Davis, A. Desvallées, & F. Mairesse (Eds.), *What is a Museum?* (pp. 140-151). Munich, Germany: Verlag Dr. C. Müller-Straten.

- **Journal or Magazine Article**

Format: **Author(s). (Date). Title of article. Name of periodical, Volume, Pages.**

*Example:*

Sofka, V. (1991). Museology research marches on: The museum communication on the agenda. *ICOFOM Study Series*, 19, 7-8.

- **Newspaper Article**

Format: **Author(s). (Date). Title of article. Title of Periodical, Pages.**

*Example:*

Kisida, B., Greene, P., & Bowen, D. H. (2013, November 23). Art Makes You Smart. *New York Times*, SR12.

*If the newspaper was accessed through the online version of the newspaper:*

Kisida, B., Greene, J. P., & Bowen, D. H. (2013, November 23). Art Makes You Smart. *New York Times*. Retrieved from <http://www.nytimes.com/2013/11/24/opinion/sunday/art-makes-you-smart.html>.

- **Blog**

Format: **Author. (Year, Month Day). Title of blog post [Blog post]. Retrieved from URL.**

*Example:*

Simon, N. (2013, November 27). Visualizing the Tate's Collection: What Open Data Makes Possible [Blog post]. Retrieved from <http://museumtwo.blogspot.ru/2013/11/visualizing-tates-collection-what-open.html>.

In text, use the following citation: (Simon, 2013).

- **Website**

Format: **Author(s). (Date). Title of article. Title of webpage. Retrieved from URL.**

Or with no author: **Title of article. (Date). Title of webpage. Retrieved from URL.**

*Example:*

*The British Museum's 255th anniversary: from the archives.* (2014, January 14). *The British Museum*. Retrieved from <http://blog.britishmuseum.org/2014/01/14/the-british-museums-255th-anniversary-from-the-archives>.

In text, use the following citation: ("The British Museum's," 2014). Use a shortened title (as in this example) or the full title (if it is short) enclosed in quotation marks.

## Non-Latin scripts

Cyrillic and other non-Latin scripts should use their Latin equivalent. For Cyrillic characters see the latest edition of **ISO 9 (System B)**.

Example:

Levy`kin, K.G., & Herbst, V. (Eds.). (1988). *Muzeevedenie. Muzei istoricheskogo profilya*. Moskva: Vy`ssh. shk.

***For more detailed information on citations see "Publication Manual of the American Psychological Association", 6th ed., "APA Style Guide to Electronic References", 6th ed., 2012, and latest APA style guides available online.***