

MUSEUMS MAGAZINE

EDITING RULES

1.1

The Museums Magazine, published by the National Institute for Cultural Research and Training, aims to become the favorite newspaper of specialists working in museums in Romania. In this regard, the editorial board accepts proposals for articles that enrich the field of knowledge in this area, particularly articles which are based on interdisciplinarity.

1.2

In addition to paperworks, the Museums Magazine publishes reviews and information about events organized by museums in Romania and abroad, as well as commemorative or anniversary articles. The Magazine aims to position itself as a high-level scientific publication, becoming a landmark in domestic and international databases. Therefore, the contributions submitted for publication must be written in Romanian, but with an abstract in English.

1.3

The Museums Magazine addresses to an educated and interested public in the broad field of museology, without necessarily being a specialist. Therefore the paperworks submitted for publication should be written in a clear and accessible style.

1.4

The paperworks submitted for publication are consulted by reputed specialists in the field who agreed to participate in the peer review process. Many of them are among the members of the Editorial Board, but among those who review the paperworks are many other experts.

PREPARING THE PAPERWORKS

INITIAL PROPOSALS

2.1

Proposals for paperworks may be sent electronically to the Editorial Secretariat at ***redactie@revistamuzeelor.ro***. The materials will be written in Romanian. If possible, authors are asked to keep the anonymity of the proposed paperwork, to ensure full objectivity of the process of *peer-review*.

Each proposal must include the following elements:

1. The paperwork, available in Microsoft Word format (.doc, .docx, .rtf);
2. The illustrations in .JPG, .BMP, .GIF, .PSD or .CDR named in order: Fig. 1, Fig. 2, etc;
3. A summary of the paperwork, written in English, between 100 and 200 words and a list of 5-10 key words or phrases;
4. In the email text body, but not in the paperwork, it will be added the author's contact details: phone, email, institutional address.

The proposals for paperworks will be consulted at least by two anonymous experts who will be asked to give their opinions within four weeks. Once the specialists' reports are received, authors will be notified by the Editor responsible for the volume via email, telephone or letter regarding the decision that the article will be accepted, subject to the amendments accepted or rejected. In parallel, the author will receive reports of the specialists.

The author is responsible for the linguistic correctness of the material under evaluation. Paperworks with significant linguistically mistakes will be returned to the authors. After correction they may again be subjected to the evaluation process.

REVISED PAPERWORKS

2.2

Once a paperwork is accepted for publication, the author will be asked to produce a revised version of the article, taking into account rules detailed below, within four weeks. If the paperwork does not comply with these rules it will be returned to the author for

review. Paperworks will be submitted for publication before receiving the final approval for all files, illustrations and certification rights to use / reproduct thereof.

2.3

Summary and keywords. The author must submit the summary of the paperwork (100-200 words) and a few key words (5-10 words or expressions), all in English. The summary and key words will be placed between heading and text.

N.B. If the research was funded through the support of an institution or program, the author is obliged to provide relevant information as a note attached with an asterisk, to the abstract.

2.4

Author information. At the end of the article, the author (or authors) must write their name, institution to which they belong, postal address and email address.

2.5

Formatting of the paperwork. Paperworks must be submitted in final form to the Editorial Secretariat in electronic format. We recommend that they be submitted on a CD or DVD, but it will be accepted also as archives .rar or .zip sent via email to the editorial team, ***redactie@revistamuzeelor.ro***. The document must be formatted as it follows:

- a. Page: standard A4
- b. Side of the page: 2.5 cm in all directions.
- c. Spacing: at 1.5.
- d. Font for Latin characters:
 - title: Times New Roman, with 14, bold, centered
 - summary, keywords: Times New Roman, with 10, justify
 - text of the article: Times New Roman, with 12, justify
 - notes, illustration list: Times New Roman, with 10, justify
 - bibliography: Times New Roman, with 12, justify

For the list of supported files, see above, 2.1.

If authors want to send all these items included on a CD or DVD, are asked to write their name on the upper surface thereof, the article title and name of the program in which it was written (eg Microsoft Word).

2.6

Paragraphs. Paragraphs should use the "justify" type alignment and start without space.

2.7

Page numbering. All pages must be numbered in the lower right corner. Sequence numbers must be continuous from the first to the last page, avoiding the resumption of numbering for each section.

2.8

Sub-titles. Each sub-title must be separated from the text, leaving a blank line between this and the previous paragraph. Rank I sub-titles should be highlighted, those of Rank II must be written in bold. Rank III sub-titles should generally be avoided, but when they are absolutely necessary, they will be italicized. E.g:

Brâncovenesc style

Promotors

Ion Mincu

2.9

Notes. References in the text and additions deemed necessary, shall be made only in footnotes, numbered in Arabic numerals in continuous series (avoiding the resumption numbering from 1 for each page or each section) and written in a row. Authors are advised, if possible, to avoid too thick notes.

2.10

Tables must be numbered in a single series, using Arab figures. The inside text must be written in two rows. Each table must be accompanied by a concise caption.

2.11

List of illustrations. Illustrations must be numbered in order of references in the text. Thus, the illustration corresponding to the first references will be identified as Fig. 1, the second as Fig. 2 and so on. Where necessary, the Arabic numerals can be completed with lowercase ex. Fig. 3a, Fig. 3b etc. A list of illustrations with captions associated with any photographic credits must be provided in a separate document attached to the

electronic file. Legends should be made after the model below, placing photographic credits in brackets and using an ending dot/point.

Fig. 1. Overview of the exhibition.

Fig. 2. Tibiscum city plan (drawing by D. Benea).

2.13

The list of paperworks cited. A list of the cited sources in the text must accompany all items which are in final form, together with complete bibliographic information, as described below.

2.14

Illustrations. The authors recommend that images be offered as separate digital files (possibly put together in an archive type .rar or .zip) at a resolution as good as possible.

2.15

Checks/Verification. Before offering the final version of the manuscript, authors are advised to check the following:

- Abstract (100-200 words) and key words, all in English, are included at the beginning of the text
- The manuscript is correct in all linguistic regards (morphology, syntax, spelling, punctuation etc.).
- The citation system and quotations are correct itself.
- All sources mentioned in the text and notes appear in the bibliography.
- Bibliographic information regarding the cited works are accurate and complete; The order is alphabetical by surname of the author (excluding working tools or *corpora*, eg. *Encyclopaedia Britannica*).
- The author's name, institutional address and email address can be found at the end of the article.

REVIEWED ARTICLES, ACCEPTED FOR PUBLICATION

3.1

Publishing agreement. All authors must sign an agreement before the article can be published by transferring their copyright to the Museums Magazine.

3.2

Imprimatur. The Editorial Secretariat will provide authors the article in PDF format, in order to receive the imprimatur. At this time, only minor modifications are allowed, so that, for example, paging is not influenced. The imprimatur must be given by the author within three days of receipt of the file.

3.3

Excerpts. Authors will receive an electronic excerpt in a .PDF file.

BIBLIOGRAPHICAL REFERENCES

In general, references appear in footnotes. Harvard system is recommended: name (date), pages: eg. Parker (1996), p. 6-8.

5.1

Books

- Name of the author or editor in lowercase (initial / Middle names in capital letters), followed by dot/point
- Date of publication, followed by dot/point
- Title in italics, with trailing
- Used edition (if applicable)
- Collection which includes the publication (if applicable)
- Place of publication, colon, and then the publisher
- In the note, specific pagination (format: p. 1-2; formulas to be avoided: p. 1 ff or sq)

Eg.:

Dyson, S.L. 1985. *The Creation of the Roman Frontier*. Princeton: Princeton University Press.

¹ Dyson (1985), 86-87.

5.2.

Articles in periodicals

- The name of the author in lowercase (initial / Middle names in capital letters)
- title in quotation marks ("...")
- name of the journal in italics (for list of abbreviations, see the list attached)
- volume in Arabic numerals, the date in brackets, pagination

Eg.:

Ph. Monbrun, „Apollon, le scorpion et le frêne à Claros”, *Kernos* 16 (2003), p. 143-170.

¹ Montbrun (2003), 143-145.

5.3.

Articles from collective paperworks

- Name of the author in lowercase (initials in uppercase initials)
- title in quotation marks ("...")
- *in*, followed by the reference volume (see above 5.1).

Eg.:

L. Bruit Zaidman, „La notion d'archaion dans la Périégèse de Pausanias”, *in* G. Lachenaud, D. Longrée (eds). 2003. *Grecs et Romains aux prises avec l'histoire. Représentations, récits et idéologie*. Rennes: Presses Universitaires de Rennes, p. 21-30.

¹ Zaidman (2003), 25.

5.4.

Paperworks from dictionaries and encyclopedias

- Name of the author in lowercase (initials in uppercase initials)
- Title in quotation marks ("..."), after *s.u.*
- Name of the dictionary written with italics
- Volume in Roman numerals, date in brackets, pagination

Eg.:

R. Schlesier, s.u. „Chthonische Götter”, Neue Pauly II (1997), col. 1185-1190.

ELECTRONIC RESOURCES QUOTATIONS

6.1

Sources extracted from internet are placed increasingly more often in academic circuit. Where possible, citing electronic sources will conform to traditional standards bibliography. Besides the author's name and title of the document cited, it will be noted the protocol, address and subdirectories, followed, in parentheses, by the date of access of that document.

Eg.:

Wolle, A. 1999, 22 October. *Çatalhöyük: Excavations of a Neolithic Anatolian Höyük*. <http://catal.arch.cam.ac.uk/catal/catal.html> (29 November 1999).