

THE ROMANIAN JOURNAL OF MUSEUMS

EDITING STANDARDS

1.1 The Romanian Journal of Museums, published by the National Institute for Cultural Research and Training, aims to become the main publication for specialists working in museums in Romania. In this regard, the editorial staff accepts proposals for articles that enrich knowledge in this field and, in particular, articles that are based on interdisciplinarity.

1.2 In addition to articles, the Romanian Journal of Museums also publishes reviews, information about events organized by museums in Romania and abroad, as well as commemorative or anniversary articles. The journal is designed as a high-level scientific publication, aiming to become a benchmark in domestic and international databases. Therefore, the contributions proposed for publication must be written in Romanian but accompanied by a summary in English.

1.3 The Romanian Journal of Museums is addressed to an educated public interested in the broad field of museography, without necessarily being specialised. Therefore, articles proposed for publication should be written in a clear and accessible style.

1.4 The articles proposed for publication are consulted by renowned specialists in the field, who have agreed to participate in the peer review process. Many of them are members of the Editorial Board, but many other experts are among those who consult the articles.

ARTICLE PREPARATION

INITIAL PROPOSALS

2.1 Proposals for articles can be sent to the Editorial Secretariat in electronic format at *revistamuzeelor@culturadata.ro*. The materials will be written in Romanian. The authors are asked to keep the anonymity of the article proposal, in order to ensure the full objectivity of the peer-review process. Each proposal for an article must include the following elements:

1. The article, in a format accessible to the Microsoft Word program (.doc, .docx, .rtf, .odt);
2. The illustrations, in .JPG, .BMP, .GIF, .PSD or .CDR format, named in order: Fig. 1, FIG. 2 etc;
3. A summary of the article, written in English, between 100 and 200 words and a list of 5-10 key words or phrases;
4. In the body of the e-mail, but **not in the text of the article**, the contact details of the author must be added: telephone, email, institutional affiliation and address.

Article proposals will be consulted by at least two anonymous specialists, who will be asked to present their opinions within four to six weeks. After the reports of the specialists are received, the authors will be notified by the Editor responsible for the volume by email, telephone or letter on the decision that the article be **accepted, accepted provided that**

changes are made or **rejected**. At the same time, the author will receive the reports of the specialists.

The author is responsible for the linguistic correctness of the material to be evaluated.

Articles with significant linguistic errors will be returned to the authors for proofreading. After correction, they can be subjected to the evaluation process again.

REVISED ARTICLES

2.2 Once an article has been accepted for publication, the author will be asked to produce a revised version of the article, within four weeks, taking into account the rules detailed below. **An article that does not comply with these rules will be returned to the author for review.** An article will not be submitted for publication until the authors have received the final agreement for all files, illustrations, as well as attestation of the rights of use / reproduction thereof.

2.3 **Summary and keywords.** The author must present a summary of the article (100-200 words) and a few keywords (5-10 words or phrases), all in English. The abstract and keywords will be placed between the title of the article and the text.

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

2.4 **Article formatting.** Articles in their final form must be submitted to the Editorial Secretariat in electronic form. We recommend that they be sent to the email address of the editorial team, *revistamuzeelor@culturadata.ro*, or on a CD / DVD, .RAR or .ZIP archives format being accepted. The document must be formatted as follows:

- a. Page: A4 standard
- b. Page edge: 2.5 cm in all directions.
- c. Spacing: 1.5.
- d. Font for Latin characters:
 - title: Times New Roman, size 14, bold, centered
 - abstract, keywords: Times New Roman, size 10, justify
 - article text: Times New Roman, size 12, justify
 - notes, list of illustrations: Times New Roman, size 10, justify
 - bibliography: Times New Roman, size 12, justify

For a list of supported file format types, see 2.1.

If the authors wish to send all these items on a CD or DVD, they are asked to write the name, title of the article and the name of the program with which it was written (for example, Microsoft Word) on the surface, on top.

2.5 **Paragraphs.** Paragraphs must use "justify" alignment and begin without a space.

2.6 **Page numbering.** All pages must be numbered in the lower right corner. The sequence of numbers must be continuous from the first to the last page, avoiding the repetition of numbering in each section.

2.7 Sub-headings. Each subheading must be separated from the text, leaving a blank line between it and the previous paragraph. Tier I subtitles must be underlined, tier II subtitles must be written in bold. Tier III subtitles should generally be avoided, but when absolutely necessary, they should be written in italics. E.g:

The Brancoveanu style

Promoters

Ion Mincu

2.8 Citations. Bibliographic references, but also additions to the text considered necessary, will be made exclusively in footnotes, numbered with Arabic numerals in continuous series (avoiding the resumption of numbering from 1 for each page or each section) and written with one line spacing. The authors are advised, as far as possible, to avoid overly voluminous notes.

2.9 The tables must be numbered in a single series, using Arabic numerals. The spacing for the text inside must be two lines. Each table must be accompanied by a concise legend.

2.10 List of illustrations. Illustrations must be numbered according to the order of the references in the text. Thus, the illustration corresponding to the first reference will be identified as Fig. 1, the second as Fig. 2 and so on. Where necessary, Arabic numerals can be completed in lower case: e.g. Fig. 3a, Fig. 3b etc. A list of illustrations, with related captions and any photo credits must be provided in a separate document attached to the electronic file. Captions should follow the pattern below, enclosing the photo credits in parentheses, and end with a period.

Fig. 1. Overview of the exhibition.

Fig. 2. The plan of the fortress from Tibiscum (drawing by D. Benea).

2.11 List of cited works (bibliography). A list of sources cited in the text must accompany all articles in the final form, with complete bibliographic information, as described below.

2.12 Illustrations. We recommend that authors provide images as separate digital files (possibly put together in a .RAR or .ZIP archive), at the best possible resolution.

2.13 Proofreading. Before providing the final version of the manuscript, authors are asked to verify the following:

- The abstract (100-200 words) and keywords, all in English, are included at the beginning of the text.
- The manuscript is linguistically correct from all points of view (morphology, syntax, spelling, punctuation, etc.).
- The citation system and the citations themselves are correct.
- All sources mentioned in the text and footnotes appear in the bibliography.
- The bibliographic information on the cited works is correct and complete; the order of the works is alphabetical, according to the family name of the authors (except for the consecrated work or body tools, eg. *Encyclopaedia Britannica*).

REVISED ARTICLES, ACCEPTED FOR PUBLICATION

3.1 Publication agreement. All authors must sign an agreement before the article can be published, transferring the copyright to the Romanian Journal of Museums.

3.2 Imprimatur. The editorial team will provide the authors with the article in .PDF format, in order to receive the print approval. At this time, only minor changes are allowed, so that, for example, paging is not affected. The copy must be returned by the author within three days of receiving the file from the Editor.

3.3 Extracts. Authors will receive an electronic excerpt in the form of a .PDF file.

BIBLIOGRAPHICAL REFERENCES

References generally appear in the footnotes. It is recommended to use the Harvard system: name (date), pages: e.g. Parker (1996), pp. 6-8.

Articles that do not comply with these bibliographic reference rules will be returned to the authors for proofreading.

4.1 Books

- The name of the author or publisher in lower case (initials / initials of uppercase names), followed by a period
- Date of publication, followed by a full stop
- Title in italics (italics), with a full stop
- Edition used (if applicable)
- The collection to which the publication belongs (if applicable)
- Place of publication, with two points, then the publishing house
- In the note, specific pagination (format: p. 1-2; avoid formulas: p. 1 ff or sq)

Example:

Dyson, S.L. 1985. The Creation of the Roman Frontier. Princeton: Princeton University Press.
1 Dyson (1985), 86-87.

4.2. Articles in periodicals

- Lowercase author name (initials / initials of uppercase names)
- Title in quotation marks („...")
- The name of the periodical written in italics (for the list of abbreviations, you can consult the attached list)
- Volume in Arabic numerals, date in parentheses, pagination

Example:

Ph.D. Montbrun, „Apollo, the Scorpio, and the Ash in Claros," *Kernos* 16 (2003), pp. 143-170.
1 Montbrun (2003), 143-145.

4.3. Articles from collective works

- Author name in lower case (uppercase initials)
- Title in quotation marks („...")
- *in*, followed by the reference volume (cf. supra 5.1).

Example:

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, pp. 21-30.

1 Zaidman (2003), 25.

4.4. Articles from dictionaries or encyclopaedias

- Author name in lower case (uppercase initials)
- Title in quotation marks („...”), after *s.u.*
- The name of the dictionary written in italics
- Volume in Roman numerals, date in parentheses, pagination

Example:

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

CITING ELECTRONIC SOURCES

5.1 **Sources extracted from the internet.** As far as possible, the citation of electronic sources must comply with the standards of the traditional bibliography. In addition to the name of the author and the title of the cited document, the direct link will be noted, followed, in parentheses, by the date of accessing the respective document.

Example:

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

5.2. For electronic sources that are not academic or press articles and lack the author's name or even the title, authors will add in the footnote a brief description of the cited material, the direct link to the material, followed in parentheses by the date of access to that document.

Example:

The site of the Bucharest Municipality Museum. <http://muzeulbucurestiului.ro/> (January 25, 2021)