Editing Guidelines for Proposals to the Romanian Journal of Museums

1. ARTICLE SUBMISSON

Submissions can be sent to the Editorial Secretariat in electronic format at revistamuzeelor@culturadata.ro. The articles should be written in Romanian. Authors are kindly requested to maintain the anonymity of the article proposal to ensure full objectivity of the peer-review process. Each manuscript must include the following elements:

- the article, in a format accessible to the Microsoft Word program (.doc, .docx, .rtf,.odt);
- the illustrations, in .JPG, .BMP, .GIF, .PSD or .CDR format, named in order: Fig. 1, FIG. 2 etc.;
- A summary/abstract of the article, written in English, between 100 and 200 words and a list of 5-10 key words or phrases;
- 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.
- If the research has been funded with support from an institution or program, the author is required to provide the relevant information in the form of an asterisked note attached to the abstract.

Article proposals will be consulted by at least two anonymous specialists, who will be asked to present their opinions within four to six weeks. Once the specialist reports are received, authors will be notified by the Editor in charge of the volume by email, telephone or letter of the decision whether the article is **accepted**, **accepted with changes** or **rejected**. In parallel, the author will also receive the specialist reports. Articles with significant linguistic errors will be returned to the authors for correction. After correction, they may be submitted again for evaluation.

2. REVISING ARTICLES ACCEPTED FOR PUBLICATION

Once an article has been accepted for publication, the author will be asked to produce a revised version of the article within 2-4 weeks, taking into account the comments made in the specialist reports. Articles in final form should be submitted to the Editorial Board in electronic form. We recommend that they are sent to the editorial team's email address, ***revistamuzeelor@culturadata.ro***, or on a CD/DVD, .RAR or .ZIP archives are also acceptable. If authors wish to submit their proposed article on a CD or DVD, they are kindly requested to write their name, the title of the article and the name of the program in which it was written (e.g. Microsoft Word) on the top surface of the CD or DVD.

Checklist:
Before providing the final version of the article, the authors are asked to check the following points:

- ✓ The abstract (100-200 words) and keywords, all in English, are included at the beginning of the text.

- ✓ The manuscript is linguistically correct in all respects (morphology, syntax, spelling, punctuation, etc.).
- ✓ All formatting rules explained in the Formatting Guidelines are followed;
- ✓ The citation system and the quotations themselves are correct, respecting the citation rules set out in this guide;
- ✓ All sources mentioned in the main text and/or notes appear in the bibliography, and each source mentioned in the bibliography is also cited in the main text or notes.
- ✓ Bibliographic information on works cited is accurate and complete, conforming to the guidelines for bibliographic references.

Articles that do not comply with these rules will be returned to the authors for revision. Articles will not be submitted for publication until final approval has been received for all files, illustrations, and certification of use/reproduction rights.

3. **BEFORE PUBLICATION**
- **Publication agreement.** All authors must sign an agreement before the article can be published, transferring copyright to the Romanian Journal of Museums.
- **Good for print.** The editorial team will provide the authors with the article in .PDF format to receive the print asset. At this stage, only minor changes are still allowed, so that, for example, the pagination is not influenced. The goodwill must be given by the author within three days of receiving the file.
- **Excerpts.** Authors will receive an electronic excerpt in the form of a .PDF file.

FORMATTING GUIDE

The document should be formatted as follows:
a. **Page**: standard A4;
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.
e. **Paragraphs:** must use "justify" alignment and begin without spaces;
f. **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.
g. **Subtitles**:
- 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. For example:

<p align="center">The Brâncoveanu Style</p>
<p align="center">**Promoters**</p>
<p align="center">*Ion Mincu*</p>

h. **Footnotes**: Bibliographical references, as well as additions to the text deemed necessary, should be made exclusively in footnotes, numbered with Arabic numerals in a continuous series (avoiding re-numbering from 1 for each page or each section) and written on a single line. It is advisable, as far as possible, to avoid bulky footnotes.

i. **Tables**:
- numbered in a single series using Arabic numerals;
- the spacing for the text inside must be two lines;
- each table must have a title and reference to the source of data presented;
- each table must be accompanied by a concise legend.

j. **List of illustrations**:
- Illustrations must be numbered according to the order of the references in the text (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:

<p align="center">Fig. 1. Overview of the exhibition.</p>
<p align="center">Fig. 2. The plan of the fortress from Tibiscum (drawing by D. Benea).</p>

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

l. **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.

REFRENCES AND BIBLIOGRAPHY GUIDELINES

A. REFRENCES:
- References generally appear in the footnotes. It is recommended to use the Harvard system: name (date), pages: e.g. Parker (1996), pp. 6-8.
- Specific pagination - format: p. 1-2; avoid formats: p. 1 ff or sq:
  - Example: Parker (1996), p. 6-8.

B. ORGANIZING THE BIBLIOGRAPHY

The order of the works in the bibliography is alphabetical, according to the authors' surnames (except for working tools or established corpora, e.g. Encyclopaedia Britannica).

a. **Books**

- Author's or editor's name in lower case (initial(s) capitalized), followed by a full stop;
- Date of publication, followed by a full stop;
- Title in italics followed by 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;
- Example:

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

b. Articles in periodicals

- Author's name in lower case (initial(s) capitalized);
- 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. Montbrun, „Apollon, le scorpion et le frêne à Claros", *Kernos* 16 (2003), p. 143-170.

c. Articles from collective works

- Author's name in lower case (initials capitalized);
- 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, p. 21-30.

d. Articles from dictionaries or encyclopedias

- Author's name in lower case (initials capitalized);
- 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.

e. Electronic Resources

- 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).

- 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/ (25th of January 2021)

REVIEWS GUIDELINES

A. ACADEMIC PUBLICATIONS REVIEWS

These reviews are aimed at professionals in the cultural heritage sector and are intended to analyze and inform the professional and academic community in the field about new books published. The reviews will be of a constructive critical nature, based on an objective, rigorous analysis, evaluating the book's potential to improve knowledge and contextualizing it in reference to the museums research field.

For the publication being reviewed, each review must specify:
- Name of the Author/Editor;
- Title of the publication;
- Year of publication;
- ISBN;
- Number of pages.

Book reviews should include information and critical assessments on:
- **The Author**
  - Short biography;
  - Other publications they have in their portfolio and their relevance to the museum field;
  - Author's reception / critique by the museum specialist community.
- **Text Focus**: central ideas and objectives of the text and how they are presented and achieved.
- **Main arguments** and argumentative **structure** of the text
- **Reliability** and **consistency of research methods** and data **sources** used
- **Textual connections** – comparisons with other publications that have previously addressed the topic in terms of elements of novelty, originality etc.
- **Relevance** to:
  - The main theme or one of the recurring themes in the Romanian Journal of Museums
  - The museum field;
  - Target audience.

- **Framing the book in a topical debate**:
  - Relevance of the debate to the cultural heritage and museum fields;
  - The position of the book in relation to the debate;
  - How the position advocated in the book is constructed (supported by arguments);
  - Evaluation of the position taken in the book.
- **Writing style** (as far as this information is relevant)
- **Personal opinion of the author of the review** - strengths/weaknesses, limitations identified, issues that can be improved or continued in a future approach.

B. EXHIBITION REVIEWS

We aim to publish reviews that are based on solid arguments, comprehensive and highly objective. The author of the article must not have been involved in any way in the organization and running of the exhibition under review or have been an employee or collaborator of the institutions organizing the exhibition within the last 5 years.

The targeted exhibitions are:

- Museum exhibitions or exhibitions with cultural goods that have been opened in Romania in the period 2022 / 2023 and that have been / are organized by Romanian institutions (museums or organizations with similar missions and objectives to museums) including in partnership with foreign organizations; the exhibitions must be / have been curated by Romanian museums / organizations or specialists;
- ***Concept exhibitions developed exclusively by foreign organizations and received or rented by Romanian museums are excluded from the review.***

The subject of the review can constitute any type of exhibition: permanent, temporary or itinerant. The aim is to touch upon aspects such as:
- the relevance of the cultural heritage highlighted;
- the originality and topicality of the exhibition;
- innovation - in terms of exhibition concept, discourse and design;
- the relevance of the exhibition for the community / audience for which it is intended.

Content

The review should include information and critical appraisals on:
- **Context and objective information about the exhibition**: organizer, period, curatorial (exhibition) team target audience;
- **Exhibition concept and discourse**: relevance, coherence, topicality;
- **Selection of cultural goods**: also looking for connections with other similar exhibition events or with certain topical themes;
- **Communication of ideas, exhibition design and elements of shaping the visitor experience**;
- Exhibition-related **programs/events and products**;
- **Digital dimension** of the exhibition (on-site / online);

- **Promotion and marketing** elements;
- Other elements of interest.

Where available, objective information about the exhibition is also appreciated:
- Organizational costs;
- Visitor attendance and satisfaction;
- Other measures of exhibition performance and impact.