

Rules for editing article proposals for the Romanian Journal for Museums

1. PROPOSING ARTICLES

Article proposals should be sent to the editorial office in electronic format at revistamuzeelor@culturadata.ro. The materials will be written in Romanian, English or French. To ensure the anonymity of the article proposal and, implicitly, an objective evaluation of it, the authors are asked NOT to include in the manuscript body personal identification details (name, affiliation, email address, phone number, etc.).

Each article proposal must include the following elements:

- The article, in accessible format for Microsoft Word (.doc, .docx, .rtf, .odt);
- Illustrations, in .JPG, .BMP, .GIF, .PSD or .CDR format, titled in order: **Fig. 1, Fig.2, etc., specifying their source;**
- An abstract of the article, written in English, between 100 and 200 words and a list of 5-10 keywords or key phrases;
- The author's contact details – phone, email, affiliation, and institutional address – will be added to the body of the email **but not in the article's text.**
- If the research has been funded through the support of an institution or programme, the author is required to provide the relevant information in an attached note with an asterisk to the abstract.
- If the manuscript has been submitted for publication / assessment to another publication, the author is obliged to notify the editors.

The article proposals will be consulted by at least two anonymous specialists, who will present their opinions within four to six weeks. Once the specialists' reports are received, the authors will be notified by the Editor in charge of the volume by email or phone, and will be informed on the decision whether the article is accepted, accepted on condition that changes are made or rejected. In parallel, the author will also receive the conclusions of the experts' reports. **Articles with significant misspellings, unlisted or improperly cited sources, or missing essential sections to support the main argument will be returned to the authors for revision. After proofreading, they can be resubmitted for further evaluation.**

2. REVIEW OF ACCEPTED ARTICLES

Once an article is accepted for publication, the author will be asked to provide a revised version within 2-4 weeks, taking into account the observations made in specialists' reports. The revisions will be made by the authors using **track changes** or a similar form of highlighting the implemented changes.

The articles in their final form must be submitted to the Editorial Board electronically. We recommend that they be sent to the editorial team's email address, revistamuzeelor@culturadata.ro.

Checklist:

Before submitting the final version of the manuscript (regardless of the type of proposed contribution – research article, publication / exhibition review, opinion article), the authors are asked to check the following aspects:

- ⇒ There are no details regarding the author's identity (name, affiliation, e-mail address, phone number, etc.) in the manuscript.
- ⇒ The abstract (100-200 words) and the 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 Format Guide are respected;
- ⇒ The citation system and the quotes themselves are correct, respecting the citation rules set out in this guide;
- ⇒ All sources used are mentioned in the main text and / or footnotes. They also appear in the bibliography, and each source mentioned in the bibliography is also cited in the main text or in the footnotes.
- ⇒ The bibliographic information on the 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 authors for revision. Articles will not be submitted for publication until final approval has been received for all files, illustrations, as well as the certification of use/reproduction rights.

3. BEFORE PUBLICATION

- **Publication agreement.** Before the article can be published, all authors must sign an agreement transferring the copyright to the Romanian Journal for Museums.
- **Imprimatur.** The editorial team will send the authors the article in PDF format to receive the imprimatur. At this time, only minor changes are allowed so that, for example, the pagination is not influenced. The author must give the imprimatur within three days of receipt of the file.
- **Excerpts.** Authors will receive an electronic excerpt in the form of a .PDF file.

FORMATTING GUIDE

The document must be formatted as follows:

- a. **Page:** standard A4;
- b. **Layout:** 2.5 cm in all directions;
- c. **Spacing:** one and a half rows;
- d. **Font** for Latin characters:
 - **title:** Times New Roman, size 14, bold, centred;
 - **abstract, keywords:** Times New Roman, size 10, justified;
 - **body of text:** Times New Roman, size 12, justified;
 - **notes, list of illustrations:** Times New Roman, size 10, justified;
 - **bibliography:** Times New Roman, size 12, justified.

- e. **Paragraphs:** must use the "justify" alignment and start without space;
- f. **Page numbering.** All pages must be numbered in the bottom right-hand corner. The sequence of numbers should be continuous from the first to the last page, avoiding the resumption of numbering at each section.
- g. **Subtitles:**
- separation of subtitles from text by leaving a blank line between them and the previous paragraph;
 - rank I subtitles should be underlined;
 - rank II subtitles should be written in bold;
 - rank III subtitles should generally be avoided, but when absolutely necessary, they will be written in italics. For example:

Brancovenesc style

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- h. **Notes:** Bibliographic references and necessary additions to the text 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 on a single line. It is recommended to avoid bulky footnotes as much as possible.
- i. **Tables:**
- numbered in a single series, using Arabic numerals;
 - the text inside must be spaced at two lines;
 - each table must be accompanied by a concise legend;
 - The source of the data used in each table shall be indicated for each table. The source will be placed below the table.
- j. **Illustration list:**
- 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 supplemented by minuscules, e.g., Figure 3a, Fig. 3b, etc.
 - A list of illustrations, with related legends and any photographic credits, must be provided in a separate document attached in the electronic folder.
 - For each illustration, the source of the image must be mentioned.
 - Legends composition model:

Fig. 1. Overview of the exhibition.

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

- k. **List of works cited (bibliography):** A list of sources cited in the text with complete bibliographic information must accompany all articles in their final form, as described below.
- l. **The illustrations.** We recommend that authors provide images as digital files separate from the manuscript (possibly in .RAR or .ZIP type archives) at the best resolution possible.

REFERENCES AND BIBLIOGRAPHY GUIDE

A. CITATION:

- Generally, references appear in footnotes. It is recommended to use the Harvard system: **name (date), page/s**
- Specific pagination - format: p. 1-2; *avoid formulas: p. 1 ff or sq*
 - Example: Parker (1996), p. 6-8.

B. ORGANISING THE BIBLIOGRAPHY

The order of the works in the bibliography is alphabetical, by the surname of the authors (except for established work or corporate tools, e.g. Encyclopaedia Britannica).

a. Books

- Author or editor's name in lowercase (initial / initials of names in capital letters), followed by a full stop;
- Date of publication followed by a full stop;
- Title with italic characters followed by a full stop;
- Edition used (if applicable);
- The collection to which the publication belongs (if applicable);
- Place of publication, followed by colon, then publishing house.
- Example:

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

b. Articles in periodicals

- Author's name in lowercase (initial / initials of names with capital letters)
- Title in quotation marks („...”)
- The name of the publication written in italics (for the list of abbreviations, you can consult the attached list)
- Volume in Arabic numerals, date in brackets, pagination
- Example:

Ph. Montbrun, „Apollon, le scorpion et le frene a Claros”, *Kernos* 16 (2003), p. 143-1707.

c. Articles in collective works

- Author's name in lowercase (initials with capital letters);
- Title in quotation marks („...”);
- *in*, followed by 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. *Greks et Romains aux prises avec l'histoire. Représentations, récits et idéologie*. Rennes: Presses Universitaires de Rennes, p. 21-30.

d. Articles from dictionaries or encyclopaedias

- Author's name in lowercase (initials with capital letters);
- Title in quotation marks („...”), after *s.u.*;

- Dictionary name written in italics;
- Volume in Roman numerals, date in brackets, pagination;
- Example:
R. Schlesier, *s.u.* „Chthonische Götter”, Neue Pauly II (1997), col. 1185-1190s.

e. Electronic Sources

- To the greatest extent possible, the quotations from electronic sources will conform to the standards of traditional bibliography.
- In addition to the author's name and the title of the cited document, the direct link will be noted, followed, in parenthesis, by the date of accessing that 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 do not represent academic or press articles and that lack the author's name or even the title, a brief description of the cited material and the direct link to the material will be noted, followed in parenthesis by the date of accessing that document.
- Example:
Website of the Museum of Bucharest. <http://muzeulbucurestiului.ro/> (25th of January 2021)

GUIDE ON REVIEWS OF ACADEMIC PUBLICATIONS

These reviews are aimed at professionals in the cultural heritage sector with the purpose of analysing and informing the professional and academic community in the field about the newly published books. They will be constructive and critical, based on objective, rigorous analysis, looking at the book's potential to improve knowledge and the publication's fit within a thematic context of the museum field.

Contributions of a maximum of **2000-2500 words are expected**.

Each review must specify for the reviewed publication:

- Name of Author/Editor
- Publication Title
- Publication year
- ISBN
- No. of pages

The reviews of the publications must include information and critical assessments on:

- **The author:**
 - Short biography;
 - What other publications do they have in their portfolio, and whether they are relevant to the museum field?
 - How is it received by the community of museum specialists?
- **Stake of the text:** Central ideas and objectives of the text and how they are presented and achieved

- **Main arguments and argumentative structure of the text**
- **The reliability and consistency of the 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, criticism, etc.
- **Relevance to:**
 - the current theme or thematic sections of the new volume of the Journal for Romanian Museums;
 - the museum field;
 - target audience.
- **Framing in a topical debate:**
 - relevance of the debate;
 - how the book posits itself in relation to the debate;
 - how the position advocated in the book is constructed (argued);
 - assessment of the position taken in the book.
- **Elements of text stylistics** (as far as the information is relevant)
- **Personal opinion of the author of the review** – strengths / weaknesses, identified limits, aspects that can be improved or continued in a future endeavour.

GUIDE TO REVIEWS ON EXHIBITIONS

We aim to publish reviews that are well-reasoned, comprehensive and highly objective. The author of the article must not have been involved in any way in the organization and running of the reviewed exhibition or have been employed or collaborated with the exhibition's organising institutions in the last five years.

Contributions of **up to 3000 words** are expected.

The targeted exhibitions are:

- museum exhibitions or exhibitions with cultural goods that were opened in Romania in the period 2023 / 2024 and which were / are organised by specialised institutions in Romania (museums or organisations with missions and similar objectives to museums), including in partnerships with organisations from abroad; the exhibitions must be / have been curated by Romanian museums / organisations or Romanian specialists;
- concept exhibitions developed exclusively by foreign organisations that have been received or rented by museums in Romania are **excluded from the review**;

The subject of the review can be any type of exhibition: permanent, temporary or itinerant. Aiming for:

- the relevance of the cultural heritage on display;
- the originality and topicality of the exhibition;
- innovation - in terms of the exhibition concept, discourse and design;
- relevance of the exhibition to the community / audience for which it is intended.

Content

The review should include information and critical assessments on:

- **Context and objective information about the exhibition:** organiser, period, curatorial (exhibition's) team, target audience;
- **Exhibition concept and discourse:** relevance, coherence, topicality;
- **Selection of cultural goods:** connections with other similar exhibition events or with specific topical themes are also pursued;
- **Communication of ideas, exhibition design and elements shaping the visitor experience;**
- **Exhibition-related programmes / events and products;**
- **The digital dimension** of the exhibition (on-site / online);
- **Promotion and marketing elements;**
- Other elements of interest.

To the extent available, objective information about the exhibition is also appreciated:

- organisational costs;
- visitor attendance and satisfaction;
- other elements for measuring the performance and impact of the exhibition.

GUIDE ON OPINION ARTICLES

We aim to publish opinion articles that launch debate topics related to either the main theme or one / more of the journals' recurring themes. They present the author's critical point of view on various topics in the museum field:

- analysing the fundamental concepts or prevailing notions on a particular subject;
- identifying and discussing existing issues/challenges in the museum field;
- examining current museum practices;
- supporting a new hypothesis / approach for the museum field;
- exploring the implications of a newly implemented innovation in the field.

Opinion articles will be of a constructive, documented, critical nature, with logical and objective arguments that can be supported by scientific evidence.

Contributions of about **2000-2500 words** are expected.