

Rules for editing article proposals for the Romanian Journal of Museums

1. ARTICLE PROPOSAL

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, institutional 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;
- In the body of the e-mail, **but not in the text of the article**, the author's contact details should be added: **phone, e-mail, affiliation and institutional address.**
- 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 Romanian Journal of Museums does not publish material that has already been published.

Submissions will be initially evaluated by the editorial team. **Those with significant writing errors, with uncited or inadequately cited sources, as well as those which do not comply with the Journal's editing standards, or missing sections essential to support the main argument will be returned to the authors for correction.** After proofreading, they may be resubmitted to the review process.

Submissions that are plagiarized or generated with Artificial Intelligence, do not fit the theme or the editorial profile of the publication, present biased/extreme positions, are poorly researched or do not meet the minimum quality standards of writing **will be rejected and will not be subject to the external review process.**

After this stage, the article proposals will be evaluated by at least two anonymous experts (*double blind evaluation*). Once the reviewers' reports are received, authors will be notified by the Volume Editor by email of the decision to accept the article *accepted, accepted subject to amendments or rejected*. The author will also receive the conclusions of the expert reports.

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 identity of the author (name, affiliation, e-mail address, phone number, etc.) in the body of the text.

- ✓ 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 Formatting Guidelines are followed;
- ✓ The citation system and the citations themselves are correct, respecting the rules of citation presented in this guide;
- ✓ All sources used are referenced in the footnotes. They also appear in the bibliography, and each source mentioned in the bibliography is also cited in the footnotes.
- ✓ The bibliographic information on works cited is correct and complete, conforming to the guidelines for bibliographic references.

Articles that do not conform to 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 attestation of usage/reproduction rights.

The editorial team reserves the right to re-frame, as appropriate, article submissions within the sections of the Journal (research articles, opinion articles, reviews, etc.).

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
Promoters
Ion Mincu

- 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.
 - For each table used either in the body of the article or in the Appendices, an explicit reference must be made in the text or in parentheses (e.g., see Table 1).
- 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.
 - Each illustration used must be referenced in the text, either directly in the text or in parentheses: (see Fig. 1).
 - 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.
Photo credit/ Source:
- 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.

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

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. *Greco 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 TO RESEARCH ARTICLES

A research article is a **scientific paper** presenting the results of an original investigation or a critical analysis of existing data. It aims to answer a **research question** through **rigorous data analysis** based on a sound **documentation** process. The article must be written with academic rigor, aiming for clarity of exposition, coherence of argumentation and adherence to the rules of academic writing, and implicitly, the citation system throughout the paper.

The structure of a research article should be well delimited, facilitating the identification of the following essential components:

1. **Research question** - clearly stated and justified by reference to the literature.
2. **Theoretical component / literature review** - presentation of the theoretical framework, supported by a minimum of 4-5 relevant and as up-to-date as possible academic sources, and operational definition of the main concepts used.
3. **Methodology** - detailed description of the data used, collection and analysis methods, ensuring the transparency of the research process.
4. **Data analysis** - the interpretation of the results obtained, based on scientifically proven arguments.
5. **Conclusions** - highlighting the main findings, implications and possible future research directions.
6. **References** - listing the sources used, according to the citation style of the Romanian Journal of Museums citation style.

GUIDE TO 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.

Excluded from the review are publications such as conference volumes or anthologies, as well as publications in which the reviewer was involved.

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
- Number 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 TO 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.

GUIDE TO PROJECT REPORTS

The project reports section is dedicated to presenting **the relevant and applicable results** of museum-related projects supported by external or national grant programs. This type of project report aims to **clearly and effectively present the results of projects**, providing the museum community with applicable and relevant information.

Contributions expected in this section will cover aspects such as:

- Methodologies developed within the project (detailed description of methodology, steps, applicability);
- Guidelines and models of good practice, including concrete examples of use;
- Innovative approaches adopted within the project and lessons learned;
- Databases, digital resources or other tools with significant impact;
- Other types of tangible or intangible resources that have or could have a significant impact on the development of the museum field.

General descriptions of the project without detailing the relevant results or texts that do not highlight the concrete impact and applicability of the resources developed will not be accepted.

Eligibility criteria for contributions

- **Authors must have been directly involved** in the projects they are submitting.
- The maximum accepted length is **3,000 words**.

Recommended structure of the report

1. **Introduction** - The context of the project and its relevance to the museum field, what problems it addressed and what it set out to achieve (project objectives);
2. **Results achieved** - A clear description of the methodologies, guidelines, tools or resources developed.

3. **Impact and applicability** - How the project results can be used in other museum contexts.
4. **References and additional resources** - Links to documents, detailed reports or additional resources available online for further study.