Submission of papers and APA rules for the *ICOFOM Study Series*

Procedure

Proposals to the ICOFOM symposium are a maximum of 2000 words, including the main text and references.

Full academic article submissions to the ICOFOM Study Series are a maximum of 6000 words, again including text and references.

The papers will be submitted to an evaluation committee for a double blind peer review. The author must make corrections in a timely fashion.

Substance

All academic articles should have a clear thesis after their introduction–a clear main point or argument making it apparent to readers how this article will advance the museological discourse.

The body of the article should explain and provide evidence for its argument in terms applicable to a worldwide readership of museologists–thus, simple case studies that merely describe what a particular museum is doing are not accepted, but specific examples, data, etc., that support the larger point are expected. The article should also place its argument into the larger ongoing conversation in museum studies, citing and engaging with appropriate sources from earlier *ICOFOM Study Series* articles along with those of other journals and museum studies discussions generally.

The conclusion of the article should clearly explain why this article (not the museum, your article) is important to the greater museum world. What is its significance; what do you want the audience to have a new understanding of?

Format

- Texts should be submitted in simple **manuscript form**, with a title, your name and institutional affiliation, an abstract of approximately 100 words (you can translate the abstract yourself or we will do it), and then the text itself, double-spaced. Please do not manually indent your paragraphs.
- All **citations** (in-text and in references) must be in APA style, 7th edition (see below for general guidelines).
- Foreign language words should be put in italics, followed by a translation or explanation in parentheses.
- If the quote is a **translation** (into English/Spanish/French), the reference must be to the text in that language. If the author has done the translation him/herself, from a reference in another language, this should be mentioned in a footnote.
- As per APA style, a quote of more than 40 words should be set in its own paragraph, without quotation marks, and be indented (a **block quote**).
- **Footnotes** should appear at the foot of the page where they are mentioned. Footnotes are to be used only as content notes for additional information.
- The **Reference** list should be in APA style (see below) and must only include those sources that have been directly referenced in the text.

- **Photo** submissions: We accept high-resolution photos/graphics, up to three per article. They must be submitted as a separate jpeg photo file (although you can also include a copy in the text for reference). Photos should include a caption with a description of the photo, and legally they must include the following: information about copyright (who took the photo, in what year, and who owns the copyright)? If it is inside a museum space, the museum owns the copyright, and you must obtain written permission from the institution to publish worldwide in an online open access academic journal. If the photo features any person whose face is identifiable, written permission must be obtained from that person.

Guidelines for Citations & Reference Lists

How to Format In-Text Citations

Single author. In-text citations use the author's last name and the date, separated by a comma:

(Cameron, 1968)

If the author's name is mentioned in the narrative, then only the date needs be given:

Cameron (1968) distinguishes images, writings, and sound recordings…

Two authors. Always use both names every time they are referred to in the text. Use the ampersand (&) to connect the names in the parentheses.

(Knez & Wright, 1970)

… museum communication was challenged by Knez and Wright (1970), who …

Group/organization author. Cite as usual.

(UNESCO, 2019)

According to the communique from UNESCO (2019) ...

No author. Cite a shortened version of the title (note that it will also be listed under this title in the reference list): The website “Take Part in the New Definition of the Museum!” would be (Take Part) in-text.

Short quotations (less than 40 words). Page numbers must be included for direct quotations (preceded by "p." for a single page and “pp.” for multiple pages). Page numbers are encouraged but not required for paraphrased material.

> Léontine Meijer and Peter van Mensch (2011, pp. 15–34) demonstrate the concept of "dynamic collections"…
>
> … “to give voice and be responsive to the needs and interests of local community members; to provide a place for community engagement and dialogue” (Simon, 2010, p. 187).

Long quotations (40 words or longer). Place these in a free-standing indented block and omit quotation marks. Maintain double-spacing throughout. The parenthetical citation should come **after** the closing punctuation mark.

> The MCRC provides each Makah tribal member the opportunity to learn about their family history, the history of the Makah Tribe, as well as how to incorporate traditional cultural values into their contemporary lives… While interpreting Makah history and culture to interested

> visitors is important, even more important is sustaining a strong sense of Makah identity. (Sadongei & Norwood, 2016, pp. 205–206)

Secondary (indirect) quotations. Add "as cited in" before the author in the in-text reference, then provide citation information in the reference list for the work in which you found the quote. For example (Harris, 2009, as cited in Lewis, 2019, p. 10), with Lewis's work in the reference list.

A note on capitalization: If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Museum Theory and Practice*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Codes of Ethics and Practice of Interest to Museums.* (Note that in your References list, only the first word of a title will be capitalized: *Codes of ethics and practice of interest to museums.*)

How to Format Reference Lists

All lines **after** the first line of each entry in your reference list should be **indented one-half inch** from the left margin. This is called hanging indentation.

All listings should be in **alphabetical order by last name** (or first word of title if there is no author). For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent. Multiple articles from the same author in the same year list as (2020a), (2020b).

When referring to the titles of **books, chapters, articles, reports, webpages,** or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns. When referring to the titles of **academic journals,** capitalize as the journal itself does.

- **Book**

Format: **Author Last Name, First Initial(s). (Year). *Title of book*. Publisher.**

> Silverman, L. H. (2010). *The social work of museums*. Routledge.

Multiple authors:

> Falk, J. H., & Dierking, L. D. (2000). *Learning from museums: Visitor experiences and the making of meaning*. AltaMira Press.

- **Book with an Editor**

Format: **Editor name(s). (Ed. or Eds.). (Year). *Title of book*. Publisher.**

> Watson, S. (Ed.). (2007). *Museums and their communities*. Routledge.

- **Group Author**

Group authors can include corporations, government agencies, organizations, etc. When a work has multiple layers of group authorship, list the most specific agency as the author and the parent agency as the publisher. If author and publisher are the same, omit the publisher.

> ICOM-France. (2020, March 10). Topic. In *What definition do museums need?: Proceedings of the ICOM Committees Day,* (pp. 9-10).

- **Unknown Author**

When the work does not have an author, move the title of the work to the beginning of the reference and follow with the date of publication.

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Merriam-Webster.

- **Book Chapter**

Format: **Author, A. A. (Year). Title of chapter. Dans E.E. Editor (Ed.), *Title of book,* (pp. xx-xx). Publisher.**

Maroevic, I. (2010). Towards the new definition of museum. Dans A. Davis, A. Desvallées, & F. Mairesse (Eds.), *What is a museum?* (pp. 140-151). Verlag Dr. C. Müller-Straten.

- **Dissertation**

Format: **Author. (Year). *Title of dissertation or thesis* [Unpublished doctoral dissertation or master's thesis]. Name of Institution Awarding Degree.**

Brulon Soares, B. (2012). *Máscaras guardadas: musealização e descolonização* [Unpublished doctoral dissertation]. Universidade Federal Fluminense.

- **Museum exhibit**

Format for a catalog: **Author. (Year). *Title* [Exhibition catalogue]. Publisher.**

Crill, R., & Stanley, T. (2006). *The making of the Jameel Gallery of Islamic Art at the Victoria and Albert Museum* [Exhibition catalogue]. Victoria & Albert Museum.

Format for an exhibition: **Author. (Years). *Title* [Exhibition]. Museum. URL, if available.**

Martinez, J.-L., & Douar, F. (2018–2019). *Archaeology goes graphic* [Exhibition]. The Louvre. www.louvre.fr/en/expositions/archaeology-goes-graphic

- **Academic Journal Article**

Format: **Author. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages.** Notice that *volume is italicized*, there is no space between *volume*(issue), there is no p./pp., and journal titles are capitalized as they appear on the journal.

Cameron, D. F. (1971). The museum, a temple or the forum. *Curator*, *14*(1), 11-24.

Sofka, V. (1991). Museology research marches on: The museum communication on the agenda. *ICOFOM International Study Series, 19*, 7-8.

If there is a DOI, add it to the end:

Weiser, M. E. (2018). Crafting a poetic museology. *ICOFOM International Study Series*, *46,* 215-229. dx.doi.org/10.4000/iss.1149

Format in an online source without DOI ("retrieval date" is required, as source may change over time): **Author, A. A. (Year). Title of article. *Title of Source.* Retrieved Month Day, Year, from URL**

Galani, A., & Kidd, J. (2020). Hybrid material encounters – Expanding the continuum of museum materialities in the wake of a pandemic. *Museum and Society, 18*(3). Retrieved January 12, 2022, from journals.le.ac.uk/ojs1/index.php/mas/article/view/3565/3163

- **Magazine or Newspaper Article**

Format: **Author(s). (Year, Month day). Title of article. *Title of Periodical*, *volume*(issue), Pages.**

Kisida, B., Greene, P., & Bowen, D. H. (2013, November 23). Art makes you smart. *New York Times*, SR12.

- **Website**

Note that there is no period after a URL. If there is no date of publication, use (n.d.).

Format if author is named: **Author(s). (Year, Month Date). *Title of page*. Site name. URL**

Mairesse, F. (n.d.). *Two ICOFOM Giants.* ICOFOM. icofom.mini.icom.museum/obituaries/zbynek_stransky_and_vinos_sofka/

Format if group author: Note that if author and site name are the same, omit the site name: **Group/Organization name. (Year, Month Date). *Title of page*. Site name. URL**

ICOFOM. (2021, December 31). *ICOFOM in 2020.* icofom.mini.icom.museum/icofom-in-2020/

Format if no author: Start citation with the title of the page. Include a retrieval date when content is likely to change over time: ***Title of page.* (Year, Month Date). Site name. Retrieved Month Date, Year, from URL**

My Dashboard. (n.d.). International Council of Museums. Retrieved August 4, 2021, from icom.museum/en/member/

- **Translated work**

Format: **Author. (Year). *Title*. (T. Translator, Trans.). Publisher. (Original work published Year).**

Desvallées, A., & Mairesse, F. (Eds.) (2013). *Conceitos-chave de museologia* (B. Brulon Soares & M. X. Cury, Trans.). ICOM-Brasil. (Original work published 2010).

- **Blog post**

Format: **Lastname, F. M. (Year, Month Date). Title of post. *Publisher*. URL** (if author and publisher are the same, eliminate publisher).

The British Museum. (2021, October 18). What's on at the British Museum in 2022? blog.britishmuseum.org/whats-on-at-the-british-museum-in-2022/

- **Non-Latin scripts**

Cyrillic and other non-Latin scripts should use their Latin equivalent. For Cyrillic characters the use of transliteration generators like http://translit.cc/ are encouraged.

Levy`kin, K.G., & Herbst, V. (Eds.). (1988). *Muzeevedenie. Muzei istoricheskogo profilya* [Museum Studies. Historical museums]. Vy`ssh. shk. [in Russian]

For more detailed information on citations see "Publication Manual of the American Psychological Association", 7th ed., "APA Style Guide to Electronic References", 7th ed., 2012, and latest APA style guides on their portal https://blog.apastyle.org. A helpful online guide is available via the Purdue U. Writing Lab at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html