Submission of papers and APA Rules

Procedure

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

Specifications

Papers should be no more than 12000 characters, including the main text and references, for submission as proposals and 6000 words, including again text and references, for submission as articles.

ICOFOM cannot provide editing or translations. The most frequent reason for a paper being rejected is that the text is unclear or poorly expressed. If the authors are not writing in their mother tongue, they must take care to have editorial and translation assistance from a native language speaker.

Format

- Texts should be single-spaced with margins as follows: 2.5 cm (top), 2.5 cm (bottom), 3 cm on both sides (.98" and 1.18").
- There must be a space of one line between paragraphs.
- The paragraphs are not indented.
- Foreign language words should be put in italics, followed by a translation or explanation in parentheses.
- A quote of more than 20 words should be set in its own paragraph, without quotation marks, and be indented by 1.25 on both margins. If the quote is a translation, the reference must be to the text in that language. If the author has done the translation from a reference in another language, this should be mentioned in a footnote.
- Title and author are centred. Title, in lower case with initial letters of important words capitalised, in font Arial 14 bold. A line space (still in Arial 14); next with line in Arial 12 the name of the author with first letter only capitalized. Another line space, followed by a line with the institution, city and country. Two line spaces follow, still in Arial 12.
- If the author wishes to begin with a quote, it is placed two line spaces after the title and author, Arial 11, aligned to the right, in italics with the quoted author in bold, normal Roman letters.
- First-level headers are in Arial 11 bold, centered.
- Second-level headers are in Arial 11 bold, left-aligned.
- Third-level headers are in Arial 11 bold, italicized, left-aligned.
- Footnotes should appear at the foot of the page where they are mentioned and be in Arial 9.

Example:

New Trends in Museology

John Smith

Fine Arts Museum – Middlemarch, United Kingdom

A museum is a place where one should lose one's head
Renzo Piano

Abstract

There are several new trends in museology, words, words, words, etc. (100 – 150 words)

Keywords: Museology, keyword, keyword, keyword

Résumé

Nouvelles tendances en muséologie
Il existe plusieurs nouvelles tendances en muséologie, mots, mots, mots, etc. (100 – 150 mots)

Mots clé : Muséologie, mot clé, mot clé, mot clé

* * *

Main text begins hered

Paragraph Title (first-level heading)

The paragraph starts here

Paragraph Title (second-level heading)
The paragraph starts here

Third-Level Heading
The paragraph begins here

Style

- The reference style is APA 7th edition, using in-text references in parentheses—see detailed guidelines below.
- Footnotes are to be used only as content notes for additional information.
- All references should be listed at the end of the paper and include *only* works specifically cited in the text.

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 and must include abbreviations (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 all major words.

Italicize titles of **longer** works (e.g., books, edited collections, journals, names of newspapers, etc.). Do not italicize, underline, or put quotes around the titles of **shorter** works, such as chapters in books or essays in edited collections.

- **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.

Multiple editors:

Davis, A., Desvallées, A.**,** & Mairesse, F. (Eds.). (2010). *What is a museum?* Verlag Dr. C. Müller-Straten.

- **Group Author**

Group authors can include corporations, government agencies, organizations, etc; and a group may publish in coordination with individuals. 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. In E.E. Editor (Ed.), *Title of book,* (pp. xx-xx). Publisher.**

Maroevic, I. (2010). Towards the new definition of museum. In 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.

- **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.

Format with DOI: **Author. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages.** https://dx.doi.org/…

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

Format in an online source without DOI (note that "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 https://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.**

Grant, R. (2021, September). In the land of the ancient ones. *Smithsonian, 52*(5), 44-54, 78, 80.

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

If the newspaper article was accessed through the online version, italicize the paper:

Kisida, B., Greene, J. P., & Bowen, D. H. (2013, November 23). Art makes you smart. *New York Times*. http://www.nytimes.com/2013/11/24/opinion/sunday/art-makes-you-smart.html/

If the article is NOT associated with a newspaper, italicize instead the title of the article:

Murphy, A. (2021, December 9). *Mansfield Museum unveils 'arts on prescription' project to help victims of domestic abuse*. MuseumNext. Retrieved January 9, 2022, from

https://www.museumnext.com/article/mansfield-museum-unveils-arts-on-prescription-project-to-help-victims-of-domestic-abuse/

- **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. https://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.* https://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 https://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? https://blog.britishmuseum.org/whats-on-at-the-british-museum-in-2022/

- **Twitter post**

Format: **Lastname, F. M. or Name of Group [@username]. (Year, Month Date). *Content of the post up to the first 20 words* [Tweet]. Site Name. URL**

National Geographic [@NatGeo]. (2020, January 12). *Scientists knew African grays are clever, but now they've been documented assisting other members of their species—even strangers* [Tweet]. Twitter. https://twitter.com/NatGeo/status/1216346352063537154

- **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 exhibit: **Author. (Years). *Title* [Exhibition]. Museum. URL, if available.**

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

- **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