

## NOTES FOR CONTRIBUTORS

### *General*

The *Journal of Museum Ethnography* (*JME*) is published annually by the Museum Ethnographers Group (MEG) and distributed free of charge to all members at the beginning of the membership year (April to March). It is also available by subscription.

*JME* is the journal of record for museum ethnography in the United Kingdom. Contributions are therefore invited on all aspects of contemporary and historical practice in museum ethnography, including collecting and collectors, conservation, curation, display and exhibition, documentation, ethics, fieldwork, photography, repatriation, research, and theory.

All submitted articles should be original works and not concurrently under consideration by any other publication. Please send submissions of articles, and contributions to the editor as an email attachment (MS Word is preferred) to:

**editor@museumethnographersgroup.org.uk**

*JME* does not publish unsolicited reviews. Material and suggestions for review should be sent to the appropriate editor: for books, Danika Parikh (University of Sussex: d.parikh@sussex.ac.uk); for galleries and exhibitions, Ayesha Fuentes (Museum of Archaeology and Anthropology, University of Cambridge: acvf2@cam.ac.uk).

Articles should not exceed 8,000 words. Shorter contributions of up to 6,000 words—including research notes and ‘work-in-progress’ reports on recent acquisitions and discoveries, conferences, exhibitions, projects, etc are especially welcome. Contributions on museum ethnography as practiced outside the United Kingdom are also welcome.

Book reviews should be between 1000–2000 words in length. Gallery and exhibitions reviews should be under 1500 words in length and accompanied by three images (for image conventions see below).

### *Article Layout Guide*

- Texts should be submitted as electronic files in MS Word or RTF.
- The document must be set at the US letter or A4 paper size standard.
- The entire document should be single spaced.
- **Font:** Times New Roman, 11 point, single line space, should be used for all text, except acknowledgements, notes and references, which should be 10 point.
- **Notes:** Electronic files should be submitted with no use of formatting. Automatic ‘endnote or footnote’ functions should not be used; rather, notes should be supplied in ordinary text at the end of the article and ‘[1], [2]’ etc. inserted in the appropriate places in the main text (*following* the next convenient punctuation mark).
- **Paragraphs:** breaks should be indicated by a simple return (indented 0.5 cms); i.e. no lines should be left between paragraphs.
- **Headings:** Article title and author name should be in bold caps. All other headings should be in italics.
- **Quotation marks:** Use single rather than double inverted commas, and punctuation marks extraneous to quotations outside the quote marks. Quotations fifty or more

words long will be indented by the editors.

#### *Article Style Guide*

- Minimal capitalization should be used unless used as part of a specific title or in the case of referring to a specific museum as a noun, for example 'the Museum'.
- Neither underlining nor bold should be used for emphasis—where necessary *italics* should be used.
- *JME* follows 'Oxford' (i.e. OUP) spelling and grammatical conventions: so, for example, 'artefact' rather than 'artifact', '-ize' rather than '-ise'.
- Do not italicize isolated non-English words that do not appear roman in a standard UK dictionary.
- Numbers under 100 should be spelt out. Dates should be in day, month, year order, e.g. 12 January 2005 (and without superscript st, nd, etc.).

#### *Author Information*

Articles should contain, at the end the article, complete contact information for each author (address and email), biographical data of approximately 100 words for each author, and any acknowledgments.

#### *Copyright/Permissions*

Authors are responsible for obtaining permission to use copyright material in their work, and for any permission fees involved. Authors may advise copyright holders (1) that the Journal's print run is 250, (2) that the page size is 240 x 165 mm, and (3) that all images are reproduced in black and white and, normally, at less than half-page size.

On written request, authors will be permitted to republish or reproduce material in the copyright of the *Journal of Museum Ethnography*.

#### *Figures*

All figures (photos, graphs and maps) should be sent in separate files not embedded in the word document; only placement indicators should appear in the main text, eg. Text (Figure 1).... Figures should be numbered consecutively as they appear in the text. Please number items individually (Figure 1, 2, 3, 4) as opposed to grouping items together. For optimal reproduction figures or photos should be supplied electronically as TIFF files at 300 dpi and 130 mm wide/high on the short edge, greyscale (black and white for line-art), with all fonts embedded. Line-art (such as maps) should be submitted as greyscale Tiff files at 1200 dpi and 130 mm wide/high.

#### *Editorial Process and Proofs*

Submissions will *not* be peer-reviewed but, at the editors' request, may be reviewed by members of *JME*'s editorial board and/or other members of MEG with specialist knowledge. Submissions for non conference papers may be made at any time, but authors are advised that material received after 1 September in any one year is unlikely to be processed until the

following year. Authors will normally be provided with proofs for reviewing copyedits and typesetting errors, not as an opportunity to re-write the text. Proofs must be returned within a week of receipt. On publication, authors will be provided with PDF files of their contributions.

### References

References in the text should be in Harvard style, with full documentation in the reference list. Any other notes should be presented as notes (not automatic endnotes) and should be kept short and to a minimum.

#### Examples

(Brown 1999: 36; Jones (ed.) 1986: 27–56; Smith *et al.* 2002: 75, fig. 102).

The reference list should be given in full and gathered together in a single list, organized alphabetically by author, at the end of the article. Only works referred to in the text (including figure captions and notes) should be included in the list. It is preferred that the authors' first names be given in full, rather than using first-name initials.

Manuscript material should be referenced in notes. Full details should be provided, giving the name of the institution, the repository, and any relevant item numbers. For *example*:

‘Letter from E. A. Freeman to E. B. Tylor, dated 3 July 1873; British Library, Manuscripts, Add. 50254 f. 68’.

#### Examples

##### Single authored books

Thomas, Nicholas (1991) *Entangled Objects: Exchange, Material Culture and Colonialism in the Pacific*. Cambridge: Harvard University Press.

##### Multi authored books

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London: Thomas Telford Publishing.

##### Edited Books

Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia: Centre for Information Studies, pp. 149–170.

##### E-books

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing. Available from: <<http://www.mylibrary.com?ID=93941>> [Accessed: 18 June 2015].

##### Chapters in Books

Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia: Centre for Information Studies, pp. 149–170.

##### Newspaper Articles with author

Slapper, G. (2005) Corporate manslaughter: new issues for lawyers.  
*The Times*, 3 Sep. p.4b.

#### Newspaper Articles with no author

*The Guardian* (2016) 'Missing dog found half a mile from owners' home after five years', *The Guardian*, 20 May. P.64.

#### Online Newspaper Articles

Chittenden, M., Rogers, L. and Smith, D., (2003) Focus: "Targetitis ails NHS. *Times Online*, 1 June. Available from:  
<<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>> [Accessed: 17 March 2005].

#### Journal Articles

Chhibber, P. K. and Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*, 42(1), pp. 209–238.

#### E-Journal Articles

Zorach, R., 2012. Regarding art and art history. *The Art Bulletin*, [e-journal] 94(4). Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed: 8 August 2016].

#### Websites

V&A Museum. (2015) *Introduction to English embroidery*. Available from:  
<<http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/>> [Accessed: 8 August 2016].

#### Blogs

Davidson, A. (2013) 'The Saudi Marathon Man', *The New Yorker*, 16 April. Available from: <<http://www.newyorker.com/news/daily-comment/the-saudi-marathon-man>> [Accessed: 22 June 2015].

#### Archives

Letter from E. A. Freeman to E. B. Tylor, dated 3 July 1873; British Library, Manuscripts, Add. 50254 f. 68.

#### PDFs

Nursing & Midwifery Council (NMC), 2015. *The code: professional standards of practice and behaviour for nurses and midwives*. [pdf] Available from:  
<[www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf](http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf)> [Accessed: 8 August 2016].

#### Reports

Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63.

#### Conference presentation

Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in

swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (eds.) *Eurock 2006: Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the International Symposium of the International Society for Rock Mechanics, EUROCK 2006, 9–12 May 2006, Liège, Belgium.*

Lecture/Presentation

Wagner, G. (2006) *Structural and functional studies of protein interactions in gene expression*. [Lecture] Imperial College London, 12th December.

Email

Harrison, R. (2014) Email sent to Mimi Weiss Johnson, 10th June.

Personal communication

Law, James. Engineering consultant. (Personal communication, 26th April 2014).