

Journal of Museum Education

Instructions for Authors

We welcome original papers that match the aims and scope of the Journal on the understanding that the paper has not previously been published, and is not being concurrently submitted for publication elsewhere. All papers will be sent to referees in a double-blind review.

The *Journal of Museum Education* examines aspects of museum education of interest to museum educators, informal educators, museum administrators, researchers, and other education and museum practitioners. The *Journal* is a publication of the Museum Education Roundtable.



Initial Submission

All contributions should be submitted as an email attachment in Word to the editor-in-chief, Cynthia Robinson (Cynthia.robinson@tufts.edu). We accept submissions on a rolling basis.

In preparing the initial submission, there is no need to format beyond what is mentioned here. Use a single (not double) space after the full point at the end of sentences. Please use plain style and avoid elaborate layout or typography, but include italics or bold type when necessary, and make sure that headings and subheadings are clearly visible. Consistency in spacing, punctuation, and spelling will be of help. Citations, as endnotes, should be placed at the end of the file.

The initial submission should include title, abstract, article with endnotes, subheadings, and artwork, and a biography of 60 – 90 words, with author's name, affiliation and country. The author's mailing address, telephone number and email address should also be provided.

In case of multiple authors, please submit the contact and biographic information for all authors and indicate the author who is responsible for correspondence.

Please make sure that all the files that you send are clearly labeled.

Submitted articles should be directed towards one of the following categories:

- **Guest edited section:** By invitation from guest editor.
- **What the Research Says:** Formal research articles from practitioners, museum consultants, museum researchers, university faculty, etc. Article length: 2,500 – 3,500 words.
- **Current Trends in the Field:** Articles examining legislation, policy, advocacy, or other national issues related to the practice and profession of museum education. Article length: 2,000 – 3,500 words.

- **Tools, Frameworks and Case Studies:** Articles analyzing case studies and tested tools used by museum educators. Article length: 1,500 – 2,500 words.
- **Perspectives:** Nationally or internationally known guest authors offer their perspectives on issues related to museums, education, and policy. Article length: 1,000 – 2,500 words.
- **Reviews:** Book, exhibit, and program reviews. Contact the editor with your ideas. Article length: 1,000 – 1,500 words.

Artwork

We welcome illustrations of all types—photographs, line drawings, maps, or graphs. They should be used wherever they contribute to the subject matter of the article. They may be embedded in the article for the initial submission.

Review Process

Unsolicited articles are assessed for relevancy to JME and its readership before going onto review. If deemed appropriate your article will be read by at least two peer reviewers in a double-blind review. Reviewers will recommend accepting the article as is, accepting with revisions, or not accepting. You will receive their feedback and if your article is accepted, you will have approximately 20 days to prepare the final manuscript. At this time you must also submit all artwork and captions, a signed contract, and an information sheet (we will send you materials and directions when we send the reviewers' comments).

Articles are reviewed by peers three times per year: in early February, May, and October.

If your article is accepted and published, you will receive a digital copy of it. If you would like a printed copy of the journal please subscribe by joining the Museum Education Roundtable (www.museumeducation.info/join) at least one month prior to the journal's scheduled release. After publication, you may buy offprints or a single issue through our publisher, Maney Publishing, by contacting Janet Hague (j.hague@maneypublishing.com).

JME Writing Conventions (and other good writing habits)

Journal of Museum Education follows the conventions of The Chicago Manual of Style. For more information, please visit: www.chicagomanualofstyle.org

Styling

American spelling is used (e.g. *ise* not *ize*).

References

Endnotes should be used for referencing and should be kept to the strict minimum necessary for documentation. Endnote numbers, which should always use Arabic numerals, should be given sequentially in the text, immediately following the most convenient punctuation mark. Collect citations at the end of the article, in a section labeled "Notes." Include a bibliography of works cited, comprising only those sources actually cited in the text.

Place superscript citation numbers at the end of sentences, not in the middle. When at the end of sentences the number comes *after* the punctuation. If you have a lot of endnotes on a page consider grouping the information under one number.

Quotation marks:

- Always use double quotation marks when quoting something in the text, whether a single word or a sentence. (Example: The word “museum” carries many connotations.) The only time to use single quotation marks is when a quote is embedded in another quote. (Example: In her talk, Cynthia said, “The word ‘museum’ carries many connotations.”)
- Place a sentence’s punctuation (comma, period, exclamation point) *inside* the closing quotation mark. (Example: Cynthia Robinson, Editor-in-Chief of the Journal of Museum education, wrote, “Authors must place closing quotation marks outside the punctuation.”¹)

Capitalize the first letter of “museum” and “gallery” only when the word appears in a museum’s complete title. (Example: Cynthia Robinson once worked at the National Heritage Museum. While still at the museum, she started teaching at Tufts University.)

We capitalize a job title when it refers to a specific person but not when used in a general sense or as a category. (Example: Cynthia Robinson, Program Director, works closely with other directors...)

We put exhibition titles in italics.

Please use active sentence construction, not the passive voice.

If you refer to someone by name, include the person’s first name and a description of who he or she is the first time you mention him/her. JME readers work in many different fields and do not always share the same knowledge of references. (Example: Developmental psychologist Jean Piaget stated...)

Thank you,
Cynthia Robinson
Editor-in-Chief
Cynthia.robinson@tufts.edu

¹ This shows where the superscript citation number should appear in the sentence.