

***Museum Ireland* – Instructions to Authors 2010**

About Museum Ireland

The Irish Museums Association publishes *Museum Ireland* (ISSN 0961 9690) as an annual volume, issued in the autumn. The journal contains information, reviews, obituaries, articles and critical discussion pieces on issues of interest or concern to those working in Irish museums and information on the annual conference or other IMA events.

A separate *IMA Newsletter* (ISSN 0332 284X) is available for general news and short articles.

Manuscript Types

Please Note: Most Museum Ireland articles are solicited directly by the IMA.

Each journal will comprise a core of articles based on papers from the most recent Annual Conference. Articles in keeping with the theme of the conference or reflecting other IMA events during the year will be given priority for publication.

Solicited Manuscripts.

The Publications Sub-Committee of the Irish Museums Association solicit a number of articles for each issue.

Each proposed author is asked to submit a 500 word abstract, which is then reviewed by the Publications Sub-Committee.

Unsolicited Manuscripts.

Unsolicited manuscripts will not be reviewed. If an author wishes to publish an article or review in *Museum Ireland*, they are advised to send a title and 500 word abstract to the Journal Editor before preparing their full article.

The Publications Sub-Committee welcomes unsolicited abstracts for articles and reviews.

Review Process

Manuscripts that adhere to submission guidelines will initially be reviewed for suitability and format by the Editor of *Museum Ireland*.

Manuscripts qualifying for review by the Publications Sub-Committee of the Irish Museums Association will be reviewed by at least two people appointed by the Sub-Committee.

Contact details must be provided for all authors of an article or review to enable to verify the submission with all authors. A designated ‘corresponding author’ will receive all editorial communications regarding the status of the manuscript, revisions and reviews.

Submission guidelines

Length – Maximum length for articles: 4000 words (2000-3000 preferred)
Maximum length for reviews: 500 words

The preferred format for manuscripts is Microsoft Word set to font=12 point Times Roman. Layout should be single-spaced, with 1-inch margins. If you submit a pdf it must be accompanied by text in an editable Word document.

All manuscripts should conform to the detailed Museum Ireland Style Guide, which is available online and from the IMA office. Image guidelines are included in the style guide.

References and Select Bibliography

References should be numbered consecutively according to the order in which they are cited in the text.

Endnotes only are to be used, not footnotes.

The select bibliography should be maximum half a page long.

Copyright

Copyright of all text will rest with the Irish Museums Association. The author(s) will always be associated with their articles or reviews. Copyright of images will remain with the issuing authority. The IMA reserves the right to publish text online but images will not normally be included unless full online rights are obtained.

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