

Museum Ireland – Style Guide 2010

Texts submitted for publication in *Museum Ireland* should comply with the following style guide. Texts are also sub-edited and proofed with regard to the style guide.

1. Irish version of English spellings should be applied to all texts. Our primary spelling and style guide reference is the *Oxford English Dictionary*. Set your default language for the document to English (Ireland) or English (UK).
2. Leave single spaces between sentences.
3. Titles of articles should be self-explanatory. Articles should commence with an introductory paragraph or abstract suitable as a summary for online access to the journal.
4. Subheadings should be used to identify changes in topic within an article and will appear in small caps.
5. Reviews of exhibitions or events should give the summary in the form of title, venue, dates. For reviews of publications the details should be given as in the examples for bibliography below, with the addition of ISBN and price.
6. Punctuation marks are not used in acronyms and initials – eg the preference is for USA, UK, IMMA, S B Kennedy ...
7. Italics should be used to indicate the title of individual works of art – this also applies to the titles of songs, films, television and radio programmes, theatre productions etc.
8. Reported speech and quotations should be indicated by double quotation marks.
9. Single quotation marks should be used to indicate the titles of exhibition and projects.
10. Single quotation marks or italics may also be used sparingly for emphasis. Bolding should not be used within text for emphasis
11. Institutions, long running projects or the names of newspapers and journals should neither be italicised nor appear in single quotes. eg EV+A not *EV+A* / The Irish Times not *The Irish Times*

12. Please note the difference between hyphens and dashes. The shorter hyphen should only be used in compound words (eg pre-millennial). Only the longer dash should be used to extend sentences – this longer dash being accessed by tapping the hyphen key twice or holding down the ‘alt’ and the hyphen / dash key. This is software dependent.
13. Please note that titles of exhibitions, artworks and projects, as a rule should be followed by conventional rules of capitalisation and non-capitalisation – even if an eccentric or idiosyncratic form of capitalisation is part of the graphic identity of the event, artwork, project *etc.*
14. Grammatical abbreviations should be italicised and in lower case thus: *eg / ie / etc*
15. Dates of exhibitions and projects should be written day (numerals only), month, year (only include if not the present year) with the duration indicated by a dash *eg* 11 March – 15 July.
16. Captions for images should be provided. Captions for artists works should be written artist name, title of work (in italics), materials, date – if relevant, the location and exhibition where the work can be included as well.
17. Bibliography: Please structure references as follows:

Andrews, Malcolm, F. 1995. ‘A Picturesque Template: The Tourists and their Guidebooks’, *The Picturesque in Late Georgian England*, ed. Dana Arnold, The Georgian Group, London, pp. 3-12

Smith, John C. 1961. ‘The Museum of London’ *Museum Ireland*, 3, pp. 7-12

Images

1. Due to space limitations, there is a limit of 4 images per article.
2. Please supply images in the following format - Images may be submitted electronically in Tiff, EPS or JPG format, black and white or colour, and should be scanned at 300 dpi.
3. Please supply full credit lines to be included in images.
4. The responsibility for the provision of credit lines and all copyright notices lies with the author of the text.
5. If full credit lines and copyright notices are not provided, the image will not be published.
6. IMA will attempt to reproduce colour images in colour where this can be achieved within the limitations set by finances and opportunities to work colour pages through the finished text. Please note that while b/w images can be placed within the text, colour plates may be in a separate section of the journal.