***Social History in Museums* – Guidance for Contributors**

*Social History in Museums* is published annually and contains a variety of papers on current research, new projects, reviews of exhibitions and new writing in social history and museology.

We welcome proposals for articles from museum professionals, researchers, academics and students.

Please send an abstract of no more than 200 words to the Journal Editor, Jessie Petheram (jessie.petheram@liverpoolmuseums.org.uk) by **Wednesday 18th September**.

If your abstract is accepted for publication, the deadline for submission of completed articles to the editor is **Wednesday 23rd October**.

Articles should be between 2,000-4,000 words long and should be submitted by email as Word documents.

Anyone submitting an article for publication will be asked to sign a copyright form. The form asks authors to agree to their work appearing in the Journal and on our website as part of the Journal archive. It also asks authors to ensure that they have obtained permission to use any copyright material (images, photographs, quotations, extracts, illustrations, tables, etc.).

**Presentation**

* Articles must be typed, in Arial, in 12 point size
* Lines must be double spaced throughout the text (including end notes and references)
* A margin of 3 cm should be left at the margins and at the top and bottom of each page
* Articles must be paginated at the top right of each page
* All text should be justified at left and right margins
* The title and sub headings should be clear and concise and the latter aligned to the left hand margin. Subheadings should be firstly formatted in bold..
* Paragraphs should not be indented.
* Paragraphs should generally have no spaces before or after them.
* There should be a gap of one line between the subheading, and the paragraphs directly before and after it. Reference lists and endnotes should also be formatted in this fashion.
* Use single quotation marks except for quotations within quotes when double marks are to be used
* Quotes over 40 words in length should be set out from the body of the text by being indented 1 cm from the left margin, and there should be a gap of one line between it and the paragraphs before and after it; quotation marks should not be used for indented quotes
* Quotations used to begin subsections should be aligned to the right. The full reference should be written out underneath it, also aligned right, in the following format: name of author, title (italics or ‘’ as usual), (date: page number)
* Use a single (not a double) space after a full stop, and after all other punctuation marks. Do not put a space in front of a question mark, or in front of any other closing punctuation mark
* Avoid stops when using abbreviations: for example, UNESCO, UK, Mrs and Dr are preferred.
* Use italic for titles of books, plays, films, long poems, newspapers, journals, (but not for articles in journals), ships and exhibitions
* Avoid the use of ‘he’ when he or she is meant, wherever possible, either through the use of ‘they’ or by repeating the noun
* Capitalise sparingly; use lower case where possible; be consistent; e.g., ‘Queen Anne’, but ‘the queen’
* Numbers of 10 and under should be spelt out; insert a comma for thousands and tens of thousands (e.g. 10,000 and 100,000). Numerals should be used for measurements and percentages (but spell out ‘per cent’); the percentage sign (%) should only be used in tables and figures. Numerals should not be used for volume numbers, such as 14th – instead, use ‘fourteenth’. Likewise for centuries.
* Use notes sparingly in the form of endnotes and not as footnotes. Within the article, endnote numbers should be placed after any punctuation mark. Numbering should be 1, 2, 3, etc. not i, ii, iii. Any references within the notes should be in the Harvard (author-date) system (see below)
* Dates should be presented in the English style as follows: 1 January 2003; centuries should be spelt out, e.g. eighteenth century, not 18th century.
* Dashes, if used, should be single en-dashes.
* Do not page number your articles, this will be done when they are set and published.

**Referencing**

* Contributors should use the Harvard System for citing references.
* In referring to other works avoid location references such as ibid and op cit.
* References that are cited in the text should be in conformity with the Harvard system so that the author's surname, the year of publication and the page reference appear immediately after the material that has been cited or quoted. Thus, (Smith 2001: 32-3); two authors should be given as, (Dodd and Sandell 1999); for more than two, (Neal et al. 1995); multiple references should be given as, (Peers and Brown 2003; Smith 2006; Dicks 2010).
* Website references other than to web journals (see below) should be entered as endnotes, with access date given, e.g. Ross Parry, Nick Poole and Jon Pratty, ‘Semantic Dissonance: Do We Need (And Do We Understand) The Semantic Web?’, Museums and the Web 2008. http://www.archimuse.com/mw2008/papers/parry/parry.html, accessed 24 February 2012.
* Material derived from interviews should be referenced in endnotes. Include the interviewee’s and interviewer’s names, the recording medium, the place and date of the interview, and details of where the recording is deposited (if appropriate):
	+ Helen Wang, interview by author, digital recording, 8 January 2007, London.
	+ Karnial Singh, interview by Manjeet Tara, tape recording, 13 April 1999, Leicester, East Midlands Oral History Archive (EMOHA).
	+ References to the same interview later in the text can be abbreviated to (for example): Helen Wang, interview, 9 January 2007.
* Personal communications (letters, emails, face-to-face conversations) should be referenced in endnotes, thus:
	+ Jane Weel, personal communication, 12 May 2011.
	+ NB, if appropriate, you should also include the individual’s job title and place of work:
		- John Benfield, Creative Head of Interactive Media, Natural History Museum, personal communication, 21 December 2005.
	+ References to the same communication later in the text may be abbreviated to:
		- John Benfield, pers. comm., 10 January 2006.
* A lower case lettering system should be used to distinguish between different works by the same author or authors which have been published in the same year: e.g. Smith, A (1967a, 1967b).
* Pagination should be given as concisely as possible (3-8, 9-14, 33-6, 174-9, 183-96).
* Punctuate references with commas and not with full stops. In the case of journals give the volume number first, followed by the issue number in brackets, e.g. 4 (3).
* The list of references should appear in alphabetical order after any endnotes. It should be formatted as a subheading, and entitled ‘References’, rather than ‘Bibliography’
* The following style of referencing should be used:
	+ **Articles in journals**: Negrin, L. (1993) 'On the Museum's Ruins', Theory, Culture and Society, 10 (1) 97-125.
	+ **Chapters in edited books**: Wright, P. (1989) 'The Quality of Visitors' Experiences in Art Museums', in Peter Vergo (ed) The New Museology, 119-48, London: Reaktion Books.
	+ **Books**: Horne, D. (1984) The Great Museum, London: Pluto Press.
	+ **Edited books**: Knell, S.J., MacLeod, S. and Watson, S. (eds) (2007) Museum Revolutions. How Museums Change and are Changed, London: Routledge.
	+ **Web-site journal articles**: Owen, J. (1999) 'The Collections of Sir John Lubbock, the First Lord Avebury (1834-1913): 'An Open Book?' Journal of Material Culture, 10 (3) 283-302

http://www.sagepub.co.uk/frame.html?

http://www.sagepub.co.uk/journals/details/j0101.html.

* When an author has more than one entry in the list of references, do not repeat the name, but begin the reference from the date onwards, and indent it by one tab. References by the same author should appear in chronological order in the reference list.
* Keep the references formatted like the main text – do not use a hanging indent or indent the first line (except as detailed in the point above).

**Images, tables and illustrations**

A maximum of three images may be included per article. Contributors should provide full details of illustration source and obtain permission to reproduce all copyright material. All images must be sent as supplementary JPG files (300 dpi), not included in the Word file. Image captions should appear at the end of the document.

Note that the Journal is printed in black and white when selecting images.

**Peer Review**

If your article is accepted for publication, it will be subject to peer review. Reviewers will comment on the content of the article, and then you will be given one week in which to amend your article in light of the reviewer’s comments prior to publication. In 2020, reviews will be sent to contributors on **Friday 22nd November** and amended articles must be received by **Friday 6th December**.

Peer reviewers will comment on the strengths and weaknesses of your article, covering the following aspects:

* **Innovation** – does the article add to existing professional practice? Does it make a contribution to questions facing the sector?
* **Context** – Has the writer engaged with the professional and intellectual context of the work described? Are there additional published works or examples of practice which the author could usefully consider?
* **Relevance** – does the article set out reflections or conclusions which can be applied to wider professional practice?
* **Presentation** – Is the article clear and succinct? Is the grammar and spelling accurate? Should an image be included of a particular aspect of the work described (note that only three images are permissible)?