

Instructions for Authors

The **Journal** accepts original and previously unpublished **scientific studies, essays, materials, scientific papers, reports, reviews and annotations** regarding a wide range of museum topics and issues related to the cultural heritage in general, also including both video and photographic attachments. The journal does not have article processing charges (APCs) nor article submission charges.

The deadlines for the acceptance of contributions for the year 2018 are

the 1st March 2018 for Issue No. 1,

the 31st August 2018 for Issue No. 2.

- Contributions should be sent to the editors via e-mail to muzeum@nm.cz
- The editors only accept manuscripts that are delivered in an electronic form (.doc, .docx, .rtf) and that are sent as e-mail attachments or delivered in electronic form on a CD or DVD, with a cover letter that includes the address of the author (including an e-mail address and/or a telephone connection). Manuscripts are accepted in the Czech, Slovak or English.
- The scope of the studies, essays and/or materials is restricted to a **max. 20 standard pages** (i.e. 36,000 characters inclusive of spaces and footnotes).
- The scope of scientific papers, reports, reviews and annotations is restricted to a **max. 10 standard pages** (i.e. 18,000 characters inclusive of spaces and footnotes).
- The manuscript should fulfil the requirements of CSN 880220, i.e. spacing of 60 characters per line, 30 lines per page, or using a 12 pt font size and 1.5 spacing – and then in footnotes a 10 pt font size and 1.0 spacing.
- For texts that exceed the specified scope it is possible to make an individual arrangement with the editors.
- Pages should not be formatted but they must be numbered.
- Studies, essays and other material **must be accompanied by Czech and English abstracts** totalling 15-20 lines and between 3-7 keywords.
- The main text should be followed by a bibliography.
- The citation praxis is governed by CSN ISO 690.

Monographs:

STRÁNSKÝ, Zbyněk Z. *Archeologie a muzeologie [Archaeology and Museology]*. Brno: Masaryk University, 2005, p. 160.

Repetition of a citation:

Ibidem, pp. 123-130.

Articles in journals:

KNÍŽÁK, Milan. Entartete Gedanken. *Vesmír*, 2008, Vol. 87, No. 10, pp. 702-704.

WEAVER, William. The collectors: Command Performances. *Architectural Digest*, December 1985, Vol. 42, No. 12, pp. 126-133.

Papers included in the proceedings:

STEHLÍK, Michal. Transformace sbírky Národního muzea v Praze. [*The Transformation of the Collection of the National Museum in Prague.*] In: *Sborník z mezinárodní konference Muzeum a změna, 1965*. Prague: The Association of Museums and Galleries of the Czech Republic, 2003, p. 75.

If the document has 2-3 authors:

KOTLER, Philip and ARMSTRONG, Gary.

BÁLINTOVÁ, Kateřina, KREUZZIEGEROVÁ, Radmila and ŠVÁCHA, Rostislav.

If the documents has more than 3 authors:

SMITH, John, et al.

HERMANOVÁ, Hana, POTŮČEK, Jakub, JIRÁTOVÁ, Kristýna et al.

Electronic monographs:

BANABIC, Dorel. *Advanced Methods in Material Forming* [online]. Springer, 2007 [cit. 13.6.2011]. Available at: <http://lib.myilibrary.com?ID=86355>

Electronic journals:

Ikaros [online]. Prague: 2012, Vol. 16, No. 13 [cit. 2. 11. 2012]. Available at: <http://www.ikaros.cz/>

Articles in electronic journals:

UHLÍŘ, Zdeněk. [*"BIBLIOTHECA UNIVERSALIS" and the pitfalls of a global digital library.*] *Ikaros* [online]. Prague: 1999, Vol. 3, No. 9 [cit. 17. 1. 2013]. Available at: <http://www.ikaros.cz/bibliotheca-universalis-uskali-globalni-digitalni-knihovny>

- Video or photo attachments, tables, charts or other graphic materials should be provided as separate files, with images in .tif and graphs in .xls formats. The author is responsible for securing copyright and reproduction rights to his/her pictorial supplements for both printed and electronic publications.
- The editors reserve the right to publish the image attachments and to edit the text both formally and linguistically. The editors only carry out the final proofreading of manuscripts; texts that require extensive revisions will be returned to their authors.
- Scientific studies, essays and materials undergo a mutually anonymous review process, which can have a maximum of two rounds, and requires the subsequent approval of the Editorial Board.
- Each text is assessed by at least one reviewer and subsequently, on the basis of the review process, the Editorial Board either accepts the text, returns it for redoing or rejects it in full.
- The Editorial Board makes the decisions in regard to the publication of scientific papers, reports, reviews and annotations.
- The author of the text shall be informed concerning the result of the procedure in writing (by e-mail), no later than two months from the date of the receipt of the manuscript.
- Observing the requirements of the reviewers and following the formal standards of the journal is a precondition for the publication of any text.