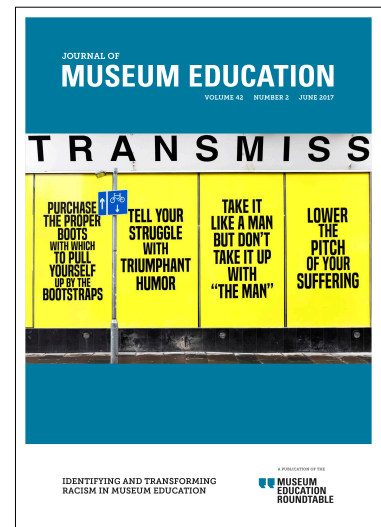


Journal of Museum Education

Article Submission Guidelines

The *Journal of Museum Education* is an international, peer-reviewed journal publishing high-quality, original work of interest and relevance to museum practitioners. All submitted manuscripts are subject to initial appraisal by the editor-in-chief, and, if found suitable for further consideration, to peer review by independent, anonymous expert referees. Peer review is double blind process.



Journal of Museum Education considers manuscripts on the strict condition that the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work; the manuscript is not currently under consideration or peer review or accepted for publication or in press or published elsewhere; the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

JME is a publication of the Museum Education Roundtable.

Submitted articles should be directed towards one of the following categories (word count includes abstract and text, but not biography, endnotes, bibliography, etc.):

- **Guest edited themed section:** We welcome proposals. Please see Themed Issue Proposal Submission Guidelines.
- **What the Research Says:** Research articles from practitioners, museum consultants, museum researchers, university faculty, etc. 2,500 – 4,500 words.
- **Current Trends in the Field:** Articles focus on legislation, policy, advocacy, or other national or international issues related to the practice and profession of museum education. 2,000 – 3,500 words.
- **Tools, Frameworks, and Case Studies:** Articles dedicated to analysis and descriptions of practical and tested tools used by museum educators, as well as case-study examples of practice. 1,500 – 3,500 words.
- **Perspectives:** Nationally or internationally known guest authors offer their perspectives on issues related to museums, education, and policy. 1,000 – 2,500 words.
- **Reviews:** Book, exhibit, and program reviews. Contact the editor with your ideas. 1,000 – 1,500 words.

Required Formatting

- Manuscripts are accepted in English. American English spelling and punctuation are required.
- Manuscripts must contain an abstract, key words, endnotes, bibliography, and a short biography of each author. Access the free articles in each issue for style and formatting models at www.tandfonline.com/loi/rjme.
- Citations must be formatted using notes/bibliography Chicago style (Arabic numerals, endnotes and references). Endnote numbers should be given sequentially in the text, immediately following the most convenient punctuation mark at the ends of sentences whenever possible.¹ Visit: www.chicagomanualofstyle.org and refer to published JME articles for models.
- Supply all figures and graphics as separate files, not embedded in the article's text.
 - Minimum 1200 dpi for line art; Minimum 300 dpi at 5 inches for greyscale. Color photos may be used on the online version of accepted articles, but authors must be willing to pay for color in the print version of JME. If submitting both color and greyscale versions, identify which goes where in the file titles.
 - Files should be saved as one of the following formats: JPG, TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC).
 - All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labeled (e.g. Figure 1a, Figure 1b).
 - Reference the image in the text to which it relates, either in parentheses, e.g. (Figure 1), or in the text itself, e.g., "Figure 1 demonstrates..."
 - Create a separate Word document of figure captions.
- Avoid fancy formatting. No colored text, no rules, no underlining. Use single spaced 12 point text, flush left, for easy reading in the review process.

If your article is accepted and published you will receive free access to it on through the *My authored works* section of Taylor & Francis Online, which shows you all your published articles. You can easily view, read, and download your published articles from there. In addition, if someone has cited your article or referred to it in social media, you will be able to see this information. Our publisher is committed to promoting and increasing the visibility of your article and has provided [guidance on how you can help](#). Also within *My authored works*, author eprints allow you as an author to quickly and easily give anyone free access to the electronic version of your article so that your friends and contacts can read and download your published article for free. This applies to all authors (not just the corresponding author).

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

Additionally, lead authors will receive one print copy of the journal in which your article is published. You can also get a print copy and access to the whole digital issue of the journal, as well as JME's digital archives, by joining the Museum Education Roundtable at least one month prior to the journal's scheduled release.

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JME Writing Requirements

All articles, even case studies, must be organized around a thesis (premise) and set in a context that explains the problem or issue that the case study addresses. Historical background and discussion of how others in the field have addressed the issues add value.

- **Section headings:** Divide text into sections with section headings that communicate the key idea of the section. Avoid headings like “Introduction,” “Findings,” and “Conclusion.” Instead, create headings that communicate your section's main point (newspaper style).
- **Referencing people in the text:** Provide full names and a description when you reference a person in your text. JME readers work in many different fields and do not always share the same knowledge of references. (Example: Developmental psychologist Jean Piaget stated...)
- **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.”)
- **Punctuation:** 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.”)
- **Capitalization:** 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.) 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...)
- **Exhibition titles:** Put exhibition titles in italics.
- **Voice:** Use active sentence construction, not the passive voice. Feel free to write in the first person narrative voice.

Submission Process

Work with your guest editor on drafts of your article, and only upload to the publisher's manuscript management platform when it is ready for peer review. I am also happy to work with you on polishing your work.

Submit manuscripts through www.editorialmanager.com/rjme (additional information is at www.tandfonline.com/loi/rjme). Prepare *two* versions of your manuscript in order to facilitate the journal's double anonymous peer-review protocol.

- The first version of the manuscript should be a complete text with title page (including acknowledgements as well as funding and grant-awarding bodies); abstract (150 words); keywords (5 – 8); main text; biography (60 – 90 words); endnotes and bibliography. Submit separate files of tables, figures (see formatting requirements above), and captions as a list in Word.
- The second document must have *all information identifying the author removed* from the files to allow them to be sent anonymously to peer reviewers (remove author's name from title page, biographies, any captions that might identify the author, and any other use of the author's name). You do not need to submit the associated files a second time if they do not reveal identity.
- Both versions must be submitted as Word documents (not PDFs).
- In Editorial Manager, select the appropriate drop down menu choice.

If you have problems with the uploading process contact RJME-peerreview@tandf.co.uk or click on the "Contact Us" button on the JME Editorial Manager page. Please do not contact me: I cannot assist with technical problems.

Contact me via email at JMUSEd@gmail.com with questions or if you'd like to discuss whether your article is appropriate for JME.

Thank you:

Cynthia Robinson

Editor-in-Chief

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