



Submission Guidelines for Museums RoundUp

Style

Articles should be written in a high-quality and jargon-free style. All articles are subject to editing for length, clarity, and style. Authors will be informed of any significant proposed changes to copy. For questions of style, RoundUp follows *The Canadian Press Stylebook* and the *Oxford Canadian Dictionary*.

Selection

Articles are selected by the Editor and the RoundUp Editorial Committee based on suitability, and we actively encourage suggestions from the BCMA membership. Unsolicited articles are welcome, however an abstract must be submitted to the Editor for approval prior to developing the article. Articles will be assessed for content and style. Selected authors will be required to sign a publication agreement.

Illustrations

Please submit the number of illustrations indicated for each type of article (see below). Digital images in various formats (TIFF, JPEG, or EPS) should have a minimum resolution of 300 dpi, and can either be emailed or sent via Dropbox to the Editor: jlemke@museumsassn.bc.ca. Photo credit information should accompany all images. It is the author's responsibility to obtain permissions and/or clear copyright before submitting photographs. Cartoons, tables, and line drawings are also welcome.

Multi-Media

If you would like to submit a film clip or audio recording, submissions via email or Dropbox to the Editor should be in the following formats for video: mov, mp4, m4v, and mp3 for audio.

Submissions

All articles should be accompanied by a 50 word biographical statement about the author, and can be submitted in Word format via email to the Editor: jlemke@museumsassn.bc.ca

Article Categories:

Features

RoundUp publishes timely feature articles in connection with the quarterly theme. Articles may be controversial, theoretical, or journalistic - the goal is to achieve a balance of articles of interest to a wide readership. Projects undertaken by museologists across Canada or overseas are also included if they are relevant to BC.

Illustrations: 8-10 professional quality photographs or other illustrations.

Length: 1,500 words

Columns

Column submissions are solicited by the Editor and the Editorial Committee based on set themes. If you have an idea for a new column or would like to be considered as a regular contributor of an existing column, please submit a proposal to the Editor.

Illustrations: 2-3 professional quality photographs or other illustrations

Length: 500 words for each issue

Who's News

Is someone new to your institution or has someone moved up and taken on more responsibility? We want to know about this exciting development in the industry.

Illustrations: 1 professional quality photograph of staff

Length: 75 words

Upcoming Events

We want to hear about an exciting upcoming event at your museum, art gallery or archives. Make sure to tell us the date and start time as well as the "low-down". Given lead times of this publication, submitted events should be happening after the associated issue's publication date. Publication deadlines are posted on the BCMA's RoundUp website.

Illustrations: 1 professional quality photograph or other illustration such as a poster

Length: 100 words

