MUSEUM IRELAND – Style Guide

Manuscripts submitted for publication in Museum Ireland should comply with the following style guide.

Article Structure
- Title (titles of articles should be self-explanatory).
- Name of author (without the title, which can be included in the Author Biography line, see below).
- Abstract. This introductory paragraph or abstract should be suitable as a summary for online access to the journal.
- Subheadings in small caps should be used to identify changes in topic within an article.
- Author biography (max. 50 words per author).
- Bibliography

Structure for review articles
- Title of reviewed item.
- If an exhibition, include the opening and closing date in the title. 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, e.g. 11 March – 15 July.
- For reviews of publications, the article title should include the details formatted as required for article bibliographies (see below), with the addition of the ISBN.
- Name of review article author.
- Review article author biography (max 50 words).

Document type and font
- Submit your article in Word. Pdf or other alternative formats will be returned.
- 11-point font
- Arial.

Spacing and Margins
- Lines should be single-spaced.
- Double-spacing between paragraphs.
- Single spaces between sentences.
- 1-inch margins.

Spelling
- Irish-English spellings should be applied to all texts. Our primary spelling and style guide reference is the *Oxford English Dictionary.*

Acronyms
- Punctuation marks are not used in acronyms and initials – e.g. the preference is for USA, UK, IMMA, S B Kennedy …

Titles of Works and publications
- Single quotation marks to indicate the titles of exhibition and projects.
- Italics to indicate the title of individual works of art, songs, films, television and radio programmes, theatre productions.
- Titles of exhibitions, artworks and projects, as a rule, should follow 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.

- Institutions, long running programmes and the names of newspapers and journals should neither be italicised nor appear in single quotes. e.g. EV+A not *EV+A* / The Irish Times not *The Irish Times*

Quotations, Citations and Emphasis
- Reported speech and quotations of less than 30 words should be indicated by double quotation marks and placed within the body of the text.
- Quotations of more than 30 words should be indented.
- Italics may be used sparingly for emphasis.
- Bolding should not be used for emphasis.

Hyphens and Dashes
- The shorter hyphen should only be used in compound words (e.g. pre-millennial). Only the longer dash should be used to extend sentences – this longer dash being assessed by holding down the -'alt' and the hyphen / dash key. This is software dependent.
- Grammatical abbreviations should be non-italicised, and in lower case thus: e.g./ i.e. / etc.

Notes and Bibliography
- Use Endnotes, not footnotes. All Endnotes should be numbered consecutively according to the order in which they are cited in the text.
- All sources should be referenced in the Endnote.
- All references cited in Endnotes should be included in the Bibliography.
- No citations not referred to in the text should be included in the Endnotes or the Bibliography.
- The Bibliography should be maximum half a page long.
- Please structure both Endnotes and Bibliography in line with [Chicago Manual of Style 17th edition (full note)](#).

Images
- Images must be in Tiff, EPS or JPG format and in a minimum of 300 dpi.
- Place images within the document where you want them to appear.
- Number images consecutively as Figures (Fig. 1, Fig. 2 etc.)
- Send all your images separately to ensure the quality and resolution are preserved. You can share these via email or a link to a file-sharing site.
- Images must be accompanied by a caption. Captions for artists' works should be written as: artist name; title of work (in italics); materials; [if relevant] location; exhibition.
- Captions must include the full credit line relating to the image. The responsibility for the provision of credit lines and all copyright notices lies with the author of the text. If full credit lines and copyright notices are not provided, the image will not be published.
- Alternative text for images should be provided, to improve accessibility for those using screen readers.