

# Notice to Authors

**Mission Statement.** The journal for the Council for Museum Anthropology, *Museum Anthropology* publishes articles, commentary, review articles, exhibition and book reviews, and research notes relevant to museum anthropology and the study of material culture. *Museum Anthropology* is published semiannually.

**Contributions.** *Museum Anthropology* encourages submission of original papers advancing scholarship and professional practice in museum anthropology and material culture studies. The concerns of the journal are broad, cross-cutting all subfields of anthropology and embracing work in related fields such as folklore studies, ethnomusicology, art history, performance studies, classical archaeology, public history, museum conservation, and others concerned with museums, systematic collections of cultural objects and records, and the interpretation of material culture.

In addition to peer-reviewed articles, *Museum Anthropology* also publishes shorter contributions intended to stimulate debate, promote improved professional practice, and disseminate information on new developments within the field. Authors considering submission of such essays are encouraged to contact the editor to discuss the scope and form of their submissions.

Books, catalogs, exhibitions, online exhibitions, websites, and other media of interest to the field are reviewed regularly in *Museum Anthropology*. Reviews are solicited by the editor, but suggestions of materials appropriate for review are especially welcome. Scholars interested in being called upon to serve as reviewers may contact the editor. Authors, curators and other interested parties are encouraged to forward, to the editor's attention, press releases and other publicity materials produced by museums staging or hosting special exhibitions. These, together with publisher's catalogs and direct correspondence all assist the editor in identifying materials suitable for review in the journal.

**The Submission Process.** Papers submitted for publication are initially reviewed by the editor and the editorial staff. Following this initial review, papers may then be read by two outside peer-reviewers or returned directly to the author for revision. The work of editorial and peer-review is undertaken with the greatest possible speed and is usually complete within three months of submission. Articles submitted for publication should not have been previously published or be under concurrent review by another journal or as part of an edited book. Authors may suggest the names of potential reviewers, but the editor will not be limited to these suggestions. The editor is available to consult with potential authors prior to the submission of a manuscript for formal consideration.

**Manuscripts.** Article manuscripts submitted to *Museum Anthropology* should be double-spaced, with at least one inch margins on all sides. An abstract of 75–100 words that summarizes the scope and findings of the paper is required for article submissions. Papers that are sent to external peer-reviewers will be evaluated anonymously. For this reason, authorship, institutional affiliation, mailing address, and acknowledgements should be given separately on the first page of the manuscript in such a way that the editorial staff can easily delete these materials prior to sending the paper to reviewers. The body of the paper should begin on page two, headed only with the paper's title, which should be followed by the abstract and the paper itself.

Manuscripts should be submitted via email to [museanth@indiana.edu](mailto:museanth@indiana.edu), as attachments in Word or Rich Text Format (RTF). Papers that include complex non-English character sets should also be submitted as PDF files. Scholars without easy access to email may submit a single copy of the paper by mail to: Editor, *Museum Anthropology*, Department of Folklore and Ethnomusicology, Indiana University, 504 North Fess, Ave., Bloomington, IN 47408, USA. If accepted, final versions of papers originally submitted for review in paper form will need to be provided in digital form.

In matters of style, including the formatting of citations and references, *Museum Anthropology* follows the American Anthropological Association (AAA) Style Guide (available online at: [http://www.aaanet.org/pubs/style\\_guide.htm](http://www.aaanet.org/pubs/style_guide.htm)), the 15th edition of the *Chicago Manual of Style*, and *Merriam-Webster's Collegiate Dictionary*. Papers requiring notes should use endnotes rather than footnotes. Article contributions to *Museum Anthropology* generally do not exceed 10,000 words, including notes and other elements. Authors wishing to submit longer works are advised to discuss their proposed projects with the editor.

**Figures.** As submitted, papers should include workable copies of any proposed illustrations (drawings, photographs, maps, etc.). These should not be embedded within the manuscript, but should be forwarded to the editor as one or more separate files. The editor will provide guidance to the authors of accepted manuscripts for the preparation of final illustration materials in appropriate electronic formats.

*Museum Anthropology* is a forum for the presentation of scholarly research and for the promotion of discussion and debate in the field. In achieving the journal's mission, the editor is assisted by an editorial board that provides counsel on matters of editorial policy, assists in insuring the widest possible involvement of the field in the work of the journal, and offers specialist knowledge of particular areas within its purview. The views expressed by contributors to the journal are not necessarily those of the editor, the editorial board, the Council for Museum Anthropology, the AAA, or the University of California Press. As a publication of the AAA, *Museum Anthropology* operates within the general framework of policies that govern the association's broader program of scientific communication.