

**Guidelines for the authors concerning the volume for the international symposium
MUSEOEUROPE on the subject: UNIFORMITY,
The Regional Museum Maribor, October 18th - 20th 2018**

Information about the author:

Name and surname, academic title, profession and place of employment, the institution where the author is employed and its address, e-mail.

Example: Janez Novak, PhD, Historian and Art Historian, Senior Curator, National Museum of Slovenia, Prešernova 20, 1000 Ljubljana, janez.novak@museum.si

Papers:

The written contributions are to be written in English in the maximal extent up to 30 000 characters without interspaces, including footnotes. The text is to be written in the A4 format in the Times New Roman font style, size 12, spacing between the lines 1.5. Under the title of the paper the name and surname of the translator is to be written.

Abstract of the paper:

The abstract should present the main results of the paper in the maximal extent up to 600 characters (without interspaces). The Slovenian authors should provide the abstract in Slovene and in English language.

Key words:

The key words should epitomize the abstract, in the extent up to seven words. The Slovenian authors should provide key words in Slovene and in English language.

Summary of the paper:

The summary should summarize the content of the paper in the maximal extent up to 2,000 characters (without interspaces). The Slovenian authors should provide the summary in Slovene language.

Quotations:

The remarks should be cited as footnotes under the line.

Prevailing abbreviations are to be used for the quotations of archive sources, and then the name of the fond or the collection (signature, if it is on disposal), the number of the box, the number of the archival unit or the name of the document is to be stated.

Example: StLA, archival fond Tappeiner, box 7, document 5.

For the quotations of print media, the name of the publication, date, volume, year of issue, name and surname of the author, the title of the article and the page is to be stated.

Example: Marburger Zeitung, 4. 1. 1880, XXI, Rudolf Gustav Puff, Maria Rast, p. 5.

For the quotations of oral media, the surname, name of the source, location and date is to be stated.

Example: Oral Source: Ferik Janez, Spodnji Duplek, 10. 1. 2015.

For the quotations of literature references the surname and the initial letter of the author's name, the year of the publication of the article/monograph and the page is to be stated.

Example: CEVC, E. 1966, p. 87.

For the quotations of digital sources the surname and the initial letter of the author's name, the year of the publication, the title of the article/monograph, web publication, the date and the page is to be stated. Electronic address (URL) and the date of the quotation is to be added.

Example: HART, H. 2001, Fitting for a woman ahead of her time, Los Angeles Times on the Web, 3. 6. 2001, p. 12. URL: <http://articles.latimes.com/2001/jun/03/entertainment/ca-5690> (quoted 20. 5. 2016).

Sources and Literature:

All sources and literature, which has been cited in the footnotes, are to be stated. The sources (archive sources, oral sources), print media (newspapers) and literature, are to be stated separately. In case of not using sources and print media, only literature is to be stated. The sources, print sources and literature is to be stated in alphabetical order.

Archive sources:

Citation form: abbreviation of the archive name, full name of the archive, name and signature of the archival fond or collection, the number of the box, the number of the document.

Example: PAM, Pokrajinski arhiv Maribor, archival fond Kukovec, box 4, document 12.

Oral sources:

Citation form: the surname and the name of the source, location and date.

Example: Oral source: Brown John, Maribor, 10. 1. 2015.

Print media:

Citation form: name of the publication, date, volume, year of issue, name and surname of the author, the title of the article and the page is to be stated.

Example: Marburger Zeitung, 4. 1. 1880, XXI, Rudolf Gustav Puff, Maria Rast, p. 5.

Digital sources:

Citation form: surname and the initial letter of the author's name, the year of the publication, the title of the article/monograph, web publication, the date and the page is to be stated. Electronic address (URL) and the date of the quotation is to be added.

Example: HART, H. 2001, Fitting for a woman ahead of her time, Los Angeles Times on the Web, 3. 6. 2001, p. 12. URL: <http://articles.latimes.com/2001/jun/03/entertainment/ca-5690> (quoted 20. 5. 2016).

When quoting websites as a source, write the website address and email address with the date of quotation.

Example: COUNCIL OF EUROPE, European Landscape Convention. URL: <http://www.coe.int/en/web/landscape> (quoted 9. 6. 2017).

Literature – monographs:

Citation form: the surname and the initial letter of the name in block letters, the year, then the name and the surname are to be written out in full, the title of the monograph, locus and the year of the publication.

Example: CEVC, E. 1966, Emilijan Cevc, Slovenska umetnost, Ljubljana, Prešernova družba, 1966.

In case of a monograph publication from the world web, the same is to be stated as indicated above; the URL with the date of the quotation is to be added at the end.

Example: BARTSCH, Z., 1893, Zacharias Bartsch, Steiermärkische Wappenbuch von Zacharias Bartsch 1567, Graz&, Leipzig, 1893. URL: <https://download.digitale-sammlungen.de/pdf/1392111587bsb00072279.pdf> (quoted 24. 2. 2014).

Literature – articles:

Citation form: the surname and the initial letter of the name in block letters, then the name and the surname are to be written out in full, the title of the article, the title of the periodical or volumes, for the periodical also the year's issue, the year, the number of the volume and the number of the page.

Example: CURK, J. 1976, Jože Curk, Proštijska cerkev in minoritski samostan v Ptuj, in: Časopis za zgodovino in narodopisje, year's issue 47, new line 12, 1976, vol. 1, pp. 31– 67.

Supplements:

The pictorial material, photographs, maps are to be scanned in the 300 dpi resolution and saved as tiff or jpg files. The files of the pictorial material are to be named according to the subtitles in the text (e.g.: Image 1, Image 2, Image 3). What is to be cited in the subtitles concerning the pictorial material: consecutive number, author, the title of the picture, technique (lithography, oil on canvas, ...), year, provenience, institution / source, name of the photograph. The place in the text where the photograph should be inserted is to be marked by the author. Photographs from the world web will not be published.

The photographs are to be attached as jpg or tif files to the main document and named after the author in the correct order (Example: Bevc_1, Bevc_2, Bevc_3). The Authors must provide the permission to publish the pictorial material. The maximum number of photographs is three.

Example: Image 1: Unknown author, The veduta of pilgrims in a procession to Sveta Trojica, black and white lithography, 1864, in: Carl Reichert, Einst und Jetzt, Teil 2, Graz, 1864.

Image 2: Unknown author, Stillife, oil on canvas, 17th century, Hrastovec castle, Regional museum Maribor, (photograph by Tomaž Lauko).

The authors should send their papers in the English language via e-mail to the following address: museoeurope@museum-mb.si until the 6th of April 2018.

THE COMPLETE PAPER CONSISTS OF:

- **Information about the author (in English)**
- **Abstract of the paper (English and Slovene / for Slovenian Authors)**
- **Key Words (English and Slovene / for Slovenian Authors)**
- **Summary of the paper (English or Slovene / for Slovenian Authors)**
- **Paper (English)**

The papers will be anonymously reviewed.

Only the complete papers received on time and prepared according to the guidelines will be forwarded to the reviewers. All the uncomplete papers, papers received after the 6th of April 2018 or papers ignoring the guidelines will be rejected. In case of negative review the paper will be also rejected. The authors of the papers are responsible for the claims and the scientific accuracy of the papers. Appropriate papers will be published in the e-volume of the symposium and will be accessible on the Museoeurope Webpage:

www.museoeurope.com

The papers of the volumes will be presented at the symposium in the Slovene or English language.