

JOURNAL OF THE MUSEUM OF APPLIED ART MANUSCRIPT PREPARATION AND SUBMISSION GUIDELINES

JOURNAL OF THE MAA is a unique peer-reviewed scholarly journal in Serbia dedicated to the study of applied art, publishing research results in this area. According to the ranking of the Ministry of Education, Science and Technological Development of the Republic of Serbia, the Journal belongs to the category M 51. The reviewers are expected to suggest the contribution type but the final decision is made by the Editorial Board.

The Journal has the following sections:

Contributions – manuscripts should not exceed 30,000 characters including blanks and may have up to 7 black-and-white and/or colour photographs

Discussions – manuscripts should not exceed 30,000 characters including blanks and may have up to 5 black-and-white and/or colour photographs

Critical reviews – manuscripts should not exceed 15,000 characters including blanks and may have 1 black-and-white or colour photograph

Reviews – manuscripts should not exceed 7,000 characters including blanks and may have 1 black-and-white or 1 colour photograph.

The JOURNAL follows the Harvard Manual of Style, i.e. the author-date system.

Papers should be written in English.

Manuscripts submitted to the Editorial Board of the JOURNAL should be provided in the standard .doc format, prepared using Microsoft Office Word 97 or later. Use Times New Roman, font size 12 points, line spacing 1.5 lines. Illustrations should be submitted as separate files. Do not include them in the body text!

All manuscripts should include the following elements: I. AUTHOR'S FIRST NAME, SURNAME AND THE YEAR OF BIRTH; II. AUTHOR'S INSTITUTIONAL AFFILIATION; III. MANUSCRIPT TITLE; IV. ABSTRACT; V. KEY WORDS; VI. BODY OF THE MANUSCRIPT; VII. SUMMARY; VIII. LIST OF REFERENCES; IX. SOURCES; X. ABBREVIATIONS; XI. ILLUSTRATIONS; XII. CONTACT PERSON.

I THE NAME OF THE AUTHOR(S)

First name(s) and surname(s) of the author(s) of the manuscript.

II AUTHOR'S INSTITUTIONAL AFFILIATION

Full (official) name and address of the institutional affiliation should be provided for all authors. The same applies to name of the institution where the presented research results were obtained. The names of the author(s) and their institutions should be placed in the upper left corner of the front page.

III THE MANUSCRIPT TITLE

The title should clearly indicate the contents of the manuscript including words suitable for indexing and content search. If there are no such words in the title, a subtitle should be added.

IV ABSTRACT – a short, informative description of the manuscript's contents

enabling quick evaluation of its relevance. Abstract should contain relevant terms suitable for indexing and content search. The abstract should cover the Objective, Methods, Results and Conclusion. It should not exceed 100 to 250 words.

V KEY WORDS – help define the interdisciplinary field of the manuscript. It is recommended to use of basic terminology that accurately describes the contents of the manuscript and is suitable for indexing and content search. Please provide up to five key words, listed alphabetically.

Authors are encouraged to use these keywords throughout the text as often as possible.

VI BODY OF THE MANUSCRIPT

- *Notes/Footnotes* are to be inserted at the bottom of each page. They should contain less important details and appropriate explanations.

- *Abbreviations* of Latin origin should be given in Roman letters.

cf. (confer) meaning *compare*

e.g. (exempli gratia) meaning *for example*

i.e. (id est) meaning *that is*

- *In-text citations* (bibliographic entries used in the body of the manuscript).

All sources and literature used in the preparation of the manuscript should be cited.

Harvard Manual of Style, *i.e. author-date* system should be used, which means that each citation should be given in the body of the manuscript in parentheses as follows:

- Author's surname
- Year of publication
(Wenzel 1965)
No punctuation mark between the surname and the year.
- Page, footnote, figure or table number should be provided if the original content is quoted
(Wenzel 1965: 101–133)
- If the original content is paraphrased in the body of the manuscript, the publication year (in brackets) should be added after the name of the author.
In his study, Wenzel (1965) states that....
- If the cited work has two or more authors, their names should be connected by *and*
(Beardsworth and Keil 1997)
- If there are more than three authors, only the name of the first author should be given, accompanied with *et al. (et alii)* meaning *and others*
(Cohen et al. 2000)
- If the same reference has already been cited in the paper, (*ibid.:* pagination) – abbreviation *ibid* for *ibidem*, meaning *in the same place, in the same work*, should be used.
(Wenzel 1965: 101)
(*ibid.:* 112)
- If reference is made to a work previously cited and to the same page in that work, (*loc. cit.*) for *loco citato*, meaning *the cited place*, should be used. (Wenzel 1965: 101)
(*loc. cit.*)
- Reference to another work of the same author should be marked as (*idem:* pagination), *idem* meaning the same.
(Cooper: 1998: 31–32)

- (*idem* 1998: 31–32)
- If different works of the same author having the same publication year are cited, each year should be marked by a letter – (name of the author: publication year, a, b, c)
(Caroli 2005a) (Caroli 2005b)
- If two different sources are cited simultaneously, citations should be given in the same parenthesis (author's surname publication year; author's surname publication year) (Cooper 1998; Critser 2003)

VII SUMMARY

It describes the contents of the manuscript in brief. Since it is submitted as a separate file, the following should be added to it: name and surname of the author, name of the institution (affiliation), title of the manuscript. The summary should not exceed 1800 characters (1 page). The summary will be translated into Serbian.

VIII LIST OF REFERENCES

Full bibliographic information about the cited references should be enclosed in a separate section of the manuscript as a list of references. The format of references must strictly follow the set bibliographical standards. References must be listed chronologically, starting with more recent references. The cited publications that have the same publication year, should be listed in the alphabetical order of the authors' names.

The list of references should conform to orthographic rules (capitalization, punctuation, hyphenation) and font-style conventions.

The following formats of bibliographic description should be used (according to publication types): 1. Books (monographs); 2. Papers in edited volumes, conference papers and similar publications; 3. Articles in periodicals; 4. Articles in press / forthcoming; 5. Electronic articles; 6. PhD and Master's theses.

Surname, Initial. Publication Year

Title of the monograph (italicized), Place of publication: Publisher.

1. Books (monographs)

Bibliographic description:

Surname, Initial. Publication Year.

Title of the monograph (in italics), city of publication: publisher.

- Books by individual authors

- single author

in-text citation: (Buckroyd 1996)

in the List of References:

Buckroyd, J. 1996

Eating Your Heart Out : Understanding and Overcoming Eating Disorders,
London: Vermilion.

If the book is part of a series, the series title and number should also be provided:

Buckroyd, J. 1996

Eating Your Heart Out : Understanding and Overcoming Eating Disorders,
London: Vermilion. (Dissertation 6)

- two or three authors

The names of the first and the second or the second and the third author in a bibliographic entry should be connected using the English conjunction **and** (regardless of the original language).

in-text citation: (Beardsworth and Keil 1997)

in the List of References:

Beardsworth, I. and Keil, T. 1997

Sociology on the Menu : An Invitation to the Study of Food and Society, London: Routledge.

- four or more authors

If there are more than four authors, the in-text citation should contain only the name of the first author accompanied with the abbreviation *et al.* Abbreviation *etc* is used when there are more than three co-publishers or places of publication.

- Books by individual authors that also have an editor

in-text citation: (Jeremić 2009: 40)

in the List of References:

Jeremić, G. 2009

Saldum : Roman and Early Byzantine Fortification, ed. S. Perić, Belgrade: Institute of Archaeology. (Cahiers des Portes de Fer, Monographies 6)

- Edited books (editor instead of the author; translator) – (ed.), (eds.)(trans.)

in-text citation: (Morris 2002)

in the List of References:

Morris, I. (ed.) 2002

Classical Greece : Ancient Histories and Modern Archaeologies, Cambridge: Cambridge University Press.

in-text citation: (Hurst and Owen 2005)

in the List of References:

Hurst, H. and Owen. S. (eds.) 2005

Ancient Colonizations : Analogy, Similarity and Difference, London: Duckworth.

- Books without author's name

in-text citation: (Black's Medical Dictionary 1992)

in the List of References:

Black's Medical Dictionary 1992

London: A & C Black.

- Books by the same author published in the same year

in-text citation: (Dawkins 1996a; Dawkins 1996b)

in the List of References:

Dawkins, R. 1996a

Climbing Mount Improbable, London: Viking.

Dawkins, R. 1996b

River out of Eden, London: Phoenix.

- Electronic books and articles:

in-text citation: (Fishman 2005: 11)

in the List of References:

Fishman, R. 2005

The rise and fall of suburbia, [e-book], Chester: Castle Press. Available through Anglia Ruskin University Library. <http://libweb.anglia.ac.uk>>[accessed 5 June 2005].

2. Papers in edited volumes, conference papers and similar publications

Bibliographic description:

Surname, Initial. Publication Year.

Article title, in: *Title of the book (italics)*, Series title and number, Place of publication: Publisher.

Series information is also required:

The in-text citations and references for book chapters (or conference papers) should conform to the following format:

in-text citation: (Samson 1970: 44–68)

in the List of References:

Samson, C. 1970

Problems of information studies in history, in: *Humanities information research*, S. Stone, ed., Sheffield: CRUS, 44–68.

3. Articles in periodicals

Bibliographic description:

Surname, Initial, Publication year

Article title, *Journal title of (in italics)* Volume: Pagination

The place of publication should be given in parentheses after the journal title.

In case the actual publication year and the volume year are different, the publication year should be provided in the citation, and the volume year in the entry, in parentheses.

For newspaper articles, full information on the issue date should be given.

4. Articles in press / forthcoming

The basic bibliographic information should be accompanied with the comment “in press” or “forthcoming” in parentheses – (in press) or (forthcoming). If available, the article’s DOI should be provided as an interactive link.

5. Electronic articles

Articles available online in electronic journals are cited using the same format as the articles from printed journals, with the addition of the article’s DOI (as an interactive link) or URL (if DOI is not available) and the date when the article was last accessed online.

6. PhD and Master’s theses

The faculty and university where the thesis was defended should be cited instead of the place of publication and publisher:

in-text citation: (Patch 1991)

in the List of References:

Patch, D. C. 1991

The Origin and Early Development of Urbanism in Ancient Egypt : A Regional Study, PhD thesis, University of Pennsylvania.

IX Sources

The term *sources* covers the following unpublished materials:

– Archival documents – the bibliographic entry should conform to the following format: the name of the archive, the name and number of the holdings, the number of the box and/or of file, accession code or number and the title of the document, date or year.

If the data on sources are included in footnotes/notes, abbreviated form for the title should be used.

- Manuscripts are cited according to the foliation (e.g. 2a–36), except for paginated manuscripts.

X ABBREVIATIONS

List of abbreviations should contain explanations for uppercase abbreviations and acronyms.

AICA – International Association of Art Critics ICOM –International Council of Museums

XI ILLUSTRATIONS

Illustrations should be submitted in an electronic format, on a CD or DVD, in TIFF format and a resolution of 300 dpi; they should be supplied with appropriate captions, the name of the author or the bibliographic information about the source. Illustrations should be numbered in the sequence as mentioned in the text. If the reproduction of the illustration should have a specific size, this must be indicated upon submission of the manuscript. The authors are required to provide all illustrations for the manuscript and to indicate their sequence in the body of the manuscript. It is the author's responsibility to obtain signed permission to use the illustrations submitted for publication in the *Journal of the Museum of Applied Art in Belgrade*, and to cover any expenses related to their use and reproduction.

SUBMISSION OF MANUSCRIPTS

All manuscripts submitted for the Journal are subject to peer-review. Each manuscript will be reviewed by two reviewers. Author's name will not be disclosed to the reviewers. The authors will have the insight into the review but the names of the reviewers will not be disclosed. The final decision regarding the acceptance of a positively reviewed manuscript will be made by the Editorial Board.

Manuscripts should be submitted to the editorial assistant in an electronic format, on CD/DVD or by e- mail.

(1) Each manuscript should include the following elements: title, the name, initial and the surname of the author(s), institutional affiliation of the author(s), abstract, key words, the body of the manuscript, summary, and illustrations with the list of illustrations and catalogue entries, a list of references and sources, a list of abbreviations and their explanations, contact information (address; telephone number; e-mail). Publication agreement, transferring copyright to the Museum of Applied Art, should be enclosed and the personal information about the author: name, surname, institution, address, telephone number, e-mail address and a brief CV (not exceeding 100 words).

(2) Manuscript should be burned on a CD/DVD and the name and surname of the author should be written on the CD/DVD's front side. The CD/DVD should include: 1. a .doc file with the body of the manuscript and the list of references, 2. a .doc file with the summary, 3. a .doc file with the list of illustrations, 4. a folder with image files, 5. a file with the contact information on the author(s) (address; e-mail). Each file should contain the name of the author.