

MW2007 Guidelines for Authors

Submission Deadlines

Papers 1) with Copyright Form, 2) AV Form, and 3) Author's Biographical Note are due January 30, 2007. Upload your paper using our on-line form.

All papers must be original and available for publication in the hard copy Selected Papers, on the conference Web site, and on CD-ROM. If you have not submitted a paper by January 30, 2007, you may lose your place on the program.

The conference Co-Chairs will select papers from Museums and the Web to be published in a hard copy volume. To be considered for that publication, papers must be received by January 30, 2007.

Submission Guidelines

Papers should be submitted using our on-line form. Please do not email your paper, as it will get lost in a personal email box.

Copyright Clearance

It is the author's responsibility to obtain written permission for all illustrations included in your paper, any quotations from unpublished material, or any quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright. You must also have permission to publish all tables or poems from unpublished or copyrighted material. Please return the signed Copyright Release Form (PDF) when you submit your paper.

Audio/Visual Equipment Request

All speakers and demonstrators must return the MW2007 Audio/Visual Request Form (PDF) by January 30, 2007. Failure to do so may mean we cannot accommodate your presentation.

Paper Content

Papers should follow the accepted abstract, although additional material can be added. Please contact the MW2007 Co-Chairs if your paper is not turning out to be on the topic that was accepted. (It may have to be re-slotted or withdrawn).

All papers should begin with the title, author's name(s), institution(s), country, abstract (approximately 250 words), and 5-7 keywords. See the example at <http://www.archimuse.com/mw2000/papers/trant/trant.html>

Recommended length of a paper is 5,000 words (longer may be considered). If in doubt about length, consult the Co-Chairs of MW2007, by email to MW2007 .

Author's Details

You must include a final version of the author's vita and full author's contact details -- for each author -- when you submit your paper, regardless of whether Archives & Museum Informatics have this data on file already. Author's vita should not exceed 500 words.

General Style

Papers should be laid out for US Letter (8.5 x 11.0 in) paper, with 1" margins. Please double-space all materials. Quoted passages of more than 40 words should be set off from the text by indenting the left-hand margin, as a block quotation.

Do not overly format your paper, as we will just have to undo this; the time involved may prevent the publication of your paper.

MW2007 Style Sheet

Please use your word processor's "styles" whenever possible to specify headings, subheadings, and normal text. A Microsoft Word Template including MW2007 styles is available for download: mw2007paperstyles.dot. Need help with Word Styles? See <http://www.microsoft.com/office/using/column14.asp> or search the Microsoft site for your version of Word.

Illustrations, Charts and Tables

Do NOT include your illustrations, charts or tables in your text. Mark the place where illustrations, charts or tables should appear with the figure filename and a full caption (including the URL for screen shots). See below for technical formats.

Sample Caption

For a screen shot showing a museum Home Page:

Fig. 1: The Home Page of the Museo Nazionale della Scienza e della Tecnica "Leonardo Da Vinci" <http://www.museoscienza.org>

Citations

Do NOT use footnotes. Citation of an author's work or Web site in the text should follow the author-date method; the surname of the author(s) and the year of publication should appear in your text.

For example:

McKenzie (1997) found that...

Recent research (Jones, 1998) has shown that...

In other work (Miller & Link, 1994; Bearman, 1995) ...

... at the National Gallery of Art site (<http://www.nga.gov>)

References to items cited in your paper text should be listed at the end of the paper, under the sub-heading References.

Overall guidelines for preparing papers are taken from the Publication Manual of the American Psychological Association. More detailed citations dealing with specific questions can be found in the Manual.

References Cited

Wherever possible, include references to on-line sources. Format references as follows (these are not real references):

Book:

Jones, C. L. (1998). Museum communication and bibliometrics. London: Oxford University Press.

Chapter in a Book:

Miller, L. & H. Link, (1994). New ways to publicize museums. In P. Phillips (Ed.) *Museology and you*. New York: Bantam Books, 222-234.

If text is available on-line, include URL, and date consulted.

Journal Article:

Bearman, D. (1995). Standards for networked cultural heritage. *Archives and Museum Informatics, Cultural Heritage Informatics Quarterly* 9, 279-307.

If text is available on-line, include URL, and date consulted.

Proceedings:

McKenzie, J. (1997). Building a virtual community. In D. Bearman & J. Trant (Eds.) *Museums and the Web, Selected papers from Museums and the Web 97*. Pittsburgh: Archives & Museum Informatics. 77-86.

If text is available on-line, include URL, and date consulted.

Electronic Materials with No Printed Analogue:

Kren, E. (1998) and D. Marx, A virtual fine arts museum on the web. In D. Bearman & J. Trant (Eds.) *Museums and the Web 98 Proceedings*. CD ROM. Archives & Museum Informatics, 1998.

If text is available on-line, include URL, and date consulted.

Web Site:

To cite a Web site in your text (but not a specific document), it is sufficient to give the address (e.g., <http://www.apa.org>) parenthetically.

All references to Web sites begin with the same information that would be provided for a printed source (or as much of that information as possible, e.g. author, editor, title, publication date, version number, update date). Because documents on the Web may change in content, move, or be removed from a site altogether, follow the date of publication (and last update) with the date a site was consulted.

Robbins, L.P. (1995) Sources of information on antiquities theft. 1995, 1996, last updated Friday, 04-Dec-1998 17:39:49 EST. consulted December 16, 1998.
<http://amelia.db.erau.edu/~robbinsl/TOC.html>

Papers using non-standard citation formats may not be published.

How to Cite Museums and the Web Papers

Please note the difference between the printed papers from Museums and the Web and those available on-line. Be sure that your citation reflects the version of the paper that you consulted.

Printed Volume:

McKenzie, J. (1997). Building a virtual community. In D. Bearman & J. Trant (Eds.) *Museums and the Web, Selected papers from Museums and the Web 97*. Pittsburgh: Archives & Museum Informatics. 77-86

Proceedings CD-ROM:

Kren, E. (1998) and D. Marx, A virtual fine arts museum on the web. In D. Bearman & J. Trant (Eds.) *Museums and the Web 98 Proceedings*. CD ROM. Archives & Museum Informatics, 1998.

On-line:

Earle and Bruce (2004). Earle, E. W. and R. Bruce. Pictures and People: Distributed Query Database Collaboration. In D. Bearman and J. Trant (eds.). *Museums and the Web 2004: Proceedings*. Toronto: Archives & Museum Informatics, 2004. last updated March 25, 2004, consulted July 9, 2004.
<http://www.archimuse.com/mw2004/papers/earle/earle.html>

Technical Formats

Paper File Format

Papers should be submitted in Microsoft Word (.DOC) or Rich Text Format (.RTF) format. **DO NOT EMBED YOUR ILLUSTRATIONS, TABLES, CHARTS OR FIGURES INSIDE A WORD PROCESSING FILE.** Do not include them in your Word or .rtf file.

Send each table or chart as a separate file. See below for illustration file formats.

Paper File Name

Name the file with the last name of the first author and the appropriate extension (.doc or .rtf). For example, the text of a Rich Text Format paper by Jennifer Trant would be named: trant.rtf. The name of a Word Format paper by David Bearman and Jennifer Trant would be bearman.doc

Name illustration or chart files with the last name of the first author, and the figure number. E.g. bearman-table1.doc

Please **DO NOT** call your paper "Museums and the Web" or "MW2007". This guarantees it will get confused with another paper.

Viruses

Please check files for viruses before you submit them.

Illustration File Formats

Illustrations should be submitted as separate files in .GIF, .JPG or .TIF format.

Illustration File Names

Name illustrations with last name of the first author, figure number and extension. For example, trant.fig1.jpg.

DO NOT EMBED YOUR FIGURES INSIDE A WORD PROCESSING FILE. Do not include them in your Word or .rtf file.

Illustration Size

Images for on-line publication must not be more than 400 pixels in width. If larger images are necessary for legibility, create thumbnails of this maximum size and also provide a larger image of a maximum 1000x760 pixels that can be displayed as a linked page outside the visual context of the paper. See an example at <http://www.archimuse.com/mw2000/papers/semper/semper.html>

Original Illustration Files

Keep your original files: as illustrations may have to be resubmitted (at a higher quality) for papers accepted for the print volume. This is particularly true of line drawings, for which we will require an Encapsulated Post Script (.EPS) or other vector graphic file format.

HTML Markup

Archives & Museum Informatics will prepare an HTML version of each paper received by the deadline of January 30, 2007 and formatted according to these Guidelines for on-line publication.

Design Template and Coding Guidelines

Authors who wish to do their own HTML markup for the conference Web site must follow the design template and coding guidelines provided by the Webmaster. Email MW2007 for information.

If you have any questions about coding your paper, email MW2007 for more information.

Submission Guidelines

Papers should be uploaded via our on-line submission form.

Questions?

Email the Conference Co-Chairs, David Bearman and Jennifer Trant, at MW2007 .