

Call for Papers
ICOM/Routledge museum handbook series
Volume 1: Museum Management

ICOM is developing a four-volume handbook series, intended as a practical reference tool for museum professionals seeking to enhance their skills, and a learning tool providing insight into the field for academics and students of museum studies. The titles will strike a balance between theoretical and practical content, comprising a series of analytical articles followed by real-life case studies, featuring questions and discussion points, from institutions of different sizes and disciplines around the globe.

Each volume will be overseen by an Editorial Board, and the first title, devoted to museum management, will be co-edited by Darko Babić and Catherine C. Cole. All proposals submitted will be assessed for suitability, and if selected, will be reviewed by the Editorial Advisory Board and co-editors. The volume is expected to be published, in collaboration with Routledge, in summer 2019.

The first volume of the ICOM museum handbook series aims to explore contemporary practices in the field of museum management, drawing on the expertise and experience of ICOM's international network of museum professionals to shed light on key aspects of running a museum in different parts of the world.

As they develop and adapt in today's rapidly changing context, museums are grappling with new concepts, trends and tools: from digital technologies to accessibility, community engagement to postcolonial museology, 21st century museums have seen fundamental shifts in the roles that they play within society, how they interact with their audiences and carry out their missions as cultural institutions and social actors.

Management impacts all aspects of operations, but may be viewed as a means to an end – enabling what are viewed as the core museum missions, from conservation and research to collecting and educating, to be properly carried out.

From a term associated with the business world, the museum sector now clearly recognises the importance of management and its relevance for not-for-profit institutions, particularly in an era of economic challenges. Strategic vision and effective leadership should enable museums to fulfill their varied roles, from technical, logistical and scientific to social and educational, and empower staff to achieve their individual and collective objectives. Competent and creative museum management is vital to museums' ability to survive and thrive in the face of decreased investment in culture, and shifting expectations on the roles that museums are to play within society.

This volume will aim to gather contributions addressing a selection of key aspects of museum management.

Authors are invited to submit proposals for analytical articles or case studies on the following topics and subtopics:

Governance and Operations

- Ethics
- Strategic planning: vision, mission, mandate
- Governance (boards, directors, etc.), operations, legal environment
- Human resources – recruiting, training, empowerment, volunteers, consultants

Communication and Marketing

- Marketing
- Branding
- Audience development/Evaluation
- Media relations, social media/digital outreach

Accessibility and inclusion

- Accessible design
- Accessible programming
- Community engagement

Financial Management

- Budget planning/reporting
- Sponsorships and fundraising
- Earned revenues: events, shops, restaurants, merchandising, admissions, crowdfunding, etc.

Facilities

- Building maintenance
- Sustainability norms
- Security and risk management

Planning a new museum or a museum renewal

- Feasibility study/functional programme
- Museological plan
- Capital Development

We look forward to receiving your proposals for the first volume of the ICOM museum handbook series on the theme of museum management. We hope you will take the opportunity to offer fresh insight into this fundamental topic for the museum community.

Submission process

Abstracts of between 250 and 300 words, written in English, French or Spanish, should be submitted to Aedín Mac Devitt at aedin.macdevitt@icom.museum

Contributions will be on a voluntary basis.

The submission deadline is **2 February, 2018.**

The following information should be included with the abstract:

- Title of submitted paper
- Name(s) of author(s)
- Professional background

The ICOM handbook series will initially be published in English language only. However, proposals in the other two official languages of ICOM (French and Spanish) will also be considered.

Technical guidelines for contributors

1. GENERAL

Language	The contribution should be written in English, French or Spanish.
Length	300 words maximum or 2,100 signs (spaces included).
Submission	Contributions should be submitted as an attachment to e-mail in MS Word (97-2003 or higher).

2. FORMAT

Margins	2.5 cm or 0.98 in. left, right, top and bottom.
Justification	The text should be both left and right justified (aligned) throughout.
Spacing	Simple.
Font	Arial.
Font size	9 pt. for the text proper but 10 pt. for title, subtitle and author's name.
Main Title	(10 pt.) Centre the title on top using bold small capitals. If the title is in English, capitalize the first letter of the main words.
Subtitle	(10 pt.) If there is a subtitle, add a colon to the title and centre the subtitle on the next line using bold lower case.
Author's name	(10 pt.) Space twice and align left your name, using bold initial capitals only.
Indenting	Please do not use first line indent for your abstract.
Referencing	Please do not include bibliographical references.
Citing	Please do not include citations.

Example

THE ARCHITECTURE OF BALTIMORE:

An Exhibition in the Peale Museum, Baltimore

Wilbur H. Hunter Jr. and Rich Borneman

Please add a short biography of 100 words length maximum:

Institution(s), exact(s) degree(s), current situation and work, potential publications. Please follow the aforementioned layout. Finally, please add you email address with an indent.