

## **Editorial Guidelines – ICOM Voices**

The ICOM website serves as a communication platform for museum- and heritage-related projects, experiences and discussions about the sector. It promotes themes that are at the heart of the museum's mission today such as sustainability, local development/community, heritage protection, intangible heritage and working conditions for museum professionals.

To encourage the exchange of experience and expertise among museum professionals, ICOM has created a new editorial space on its website for this purpose, called ICOM Voices. We are inviting all ICOM members to submit articles on the aforementioned themes in English, French or Spanish.

### Note on the submission process:

An ongoing Call for Articles is published on the ICOM website, on its social media accounts and on the ICOM member space in the category 'ICOM Voices'.

Themed Calls for Articles will also be published at various times during the year to coincide with important ICOM events, such as International Museum Day.

### **Submission Guidelines**

#### Originality:

Please inform us if your article has already been published, if it is a translation, or adapted from an academic dissertation, conference paper or other existing document. If so, please indicate if you have permission to re-publish it. Please note that original articles will be favoured.

#### Your article should include:

- A short and snappy title, which describes the article content
- A subtitle, if applicable, providing additional information on the topic
- The author(s)' name and their professional position or activity
- Keywords (approx. 5)
- References, if applicable

Length: 700 words to 1,000 words.

Language: English, French or Spanish.

The ICOM Voices editorial team will arrange for translation into the other two languages. The article will appear in all three languages on the website.

Format: Please send your article in an MS Word document.

### **Content**

#### Style:

The article should be appropriate for online reading, i.e. use short, simple yet efficient sentences. Lead with the most important piece of information. Paragraphs should be kept short for readability purposes, and keywords can be included in the first paragraph to enhance discoverability.

The tone can be less formal than an academic article, and may be informative or opinionated, descriptive or analytical, depending on content category and the subject being addressed. Given the length of the article, the subject should be covered in a concise manner, with the context and core argument clearly identifiable.

- If in doubt, please consult the [ICOM Publishing Manual](#) (Appendix III – Technicalities, p.136), which provides some basic writing rules.

#### Endnotes:

If needed, endnotes should be kept to a minimum. No footnotes please.

#### References:

If references are included, please follow the Harvard style, adding them at the end of your article. Please note that references should not be included in endnotes.

### **Visuals**

If possible, please provide at least one visual to illustrate the content (image, video, or other interactive media item). The image should have a minimum resolution of 96 dpi.

Please ensure you have permission to publish the visual content along with your article on the ICOM website. Credit information should be provided.

If you do not provide an image, the article will be illustrated by the editorial team.

### **Copyright Transfer Agreement**

Authors are required to sign a Copyright Transfer Agreement (CTA) form prior to the publication of their article on the website.

### **Editorial process**

- 1) Proposals received in response to a Call for Articles will be reviewed and a selection will be made by the editorial team, which is composed of ICOM Secretariat staff members.
- 2) If your proposal is selected, we will contact you. You will be given approximately two weeks to write your full article, in accordance with the submission guidelines above.
- 3) Articles may require revisions and editing, which will be done by the editorial team in collaboration with the author.
- 4) The article will then be translated into the two other languages.
- 5) Once the finalised version of your article is ready, you will need to approve it, sign the CTA, and your article will then be published on the ICOM website.

Contributions are on a voluntary basis.

ICOM reserves the right to refuse to publish an article if it does not meet our editorial standards.