

## UMACJ STYLE STANDARDS

*Submissions not following these standards will be rejected.  
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### GENERAL SEQUENCE, FONTS AND FORMATS

#### TITLE (ARIAL BOLD, ALL CAPITALS, 14 POINTS)

<1 space>

#### Authors' Names (Georgia Bold, 12 POINTS)

<1 space>

Affiliation line (Georgia Regular, 9 POINTS)

for multiple authors with varying affiliations, use standard numbering e.g.; Friedrich Schiller University Jena, Chair of Classical Archaeology, Jena, Thuringia, Germany; 2. University of Alberta, University of Alberta Museums, Edmonton, Alberta, Canada

<1 space>

Section headings throughout the paper [**such as Abstract, Contacts, Keywords, Acknowledgements, Citations, Biographical Note**] (Georgia, BOLD, 11 points)

<1 space>

*Abstract text (Georgia, italics, 11 points)*

Around 100 words, maximum 150 words

<1 space>

Full text (Georgia, Regular, 11 points)

<1 space>

Acknowledgements (Georgia, Regular, 11 points)

<1 space>

Literature cited (see rules below) (Georgia, Regular, 11 points)

<1 space>

Contact(s) &/ Biographical notes (Georgia, Regular, 11 points)

Name and title of the authors, position and contact information including: institutional affiliation, address, email address, and web address(es) (personal homepage and/or institutional homepage)

*Example:*

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<http://science-ouverte.u-strasbg.fr/>

<1 space line>

#### KEYWORDS

Keywords (Georgia, Regular, 11 points) 3-4 keywords or phrases separated by commas

#### CITATIONS IN TEXT

For a direct quote in the text, please use double quotation marks, as in:

As Smith (2002, 56) stated, "obviously bees are much more capable of classifying figs than taxonomists".

For other uses, see The Chicago Style Manual [see: <http://www.chicomanualofstyle.org/home.html>]

## IMAGES AND TABLES

Please restrict the number of images and tables you use in your paper. Only include these if they demonstrably add to the value of the text.

Images should be provided separately, in jpg format, 200 dpi – including the photographer’s name and copyright ownership.

Tables should be provided in Word Table or Excel Format.

All images and tables should be called out in the text and properly captioned. It is preferred that they are included at the end of the text but referred to within the text.

## REFERENCES IN TEXT

References in the text should be presented as follows using the author-date style.

Examples:

For in text citations capitalize the author’s name e.g. (JONES 1979)

For running text citations do not capitalize author’s name e.g. Jones (1979) Examples of multiple author citations:-

(SMITH & TIRRELL 1999B, 3) (BURKA 2008; CHATTERJEE 2008).

(CHATTERJEE 2008, 80; 105)

When citing an organizational named author do not capitalize either running text or in text citations.

e.g. Australian Bureau of Statistics (2009) or, (Australian Bureau of Statistics 2009)

## LITERATURE CITED

Literature Cited should include only references mentioned in the text. References should be listed alphabetically.

ALL NAMES OF AUTHORS SHOULD BE CAPITALISED. All names of organisational authors should not. Multiple citations by a single author should be cited chronologically (most recent papers last); use a, b, c ... if more than one paper in a year in the order in which they appear in your text).

All journal titles should be spelled out completely (no abbreviations).

*Examples:*

Books:

JONES, J. 1998. Universities in general. Sydney: Obscure Publishers.

*Chapters in books:*

JONES, J. & M. SMITH 1978. University museums. In: Manual of Museology, ed. R. ROGERS, Edinburgh: Fake Publishers, 34–35.

*Journals:*

JONES, J. 2000. University collections. *Journal of Collections* 4, 2: 126–146.

BURKA, S. 2008. Review of Lindow Man a bag body mystery. *The Museums Journal* 108 (7): 46-49.

*Websites:*

Earth’s Ancient History: A website dedicated to Ancient Time. <http://www.sacred-texts.com/chr/bct/bct12.htm> (accessed October 29, 2018).

## OTHER STYLE RULES

- Dr (without full stop/period)
- Prof (without full stop/period)
- (ed.)
- (eds.)
- etc. (with full stop / period)
- fig.1 (in the text – lower case) and Fig. 1 for captions (capitalise F).
- 10<sup>th</sup> (not 10th)
- 1,500 (not 1500)
- Highlight words as ‘analog’, not “analog” (use the single quotation mark/apostrophe with parsimony/prudence)

## Explanation of the Style Library used in the *UMACj* template:

Download: <http://umac.icom.museum/resources/umac-publications/umacj/submissions/>

**[ARTICLE TITLE] HEADING 1 – ARIAL (BOLD) CAPITALS 14PT**

**[Authors] HEADING 2 – Georgia (BOLD) Sentence Case 12pt**

[Author Affiliations] Subtitle 1 – Georgia (Regular) Sentence Case 9pt

**[All Section Headings] Headings 3 – Georgia (BOLD) Sentence Case 11pt** (eg: Abstract, Contacts, Keyword, Acknowledgements, Citations, Biographical notes)

*[Abstract Text] Headings 3.1 – Georgia (Italic) Sentence Case 11 pt*

[Article Test] Normal – Georgia (Regular) Sentence Case 11pt

- Bullets are left aligned at stop position 1.27 cm

