

ACTA MUSEI NATIONALIS PRAGAE – HISTORIA

Instructions for Authors

We accept both suggestions for topics of central focus for the annual double issue and individual papers, critical reviews, news items and commentaries. The scientific papers which the editorial team considers for publishing undergo an anonymous and independent review process.

Please email your topic suggestions and contributions to amn.historia@nm.cz. We accept manuscripts in .doc, .docx and .rtf formats along with a cover letter including your address and email contact.

Manuscripts of papers are to be sent in two versions: 1) in full version including an abstract, key words, author information, contact address and email; 2) in an anonymous version which must be identical to the full one, except for the data permitting to identify the author. The editorial team reserves the right to anonymise the text before its submission for the review process.

Papers submitted should range in length from 10 to 35 standard pages (1800 characters including spaces), critical reviews should not exceed 7 standard pages, whereas news and commentaries should not go beyond 5 standard pages. The texts can be written in Czech, Slovak or in English. Each paper should include an English abstract (one or two paragraphs), and a list of three to seven English keywords. Both the abstract and the key words can be submitted in Czech and the editorial team would, in such case, provide the translation. The text should use 12-point font, a line spacing of 1,5, and the footnotes should employ 10-point font and a line spacing of 1. Pages should not use formatting and must be numbered. Scientific papers must contain footnotes. The submitted text should not include a bibliography.

Images, photographs, tables, figures and any other visual support, must be submitted as separate files, ideally as images in .tif format, or in the case of tables, in MS Excel format. The author holds responsibility for obtaining the copyright and reproduction rights for the submitted material.

The editorial team provides only the final proofreading of the manuscript; therefore, any text requiring extensive editing will be returned to the author for revision. Respecting both the instructions for authors and our citation standards is a mandatory requirement for all submitted texts.

Direct speech should be in italics and enclosed in inverted commas. An ellipsis should be signalled by three dots. The use of abbreviations in the text should be preceded by the abbreviated expression in full. For example: The National Museum

(hereinafter NM). Refer to sources in footnotes. Insert footnotes with AutoFormat immediately after punctuation.

Citation standard

Archival materials:

When citing archival material, proceed from the more general to the more specific. First, indicate the name of the institution (the archives) and where it is located, then mention the name of the collection and lastly identify the source in more detail.

Example:

Archives of the National Museum, fond Františka Plamínková, inv. no. 1724, protocol of the meeting held on March 18, 1907.

Monograph by one author:

Author's first name followed by LAST NAME, *Monograph title*, place and year of publication, page range.

Example:

Jitka MALEČKOVÁ, *Úrodná půda: Žena ve službách národa*, Prague 2002, pp. 56-57.

If the source is repeated:

Author's first name initial followed by LAST NAME, *Abbreviated book title*, quoted page(s).

Example:

J. MALEČKOVÁ, *Úrodná půda*, p. 56.

Monograph by two or more authors:

Authors' first and LAST NAMES separated by a dash, *Monograph title*, place and year of publication, page range.

Example:

Jiří KÖSSL – Marek WAIC, *Český tramping 1918-1945*, Liberec 1992, p. 59.

If the source is repeated:

Authors' first name initials and LAST NAMES separated by a dash, Abbreviated book title, quoted page(s).

Example:

J. KÖSSL – M. WAIC, *Český tramping*, p. 59.

Chapter in a collective monograph:

Author's first name followed by LAST NAME, chapter title, in: LAST NAME(S) of the editor(s) (eds.), Monograph title, place and year of publication, page range.

Example:

Dana MUSILOVÁ, *Mothers of the Nation: Women's Vote in the Czech Republic*, in: Blanca RODRÍGUEZ-RUIZ – Ruth RUBIO-MARÍN (eds.), *The struggle for Female Suffrage in Europe*, Leiden – Boston 2012, pp. 208 – 223.

If the source is repeated:

Author's first name initial followed by LAST NAME, *Abbreviated chapter title*, quoted page(s).

Example:

D. MUSILOVÁ, *Mothers of the Nation*, p. 208.

Article in a journal:

Author's first name followed by LAST NAME, *Article title*, journal title, year of publication, volume number, issue number, page range.

Example:

Jana MEZEROVÁ, *Češi a Němci ve vzduchu. Počátky bezmotorového létání v meziválečném Československu*, *Časopis Národního muzea, řada historická*, 2014, vol. 183, no. 3 – 4, p. 12.

Electronic sources:

Author (if any), *Title* [online], publisher, place of publication, year of publication [retrieved on DD.MM.RRRR]. Accessible at: <insert DOI or URL>.

Example:

Manuscriptorium – Digital Library of Written Cultural Heritage [online], Národní knihovna České republiky [retrieved on 17 Jan 2017]. Accessible at: <http://manuscriptorium.com>.