



Archives and Museum Informatics seeks articles which build commonality of interests between museums, archives and libraries, and scholarship in the arts and humanities. It balances the interests of documentation, education and entertainment, and aims to strengthen practice in each domain through the knowledge, understanding and application of inter–disciplinary approaches.

Submissions are invited from researchers and professionals examining and applying information technology to cultural heritage, including policy makers, humanities scholars, archivists, information specialists, electronic publishers, museum curators, collections managers and educators.

The journal is organized into the following sections:

- *Essays and Opinions*. Provocative and reflective opinions about the current state or future development of cultural informatics.
- *Articles*. Scholarly analyses that offer an original contribution to the field.
- *Case Studies*. Rigorous outlines of the pros and cons of a particular institutional approach or project, that focus on the rationale for decision–making.
- *Reports*. Updates on significant projects and initiatives.
- *Reviews*. Summary evaluations of new resources, in all media.

Reviews of Print and Electronic Publications

Archives and Museum Informatics publishes a regular series of reviews of print and electronic publications (distributed either on fixed media [CD–ROM] or via the Internet). Submissions of titles or sites to review and nominations or reviewers should be sent to Ms. J. Trant, Editor–in–Chief.

Manuscript

Please email completed manuscripts or abstracts of proposed papers to: jtrant@archimuse.com including ‘‘ARMU’’ in the Subject line. Include the author’s name(s), institution(s), article title, abstract, keywords, author(s) vita(e), a list of illustrations, a statement of exclusive submission (see below), and a list of any attached files in the body of the email message.

Alternatively, electronic copy can be submitted on diskette, mailed to:

Ms. Jennifer Trant
Editor–in–Chief
Archives and Museum Informatics
5501 Walnut Street, # 203
Pittsburgh, PA 15232–1455

USA

Manuscripts should be in RTF or a major wordprocessing file format formatted for A4 or US Letter paper, with 1" margins. Please double-space all materials, including footnotes, endnotes, and references.

Number the pages consecutively with the first page containing the title, the authors, their affiliation, a short abstract of 100 to 250 words, and five to ten key words in alphabetical order. Since the abstract and the key words will be used to select appropriate reviewers, it is essential to make them as informative as possible. Quoted passages of more than 40 words should be set off from the text by indenting the left-hand margin, as a block quotation.

Author's Vita

Manuscripts should be accompanied by a brief biography of the author.

Illustrations

Black and white illustrations are included without charge. Electronic submission of figures are accepted. Preferred file formats are TIFF (Tagged Image File Format) and Encapsulated PostScript (resolution between 300 and 600 dpi); figures may also be submitted in JPEG, GIF or PICT format. File names should not be longer than 8 characters; and should have the appropriate three character extension (e.g. .JPG or .GIF). A printout of ALL figures should be supplied with the hardcopy manuscript.

Submit only clear reproductions of artwork. Authors should retain original artwork until a manuscript has been accepted in its final version. All figures must be in a form suitable for reproduction (reduction). Original ink drawings or laserprinter output reproduce best, but if they are not available, same-sized glossies or matt photostats are acceptable. Photographs should be in black and white on glossy paper. Computer prints are acceptable for figures only if they are done on a high quality laserprinter.

Figures and Tables

Each figure and table should be mentioned in the text and should be numbered consecutively using Arabic numbers in order of appearance in the text for Figures, and Roman numbers for Tables.

Section Heading

Headings should be typed as follows:

First level headings – Initial Capital Letters

Second level headings – ALL CAPITAL LETTERS

Third level headings – Initial Capital Letters

Fourth level headings – Initial Capital Letters

Footnotes and References

Please use footnotes only created using the footnote function of your word processor. Do not use endnotes. Footnotes should be indicated by consecutive superscript numbers (use an asterisk for the first footnote referring to the title of the article) in the text. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory notes, identified by superscript letters, should be placed immediately below the table.

Cross-Referencing

Please make optimal use of the cross-referencing features of your software package. Do not cross-reference page numbers. Cross-references should refer to:

- section number of a heading
- the number of a displayed equation
- the number of a table
- the number of a figure
- the number of an enunciation
- the name / year of a reference entry

In the text, a reference already identified by the author should be followed by the date of the reference in parentheses and page number(s) where appropriate, for ex.: Winograd (1986, p. 204). Otherwise the reference should be enclosed within parentheses including the name of the author followed by the date and page number, for ex.: (Winograd, 1986; Flores et al., 1988). In the event that the author has had two or more works published during the same year, the citation and the reference should contain a lower case letter like a and b after the date to distinguish the works.

References

References to books should include the author's name; year of publication; title in full, in italics; place of publication, publisher; page numbers. For example:

Sartre, J.-P., *Existentialism and Humanism* (London: Methuen, 1948), pp. 34–38.

References to essays in an edited collection should include the author's name; year of publication; title of essay; editor's name; title of volume, in italics; place of publication, publisher; first and last page numbers. For example:

Chisholm, R.M., 'Freedom and Action', in K. Lehrer (ed.), *Freedom and Determinism* (New York: Random House, 1966), pp. 11–44.

References to essays in conference proceedings should include the author's name; year of publication; title of essay; editor's name; title of proceedings in italics; place of conference, publisher and/or organization from whom proceedings can be obtained; first and last page numbers. For example:

Quine, W.V., 'Three Grades of Modal Involvement', *Proceedings of the XIth International Congress of Philosophy*, Vol. 14 (Amsterdam: North Holland Publishing Co., 1953), pp. 65–81.

References to articles in periodicals should include the author's name; year of publication; title of article; full or abbreviated title of periodical, in italics; volume; number where appropriate; and first and last page numbers.

Singer, P., 'Famine, Affluence, and Morality', *Philosophy and Public Affairs* 7 (1972): 229–243.

References to technical reports or doctoral dissertations should include the author's name; year of publication; title of article, in italics; identifying number or description, department, institution, and location of institution. For example:

Branquinho, J., *Direct Reference, Cognitive Significance, and Fregean Sense*, PhD dissertation (Oxford: Oxford University, 1992).

References to electronic resources should include the author's name; title of article or source; date; date of last revision (if applicable); URL or network address; and date of consultation. Follow the examples given in:

Harnack, A. and G. Kleppinger, 'Beyond the MLA Handbook: Documenting Electronic Sources on the Internet'; 1 March, 1996, latest revision 10 June 1996.
://english.ttu.edu/\linebreak kairos/1.2/inbox/mla_archive.html>
(consulted 3 February 1997).

Offprints

Twenty-five offprints of each article will be provided to the author free of charge. Additional offprints can be ordered when proofs are returned to the publisher.

Page Charges and Color Illustrations

No page charges are levied on authors or their institutions. Color illustrations are published at the author's expense only.

Copyright

Copyright will be established in the name of Springer.

Permissions

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of illustrations or tables or poems from unpublished or copyrighted material.

Peer Review

All articles submitted for consideration in *Archives and Museum Informatics* are subject to anonymous Peer Review. Each submission will be read by at least two independent reviewers, whose comments will be made available to the author. The decision to accept an article for publication will be made by the Editor-in-Chief and Managing Editor based upon this review. Publication may be contingent upon revisions to the article. In all cases, the decision of the Editors is final.

Statement of Exclusive Submission

The manuscript should be accompanied by the following statement: 'This paper has not been submitted elsewhere in identical or similar form, nor will it be during the first three months after its submission to *Archives and Museum Informatics*.

Additional Information

Archives and Museum Informatics

Additional information can be obtained from:

Mrs. Drs. Dieke van Wijnen

Acquisitions Editor

Humanities & Social Sciences Division

Springer

P.O. Box 17

3300 AA Dordrecht

The Netherlands

Tel: (31) 78 6 392 264; Fax: (31) 78 6 392 254



<http://www.springer.com/journal/10505>

Archives and Museum Informatics
Cultural Heritage Informatics Quarterly
ISSN: 1042-1467 (print version)
ISSN: 1573-7500 (electronic version)
Journal no. 10505