**Instructions for the Contributors**

*Acta Musealia*

Professional journal published jointly by the Museum of South East Moravia in Zlín, contributory organisation and the Museum of Wallachia Region, contributory organisation.

Contact: Museum of South East Moravia in Zlín, contributory organisation, e-mail: amus@muzeum-zlin.cz. Extended contribution should be submitted for example through [www.uschovna.cz](http://www.uschovna.cz).

**INSTRUCTIONS FOR THE CONTRIBUTORS**

Journal Acta Musealia publishes researchers’ original studies as well as news from research in social sciences field and museological works and at the same time it addresses itself to care given to preserving collections in the West Carpathian Mountains region, namely in the Zlínský kraj region and its environs. Besides personal particulars, the periodical also contains topical features, reviews and brief comments on social events along with similar topics.

Only original, so far unpublished, contributions are accepted to be printed. In case of previous publication a prior consent by the editorial board is required. **Contributions to sections** Musealia, Personalia, Miscelania and Reviews **are not under review**. All authors bear responsibility for factual contents of their contributions. The editorial board may make stylistic, grammatical or formal corrections of the text (correction during the proofreading are subject to CSN 880 410 regulation).

Manuscripts are accepted in Czech and Slovak (if justified, also in English, German or Polish).

The contributions (including the appendices) are accepted preferentially by electronic post. Any different way of delivery must be agreed upon beforehand. Each contribution should have the following form: Brief and fitting title and its translation into English; the name and surname of the author/s; author/s address including the post code; contact (e-mail); key words; abstract; the text/manuscript (recommended division into the following sections: introduction, material and methodology, results, discussion/conclusion and possibly summary, acknowledgements, literary sources, captions to appendices). The appendices (pictures, graphs, tables) need to be attached as separate files. Some parts can form one section (eg. results and discussion/conclusion). In justified cases and with brief texts, the contributions need not be divided into sections.

Key words – several (3-10) words or expressions illustrating the contents of the contribution. Do not repeat the words from the title of the paper.

Abstract – brief contents of the article introducing the most important results and conclusions, maximum 2,000 characters including spaces. The key words and abstracts will be printed in English. Correction of translation is arranged by the publisher.

Headings of the sections are to be written on a separate line, with exception of abstract and key words. The maximum recommended length of the text is 54,000 characters including spaces. The text should not be formatted into columns and the words should not be divided. Titles of magazines or books and manuscripts in the section ‘Literature/Sources’ should be written in *italics*. Capital letters should be used for introducing the authors of used quotations both in the text and in the literature/sources section. Any other formatting of the document is not desirable (underlining the text, for instance, is not permissible).

The pictures/photographs should always be attached as separate JPG, TIFF, BMP, PDF, EPS, etc. files, not as a part of the text in Word. Tables and graphs should be attached as separate files of MS Office (Word, Excel). Their location in the text can be indicated by inserting a reference (e.g. ‘Pict. 1 here’ in the text). Pictures and photographs should be supplied in such a quality that would allow printing in shades of grey, in the highest possible resolution (minimum 300dpi). Captions to tables and pictures must be placed at the end of the text.

**Literature/Sources Quotations:**

For the style of quotations, please refer to previous issues of the periodical. All works quoted in the text must be listed in the literature section; however, the author should not list any other works. The titles of magazines and periodicals should be quoted unabridged, in their full (only in exceptional cases the official initials may be quoted). Quotations should be cited in authentic manner (that is in the original language mutation and both lower case letters and capital letters should be adhered to). If more quotations are from the same author and are from the same year, differentiate among them by adding a lower case letter after the year of publication, e.g. PLAČEK 1999a.

**Examples of Quotations:**

In the text:

(KUČERA 1903; RUŽIČKA 1969; ZEMEK 1972; 138-139; TOMEČEK 2002, 110-119)

Sources:

*National Archives Prague (NA), collection of the Office for the Preservation of Historical Monuments Vienna, catalogue 98, inventory No. 1889, record No. 1497*.

Monographs:

*ČERNOHORSKÝ, K. 1941: Moravian Folk Ceramics. Prague*.

Collection of papers:

*PAJER, J. 2015: A Collection of Modern Ceramics in the Chateau. In: Plaček, M., Dejmal, M.: Veselí nad Moravou, a mediaeval castle in a river alluvial plain, 212-217.*

Periodical:

*MĚCHUROVÁ, Z. 1991: Preliminary Results of Research in the Kapucín Square Nos. 5 and 8 in Brno. Archaeologica Historica 16, 145-168.*

Internet sources:

Auction House Sýpka, auction catalogue, auction 35, item 173. Available from: [quoted 2016-09-16]

**Process of Reviewing:**

The contributions are subject to reviews. The final decision on publication of all texts falls within the authority of the editorial board of the journal. Their decision is based on a minimum of two reviews by specialists in that field. The author has at disposal anonymous reviews to enable to either revise his text or to dispute the reviewers’ comments. Upon a demand by the reviewer, the reviewing may be open. The authors will be provided with proofs of a set copy for editing. The contributions are not paid. In case the contribution is accepted, the author gives right to the publisher to publish the contribution both in printed and electronic form. The authors will then be provided with their contribution in electronic form and with one volume of the journal.