



## STYLE GUIDE AND PUBLICATION GUIDELINES FOR SUBMISSIONS TO EXHIBITS NEWSLINE IN THE JOURNAL *EXHIBITION*

Thank you for your interest in submitting to Exhibits Newsline, a regular feature in the journal *Exhibition* (formerly *Exhibitionist*). *Exhibition* is published twice a year by the National Association for Museum Exhibition (NAME), a professional network of the American Alliance of Museums (AAM).

All submissions should be sent to Exhibits Newsline editor, at  
NAMENewsline@gmail.com

### **Exhibition's Readership**

*Exhibition* is a journal of exhibition theory and practice for museum professionals. Its readers are mostly designers, developers, interpretive planners, and curators, but they are also architects, educators, collection managers, and others who create and contribute to exhibitions. They work in museums of all disciplines, historical sites, galleries, institutions that collect and display living collections, outdoor public spaces—and more. While most live in the United States, some of our readers are from around the world.

### **General Guidelines**

- A submission should convey news about an exhibition—of any type and at any type of institution/site—that you have recently seen (but not that you or your institution has created).
- It should describe an exhibition that the journal's readers should know about—because it was especially interesting, or cool, or novel, or fun, or well-done, or different, etc.
- Submissions should focus on the exhibition's look/approach/design, not the content per se (although the content will of course come through in writing).

### **Text**

- **Word count:** 300 words maximum (not including captions)
- **Exhibition title:** Please include the exact name of the exhibition; the name of the institution/site; and the location (town or city and state or country).
- **Images:** Please submit images as separate, digital files (more information is on page 2).
- **Your name:** Please include a brief byline, consisting of your name and your title (e.g., Dwan Jones is Curator, Such and Such Museum in Place).

### **Formatting**

- **Font:** Use Times New Roman in a 12-point font for *all* text and captions
- **Line spacing:** Single space; double space between paragraphs
- **Letter spacing:** Use only *one* space after colons and *one* after periods at the ends of sentences.



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### Images

- With your submission, please provide two to four high resolution photographs in digital format. They must be sent as separate attachments (or via a link to a Dropbox file) and **must not be embedded in the article text.**
- Please label each image (e.g., “fig1\_jpg” or “fig2\_doc”). These numbers should correlate to the figure numbers in your submission.

### *Resolution requirements:*

- Minimum size should be 5" x 7" at 300dpi or its equivalent of 1500 pixels x 2100 pixels at 72dpi
- Acceptable file formats: TIFF or JPG
- *Exhibition* reserves the right to crop images as needed to meet design requirements.

### *How to check file size on Mac without Photoshop:*

1. Open your image in the Preview application.
2. Go to “Tools” and select “Inspector.”
3. This opens up a “General Information” window, which will give you all the information about the size and resolution of your image.

### Captions and credits

Please list captions and credits for each image at the end of your submission, numbered in the order of mention in the text, with the corresponding figure number added within the submission (e.g., “The girl threw the ball (fig. 1) and the dog caught it (fig. 2) in its mouth.”). *Please note*, the designer will try to place all of your images, but may not be able to, due to space constraints or image quality. We reserve the right to select which images will be included.

All figures must be numbered in order of mention. Captions should be descriptive, but no more than a short sentence or two. The credit should read “Courtesy of xxx,” or, if pertinent, “Photograph by xxx.”

### Terminology

Exhibit or exhibition? In order to achieve some consistency in the use of these terms, we are adopting the usage of the ExhibitFiles website ([www.exhibitfiles.org](http://www.exhibitfiles.org)) and other museum publications. Use the term “exhibition” to refer to the whole—an entire display or exhibition. Use the term “exhibit” to refer to a part of an exhibition—a component or section. Of course, if either term is already in use as someone’s title or as a proper noun, then retain that usage, e.g. Senior Exhibit Developer.

Thank you!