ICAMT 50th Annual Conference Taiwan 2024
6-10 October 2024, Taitung & Taipei, Taiwan

GUIDELINES FOR FULL PAPERS

SPECIFICATIONS

- Full papers must be submitted electronically, written in software compatible with MS Office (MS Word .doc or .docx). **Please do not submit PDF files**;
- Full papers should be written **in English** - **ICAMT can't provide a translation, as well as editing;**
- The submitted file should be named with your name and surname only (example: John_Smith.docx);
- Start your full paper with an **abstract** (do not exceed 300 words);
- Please, indicate **3 to 5 keywor**ds at the end of the abstract, before the main text;
- Full papers should be **not more than 3000 words**, including the main text, references, keywords and abstract;

FORMATTING

- The abstract should figure at the beginning of the article, preceded by the word **Abstract** in bold at the left margin and followed by one line space.
- The **keywords** will follow the abstracts after one line space.
- Abstract and body text should be written in font **Times New Roman, size 11**, both justified on left and right margins;
- The **keywords** are separated from the main text, one line space above and one below, by three-centered asterisks with one space between them.
- The title and author are centered. Title, in lower case with initial letters of important words capitalized, in font **Times New Roman, 14 bold**. A line space (still in **Times New Roman, 14**); next with a line in **Times New Roman, 12,** the author's name with the first letter only capitalized. Another line space, followed by a line with the institution, city and country. Two-line spaces follow, still in **Times New Roman, 12**;
- Texts should be single-spaced with margins as follows: 2.5 cm (top), 2.5 cm (bottom), 3 cm on both sides (0.98" and 1.18");
- The paragraphs are not indented;
- There must be a space of one line between paragraphs;
- Foreign language words should be put in *italics*, followed by a translation or explanation in parentheses;
- Footnotes should appear at the foot of the page where they are mentioned and be in **Times New Roman, 9**.
- Chapter titles and headlines should be written in **Times New Roman, 12, bold**.

ILLUSTRATIONS

Please do not insert illustrations in the text, but send them separately from the text.
Please mark the places where illustrations should be positioned, by including a caption, also stating copyright issues.
- Illustrations should be in **.jpg format, 300 dpi at width: 10 cm (3,94 inches).**
- The .jpg file name should be as follows: author's surname and the number of the illustration
  (Example: Meparishvili_1.jpg; Meparishvili_2.jpg and so on).

CITATIONS

How to Format In-text citations
- In-text citations use the author's last name and the date, separated by a comma: (Cameron, 1968)
- If the author's name is mentioned in the narrative, then only the date needs to be given: Cameron (1968) distinguishes images, writings, and sound recordings…

In the case of two or more authors
- Always use both names every time they are referred to in the text. Use the ampersand (&) to connect the names in the parentheses (Knez & Wright, 1970) … as the medium of museum communication was challenged by Knez and Wright (1970), who …
- Page numbers are encouraged but not required for paraphrased material. Page numbers must be included for **direct quotations** and must include abbreviations ("p." or "pp."): Léontine Meijer and Peter van Mensch (2011, pp. 15–34) demonstrate the concept of "dynamic collections"… "to give voice and be responsive to the needs and interests of the local community

REFERENCES

Please put the Reference Lists at the end of the text.

- <u>Books</u>: **Author (Date). *Title of book*. Place of publication: Publisher.**

  Example: Silverman, L. H. (2010). *The Social Work of Museums*. London, UK: Routledge.

  Example (with multiple authors): Falk, J. H., & Dierking, L. D. (2000). *Learning from museum: Visitor experiences and the making of meaning*. Walnut Creek, CA: AltaMira Press.
- <u>Journal or Magazine Articles</u>: **Author(s). (Date). Title of article. *Name of periodical,* Volume, Pages.**
  Example: Sofka, V. (1991). Museology research marches on: The museum communication on the agenda. *ICOFOM Study Series*, 19, 7-8.
- <u>Newspaper Articles</u>: **Author(s). (Date). Title of article. *Title of Periodical*, Pages.**
  Example: Kisida, B., Greene, P., & Bowen, D. H. (2013, November 23). Art Makes You Smart. *New York Times*, SR12.
- **<u>In case the newspaper was accessed through the online version of the newspaper:</u>** Kisida, B., Greene, J. P., & Bowen, D. H. (2013, November 23). Art Makes You Smart. *New York Times*. Retrieved from http://www.nytimes.com/2013/11/24/opinion/sunday/art-makes-you-smart.html.

- <u>Websites</u>: **Author(s). (Date). *Title of article*. *Title of webpage*. Retrieved from URL.**

  Or with no author: ***Title of article*. (Date). *Title of webpage*. Retrieved from URL.**

  Example: The British Museum's 255th anniversary: from the archives. (2014, January 14). *The British Museum*. Retrieved from http://blog.britishmuseum.org/2014/01/14/the-british-museums-255th-anniversary- from-the-archives.

  In the text, use the following citation: ("The British Museum's," 2014). Use a shortened title (as in this example) or the full title (if it is short) enclosed in quotation marks.

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ALL FULL PAPERS SHOULD BE SENT TO icamttaiwan2024@gmail.com
NOT LATER THAN SEPTEMBER 15, 2024 (GMT)

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GUIDELINES FOR Extended Abstracts of IGNITE TALKS + DIGITAL POSTERS

IMPORTANT NOTE 1: Please consider that by presenting your extended abstract for the Conference, you agree to have it published on the Conference's official website, ICAMT's website or in the Conference proceedings (online or printed version).

IMPORTANT NOTE 2: Please consider that this form of participation implies either an extended abstract + plus the digital poster or - an extended abstract + plus a short video. You should check both – "guidelines for extended abstracts" and "guidelines for digital posters or short videos" (following below).

EXTENDED ABSTRACT SPECIFICATIONS

- Extended abstracts should be submitted in electronic format, written in software compatible with MS Office (MS Word .doc or .docx). **Please do not submit PDF files**;
- Extended abstracts should be written **in English** - **ICAMT can't provide a translation, as well as editing;**
- The submitted file should be named with your name and surname only (example: John_Smith.docx);
- Start your extended abstracts with the short **abstract** (do not exceed 300 words);
- Please indicate **3 to 5 keywords** at the end of the abstract, before the main text;
- Extended abstracts should be **not more than 1000 words**, including the main text, references, keywords and abstract.

FORMATTING   Same as for the full papers (please, find above)

ILLUSTRATIONS   **Extended abstracts should include text only.** PLEASE do not include any kind of illustration (photo, drawing, diagram, etc.) in the extended abstract. Digital posters or videos should be sent separately, in addition to the extended abstract.

CITATIONS   Same as for the full papers (please, find above)

REFERENCES   Same as for the full papers (please, find above)

ALL EXTENDED ABSTRACTS SHOULD BE SENT TO icamttaiwan2024@gmail.com
NOT LATER THAN SEPTEMBER 15, 2024 (GMT)