

AMJournal Author Guidelines

Please note that nonconformity with the Amsterdam Museum Journal Guidelines will result in rejection (without exception).

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1. Formatting

Document Type: Microsoft Word Document

Image types: JPG/jpeg or TIFF

Maximum word counts: for short essays 4.000 words; for long essays 6.000 words; for visual essays 3.000 words; for empirical papers 6.000 words (excluding reference list, end notes, figures, tables).

Font: Times New Roman

Font size: 11

Spacing: 1,5

Font color: black

Text alignment: justified

2. Textual Components and Structure

Both essays and research papers follow certain structural rules. Please check the subsection of the text genre for your contribution.

2.1 Essay Structure

- The body of the essay should include the following elements: Introduction, theoretical framework, clear methodology, analyses/line of argumentation, and conclusions;
- Authors take on a **thesis statement** and clearly position it within the analysis (please make sure your thesis statement is made explicit in the introduction of your text);
- Authors make research questions and/or research goals explicit in the text;
- Authors make clear what academic and public discourse they are contributing to;
- The thesis statement is supported by demonstrative and/or illustrative proofs;
- The argumentation is embedded in a clearly delineated theoretical framework;
- A clear list of references should be provided following the guidelines outlined in 'Style Guide Referencing' i.e., **not in end notes**;
- Authors may write in their own voice, but English level C2 must be maintained (consistently and throughout);
- Copyediting is the author's own responsibility.

2.2 Visual Essay Structure

- The body of the visual essay should resemble the body of a museum exhibition and therefore it should be based on a clear main theme and several different sub themes that are (re)presented in the visuals the essay includes;

- This results in the following textual structure: Introduction main theme; introduction first sub theme; visuals; elaboration between first subtheme and visuals; elaboration between second subtheme and visuals and so on; conclusion;
- The different textual elements/headers, such as the introduction of the main theme, are given titles;
- The different headers are no longer than 350 words each;
- Images/figures are all named 'objects' and a full reference of each image is included in the full reference list;
- There is a clear balance between text and visuals;
- All visuals included in the visual essay should be referred to or should clearly support the visual analysis;
- The visual analysis is embedded in a clearly delineated theoretical framework;
- A clear list of references should be provided following the guidelines outlined in 'Style Guide Referencing' i.e., **not in end notes**;
- Authors may write in their own voice, but English level C2 must be maintained (consistently and throughout);
- Copyediting is the author's own responsibility.

2.3 Empirical Paper Structure

- The body of the paper should include the following elements in the following order: Introduction, theoretical framework, clear methodology, analyses/line of argumentation, and conclusions;
- Authors answer (a) research question(s) or test (a) hypothesis/ses by doing data or case-study based research (qualitative and quantitative);
- Authors make research questions and/or research goals explicit in the text;
- Authors make clear what academic and public discourse they are contributing to;
- The analyses are supported by demonstrative and/or illustrative proofs;
- The argumentation is embedded in a clearly delineated theoretical framework;
- The methodology is clear and explicitly accounted for;
- A clear list of references should be provided following the guidelines outlined in 'Style Guide Referencing' i.e., **not in end notes**;
- Authors may write in their own voice, but English level C2 must be maintained (consistently and throughout);
- Copyediting is the author's own responsibility.

3. Style Guide Referencing

3.1 References in Text and Reference List

In short, AMJournal uses its own style guide. For this style guide the author will gather all the works referenced, cited or paraphrased under the header 'References', which will be presented at the bottom of the essay or research paper. In other style guides this list is sometimes called 'works cited' or 'bibliography'. Throughout the text, AMJournal uses short in text references including only the last name(s) of the

author(s), the year in which the source was first published, and in case of quotations a page number.

For example:

In text: The story ends with feelings of loss and guilt. Feelings grown out of the experience of gentrification – in this essay defined as “*the transformation of working-class or vacant areas of central cities into middle-class and/or commercial areas*” (Hochstenbach & Verlaan 2022, 439).

In ‘References’: Hochstenbach, Cody, and Verlaan, Tim. “Gentrification through the ages.” *City*, vol. 26 no 2-3, 2022, pp. 439- 449. DOI: 10.1080/13604813.2022.2058820

The full references in the reference list should include the following elements in the following order: Author(s). “Source Title.” *Container Title*, Version/Volume, Number, Publisher (if known), Publication date, Page number(s). For academic works, please include a DOI number/link, and for websites or other online sources also please include a link.

For example:

A book:

Doucet, Brian, and Doucet, Micheal. *Streetcars and the Shifting Geographies of Toronto: A Visual Analysis of Change*. University of Toronto Press, 2022.

An article:

Locke, Nancy. “Charles Marville and the Landscapes of the Carrières d’Amérique.” *History of Photography*, vol. 43, no. 3, 2019, pp. 251–65, doi.org/10.1080/03087298.2019.1726100

A website:

Meadows, Alyssa. “How Gentrifying Photographers Can Be Responsible Story Tellers.” *The Phoblographer*, 1 Oct. 2020, thephoblographer.com/2019/12/05/how-gentrifying-photographers-can-be-responsible-story-tellers/

3.2 Extra Information in End Notes

We discourage the extensive use of explanatory, digressive or bibliographical notes. End notes are used for brief explications or definitions that do not fit the main text or short bibliographic notes, which refer to other publications your readers may consult.

For example:

In text: This research fits into the tradition of Postcolonial Studies and Technology.²

In ‘End Notes’: 2. For more material related to Postcolonial Studies and Technology, see McClintock, *Imperial Leather*; De Landa, *War in the Age of Intelligent Machines*.

As such, end notes are not used for the literature referenced in the main text; for this referencing conditions outlined in this guide need to be followed and the full bibliographical information will be put in the reference list.

3.3. Images and Figures

In all texts, excluding the visual essays, all images/figures are called ‘figures’ and are provided with a caption including a *description of the image*, the year in which the image was made and the creator of the images (‘type of image’ i.e. photograph, table etc. by ‘name’). If the date is not known, the mention of ‘date unknown’ suffices. If the creator is not known this does not require any mention. If the image comes from a published work, the caption should mention the title and an in-text reference with an extended reference in the full reference list.

For example:

A photograph:



Figure 6. *Naturesimo at the Medicean Villa of La Petraia, Plants and Beauty*: Florence 2023. Photograph by: Cantiere Obra.

An online image:

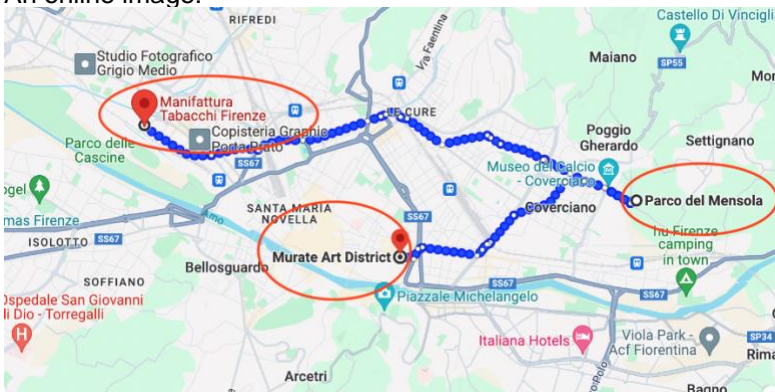


Figure 7: *Performing area of Genius Loci Performance*. Google Maps, 2024.

In Visual Essays: All images/figures are named ‘objects’ and are provided a caption including *their title/a description*, the year in which they were made, and a mention of the institution/individual/agent that is now in ownership of the image. In the case of

art works, the artist is mentioned immediately after the title (by ...) and the current owners is credited at the end of the caption (Property of ...). In case the images represent non-artistic pictures of books or other written works, a title/ description and an in text-reference to the author suffices. A full reference of each image is included in the reference list.

For example:

A map:



Object 3. XVII. *The transformation of Paris under Haussmann: Plan showing the portion executed from 1854 to 1889*, 1909 (Burnham).

A photograph:



Object 15. *Les Fortifications Porte d'Arcueil* [translation: 'The Fortifications Porte d'Arcueil'] by Eugène Atget. June 1899. Property of Musée Carnavalet, Histoire de Paris.

All images and figures should be provided with captions. This caption includes: The title or a description of the image, if known the creator of the image,

3.4.1 Quotations and Citations

For direct quotations authors “use double quotations marks and *Italics*.” In this case the in-text reference also includes a page number/page number(s). Quotations within quotations are given single quotation marks.

For example:

At the time, photography was seen as a tool “to make accurate and reproducible pictorial records of visual experience” and as such it was not regarded as an art form (Osterman & Romer 2007, 3).

When quotations are above 30 words, AMJournal uses hanging quotes. These quotes need to be indented, placed between double quotation marks, written in *Italics*, and be provided with an in-text reference.

For example:

“Less than a hundred meters from the broken toilet, the hip world of Katendrecht shone, the terraces looked out over the skyline of the new city; the block tower of De Rotterdam shone in the sun. (...) Ahmed pointed to the terraces full of young people in a setting of post-industrial rawness. ‘What do you think that does to me?’ He asked rhetorically”. (Van Veelen 2022, 44).

3.4.2 Details of Using Quotation Marks

For concepts, names and so on ‘single quotation marks are used’, while direct quotes are marked with double quotation marks.

When using both single or double quotations marks, authors place commas and dots outside of the quotation marks. Only question marks and exclamation points are placed within the quotation marks.

For example:

Nonetheless, the experience of participative and site-specific performances is quite recent for Cantiere Obraz, since it began because of the Covid-19 Pandemic, “*when theatres were necessarily closed*”.

Miguel Sicart similarly points out that a discourse of ‘playfulness’ can be appropriated, particularly by design (Sicart 2017, 2). Returning to an understanding of play as ‘make believe’, then, takes on a political dimension as well.

“How are you doing?”, he asked her. “I am fine!”, she replied angrily.

3.5 Additions at the End of the Text

In sum, a submission may include the following lists with bibliographical information:

1. **The reference list** to be given the header 'References', in which the author lists all literature referred to in the essay.
2. **The end notes**, to be given the header 'End Notes', in which the author presents the reader with reading suggestions, further information, elaborations and definitions on concepts, and so on.

AMJournal does not encourage including an appendix to a submission. Ideally, all supporting visuals should be included in the text in order to safeguard the comfort of the reader.

4. The Peer Review Process

AMJournal works with a system of a double-blind peer review consisting of two rounds. This means that all submissions will be assigned two peer reviewers with an expertise relating to the submission's theme. Only invited authors go through one round of peer reviews instead of two. Please note that the feedback that comes out of these peer reviews needs to be processed into the new version of the paper or essay for the text to be accepted. When submitting the second version of your text, please include a document called 'letter to the peer reviewers' to elaborate on how you incorporated the feedback into the new version. This will make it easier for the peer reviewers to assess the improved version.

Example of a 'letter to the reviewers':

Dear reviewers,

I thank you for your useful feedback in peer review round 1 and in the following letter I will clarify how I have used your reviews to improve the text.

To peer reviewer 1:

I changed the title of the essay according to your feedback; with this new title I hope to clarify how my essay related to the theme of this journal's issue.

I incorporated three more academic sources in the 'theory' section, to add more fundamentals to the academic framework my essay fits into, as you suggested.

I chose not to add another photograph to the conclusion, like you proposed. Although I do agree with your point that this would make the differences between the past and the present clearer, I found that adding a contemporary, full-color photograph does not fit into the overall aesthetic of the visual essay.

To peer reviewer 2: Etc.

5. Checklists

5.1 Checklist for Text Submission

When submitting a new version of your text please consult the checklist below:

- AMJournal uses end notes, not foot notes to provide extra information. Notes are never used for references. The end notes are placed after the reference list (see section 3.4);
- The first letter of each noun/verb of a (section) title is capitalized (i.e., ‘5.1 Checklist for Text Submission’);
- Full references to literature and other sources are provided in a separate reference list at the end of the text, according to AMJournal style guide;
- Subsections are written in **bold** and their titles contribute to the structural soundness of the paper/essay;
- Page numbering is added;
- Images are: (1) included in the main body text (2) copyright free (3) captioned according to AMJournal’s style guide (4) numbered (Figure 1: descriptive title (photograph by person X) (5) sent to AMJournal as separate files (TIFF or JPG/jpeg) as well;
- Information in the text that needs to be emphasized is put in *italics*, not in **bold** or underlined;
- For quotations/citations “*double quotation marks are used and the quote is put in italics*”.
- For concepts, names and so on ‘single quotation marks are used’;
- For translations of original quotes, concepts, names etc. *Write the traditional phrase in italics* [and put the ‘*translation*’ between brackets].

For example: Two further projects were born after this first experiment: *Il respiro del pubblico* [translation: ‘*The Audience’s Breath*’], and *Urbano fantastico* [translation: ‘*Fantastic Urban*’].

- The text must be completely anonymized during the peer review process (do not put any bibliographical information in the same document as your submission until the final version of the text).

- Make sure your text is *fully* copyedited and written in C2 English. If the text is not written in C2 English (i.e., contains too many mistakes) it will be excluded from publication. Please note that editing is the responsibility of the author, not AMJournal.

5.2 Checklist additional documents final text

When submitting your first or second version please consult the checklist

below:

When the peer review process has come to its end, the editorial support of AMJournal contacts the author to inform them if their submission is officially accepted for AMJournal's next issue. If this is the case, the author will receive a final deadline for the final version of their contribution. When submitting the final version of their contribution, the author needs to provide additional documents which are needed for the publication. What follows is a list of all the documents that the author should submit before the final deadline:

- The final text, copy-edited, in a Word document;
- A separate Word document including the updated abstract (max. 150 words);
- A separate Word document including 1) the author's full name, 2) the full title of the contribution, 3) the running title of the contribution (max. 5 words), 4) the key words of the contribution (max. 5 words), and 5) the author's discipline(s);
- A short biography (max. 50 words);
- A headshot to accompany the authors biography;
- Separate JPG/jpeg or TIFF files for each individual image/figure. Please name these files by their figure number in the text. So, the file name of figure number 1 is 'Figure Nr 1' etc.
- Depending on the size of your paper/essay, select at least one