

# SUBMISSION AND EDITION GUIDELINES

**ESTUCO** is an annual international journal, published jointly by the Cerralbo Museum and the Museum Foundation, and edited by the Ministry of Culture and Sports. This journal publishes research papers on the Museum collections and archives, on any museology or museography aspect related to the house-museum or on topics that will contextualize historically and culturally the Museum collections and trajectory.

The journal will accept contributions which comply with the information mentioned in the previous paragraph as well as research papers of a notable historic, artistic and cultural value.

Contributions to the journal may be in the form of:

- Scientific studies, i. e., full-length research articles.
- Brief research papers whose results demand a prompt diffusion.

The journal invites scholars to submit contributions to either section but other unpublished papers which might enrich the journal's quality and favour its spreading will also be considered for evaluation.

## General requirements

1) All manuscripts submitted must be original and unpublished. They should not be simultaneously under review by any other periodical for a prospective digital or written publication

2) A Microsoft Word document—in compatibility mode— of the manuscript text should be submitted online to the following e-mail address: [estuco.cerralbo@cultura.gob.es](mailto:estuco.cerralbo@cultura.gob.es), as an attachment, before September 1st of the current year. A cover letter or presentation document should also be attached containing the following information: the title of the paper, the author or authors' full names, affiliations and/or institution, if that is the case, of which they are members. E-mail addresses and telephone contact must also be provided. Acknowledgement of receipt of documents does not imply their acceptance for publication.

3) At least two Editorial and Scientific Board members will review manuscripts by the double-blind peer-review system. If both reviewers agree in their assessment, the editor of the journal's forthcoming issue will inform authors of their contributions' acceptance or rejection. In case of disagreement a third review will help to reach the final decision. Throughout the whole process, both reviewers and authors should remain anonymous; their identity being disclosed upon publication.

4) Once manuscripts have been accepted, authors will sign a contract of cession of exploitation rights, being responsible exclusively for opinions expressed in their works and for the proper use of images according to the Spanish revised Property Right Law. Then authors will have two weeks to make, if the Editorial Board or they

themselves deemed it necessary, some final corrections or revision and additions to the text and to proceed jointly with the journal editor to the handling, in accordance with the editing guidelines, of the list of images to be definitively included.

5) Authors will be sent page proofs for correction and are expected to return these to the editor within five days at the latest. Otherwise, the journal may, if determined, proceed to incorporate corrections aimed at improving the quality of the publication without altering its content.

6) Authors will be responsible for the handling of the images included in their works, abiding by the Spanish Property Right Law regarding moral and exploitation rights, and ensuring the transfer of Copyright. The Cerralbo Museum Foundation may deal, upon authors' request, with the handling of images subject to taxes when these are essential components of their works, paying the corresponding fees for no more than two images and an amount not higher than 200 € per paper.

7) Authors will not receive any payment for their contributions.

8) The owner of the intellectual property rights of publications is the Cerralbo Museum (Ministry of Culture and Sports). Any further use of the content of articles or papers by authors must be expressly authorized by *ESTUCO*. Literal reprints, whether partial or complete, will be permitted only if in a different language from the one of the original publication; and it should be clearly stated, on the first page, that it has been previously published in *ESTUCO*. Authors are permitted to upload, in order to promote the text on digital repositories, websites, social networks and online professional

profiles, only the digital offprint sent to them by the editor.

### **Edition guidelines**

- 1) Submissions should be written in Spanish, French, English or Italian.
- 2) Authors/contributors will be provided with a template to be used to conform to the edition guidelines. The submitted text should not be with a layout.
- 3) Contributions should comply with the following lengths: articles should not be shorter than 50.000 characters and should not exceed 80.000 characters, while papers should be between 6.000-10.000 characters long, computing spaces. These lengths do not include abstract, keywords, references and endnotes. In cases of appendices with catalogue files of the pieces studied, the museum will inform the author about the procedure.
- 4) Submissions must be headed by the title in bold capital letters and, to safeguard anonymity, all references to the author/s should be removed. If the work is divided into different sections, headings must be in bold capital letters while subheadings in bold lower case letters.
- 5) Contributions should include a title, an abstract and keywords both in Spanish and in English regardless of the language of the text. In cases of Italian or French texts, the title, abstract and keywords should also appear in the corresponding language. Abstracts should explain the general aspects of the paper and they should not exceed 150 words.

6) Key words, whose number should range between 4 and 8, should be separated by a semi-colon. They should help to locate the article when searching online and should not repeat words from the title.

7) Titles of articles and direct quotations should be enclosed within inverted commas (" "). When a quotation is longer than one and a half lines, it should be started in a new paragraph, it should be indented and preceded and followed by a blank line:

"Having lived a few more months in Genoa, he decided to return to his homeland. Before leaving, he gave a beautiful token of recognition that he owed to the friendship of the de Wael brothers. He painted each of them on the same canvas, [...] in the Gentile Palace, was engraved by D. Brunn".

8) Italics should be used for foreign single words, except for the expression "et al." in the reference section. Work titles (books, paintings, etc.) should also be italicised; inventory numbers should be recorded for references to collections; the word number should be abbreviated to two characters: a capital «N.» followed by a superscript «o»: N.<sup>o</sup> inv. XXXX.

9) The use of endnotes should be kept to a strict minimum, therefore bibliographic and hemerographic quotations should be included in the body text following the American system (Harvard). They should be enclosed within parentheses, and surname/s should be in lowercase letters except initials: (Cerralbo, 1916: 62-63), (Casas y Herradón, 2013) or (Vaquero et al., 2010). If two or more works published in the same year by an author are referenced, the year of publication should be followed by a lowercase letter beginning with «a»

and in alphabetical order: (Granados, 2008a: 21-22). The same letter should be included for the complete reference in the reference Section.

10) Endnotes should not be used for bibliographical information although they may contain references; these should be within the running text of the note either following the format explained in paragraph 9 or without bracketing in case of suggestions for further reading: “For further reading, see Cherry, 2001” o “Cf. Cherry, 2001”. Their reference point in the text should be clearly indicated with a superscript number at the end of the relevant sentence as in the following example: “... con menos *horror vacui* que el resto de las estancias de la casa-palacio (Fig. 26).<sup>149</sup>”.

11) When a quoted source is a personal interview, an endnote should be added to include the information according to the following pattern: Conversacion con Lourdes Vaquero Argüelles, Directora del Museo Cerralbo, sobre el «depósito Suma» [Entrevista] (Madrid, 19 julio 2018).

12) A numbered list of endnotes, headed by NOTES, should be included at the end of the text, and preceding the reference section. It should be done in the following way:

1/...

2/...

13) All the works consulted, whether referenced or not in the text, must be included at the end of the paper in the last section entitled REFERENCES. They should be listed alphabetically and separated by a blank line. The information should be ordered thus: first authors’ full names, surnames in capital letters and then, after a comma, their names; the

year of publication enclosed in brackets followed by a colon and then the italicized publication title. Next, the place of publication, a colon and the publishing house. In the case of hemerographic citations, the title of the article should appear within inverted commas (“ ”) and the abbreviation for pages (pp.) and page numbers should be included when referencing chapters within collective works or papers in journals. Consider the following examples for formatting conventions:

CERRALBO, E. (1916): *Las necrópolis ibéricas. Conferencia dada el 22 de octubre de 1915 en el Congreso de Valladolid, celebrado por la Asociación Española para el Progreso de las Ciencias*. Madrid: Asociación Española para el Progreso de las Ciencias.

CASAS DESANTES, C. y HERRADÓN FIGUEROA, M. A.(2013): *Toilette. La higiene a fines del siglo XIX*. Madrid: Fundación Museo Cerralbo.

VV. AA. (2006): *Tradición y modernidad. La cerámica en el modernismo. IX Congreso Anual de la Asociación de Ceramología*. Valencia: Ayuntamiento de Esplugues y Asociación de Ceramología.

VAQUERO ARGÜELLES, L. y ACOSTA MARTÍN, J. (2006): «La renovación de las salas del Museo Cerralbo. Criterios de intervención en un palacio-museo», *Revista Museos.es* 2, pp. 95-105.

SANZ MÍNGUEZ, Carlos (2002): «Panoplias prerromanas en el centro y occidente de la Submeseta norte peninsular», in Pierre MORET y Fernando QUESADA SANZ (eds.): *La guerra en el mundo ibérico y celtibérico (ss. VI-II a. de C.)*. Collection de la Casa de Velázquez, vol. 78. Madrid: Casa de Velázquez, pp. 87-133.

14) Different works published by an author should be recorded in ascending chronological order according to the year of publication. If two or more of these were published in the same year, they should be distinguished by the addition of a lowercase letter after the year of publication in alphabetical order, as stated in the edition guidelines (paragraph 9).

15) In e-publications, its electronic nature should be specified by the term Internet enclosed in square brackets after the title. The link between angular quotes and the date of access in square brackets:

RECIO MARTÍN, Rebeca C. y CASAS DESANTES, Cecilia (2012): *Miradas. Páginas de la Historia. Una obra inédita. Exposición temporal, del 24 de abril al 24 de mayo de 2012, Museo Cerralbo*. [Internet] Madrid: Museo Cerralbo. Available at <<http://museocerralbo.mcu.es/web/docs/>> [Downloaded 1 July 2014].

GIMÉNEZ RAURELL, M. Cristina (2013), «Popular Spanish Glass found on-line: Domus and Cer.es», *Reviews on Glass, 2012 ICOM Glass Meeting 2* [Internet], pp. 30-34. Available at <[http://issuu.com/icom-glass\\_reviewsonglass01/docs/review\\_on\\_glass\\_2](http://issuu.com/icom-glass_reviewsonglass01/docs/review_on_glass_2)> [Downloaded 8 March 2013].

16) When mentioning archive documents either in the text, endnotes or reference section, the source should be quoted in full the first time but should be abbreviated to acronyms for subsequent citations. The Cerralbo Museum archives documents will be quoted as follows:

AMC

## Image and caption edition guidelines

1) Submitted images (photographs, drawings, maps, graphs, etc.) must be in JPEG format (.jpg) and file extension 300 ppp. The file name is the numbered reference within the text: Fig. 1, Fig. 2, etc.

The author is responsible for the quality of the submitted images. Number and size of images should be in accordance with the journal content and length. The journal reserves the right to request the replacement of images when they are of low digital quality or break Spanish Property Right Law.

Under no circumstances, the images should be supplied in the text file.

2) The approximate location of images will be highlighted in yellow colour in the text, in a separate line. Editors will endeavour to keep these locations as accurately as possible throughout the layout. References to images in the text should appear between brackets under the abbreviation (Fig. 1) numbered in a correlative way.

3) The list of images should be supplied in a separate Microsoft Word—in compatibility mode— file where captions corresponding to the different images will also be recorded, including the abbreviation Fig. plus number of image, followed by the text, which in the final layout will appear below images. The text should be concise, at the end and, between brackets, the name of the photograph author and of the holder of the rights for its exploitation should be mentioned, as in the following example (Photo: Ángel Martínez Levas. Museo Cerralbo, Madrid) o

(Photo: © Fundación Lázaro Galdiano). In case of photographs taken from another publication, a complete reference of the source will be recorded, including page number, illustration or figure number and the author of the image if stated.