



Musings: Sydney Jewish Museum Journal ***Submission guidelines***

Updated January 2024

Aims and Scope

Musings: SJM Journal is a cross-disciplinary scholarly and educational publication that promotes research into all aspects of Holocaust and genocide history, Holocaust education and representation as well as Australian Jewish History. It publishes articles on these subjects both to increase knowledge of these topics and to improve and share expertise in educating about these difficult pasts.

Musings welcomes empirical and more theoretical pieces on these and related topics. While the publication aims to profile Australian-focussed research, it remains open to a broad array of contributions on relevant themes. Cross-disciplinary in its approach, *Musings* is open to all relevant scholarly methods and disciplines.

All submitted articles undergo rigorous peer review, based on initial editor screening and anonymized refereeing by at least two external scholars.

Editors

- Associate Professor Avril Alba
- Dr Jonathan Kaplan

Editorial Board

- Associate Professor Avril Alba
- Sandy Hollis
- Dr Jonathan Kaplan
- Associate Professor Jan Láníček
- Emeritus Professor Konrad Kwiet
- Professor Emerita Suzanne Rutland
- Roslyn Sugarman

Contact

research@sjm.com.au

Author Guidelines

Please follow these guidelines when you submit your article for consideration and when you prepare the final version of your article following acceptance for publication.

Authors

Musings is seeking articles from established scholars and graduate research students. There is a team of Editors responsible for the running of *Musings*, supported by a Review Board to advise the Editors on individual articles.

Publication

Musings is published online via the Sydney Jewish Museum website.

Language of Publication

The language of publication is English. The language of submission is also English.

Articles

Articles are to be 4000-6000 words in length, include an abstract of, keywords and must be referenced and accompanied by a reference list (see style guide below).

Book Reviews

Book Reviews are to be 1000-1200 words in length and must be referenced and accompanied by a reference list (see style guide below).

Special Issues

From time to time there will be a Special Issue covering a particular aspect of the subject. Proposals for Special Issues, accompanied by an overall rationale and abstracts of any individual papers which are already planned, should be sent electronically to the Editors in the first instance.

Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Under no circumstances will *Musings* undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations

Musings accepts only original articles which have not been previously published. The Editors will not consider articles which are under consideration by other publishers. It is assumed that once you have submitted an article it will not be sent to other publishers until the Editors have made a decision about its inclusion. The Editors will only exceptionally consider previously published material. They will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

Online Submissions

We normally accept only online submissions in .doc, .docx or .pdf format. If you are unable to do so, please contact the Editors via research@sjm.com.au

Ensuring a Blind Peer Review

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the Review Board or external referees. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word "author" for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Decision about Publication

The Editors will communicate with you by email regarding the progress of your submission. The decision period is generally between eight and twelve weeks. Their evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted.

Proofs and Final Articles

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage. Authors will receive their articles by e-mail as PDF files.

Style Rules

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions:

- Referencing: Chicago Footnote Style
 - This style is the preferred style for *Musings*.
 - All references to monographs, articles, and statistical sources etc. are to be identified at an appropriate point in the text by name of author, year of publication, and pagination where appropriate, all within footnotes.
 - The function of the author-date style of referencing is to reduce the need for footnotes, by embedding references to cited works in the text in abbreviated form (Brown 1980, 123).
 - There is also no need for “p.” or “pp.” to indicate the page
 - Please do not use op. cit. and avoid ibid.
 - The references section must be included at the end of the paper. All of the works cited in the paper, and only those, are included in the references section.
- For a full guide, please see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Style Rules (*continued*)

- Diacritical Marks/Romanization,
 - For phonetic fonts please use SIL Doulos IPA93.
 - For diacritic marks, wherever possible use a Unicode font such as Gentium, which is available as a free download from:
http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download
 - As noted above, in articles containing diacritics it is a good idea to submit a PDF as a supplemental file.
- Quoted matter
 - If quotations are more than four lines, should normally be indented, without quotation marks.
 - Quotations of up to four lines should form part of the text, and should be indicated by double quotation marks.
 - Single quotation marks should be used only for quotations within quotations.
- Foreign words and phrases
 - Foreign words and phrases should be italicized, both in main text and footnotes. Greek, Hebrew and other languages that do not use the Latin alphabet should be transliterated.
- Spelling
 - -ise spellings should be used (recognise, emphasise, organisation, etc.)
 - Australian spelling should be used.
 - “Antisemitism” is the preferred spelling.
- Headings
 - Please mark-up heading levels 1.1, 1.2, 1.2.1, or A, B, C etc. These will be removed later, but are helpful to the typesetter to assign heading styles.

Style Rules (*continued*)

- Gender and Language
 - Where a gender-inclusive alternative is possible, it is to be preferred. E.g. “humanity” rather than “man” when referring to both sexes.
 - When personal pronouns are being used by the author, gender natural is preferred, e.g. “The author has to acknowledge their role in writing the piece.”
 - Verbal Style and Spelling
 - Brackets within parentheses should be square.
 - When indicating text inserted into a quotation by the author the text should appear in brackets, e.g. [sic].
 - Numerals are written out in full when they are ninety-nine or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule.
 - Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.
 - “E.g.” and “i.e.” are only permissible in the body of the text if they introduce a list or are within brackets. Likewise, please avoid “etc.” unless it is in a footnote.
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