



MP

Editorial submission guidelines, code of practice and complaints procedure

Museums Journal

Museums Journal (MJ) is a news-led monthly magazine, which is published in print and online.

We aim to provide accurate and up-to-date content on topical subjects. As a monthly magazine we have a long lead time to facilitate editorial planning, please bear this in mind when submitting proposals (see below for section lead times).

Museums Journal welcomes submissions and ideas for articles. Please email enquiries and synopsis, not complete articles, to: journal@museumsassociation.org. Please include editorial submission in the subject line.

Please familiarise yourself with the sections of the magazine before making a submission.

News

Lead time (print): approximately two weeks prior to publication i.e. 15th of the month preceding publication.

To ensure impartiality and accuracy news is written by MJ staff and freelance journalists, if you are aware of newsworthy issues please contact the editorial department: journal@museumsassociation.org.

We also publish news online and have a web-first policy for news.

Comment

Lead time: approximately four weeks prior to publication.

The comment section reflects topical issues and is a chance for people who work in the sector to express their opinions. If you have strong views on topical issues, news or current events please contact the editorial department: journal@museumsassociation.org

Features

Lead time: approximately three months prior to publication.

This section is written by MJ staff and freelance journalists.

All features should have a news hook ie a current event or topical reference.

If you have feature ideas or suggestions for Museum Of please contact the editorial department: journal@museumsassociation.org

Reviews

Lead time: minimum three months.

MJ reviews permanent redisplays, new openings and temporary exhibitions. Reviews are written by a panel of reviewers who work in the sector.

If you have suggestions for the reviews section or would like to be added to the panel please send contact details and examples of writing to: simon@museumsassociation.org

Back of the magazine

Lead time: varied

The List: please send submissions to: journal@museumsassociation.org

People: please send suggestions for people profile and details for moves section to: journal@museumsassociation.org

Best in Show: lead time three months prior to opening; please send suggestions to: journal@museumsassociation.org

Points to bear in mind:

We welcome feedback and comment at all times: please contact the editor (sharon@museumsassociation.org) to discuss.

The letters page is available to all readers, and anyone who is a registered user of the website can comment on articles online.

We welcome submission enquiries, suggestion and ideas, however there is no guarantee that unsolicited copy will be published.

Please ensure all material is original and please do not submit copy that has appeared elsewhere.

Museum Practice

Museum Practice (MP) is an online publication providing up-to-date examples of new developments and innovations.

Each month MP examines a different area of museum practice, with opportunities for readers to contribute their own case studies and share best practice.

MP is published on the 15th of each month, or the nearest working day, and the lead time for case studies and articles is at least four weeks prior to publication.

A list of forthcoming issues of MP and calls for case studies can be found online at: www.museumsassociation.org/museum-practice.

To contribute to MP, or propose an area of practice you'd like to see covered, please email the editor: rebecca.atkinson@museumsassociation.org.

Please be aware that there is no guarantee that unsolicited copy will be published and that MP reserves the right to edit copy. Please ensure all material is original and please do not submit copy that has appeared elsewhere.

Complaints procedure

We abide by the Press Complaints Commission Code of Practice (<http://www.pcc.org.uk/cop/practice.html>), which states: "A fair opportunity for reply to inaccuracies must be given when reasonably called for."

Museums Journal and Museum Practice strive for accuracy; in the event of inaccuracies we will print a full correction in the next available issue of the magazine or online as applicable.

All enquiries or complaints should be addressed in the first instance to the editor: sharon@museumsassociation.org