

## **SUBMISSION GUIDELINES**

### **THE BRUNEI MUSEUM JOURNAL**

The Brunei Museum Journal provides an international, peer-reviewed forum for the publication and dissemination of research with a specific focus on the understanding of all aspects of humanistic, social sciences and natural sciences within the Southeast Asian region including museology and the arts and examples of good professional practice. Published annually in English and Bahasa Melayu, the journal seeks to supplement readers' interest locally and internationally.

#### **Contributions, refereeing and the selection process**

Submission must be an original work that has not been published elsewhere; currently being considered for publication by another journal; and that each author has seen and approved the contents of the submitted manuscript.

Articles should be submitted electronically in a message sent to the editors as an attachment in PDF format.

If a paper is accepted for publication, the author must sign a declaration and agree to transfer copyright to the Brunei Museum Journal.

Articles submitted can be in English and Bahasa Melayu. If the article has been translated from another language to either of these languages the author is responsible for ensuring the translated work submitted is of good quality.

Articles submitted for publication will be reviewed by two anonymous reviewers. The name(s) of the author(s) will be removed from the article prior to it being sent to a reviewer.

1. Please ensure that the article meets the Brunei Museum Journal criteria.
2. The article is then sent to at least two referees for academic review.
3. Following reviewer recommendations, the article goes to the full Editorial Board for the final selection process.
4. Authors may be asked to revise their articles (based on reviewer feedback to the Editorial Board) and to re-submit within a specified time.
5. Authors will be provided with a proof copy of their final edited manuscript for review prior to publication.

#### **Author's Notification and Declaration**

Authors whose papers have (or have not) been accepted will be notified as soon as possible and within 3 months of submission.

If the paper is accepted, the author will be asked to sign a Declaration that the article has not been published in any form anywhere else, and that it is not in the process of being considered for any other publication.

In addition you must supply the following:

Title Page

Authors must submit a title page as a separate file to their manuscript, to enable reviewing. The title page should include

1. The title of the article;
2. Authors' name(s) including details of their main academic qualification(s), the name(s) of the organisation(s) to which they are affiliated and their nationality(ies).
3. The mailing address, email address of author responsible for correspondence about the manuscript
4. Disclosure statements

### **Abstract**

This should be a brief synopsis of your article of approximately 250 words.

### **Keywords**

+/- 10 keywords or search terms. Do not include 'intangible cultural heritage', 'intangible heritage' or 'ICH' as keywords.

### **Biography**

A brief biography of the author(s) of no more than 150-200 words, listing academic qualifications, posts held, current post and research interests.

### **Proofreading**

Authors should ensure their manuscripts are proofread by a professional. Non-native English speakers who are submitting an article in English should ensure it is read by a native speaker prior to submission at the authors' own expense.

Authors preparing submissions are asked to read and follow these guidelines:

### **Length**

Articles should be between 5,000 and 8,000 words long excluding notes, bibliography and captions for illustrations.

### **Format**

Documents should be produced in Word or Indesign CS6 using a single size font for text and headings, left hand justification only and no embedded formatting of capitals, spacing etc..

### **References**

References cited in the text are enclosed within parentheses and include the author's surname and year of publication, e.g (Brown, 1970). Note that a Malay author is cited by the given name, e.g (Matussin, 1983) and not (Omar, 1983), when the author's name is Matussin bin Omar. Citations of authors should be embedded in the text rather than included as footnotes.

### **Bibliography**

There are no restrictions as to bibliography length but please ensure that you only include reference that are cited in your manuscript. Please use the referencing system laid out in the Chicago Manual of Style [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

### **Photographs and images**

Photograph and images can be provided by authors upon submission or after their article has been accepted for publication. No more than 8-10 images accompanying each article are recommended.

Photographs or other illustrations, in either colour or black and white, should be submitted in digital form in high resolution JPG, EPS or TIFF formats.

They should be submitted as a separate files, not embedded in the text.

### **Copyright and Permissions**

Captions for these photographs and images should also be submitted as a separate file and should include the source of the image/ photographer's name and actual or approximate date.

It is the author's responsibility to obtain any necessary permissions for the use of copyright materials and to fully acknowledge them as requested.

If required, the Brunei Museum Journal will issue a formal request for permission to publish images used in the Journal.

### **Submission Deadline**

Full manuscript to be submitted by October 2020 for 2020/2021 edition.

Abstracts and Manuscripts can be emailed to [editor@muzium.gov.bn](mailto:editor@muzium.gov.bn) as an attachment in .PDF format and using either Microsoft Word or Indesign CS6 program.

or sent to

*Chief Editor*

The Brunei Museum Journal

Jabatan Muzium-Muzium

Bangunan Arkib Negara

Jalan Dewan Majlis, BB 3910

Template can be downloaded at [www.museums.gov.bn](http://www.museums.gov.bn)

## **SYARAT PENGHANTARAN MANUSKRIP**

### **THE BRUNEI MUSEUM JOURNAL**

Jurnal ini merupakan jurnal ilmiah peer-reviewed yang memfokuskan skop kepulauan Borneo dari segi penyelidikan dan kajian dalam bidang Museologi ; Seni halus; Sains Sosial seperti antropologi dan sejarah; Sains Natural seperti ilmu biologi, ilmu botani , zoologi dan sebagainya. Artikel boleh ditulis dalam Bahasa Melayu atau Inggeris. Setiap artikel yang dihantar akan dinilai terlebih dahulu. Jurnal ini diterbitkan setahun sekali oleh Jabatan Muzium-Muzium.

Artikel yang dihantar hendaklah hasil kerja yang asli, bukan hasil plagiat dan tidak pernah diterbitkan oleh mana-mana penerbitan lain. Manuskrip yang dihantar mestilah belum pernah diterbitkan sama ada sebahagian atau sepenuhnya serta belum pernah terikat dengan mana-mana pihak untuk diterbitkan.

Manuskrip yang diterima berhak disunting oleh sidang editor. Hak cipta terhadap semua esei ilmiah yang dikirimkan adalah dipegang oleh penulis tetapi Jabatan Muzium-Muzium mempunyai hak pertama untuk menerbitkannya dalam variasi bentuk penerbitan.

Artikel akan disemak oleh dua orang penilai untuk memastikan kandungan artikel menepati piawaian The Brunei Museum Journal.

Penulis memiliki hak menyemak pruf terakhir sebelum dicetak.

#### **Makluman dan Pengesahan Penulis**

Artikel yang diterima akan dimaklumkan dalam tempoh tiga bulan sama ada sesuai untuk dimuatkan dalam jurnal atau tidak.

Jika artikel dipilih untuk diterbitkan, penulis hendaklah memeterai satu ikat janji (akuan janji) antara penulis dan penerbit.

#### **Halaman Judul Manuskrip**

Halaman judul mestilah ditulis di atas kertas yang berasingan, dilarang ditaip dalam manuskrip.

Halaman Judul mestilah mengandungi:

1. Tajuk
2. Biodata Penulis, Latar Belakang Akademik dan Jabatan/ Institusi Pendidikan dan Kerajaan.
3. Nyatakan Alamat Persuratan, alamat emel, nombor telefon untuk dihubungi.
4. Pengakuan

#### **Abstrak**

Abstrak yang menerangkan ringkasan hasil kajian dan dapatan bagi setiap artikel yang dikemukakan hendaklah disertakan tidak lebih daripada 250 patah perkataan.

#### **Biografi**

Biografi penulis mestilah memuatkan akademik, jawatan dan bidang penyelidikan.

Panjang biografi hendaklah sebanyak 150-200 patah perkataan sahaja.

Artikel yang dihantar sama ada karya batu atau hasil terjemahan mestilah sudah disemak menggunakan khidmat professional sebelum dihantar menggunakan peruntukan sendiri.

Minimum panjang artikel hendaklah sebanyak 5000 patah perkataan dan maksimum sebanyak 8000 patah perkataan, tidak termasuk nota, bibliografi dan kapsyen.

#### **Format**

Artikel hendaklah ditaip menggunakan dalam perisian *Microsoft Word* atau *Indesign CS6* dan dicetak di atas kertas A4 pada sebelah muka setiap helaian kertas.

Sekiranya artikel dihantar melalui emel, penulis perlu menyerahkan dua salian, satu salinan menggunakan perisian *Microsoft Word* atau *Indesign CS6*, dan satu salinan dalam format .PDF.

#### **Nota, Rujukan Teks dan Bibliografi**

Senarai bibliografi hendaklah ditaip pada bahagian akhir artikel, menggunakan jarak baris langkau dua.

Setiap rujukan disenaraikan secara susunan abjad, mengikut sistem *Chicago Manual of Style (CMS)*, iaitu nama pengarang/penulis, tajuk buku (ditaip condong), nama penerbit, bandar diterbitkan, tahun terbit.

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

#### **Ilustrasi dan Gambar Rajah**

Ilustrasi dan Gambar Rajah sama ada warna atau hitam dan putih, hendaklah dikemukakan dalam bentuk digital dalam format JPG, EPS atau TIFF yang beresolusi tinggi.

Ilustrasi dan gambar ini mesti disediakan dalam fail berasingan, bukan ditaip/dimasukkan dalam perisian *Microsoft Word*.

Ilustrasi atau gambar rajah tidak perlu disertakan sehingga artikel telah diterima untuk dimasukkan ke dalam jurnal. Ilustrasi dan gambar perlu dihadkan sebanyak 8 atau 10 rajah sahaja.

#### **Hak Cipta dan Kebenaran**

Penulis hendaklah mendapatkan pengesahan terlebih dahulu daripada jabatan-jabatan berkaitan dan menghadapkan surat pengesahan tersebut bersama manuskrip.

Kapsyen gambar atau ilustrasi perlu dinyatakan dengan menyatakan sumber gambar atau ilustrasi tersebut.

### **Tarikh Tutup Penghantaran Manuskrip**

Satu salinan cetak (*hard copy*) bersama dua salinan elektronik; satu salinan menggunakan perisian *Microsoft Word* atau *Indesign CS6* dan satu lagi dalam format ( *.pdf* ) hendaklah dihantar tidak lewat pada bulan Oktober 2020 untuk keluaran 2020/2021.

Kepada

Ketua Editor

The Brunei Museum Journal

Jabatan Muzium-Muzium

Bangunan Arkib Negara

Jalan Dewan Majlis, BB 3910

atau emel kepada [editor@muzium.gov.bn](mailto:editor@muzium.gov.bn)

Template binaan artikel boleh dimuat turun melalui laman sesawang [www.museums.gov.bn](http://www.museums.gov.bn)