

**To all authors who wish to submit a manuscript for publication by the Royal Museum
for Central Africa (RMCA)**

SUBMISSION

Manuscripts must be sent to the Department of Publications of the RMCA. This department will only accept complete manuscripts (Word file by e-mail or printed and bound) together with a display of the intended illustrations and a five-page presentation of the project.

These elements must be sent together to:

RMCA

Publications Department

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3080 Tervuren

Belgium

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Before sending a manuscript, please check that it fits in with our collections (see presentation page on our website) and is consistent with our editorial policy:

"The objective of the Publications Department of the Royal Museum for Central Africa is to make a significant contribution to the international profile of the institution and its role in society. It aims to optimise accessibility and enhance the research undertaken in the museum of the numerous collections kept and studied there and of the exhibitions held there. Only work at international level, undertaken by internal or external researchers, can be taken into consideration. Compliance with the institution's *Mission Statement* is absolutely essential".

1) Synopsis (max. 5 pages)

This should be a brief description of the objectives and include the following elements:

a) technical description

- Provisional title
- Table of contents with chapter titles and sub-titles, summary of chapters
- Number of words
- List of tables, maps and graphs
- Name of author / authors: a brief biographical note of the main author is required

b) Argumentation

- What is the main aim of the book?
- What is the context of the study?
- What is the message of the book?
- What are its hypotheses?
- Why is this book original?

Readership: for whom is the book intended? Students, researchers, decision-makers, representatives of NGOs, etc.

What is the methodology used? Onsite research, documentary research, interviews, etc.

Competitors: Are other books dealing with the same subjects available? Which ones? What has this work got to offer compared with other books?

Origin: Where did the idea for this book come from? Doctoral thesis, research project, own scientific initiative, etc.

(2) The manuscript

It must be complete and at least accompanied by a copy of iconographic documents. These documents must be free of copyright or the author must have obtained the authorisation required.

The manuscript must preferably be in electronic form, possibly with a paper copy.

It should be drawn up in Word and comply with the general rules set out in the style sheets available upon request from the above-mentioned address.

SELECTION PROCEDURES

The Publications Department of the RMCA follows an extremely rigorous operational procedure.

Projects submitted and complying with the criteria set out above are then sent to the internal Selection Committee consisting of specialists in the field who read the project taking account of editorial policy, scientific quality, possibilities of distribution, planning and budget.

As soon as the internal committee has given its approval in principle to a publication, the book has to be subjected to “peer review”, i.e. the principle of anonymous reading by international experts recommended by members of the Committee.

On the basis of their report, the book may be published by the museum after possible corrections are made which have been requested by the author. A contract will then be signed with the author with the aim of publishing the work by the RMCA.