

IMTAL *Insights* Submission Guidelines

IMTAL *Insights* is an electronic journal and newsletter published quarterly by IMTAL-Americas and distributed to all current IMTAL-Americas members and to board members of our sister organizations, IMTAL Europe and IMTAL Asia-Pacific. *Insights* covers people, events, and topics of interest to those involved in any and all aspects of museum theatre and the use of performing arts in interpretive (also called nonformal educational) programming.

We accept submissions for announcements and news from both members and non-members. We also accept submissions from both members and non-members for articles, interviews, and essays, with preference given to members.

We accept electronic submissions only (via email attachment to the Editor and/or via file transfer); all manuscripts must be in Word (.doc) or Rich Text Format (rtf). All manuscripts and materials are subject to editing (generally speaking, we follow Chicago Manual of Style, and we use the Oxford comma). Edited articles and interviews are returned to authors for final fact-checking and proofreading. We accept both original work and reprints (provided you have permission to reprint). We also accept images and illustrations as either standalone works or to accompany articles.

Submitting announcements

Insights accepts announcements about conferences, training opportunities, job openings, auditions, museum theatre performances, and other news and events of interest to our members. Announcements must be in Word (.doc) or Rich Text Format (rtf), between 10 and 50 words long. If your announcement is longer than that, please email the [Editor](#) first. Images and illustrations may be included if space allows; see “Submitting images and illustrations,” below.

Submitting ideas, articles, and essays

Each issue is focused on a particular theme or topic. Please review the editorial schedule [\[HERE\]](#). If you have an idea for an article that doesn't fit an upcoming theme, send a query email to the Editor explaining your idea. We're always open to suggestions.

If you have an idea (or article, etc.) that fits with a scheduled theme or topic, send a query email to the [Editor](#) with a brief description of your idea or article and a bit of background about yourself. Please send the query first, even if you've already written the article. **Remember to allow for lead time**—send the query at least a month before that issue's deadline.

Articles and essays should be between 250 and 2,000 words and must be in Word (.doc) or Rich Text Format (rtf). Please include a photograph of yourself. Images and illustrations are always appreciated (please see “Submitting images and illustrations,” below).

Submitting interviews

Interviews are generally pre-assigned. If you have a suggestion for an interview subject (including yourself), send an email to the [Editor](#) with that person's name, contact information, and the reason why you think they'd be a great interview subject. If you'd like to do the interview (which includes interviewing the subject, editing the interview, and providing the original recording of the interview as well as the final draft to be published), let us know that, too.

Submitting book, show, and program reviews

We include a limited number of reviews on a space-available basis. Maximum of 250 words; please include an image of the book cover or a photo from the show or program. If your review is longer than

250 words, consider submitting it as an article or essay instead (see “Submitting ideas, articles, and essays,” above).

Submitting scripts

Generally speaking, *Insights* does not publish scripts. IMTAL does maintain a script database for members, and articles in *Insights* may link to a script in our database.

Submitting images and illustrations

High resolution photos; please include photo credit, caption, and names of anyone recognizable in the photo. If required by your institution or site, include permission-to-use credit (contact [Editor](#) if paperwork and signatures are involved). Upload photos and other high resolution images via the file transfer link below.

SUBMIT QUERIES, ARTICLES, AND ANNOUNCEMENTS HERE:

publications@imtal-us.org

SUBMIT IMAGES AND ILLUSTRATIONS HERE:

<https://www.hightail.com/u/GreenfireCreative>

Questions? email Judy Fort Brenneman, Editor and Publications Officer: publications@imtal-us.org

Editorial Schedule

Issue	Theme/Topic	Article Deadline
Summer 2015	Annual Award Winners, new board members, & AAM report	June 15, 2015
Fall 2015	Once More with Feeling: Power & Impact of Museum Theatre	Oct. 1, 2015
Winter 2015-16	Amazing Space: adapting/leveraging space for performance and performance to space	Dec. 28, 2015
Spring 2016	Management Challenge: starting, keeping, and growing museum theatre programs; calculating costs; planning; coordinating with the world and others	Mar. 25, 2016
Summer 2016	Annual Award Winners, new board members, & AAM report	June 15, 2016
Fall 2016	IMTAL Conference issue	Oct. 1, 2016
Winter 2016	Yes, It Works: Evaluation of Museum Theatre	Dec. 28, 2016