

GUIDELINES FOR AUTHORS

Conference Papers and ERC Newsletter

We ask you to submit the full texts of your contributions plus illustrations and the like until the given deadline latest. However, earlier submissions are very welcome.

Our work of editing and layout will be strongly facilitated if you kindly fulfil the requests concerning formatting and quoting given below. We are available for your questions at all times.

Papers are to be submitted in English. Please try to get your contributions proofread by a native speaker. In case the native speaker is not a conservator or librarian please do check the special terms after correction by a native speaker before handing the paper in.

We will read your paper and send you our feedback. However, the author is the final authority concerning the details in the content of his/her contribution.

Please start the following way:

Author (corresponding), co-authors
Name SURNAME¹, ..., Name SURNAME² & Name SURNAME² ¹Institution²Institution

- Corresponding author. Tel. e-mail addresses:
- Title of the paper
- Abstract
- keywords
- The paper shall contain and be structured in the following way: INTRODUCTION (application area, research course), EXPERIMENTAL (method used), RESULTS, DISCUSSION, CONCLUSIONS and REFERENCES.
- photos, figures, tables, equations: send them separately

Abstracts

The texts will be preceded by an abstract.

Abstract should not be longer than 150 words.

Keywords: List 4-6 keywords.

CVs

Please do add your short CVs. Please add also full addresses of your institutions, even if we do not publish the latter.

Please follow the given structure for the CV:

- Full name (example: Michael Miller)
- Recent affiliation and position (example: Since 2015 senior researcher at the Sulipo Research Institute at the Huzrie University in Poduli.)
- Education and previous positions (starting with the relevant last graduations, chronologically from the beginning and relevant positions, example, please write in third person: Miller holds a diploma in conservation (2001) from xy university and a doctorate (2014) of hs university.
He then worked as junior researcher in the international institute in Fapihfr.)
- Most relevant projects:
Between 2001 and 2003 Miller was lead partner in the EU project "hövraeö" Projectnumber 23145678 concerned about cats in museums.)
- Awards (example: Miller received the ...Price for Cooperation between Industry and Heritage Conservation in 2014)
- Affiliation to relevant organisations: (example: Miller was president of ICOM between...and is board member at xy cultural heritage organisation.)
- Patents: Number: 234567890
- Other outstanding relevant activities: organisation of international conferences, outstanding publications (Max 5 most relevant each).

Formatting by the author

Formatting by the author should only separate the parts of the text from each other (headlines, text, quotation).

Special formatting by the author often complicates the work of the layout experts.

An exception are chemical formulas. They must be given precisely as to enable the layout expert to depict them correctly during the layout process.

Headlines

→ Please do come up with concise and proper titles and short headlines for your contribution. Title plus subtitle are not required, we prefer one clear title.

Numbering

Reading of the text can be facilitated by usual numbering for headlines:

1
1.1
1.1.1
1.1.2
2.
2.1
etc.

However, if there is a text which does not allow for such headlines, you are free to not use them.

→ Please try to use not too many headlines in general.

Capital letters

Please use capital letters in all headlines (main and subheadlines) for all words (nouns, verbs, adjectives) except for the "less important" words (articles, conjunctions, etc...) such as "and", "on", "the"...

Footnote callouts

In case a footnote callout refers to one word, please write this word and provide the callout with no space.

In case the callout refers to a paragraph or a sentence, finish the sentence or paragraph, put a full stop, a space and then the footnote callout.

Quoting

We ask you to provide the usual bibliography list with each contribution. Please do quote correctly, it saves us a great deal of work.

→ Please do give full given names of authors in the bibliography and only family names in the footnotes. Second given name and patronymics should be abbreviated in the bibliography.

The following texts gives examples of how we kindly ask you to quote your sources:

Articles

in the footnote:

Wunderlich (1994), p. 416

in the bibliography:

Wunderlich (1994) Wunderlich, Christian-Heinrich: Geschichte und Chemie der Eisengallustinte. In: Restaura 6 (1994), pp. 414–421

→ Please give precise page numbers in the text and full page numbers in the bibliography

If there are two authors, please quote in the footnote as follows:

Carr/Harris (1949), p. 2014

If there are three or more authors, please quote by naming the first and add "et al.", but give all full names in the bibliography.

Abbreviations of periodicals

Please do write full titles of periodicals.

For example not "Stud. Cons." but "Studies in Conservation"

Preprints and Postprints

Preprints and postprints are quotes according to the example:

In the footnote

Kolar (2004)

In the bibliography:

Kolar, Jana: InkCor – stabilisation of iron gall ink containing paper. In: ICOM – CC graphic documents meeting, Ljubljana (2004), pp. 21–22

Anthologies

In the footnote

Strlič et al. (2008)

In the bibliography:

Strlič, Matija; Kolar, Jana; ...: Use of laser and optical diagnostic techniques on paper. The polemic from Sucevita Monastery (Romania). In: Laser in the Conservation of Artworks, Marta Castillejo et al. (Eds.), London 2008, pp. 357–3603

Books (monographies)

Books are quoted in a similar way:

In the footnote

Bäuerle (2000), p. 212

In the bibliography:

Bäuerle (2000) Bäuerle, Dieter: Laser Processing and Chemistry, 3rd edition, Berlin 2000

Books in other than Latin letter systems are quoted according to the following example:

In the footnote:

Lyaklov/Boldyrev (1972)

In the bibliography:

Ляхов Николай З., Болдырев Владимир В.: Механизм и кинетика дегидратации кристаллогидратов, Успехи химии, 1972, т. 41, с. 1960–1996. (Lyakhov, Nikolay Z.; Boldyrev, Vladimir V.: Mechanism and kinetics of dehydration of crystalline hydrates. In: Advances in Chemistry, Academy of Science USSR (Uspechi Chimii) 41 (1972), pp. 1960–1996)

Lexica

Lexica without author are quoted according to the following example:

Handbook on physico-chemical constants. Mishenko, Konstantin P.; Ravdel, Chemical Constants (1974) Adolf A. (Eds.), Moscow 1974

Publications of academies of sciences

Please quote publications of academies of sciences according to the following example:

Mehl (2000) Mehl, Dieter: New Philology und die Edition der Texte von D. H. Lawrence. Akademie der Wissenschaften in Mainz. Geistes- und sozialwissenschaftliche Klasse. Mainz 2000. fasc. 2., pp. 261–272

Firm addresses, dissertations

Furthermore we warmly ask you to be precise when giving addresses of firms, quoting dissertations, etc.

For example:

In the footnote

Fleming (2008)

In the bibliography:

Fleming, Shona: The conservation and art historical study of an 18th century “Harlequinade” entitled The Fairy King: accompanied by scientific research on the detection of Ethomeen residues in paper using Py-GC-MS, following the application of solvent gel to remove degraded pressure sensitive tape. Dissertation at the University of Northumbria 2008

Quotation after quoting

In case you do not quote the original, please do give both sources.

For example:

Andés (1889) Andés, Louis Edgar: Oel- und Buchdruckfarben. Praktisches Handbuch für Firniß- u.

Farbenfabrikanten, Wien/Pest/Leipzig (1889) : as quoted in Mitchell (1937), p. 259

Mitchell (1937) Mitchell, C. Ainsworth: Inks their Composition and Manufacture: Including methods of examination and a full List of British Patents, 4th Edition, London 1937

Antique Greek and Latin literature

In case of quoting antique literature please quote high quality standard editions and use the usual short quoting for your footnotes.

For example:

Phaedrus 230 d-e

Please give the full title in the bibliography.

Regulations and standards

Please quote regulations in the usual way.

Manuscripts

For manuscripts please give the name of the codex, the name of the library and the signature. For example:

Ratmann Sakramentar – Hildesheimer Domschatz, DS 37

The Bible and other Holy Books

In case passages of the bible are quoted, the usual abbreviation is sufficient; for example:

Mt 28

Personal correspondence

In the footnote:

Neevel personal correspondence

In the bibliography:

Personal correspondence

Neevel, Han, Instituut Collectie Nederland (ICN) Gabriël Metsustraat 8, 1071 EA Amsterdam, Postbus 76709,

1070 KA Amsterdam, The Netherlands

Not published

It is preferable to not quote unpublished contributions, however in unavoidable cases please quote as follows:
Neevel (2004) Neevel, Han: Presentation during InkCor workshop, (19th and 20th November 2004)
Ljubljana not published

Webpages

Besides full URL and a clear short reference (author, year of publication) we ask you to add the date of using the webpage in brackets:

Nathan (2007) Nathan, Peter: Judas. It's still about money. Vision 9. 2007. Nr. 2 – www.vision.org/visionmedia/overview.aspx?id=3126 [4th Jan. 2009].

Note to use

In case you wish to quote several books or articles in one place please write the footnote according to the following example:

Coles (2008), pp. 104–106; Fleming (2008), pp. 148–151

Please try to use the punctuation and spacing in the quotations as we demonstrated here – it means a great help for us.

Dates

Please give dates the following way:

9th April 2006

Pictures, Graphs, Tables

→ All pictures and other similar material must be free of any copyright, which means that authors must grant us shared rights for publication and use. This means the European Research Centre for Book and Paper Conservation-Restoration and the contribution's author have the rights in future. Pictures which reach us without such an explicit note on rights will be turned down by us without exception.

Photos

Printing will be in black and white. Nevertheless, colour pictures are a good source for black and white printing. The pictures should have 1300 pixels (initial size) per edge. In case of JPG compression the files should be created in such a way that files are 400–600 KB minimum. In case of depiction objects, please do leave a distance between the object and the edge of the photo (the latter is needed by the layout expert)

Diagrams

Diagrams will be formatted by us (unification of fonts, unification of spacing, etc.).

This is the reason why we ask them either as vector diagrams, on which we still can work (eps, wmf ...) or together with the basic data (xls ...). In case you have any questions about this, please do contact us.

Drawings

As a rule, drawings are drawn by us anew.

Flowcharts

Flowcharts nearly always must be reworked (adaption to the text, unification of fonts). Clear constructions and inscriptions by the author are essential for this.

Subtitle

Every photo, graph, drawing or snapshot from a webpage are subtitled "Fig.", only tables are subtitled "Tab."

Fig. 1: NIR spectrometer curves of historic iron gall ink and Akvila Archival industrial iron gall ink both non-aged and aged

Tab. 1: Identification methods needed for the identification of historic iron gall ink from Akvila industrial inks

In the flow of the text please refer to the tables as follows:

... paper (Fig. 6a), rag paper (Fig. 6c), and wood-pulp paper (Fig. 6e) show the initial state prior to any laser illumination. Cellulose fibers ...

... and pigments (Tab. 1).

Please try to find short but meaningful subtitles for the pictures etc.

Acknowledgements

Please do include brief acknowledgements if desired.

.....

File name

Please send the papers to addresses given in the call.

Sending the paper: Use the first author surname to identify your file,

PAPER: e.g.Surname_paper_Name of Conference/ERC Newsletter.doc.

TABLE: Surname_table_Name of Conference/ERC Newsletter.doc.,
PHOTO: Surname_photo_Name of Conference/ERC Newsletter.jpg etc.

In case no confirmation is sent, please send again, sometimes mails do not find the proper way.

Guidelines for Poster Preparation

1. General aim and format

1.1 A poster is a graphically based method of presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.

1.2 Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to explain your research.

2 Design and layout specifications

2.1 The entire poster must not exceed A0 size. The poster should be printed on good quality paper and sent rolled in a tube. The poster will be eventually mounted on foam core board. However this is done only after the poster has been submitted for editing.

2.2 A banner displaying your poster title, name/s of authors, and department or entity should be positioned at top-centre of the board.

2.3 Make it obvious to the viewer how to progressively view the poster. The poster generally should be read from left to right and from top to bottom. Numbering the individual panels, or connecting them with arrows is a standard "guidance system".

2.4 Leave some open space in the design. An open layout is less tiring to the eye and mind.

3. Lettering

3.1 Word-process all text (including captions). Print on plain white paper with a laser printer or inkjet printer.

3.2 Text should be readable from five feet away. Use a minimum font size of 18 points.

3.3 Lettering for the title should be large (at least 70-point font). Try to use all capital letters for the title.

3.4 Preferably use Arial font.

4. Visuals

4.1 Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, keep it simple.

4.2 Visuals should be simple and bold. Leave out or remove any unnecessary details.

4.3 Make sure that any visual can "stand alone" (i. e., graph axes are properly labelled, maps have north arrows and distance scales, symbols are explained, etc.).

4.4 Use colour to enhance comprehension, not to decorate the poster.

4.5 Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.

4.6 Each visual should have a brief title

5. Text

5.1 Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that).

Use text to

(a) introduce the study (what hypothesis was tested or what problem was investigated? Why was the study worth doing?),

(b) explain visuals and direct viewers attention to significant data trends and relationships portrayed in the visuals, and

(c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

5.2 Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers.

5.3 Cite and reference any sources of information other than your own, just as you would do with a research paper. Use the same citation system found in our guidelines for authors for articles.

5.4 A good link for free poster templates is:

http://www.posterpresentations.com/html/free_poster_templates.html

With the poster, please provide:

1. Corresponding author's name and surname, title, full address, e-mail, phone, fax and homepage.

2. Co-author(s) name(s) and surname(s), titles, full addresses, e-mails, phones, faxes and homepages.

Display at Conference

The posters will be mounted on foamboard and displayed in a prominent area. Please bring the posters ready to be presented to the conference or send them to us by traditional mail.