

# GUIDELINES FOR AUTHORS

## Conference Papers and “Conservation Update”

We ask authors to submit the full texts of the contributions plus illustrations and the like until a **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 do get your contributions proofread by a native speaker or a professional translator** with particular conservation background. 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 have read your paper by the peers 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 SURNAME<sup>1</sup>, ..., Name SURNAME<sup>2</sup> and Name SURNAME<sup>2</sup> <sup>1</sup>Institution <sup>2</sup>Institution

Corresponding author 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 Please add also full addresses of your institutions, even if we do not publish the latter.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 short 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. 41

in the bibliography:

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

Please give precise page numbers in the text (for example pp. 34-39 not pp. 34 ff) and full page numbers in the bibliography (for example 2346-2352 not 2346 – 52)

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 “Studies in Conservation” not “Stud. Cons.”).

#### 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

#### 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](http://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 in all cases 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 and send us such a confirmation. It might be written in the authors' own words and he/she and all co-authors must have signed it. 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) In case colour is of importance for understanding the picture, the authors are asked to indicate this. We often have one paper sheet with colour print at the end of the book where we can use the colour photos.

The article should include no more than 5-10 illustrations to accompany the text.

### **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." For example:

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 it is a must to 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 figures and tables. If they are too long we take the freedom to shorten them.

If they do not appear in the text we take the freedom to not use them.

### **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 and not "Krems", not "Vienna", not "Austria" but

For a file holding the paper: Surname\_paper\_Name of Conference/Conservation Update.docx

For a file holding a table: Surname\_table\_Name of Conference/ Conservation Update.docx

For a file holding a photo: Surname\_photo\_Name of Conference/Conservation Update.docx

In case you send several files with photos or tables, please use numbers additionally.

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