



# News in Conservation: guidelines for contributors (2008)

The International Institution for Conservation (IIC) launched a new conservation newspaper in the summer of 2007. News in Conservation is an exciting departure for IIC. Published six times a year (in February, April, June, August, October and December) and distributed free to members, it updates the IIC *Bulletin* with a new format and expanded content, including full colour pictures. *News in Conservation* aims to provide a place where IIC members can share opinions, news and information. Like the old *Bulletin*, *News in Conservation* contains news from the IIC Council and regional groups, as well as job vacancies, conference listings and notices ... but it also has a mixture of news stories, features, interviews and other articles relating to all aspects of conservation in every issue. An electronic version of the newspaper appears on the website after publication, and is freely downloadable by members.

The following guidelines are provided to help you in the preparation of your manuscript, and to ensure smooth progress through the editorial production process. It is essential that all authors prepare their material in accordance with these notes.

## Important dates

Each newspaper will be produced within a tight timeframe, so it is important that you make a note of the deadlines below. Articles received after the editorial deadline for an issue may not be considered for that issue.

<b>1 July</b> 1 August	<b>Editorial deadline for issue 1 (August)</b> Issue 1 published
<b>1 September</b> 1 October	<b>Editorial deadline for issue 2 (October)</b> Issue 2 published
<b>1 November</b> 1 December	<b>Editorial deadline for issue 3 (December)</b> Issue 3 published
<b>1 January</b> 1 February	<b>Editorial deadline for issue 4 (February)</b> Issue 4 published
<b>1 March</b> 1 April	<b>Editorial deadline for issue 5 (April)</b> Issue 5 published
<b>1 May</b> 1 June	<b>Editorial deadline for issue 6 (June)</b> Issue 6 published

Please ensure that you have sent **all** material relating to an article to the Editor by the editorial deadline for the issue in which you hope to publish the article. The short production schedules mean that we are not able to send authors proofs for correction. Articles may be cut for reasons of space, but every effort will be made to preserve the sense of the original.

## Article content

We welcome submissions of news stories, features about conservation projects, "stand-alone" pictures and photographs, articles about issues in conservation, debate, comment and opinion, diaries, open letters, correspondence about previous articles, and more light-hearted matter (such as cartoons, amusing photographs, anecdotes and similar material).

There are no fixed guidelines governing the length of articles, but some typical word-counts for different types of article are given below:

- Long news stories: up to 600 words long, with one or two photographs
- Short news stories: up to 300 words long with one photograph
- Main feature: up to 1200 words long with three or four photographs

- Shorter feature: up to 600 words long with one or two photographs
- “Snippets” of news, information, notices, reminders, etc.: up to 150 words long, with or without photographs

If you need further advice about the length or shape of your proposed article, please contact the Editor, Christina Rozeik ([news@iiconservation.org](mailto:news@iiconservation.org)).

*News in Conservation* is intended to be an informal counterpoint to *Studies in Conservation* and *Reviews in Conservation*, so humorous, provocative or opinionated submissions are welcomed. We also hope to stimulate debate and the lively exchange of ideas within the newspaper. **However, material which is malicious, libellous or deliberately misleading, or which plagiarises other work, or brings the IIC into disrepute, will not be considered for publication.** The Editor reserves the right to amend or reject completely articles which are held to be damaging in tone or content, or which single out an individual or group of people for attack.

It is also strongly recommended that the content of articles adheres to the ICOM-CC Code of Ethics, which can be found online at:

<http://icom-cc.icom.museum/About/DefinitionOfProfession/>

The author is solely responsible for ensuring the factual accuracy of an article. In every issue of the newspaper, the following disclaimer will be published:

*“Whilst every effort is made to ensure accuracy, the Newspaper Editor and the IIC can accept no responsibility for the content published in this newspaper. The opinions stated in individual articles belong to the author(s) and do not necessarily reflect those of the IIC, its officers or Council. The authors accept all responsibility for the factual accuracy of their articles.”*

## Article preparation

### Text

All articles should be written in English. UK or US spellings may be used, but their use should be consistent within a single article. For UK English, authors should refer to the Shorter Oxford English Dictionary if in doubt; for American English use Webster’s New Collegiate Dictionary.

Please do not let anxiety about writing “correct” English stop you from submitting an article to the newspaper! The newspaper is intended to be more relaxed and informal than the IIC’s academic journals, so try to keep your language straightforward and avoid jargon where possible. The Editor can offer assistance with spelling, grammar and use of English where desired.

The Editor will check all articles for spelling, punctuation and grammar, and may make changes as appropriate.

Acronyms and abbreviations must be spelled out in full the first time that they are used, e.g., ‘Canadian Conservation Institute (CCI)’ or ‘Fourier transform infrared (FTIR)’. Thereafter, the acronym only can be given.

Electronic versions of the text must be in one of the following formats: Microsoft Word (.doc), text or rich text format (.txt or .rtf), Open Office (.odt) or LaTeX.

If your manuscript contains non-English characters or special formatting (e.g., equations), you are advised to submit a hard copy or PDF (Portable Document Format) of your manuscript as well as the text version, so the Editor can check that these elements appear correctly. All PDFs should be made with embedded fonts.

### Images

Images must be sent separately from the article text, and in one of the following formats: TIFF (.tif, .tiff), JPEG (.jpg or .jpeg), PNG (.png) or GIF (.gif). Photographs should preferably be sent as TIFF or JPEG files, while line drawings and diagrams may sent as GIF or PNG files. Do not compress your images before sending them because the reduction in quality may make them unsuitable for printing. Please send all images separately and do not embed images in the text as they may be altered by this process. It would be very helpful if you could number your images

sequentially and provide a list of images when submitting your article.

Where colour accuracy is important, please also send a printed version showing the right colours.

Please supply a caption for each photograph or figure. Captions should be of an appropriate size for the illustration when reduced on the page. The end result should be around 8–9 pt, so bear this in mind when labelling.

All digital photographs should be supplied at a minimum resolution of 300dpi and should be at least 80mm wide. **If possible, please ensure when taking the photograph that the camera is on its highest quality setting.** Low quality small images are not suitable for reproduction : when they have to be increased to suit the page design, the picture quality is unacceptable.

If you need further advice about technical matters relating to illustrations, please contact the Editor, Christina Rozeik ([news@iiconservation.org](mailto:news@iiconservation.org)).

## Submission of articles

Articles and images may be submitted by e-mail or by post to the the editor at the address below:

Christina Rozeik  
c/o IIC  
6 Buckingham Street  
London  
WC2N 6BA  
UK  
[news@iiconservation.org](mailto:news@iiconservation.org)

The preferred method of submission is by e-mail, but please be aware that files can be corrupted during email transmission, and there is a limit of 10 Mb in many email relays. We hope that it will soon be possible to upload large files directly to the IIC website, so please contact the newspaper editor if you are unsure about the best way to send your article.

A short (40 word) biography of the author is required for feature articles and some news articles. A small (passport-sized) photograph of the author would also be welcomed for inclusion at the bottom of an article!

### *Permissions and copyright*

It is the author's responsibility to obtain permission to reproduce material protected by copyright. This includes extracts from published sources of text of more than a few lines, as well as published tables and illustrations. Please ensure that you have permission to reproduce any photographs in your paper, and include details of photographic credits when you submit your article, including any specific wording or placement of acknowledgement required by the copyright holder or the illustration's source. It is usually considered unnecessary to clear permission for text extracts shorter than 400 words, but if you are in any doubt, check with the copyright holder.

### *Checklist*

Please use this list to ensure that you have included all the relevant items when you submit your article:

- article text
- images (sent separately and not embedded in the text)
- list of images, with captions
- any additional tables or figures (sent separately from the text)
- permissions for any copyright material, including photographs which do not belong to the author
- short biography of author(s) and (optional) photograph of author(s)
- full contact details for corresponding author (these will not be published with the article, but are needed so the newspaper editor can contact the author!)