



***Studies in Conservation:* Guidelines for Authors 2009**



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Submission of a contribution is understood to imply that no article containing essentially the same material has been published previously, except in an internal report, a house journal of limited circulation, or in the form of a preliminary note, and that the manuscript is not under editorial consideration or in the process of publication elsewhere. The authors will be requested to sign a non-restrictive copyright clearance form on acceptance of their manuscript.

Where a paper is written by more than one author, a corresponding author must be nominated. All correspondence from IIC will be directed to this author, who will be responsible for liaising with the co-authors.

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.

Manuscript preparation

It is in the interest of authors to prepare their manuscript carefully so as to avoid unnecessary correspondence and delay in publication. It is a wise precaution to have the manuscript critically read by a colleague, particularly if the paper is not in the author's first language.

The layout of the manuscript should follow the style of *Studies in Conservation* from Volume 48 (2003) onwards, paying careful attention to the conventions for section headings.

Articles may be submitted in either of the Institute's official languages, English and French. The manuscript should include a **summary** of the contents, which should be a comprehensive precis of the important points of the paper and must be complete in itself, without references to the text or literature references. Each author should provide a short **biography** that includes contact details (postal and e-mail addresses). If commercial products are mentioned in the manuscript, the names and addresses, or URLs, of manufacturers or suppliers should be given in a separate list. Where appropriate, it is

essential to provide information regarding health and safety issues, together with references to the relevant legislation.

Both the **summary** and the **introduction** to the paper should clearly indicate the relevance of the work to the practising conservator/restorer, particularly in the case of scientific research and analysis. Scientific and technical terms should be explained, and the work presented in a manner that is accessible to the non-specialist. Any **appendices**, **acknowledgements** and **materials** sections should immediately precede the **references**. As far as possible, experimental details should be confined to an **appendix**.

House style

Please write clearly, bearing in mind that the audience for the article will not be as familiar with the subject as the author(s). Ensure that the text is accessible to the appropriate level of readership. Jargon should be kept to a minimum and should be explained thoroughly on first use.

Spelling

Articles in English are accepted that use either UK or American spelling and usage, but these should not be mixed in 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.

Capitalization

Keep to a minimum. Do not use capitals for words like 'curator' or 'conservator'. Use lower case for generic references ('European galleries'); capitals for specifics ('the Guggenheim Museum' or 'the University of York').

Italicization and emphasis

Italics are no longer used for common foreign or Latin words or phrases (pentimenti, passe-partout, et al., inter alia, etc.), but may be used for more obscure references. Italics should be used for the titles of books, journals, paintings, etc. The use of bold type or underlining to emphasize words or phrases should be used sparingly.

Punctuation

Except in the literature references, do not use a comma before the penultimate entry in a list, e.g., 'silk, wool and nylon'. Use single quotes to denote speech; only use double quotes when speech is being reported within an extant set of quotation marks. Avoid using inverted commas for unfamiliar words – it is usually unnecessary after the first use.

Acronyms and abbreviations

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.

Headings

Headings are not numbered. Two levels of heading are used: main headings and sub-headings. Indicate clearly in the text which level of heading is appropriate, either by including the heading level in brackets after the heading, or by using a letter in brackets in front of the heading; e.g.,

Experimental [heading]
Cleaning solutions [sub-heading]

or

[a] Experimental
[b] Cleaning solutions

Lists

Try to avoid too many bullet points or numbered lists. Lists with long entries are often better subdivided using sub-headings. Only use numbered lists where there is a clear hierarchy in the list entries, or if the preceding statement warrants it; e.g. 'There are four methods of treatment...'. Insert one hard return before and after the list (i.e., one line space above and below).

Tables

Tables are numbered sequentially with an Arabic numeral in the order they are referred to in the text. Each table has a title that describes its contents briefly.

Tables should be formatted so they fit across a column of width 70 mm or double column width of 150 mm. Tables should be kept simple; remember that there will be no vertical lines in the Table when printed. Avoid putting too much information in a single table, or subdividing rows and columns. Use abbreviations where appropriate and give the meanings in the Table notes. Notes on entries should be placed at the foot of the Table and indicated by a superscript letter in the Table. A key to any symbols and/or abbreviations must be provided in the notes to the Table.

Do not embed the Tables in the text; please place them at the end of the article or supply them and as separate electronic files. Table titles should also be listed at the end of the article.

Numbers and measurements

In the general text, numbers over nine should be given as numerals, but numbers less than 10 should be given in words, i.e. two, seven, etc., except when they refer to a measurement, e.g., 'the samples were 7 cm long'. When referring to a century, it should be expressed in full, for example 'the twentieth century' rather than 'the 20th century'. Decades can be referred to using numerals, i.e., the '1870s'; note, no apostrophe is inserted between the '0' and 's'. Do not use commas in numbers, i.e., '55000' not '55,000'.

Units

SI (Système International) units should be used for all numerical data; other measurements, such as imperial, must be converted to the appropriate metric or SI unit [see <http://www.bipm.fr/>]. The unit should be separated from the quantity by a space, i.e., '64 kg, 3.1 m·s⁻¹ (not m/s), 2.72 m·kg·s⁻², 3 x 4 mm'. Do not use abbreviations for non-SI units such as hours, days, etc., or when a unit is mentioned in the text, e.g., 'the length was measured to the nearest millimetre'.

Use IUPAC (International Union of Pure & Applied Chemistry) nomenclature, where appropriate, for identifying chemical compounds [<http://www.iupac.org/nomenclature>]. The appropriate IUPAC nomenclature must be given at the first mention of trivial or abbreviated chemical names and in the summary; for example 'methylbenzene (toluene) was used to ...'. Similarly, internationally approved methods and descriptors will be expected for other properties, e.g., for colour, CIE (Commission Internationale de l'Eclairage) systems.

Footnotes and endnotes

Endnotes are not used. Footnotes should be kept to a minimum; consider whether the material in a footnote could be omitted or incorporated into the main body of the text. Indicate footnotes with consecutive superscript Arabic numbers in the text, and include the text at the end of the article. The superscript note number in the main text should be placed *after* punctuation, for example: '... is an entirely different field of research.¹'

Do not use the footnote or endnote commands in word processing packages.

References

Literature references should be numbered consecutively in square brackets in the text and appear in numbered order in the **references** section at the end of the paper. The list of references should include only those publications that are cited or referred to in the text. Do not abbreviate journal titles. Do not use the reference, footnote or endnote commands in word processing packages. A brief guide to acceptable forms of reference is given below.

Books

Author surname, initials, title [in italics], edition [if not the first], publisher, place of publication year of publication [in parentheses] page range [if appropriate].

1. Vandiver, P.B., Druzik, J.R., Wheeler, G.S., and Freestone, I.C., *Materials Issues in Art and Archaeology III, Materials Research Society Symposium Proceedings No. 267*, Materials Research Society, Pittsburgh (1992) 21–26.
2. Morten, R.L. (ed.), *Hydraulic Mortars*, 2nd edn, Cyrano Press, Sydney (2003).

Articles or chapters in books

Contributing author surname, initials, title of contribution [in single quotes: no capitalization except the first letter and proper nouns], in title [in italics], initials and surname of author / editor of publication [preceded by (ed.) if relevant], publisher, place of publication year of publication [in parentheses] page range of contribution.

3. Zolensky, M., 'Analysis of pigments for prehistoric pictographs, Seminole Canyon State Historical Park', in *Seminole Canyon: The Art and the Archeology*, S. Turpin, Texas Archaeological Survey & The University of Texas at Austin (1982) 279–284.
4. Strang, T.J.K., 'Principles of heat disinfestation', in *Integrated Pest Management for Collections*, ed. H. Kingsley, D. Pinniger, A. Xavier-Rowe and P. Winsor, James & James, London (2001) 114–129.

Articles in conference proceedings

Contributing author surname, initials, title of contribution [in single quotes: no capitalization except the first letter and proper nouns], in title of conference proceedings including date and place of conference [in italics], ed. initials and surname of editor of conference proceedings [if edited], publisher, place of publication year of publication [in parentheses] Volume number [if needed] page range of contribution.

5. Coddington, J., and Siano, S., 'Infrared imaging of twentieth-century works of art', in *Tradition and Innovation: Advances in Conservation, Contributions to the IIC Melbourne Congress, 10–14 October 2000*, ed. A. Roy and P. Smith, International Institute for Conservation, London (2000) 39–44.
6. Aze, S., and Vallet, J.-M., 'Chromatic degradation processes of red lead pigment', in *ICOM Committee for Conservation, 13th Triennial Meeting, Rio de Janeiro, 22–27 September 2002: Preprints*, ed. R. Vontobel, James & James, London (2002) Vol. II 549–555.

Article in a periodical

Author surname, initials, article title [in single quotes: no capitalization except the first letter and proper nouns], journal title [in italics] volume number [in bold] issue number if required [in parentheses] year of publication [in parentheses] page range of article [additional information in square brackets if required].

7. Daniel, V., and Lambert, F.L., 'Ageless oxygen scavenger: practical applications', *WAAC Newsletter* **15**(2) (1993)12–14.
8. Shimadzu, Y., Morii, M., and Kawanobe, W., 'A study of discoloration of the red lead coating (*ni-nuri*) on historical wooden buildings in a seafront environment', *Science for Conservation (Hozon kagaku)* **41** (2002) 113–120 [in Japanese].

Unpublished material

Author surname, initials, title [in italics], type of publication (e.g. thesis), institution or other issuing body, place year [in parentheses].

9. Varley, A.J., *Statistical Image Analysis Methods for Line Detection*, PhD dissertation, University of Cambridge (1999).

Internet publication

Author or editor surname, initials, title [in single quotes: no capitalization except the first letter and proper nouns], electronic address the date you visited the site [in parentheses].

10. Glastrup, J., and Ryhl-Svendsen, M., 'Recent improvements in SPME-GC/MS detection of acetic and formic acid in air', http://iaq.dk/iap/iap2001/2001_16.htm (accessed 6 April 2004).

Personal communication

Name, institution [or other identification if applicable], personal communication, date [in parentheses].

11. Costain, C., Canadian Conservation Institute, personal communication (16 February 1998).
12. Simeon, F., private restorer, Paris, personal communication (March 2004).

Figures

Diagrams and images are often vital to the argument made in a paper, yet the delivery of high-quality electronic images for publication is frequently the most difficult step in the editorial process. Authors are therefore urged to read the following guidelines and advice carefully before submitting a manuscript and accompanying illustrative material.

Relevance

The information in an illustration should be relevant to the reader, and not simply the unedited output of an experimental process. Complex specimen or sample designations should be replaced by simple numbers unless the specimen number is used in several related publications or is registered in a database intended to allow future study.

Numbering

No distinction is drawn between figures, plates and diagrams. All are referred to as **Figures** and each should have a caption that describes their contents without unnecessarily repeating material contained in the text. Figures are numbered sequentially with an Arabic numeral in the order they are referred to in the text. Sub-images are labelled with a lower case letter, e.g., Figure 1a. Captions should be listed at the end of the article.

Clarity

Do not include the Figure caption, source, note(s) or a heading in the illustration; it is customary to describe the diagram or graph only in the caption. Remove all irrelevant and unreadable information from Figures, particularly from the periphery of spectra or scanning electron microscope images.

Direct scans of the output from scientific instruments (charts and spectra) may not be suitable for use, and the authors should redraw these to make them legible. If numerals or lettering appear on diagrams, graphs or photographs, authors should bear in mind the degree of reduction of their artwork on the printed page and ensure that it will still be legible. As a guide, all text in an illustration must be of comparable font size to the main article text when the illustration is fitted into place on the page. Images are reproduced at column width (70 mm) or page width (150 mm), so it is suggested that you print the Figures to check that they are legible at a width of 70 mm.

Graphs with rectangular axes must not be surrounded by an extra rectangular frame. Graph backgrounds must be white; avoid the grey background which is the default for Excel graphs. Graph axes and markings must be black.

Image resolution and format

As images are reproduced at column width (70 mm) or page width (150 mm), for good sharpness column-width images should have around 1000 pixels in horizontal direction and page-width images 2000 pixels. Continuous tone images should be provided in TIF or PNG format. If an image only exists in JPEG format, it may be sent in this format, but should not be edited and resaved, as this process degrades the image. Line diagrams and graphs should ideally be supplied in vector format svg (scalable vector format) or vector eps (encapsulated postscript:), which preserves sharpness at any magnification and generally gives a smaller file size.

Images made by low-resolution screen capture are not acceptable. If the instrument software cannot make high-resolution scans showing only relevant annotation, illustrations must be edited in picture-processing software. Many instrument scans can be output as a vector format file, which is the preferred format.

Scale

Studies in Conservation is published both on paper and in pdf digital format. The pdf image can be zoomed on screen and printed at any page size. For this reason phrases such as '200x magnification' should not be used in picture captions. Either include a scale bar superimposed at a convenient place in the image or include a dimension in the caption; for example 'The image is 200 microns across'.

Colour

Figures in which colour is essential should be indicated by the author and may be published in colour at the discretion of IIC. The editor will judge if colour is necessary for a particular illustration. Images must therefore be submitted that are intelligible in monochrome. As graphs and line diagrams will normally be printed in black and white, lines that need to be

distinguished from each other should be broken or dashed rather than drawn with shades of grey. Colour should not be used in graphs or line diagrams unless absolutely necessary, so care should be taken that two colours do not appear identical when rendered in monochrome. It is usually preferable to use patterns rather than colours or shades of grey to differentiate sections, or columns in bar charts. Multiple traces on a graph must be annotated in black text and captions must not refer to graph traces by colour.

Images should be supplied as colour images in RGB (red, green, blue) rather than CMYK (cyan, magenta, yellow, black) formats; most picture manipulation programs and cameras produce RGB by default.

Image files

Electronic images must not be embedded in the text; each must be supplied as a separate electronic file. If images are to appear side by side on the page, they should still be submitted separately and their relative position indicated in the caption. Images should be submitted on floppy disk, CD-ROM, or as an attachment to an email. A CD-ROM is the best transfer medium as files can be corrupted during email transmission, and there is a limit of 10 Mb in many email relays.

Paper versions of final illustrations (marked with the appropriate Figure number) should be submitted when the editor has approved the manuscript for publication. These ensure that the colour is rendered correctly and that editing software correctly interprets text and symbols.

Manuscript submission

Manuscripts should be submitted electronically, preferably as attachments to an e-mail to studies@iiconservation.org, or on a CD sent to the IIC office at the address on Page 1 of these instructions.

Checklist:

- Text (with any List of Suppliers and/or Appendices)
- Summary
- Tables
- Figures
- List of Figure captions
- List of Table headings
- Biographies for each author
- Full contact details for the corresponding author

Authors may subsequently be asked to provide a hard copy of the text if this is needed to check that special characters and formatting have not been lost when the text is opened in a different word processing package or version of the same package.

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