

**IIC House Style Guidelines for *Studies in Conservation***  
**January 2016**

**GENERAL**

- Spell out acronyms on first use, using lower case, followed by the acronym in round brackets; thereafter use acronym.
- Spell out numbers less than 10, **except when they refer to a measurement.**
- Give numbers over nine as numerals.
- Use SI units for all numerical data.
- Convert other measurements to the appropriate metric or SI unit.
- Use IUPAC nomenclature for identifying chemical compounds.
- Below title, list authors with their affiliated department, institution, city, state/province and country.
- **Anglicize** places in references, apart from in titles.
- For cities and districts, add a comma and then the country.
- **anon** not used.
- **Use initial capitalization of article and book titles in references:** title case for both main title and strapline, e.g., *Big Pictures: Problems and Solutions for Dealing with Outsize Paintings* or *Conservation Concerns: a Guide for Collectors and Curators*. Note capitalization not obligatory after colon. Also note that these **initial caps are used for journal article titles, book chapter titles, books, and journal names.**
- **Chinese names** - go with author's preference in spelling and name order.
- **circa** closed up and italics for c only, e.g. *c.1950*.
- Use **comma** before last element in list – '**Oxford comma**' – use peas, beans, and leeks
- **Conference proceedings in references** – omit 'Contributions to ...' 'Preprints' and dates where possible, e.g., '*Tradition and Innovation: Advances in Conservation*, or '*ICOM Committee for Conservation 13<sup>th</sup> Triennial Meeting Rio de Janeiro*'.
- **Directions:** south, southern, west, south east lower case, no hyphens, e.g. south east Asia, western Europe, but North Dakota, Eastern Europe.
- **et al.** not used in reference list – give all author names in references listing. In text, use in italics, as in (Vandiver *et al.*, 2015).
- **Single quotation marks** for any direct abstraction of text from another source: ... and Philips cites 'the ultimate mousetrap'.
- **ellipses**, use three points with full space after last word and before next word, e.g. 'not only ... but also'.
- **et seq.** and **et seqq.** do not use
- **ff.** do not use
- **Figure credit after caption** – **start new line and use italics.** *Photo: David Saunders* or *Photo: © Joyce Townsend 2006*. For non-photographic credit start new line and give name of individual/institution to be credited. For adapted drawing or diagram: Adapted from Brody *et al.* (1983) is acceptable as long as the work appears in the references.
- Italics for **titles** of works, e.g. the *Lansdowne Venus*.
- **Italics:** *alla prima, appliqué, bourgeoisie, cartouche, catalogue raisonné, in situ, oeuvre, raison d'être, recto, tour de force, trompe l'oeuil, verso, zeitgeist*, but **not** *avant-garde, bourgeois, décor, façade, fresco, inter alia, pentimenti, passepartout, secco, stucco, tondo*.
- **-ize rule** - use in preference to -ise as verbal ending when both spellings are in use (but see exception list below).
- [*sic*] use square brackets and italics.

## NUMBERS, DATES, MEASUREMENTS, ETC.

- **1573–77** not 1573–1577 – also for value ranges, e.g. **1973–65 cm<sup>-1</sup>** not 1973–1965 cm<sup>-1</sup>
- for page ranges in References section, use: pp. 145–56, *Studies in Conservation*, 59: 111–13.
- **BC/AD** do not use, use **BCE/CE**
- **CE 100–200** but **200–100 BCE**
- **dates**: 12 February 2000, 12–17 March 1865
- **fifth century BCE**, not **5<sup>th</sup> century BCE**
- **sixteenth century**, not **16<sup>th</sup> century**
- **fractions**- spell out simple units, e.g. one-quarter, three-fifths
- **measurements** - separate unit from quantity by space, e.g. 55 cm (but **close up for 55°C and 55%**); **don't repeat unit, e.g. 20 x 20 cm, 20–25°C.**
- **numbers** – spell out if number is less than ten.
- **ranges** – long dash, not hyphen and no spaces, e.g. 4–6, 40–50°C, 1906–2006
- **six to 12** becomes **6–12**, not six–12
- **temperatures** closed up, e.g. 40°C
- **thousands, etc.** – no commas, e.g. 50000
- **use 10.1 not 10,1**

## WORD LIST

<b>accelerated mass spectrometry dating</b>	Abbreviated AMS dating after first use
<i>ad hoc</i>	Italicized, two words.
<b>air-conditioning</b>	Hyphenated.
<b>air-dry</b>	Hyphenated.
<b>all-purpose</b>	Hyphenated.
<i>alla prima</i>	Two words and italicized.
<b>analyse (UK), analyze (US),</b> but analysis	
<b>Anglo-Norman</b>	Capitalized and hyphenated.
<b>antechamber</b>	One word.
<b>anticlockwise (UK), counter-clockwise (US)</b>	
<i>appliqué</i>	Italicized.
<b>artifact (US), artefact (UK)</b>	As written.
<b>art historical</b>	Not hyphenated.
<b>Arts and Crafts movement</b>	Capitalized, not hyphenated.
<i>assiette</i>	Italicized.
<b>attenuated total reflection Fourier transform infrared spectroscopy</b>	ATR-FTIR
<b>Austro-Hungarian Empire</b>	Hyphenated and capitalized
<b>autoradiography</b>	One word

<b>avant-garde</b>	Hyphenated and not italicized.
<b>backscatter</b>	One word.
<b>Baroque</b>	Capitalized.
<i>basse-taille</i>	Italicized.
<b>behavior (US), behaviour (UK)</b>	As written.
<b>beta-radiograph</b>	Hyphenated.
<b>biodegradation/ biodegradable</b>	One word.
<b>biodeterioration</b>	One word.
<b>black and white</b>	Abbreviated B&W after first use acceptable.
<b>blue-and-white tiles</b>	Hyphenated.
<b>blue-green</b>	Hyphenated
<b>bourgeois</b>	Not italicized.
<i>bourgeoisie</i>	Italicized.
<b>bright-field</b>	Hyphenated.
<b>brushstroke</b>	One word.
<b>BS (US), BSc (UK)</b>	
<b>cabinet-maker</b>	Hyphenated.
<b>calf skin</b>	Two words.
<b>canceled (US), cancelled (UK)</b>	
<b>carbon-14</b>	Hyphenated. Can use C-14 after first use.
<b>carbonate-containing</b>	Hyphenated.
<i>cartouche</i>	Italicized.
<b>case study</b>	Not hyphenated.
<b>cast-iron</b>	Hyphenated when used adjectivally, cast iron when noun.
<i>catalogue raisonné</i>	Italicized.
<b>Central Europe</b>	Capitalized.
<b>cityscape</b>	One word.
<b>clear-cut</b>	Hyphenated.
<b>climate-controlled</b>	Hyphenated.
<b>co-author</b>	Hyphenated.
<b>co-existence</b>	Hyphenated.
<b>co-funded</b>	Hyphenated.
<b>coefficient</b>	One word.
<b>cold-pressed linseed oil</b>	Hyphenated .
<b>color-match</b>	Hyphenated when used as verb.
<b>colorant (US), colourant (UK)</b>	As written.
<b>colorimetry</b>	Not colourimetry.
<b>computed transmission radiography</b>	Not hyphenated.
<b>conservation-grade</b>	Hyphenated.
<b>copolymer</b>	One word.
<b>counter-clockwise (US), anticlockwise (UK)</b>	As written.
<b>craftsperson, craftspeople</b>	One word.

<b>cross-cultural</b>	Hyphenated.
<b>cross-disciplinary</b>	Hyphenated.
<b>cross-linking</b>	Hyphenated.
<b>cross-reference</b>	Hyphenated.
<b>cross section</b>	Not hyphenated unless adjectival: ‘cross-section analysis’
<b>deaccession</b>	One word.
<b>decision-making</b>	Hyphenated only when adjectival: ‘an effective decision-making process.’
<b>decolorize</b>	Not decolourize.
<b>décor</b>	Not italicized.
<b>deionized</b>	Not hyphenated.
<b>demounted</b>	One word.
<b>desalination</b>	One word.
<b>differential interference contrast microscopy (US)</b>	Abbreviate <b>DIC</b> after first use. See also Nomarski interference contrast.
<b>dry-clean</b>	Hyphenated when used as a verb.
<b>dust-free</b>	Hyphenated when used adjectivally.
<b>dyestuff</b>	One word.
<b>early-Gothic style</b>	Hyphenated and capitalized.
<b>Early Modern period</b>	Capitalized.
<b>Eastern Europe</b>	Capitalized.
<b>ed.</b>	In references, do not write out “edition.”
<b>electron probe microanalysis</b>	Abbreviate <b>EPMA</b> after first use.
<b>end-point</b>	Hyphenated.
<b>energy dispersive X-ray spectroscopy (EDX)</b>	Abbreviated <b>EDX</b> after first use, not EDAX or EDS.
<b>environmental scanning electron microscope</b>	Abbreviated <b>ESEM</b> after first use.
<b>Expressionist/Expressionism</b>	Capitalized.
<i>ex voto</i>	Italicized.
<b>eye-catching</b>	Hyphenated.
<b>façade</b>	Not italicized.
<b>fall (US), autumn (UK)</b>	As written.
<b>fiber (US), fibre (UK)</b>	As written.
<b>fiber optic reflectance spectroscopy</b>	Abbreviate <b>FORS</b> after first usage.
<b>film-forming</b>	Hyphenated when used adjectivally.
<b>fine-grain</b>	Hyphenated when used adjectivally.
<b>First Nations</b>	Capitalized.
<b>first-order lens</b>	Hyphenated.
<b>First World War or World War I</b>	not World War 1 or World War One; only use WWI if previously defined: First World War (WWI)
<b>focused/focusing</b>	Only one S
<b>fourfold</b>	No hyphen
<b>Fourier transform infrared spectroscopy</b>	Capitalization – FTIR
<b>freelance</b>	One word
<b>freestanding</b>	One word
<b>full-size</b>	hyphen

<b>full-width</b>	Hyphenated when used adjectivally.
<b>fume hood</b>	Two words.
<b>gas chromatography–mass spectrometry</b>	Lower case, but <b>GC–MS</b>
<b>gelatine</b>	Not gelatin
<b>great-nephew, great-granddaughter</b>	Hyphenated.
<b>Gore-Tex</b>	Capitalized and hyphenated.
<b>hand-held</b>	Hyphenated.
<b>handtools</b>	One word
<b>high-resolution</b>	Hyphenated.
<b>high-performance liquid chromatography filter</b>	Abbreviate <b>HEPC filter</b> after first use.
<b>historic/historical</b>	Both acceptable
<b>hogs-hair bristle brush</b>	One hyphen.
<b>horsehair</b>	One word for both adjective and noun.
<b>HVAC</b>	As written.
<b>hydrocarbon</b>	One word
<b>hydrophilic(ity)</b>	One word.
<b>hygroscopic</b>	One word.
<b>hyperspectral</b>	One word.
<b>hypertonic</b>	One word.
<b>hypotonic</b>	One word.
<b>Icon</b>	Not ICON for Institute of Conservation
<b>Impressionist/Impressionism</b>	capitalized
<b>imprimatura</b>	Not italicized.
<b>intermolecular</b>	One word.
<i>in situ</i>	Italicized.
<b>Indian subcontinent</b>	As written.
<b>in-fill</b>	Hyphenated.
<b>infrared</b>	One word.
<b>infrastructure</b>	One word.
<b>inter-disciplinary</b>	Hyphenated.
<b>intermolecular</b>	One word.
<b>interrelated, interdependent</b>	One word.
<b>laboratory</b>	Do not abbreviate.
<b>large-scale or small-scale</b>	Hyphenated when used adjectivally
<b>late fifteenth century</b>	not hyphenated, unless used adjectivally, e.g. a late-fifteenth century sword, but a sword made in the late fifteenth century, but <b>mid-fifteenth century</b> and <b>pre-fifteenth century</b> with hyphen in all uses as mid and pre are not words in their own right.
<b>late-Gothic style</b>	Hyphen and capitalization
<i>laudario</i>	Italicized.
<b>lead-tin yellow</b>	One hyphen.
<b>lead-rich</b>	Hyphenated.
<b>light-sensitive</b>	Hyphenated when used adjectivally.
<b>lightfast</b>	One word.
<b>lightweight</b>	One word.

<b>limewash</b>	One word.
<b>Limoges</b>	Capitalized.
<b>linear solvation energy relationships</b>	Abbreviated <b>LSER</b> after first use.
<i>linearhaar</i>	Italicized.
<b>line drawing</b>	Two words.
<b>liquid chromatography–tandem mass spectroscopy</b>	Abbreviated <b>LC–MS–MS</b> after first use.
<b>long-term</b>	Hyphenated when used adjectivally.
<b>long-lasting</b>	Hyphenated when used adjectivally.
<b>low molecular</b>	Not hyphenated.
<b>low-oxygen</b>	Hyphenated.
<b>low-porous/capillary/cost/etc</b>	Hyphenated.
<b>low-temperature</b>	Hyphenated when used adjectivally.
<b>macromolecular</b>	One word.
<b>man-made</b>	Hyphen when used adjectivally.
<i>mandorla</i>	Italicized.
<b>mass-produce</b>	Hyphenated.
<b>mean color difference from the mean</b>	Abbreviate <b>MCDM</b> after first use.
<b>Medieval</b>	Capitalized when proper noun, lowercase <b>medieval</b> when adjective.
<b>Medium-density</b>	Hyphenated when used adjectivally.
<b>memorandum/a</b>	Do not abbreviate.
<b>micro-computed tomography</b>	Hyphenated, abbreviated <b>micro-CT</b> after first use.
<b>microbiological</b>	One word.
<b>microchemical</b>	One word.
<b>microclimate</b>	One word.
<b>microsamples</b>	One word.
<b>microspectroscopy</b>	One word.
<b>micro-organism</b>	Hyphenated.
<b>microstructure</b>	One word.
<b>mid-fifteenth century</b>	Hyphenated
<b>MS (US), MSc (UK)</b>	As written. Stands for Masters of Science.
<b>multi-cultural</b>	Hyphenated.
<b>multi-disciplinary</b>	Hyphenated, same for cross-disciplinary and inter-disciplinary.
<b>multi-faceted</b>	Hyphenated.
<b>multi-layered</b>	Hyphenated.
<b>multi-national</b>	Hyphenated.
<b>multispectral</b>	One word.
<b>nanoparticle, nanotechnology</b>	One word.
<b>Native American</b>	Capitalize.
<b>Neoclassical</b>	Capitalize.
<b>neo-Gothic</b>	Hyphenated.
<b>Neo-Impressionist, Neo-</b>	Capitalized, hyphenated.

<b>Impressionism</b>	
<b>neutron activation analysis</b>	Lower case (abbreviated <b>NAA</b> after first use)
<b>Nomarski interference contrast microscopy (UK)</b>	Abbreviated <b>NIC</b> after first use. See also differential interference contrast microscopy.
<b>non-destructive</b>	Hyphenated.
<b>non-polar</b>	Hyphenated.
<b>non-reactive</b>	Hyphenated.
<b>non-soluble</b>	Hyphenated.
<i>oeuvre</i>	Italicized.
<b>ochre</b>	As written.
<b>oil-based</b>	Hyphenated.
<b>oil-bound</b>	Hyphenated.
<b>Old Master</b>	Upper case.
<b>on-site</b>	Hyphenated.
<b>one and a half</b> , etc	Not hyphenated.
<b>ongoing</b>	One word.
<b>optical coherence tomography</b>	Abbreviate <b>OCT</b> after first use.
<b>optical microscopy</b>	Abbreviate <b>OM</b> after first use acceptable.
<b>overpaint/ed/ing</b>	One word.
<b>oversized</b>	One word.
<i>paillon</i>	Italicized.
<b>papier-mâché</b>	Hyphenated, with accents.
<b>Paraloid® B-72</b>	B-72 hyphenated.
<b>particle induced X-ray emission</b>	Lower case and capital, abbreviated <b>PIXE</b> .
<b>petri dish</b>	As written.
<b>petroleum ether</b>	Abbreviated <b>PE</b> after first use.
<b>PhD (US and UK)</b>	As written.
<b>photo-aging, photo-ageing</b>	Hyphenated.
<b>photo-oxidation</b>	Hyphenated.
<b>photodegradation</b>	One word.
<b>photograph</b>	Do not abbreviate.
<b>physico-chemical</b>	Hyphenated.
<b>Pigment volume concentration</b>	Abbreviated <b>PVC</b> after first use.
<b>plain-weave</b>	Hyphenated when used adjectivally.
<b>plaster of Paris</b>	As written.
<b>Plexiglas®</b>	Capitalized.
<b>polarized light microscopy</b>	Abbreviate <b>PLM</b> after first use.
<b>polyethylene glycol</b>	Abbreviate <b>PEG</b> after first use.
<b>Poly(vinyl acetate)</b>	Abbreviate <b>PVAC</b> after first use.
<b>portland cement</b>	As written.
<b>postgraduate</b>	One word.
<b>postdoctoral</b>	One word.
<b>postprint</b>	One word.
<b>preconceived/preconception</b>	One word.
<b>precondition</b>	One word.

<b>pre-dated</b>	Hyphenated.
<b>pre-eminence</b>	Hyphenated.
<b>pre-fifteenth century</b>	Hyphenated.
<b>prehistoric/prehistory</b>	One word.
<b>preprint</b>	One word.
<b>Pre-Raphaelite Brotherhood</b>	Capitalized and hyphenated.
<b>pressure-sensitive</b>	Hyphenated when used adjectivally.
<b>print-maker</b>	Hyphenated.
<b>Pyrex</b>	As shown.
<b>pyrolysis-gas chromatography-mass spectrometry</b>	Abbreviate Py-GC-MS after first use.
<b>rabbit skin</b>	Two words.
<b>radiocarbon</b>	One word
<i>raison d'être</i>	Italicized.
<b>Raman</b>	Capitalized.
<b>re-adhere</b>	Hyphenated.
<b>re-enameling</b>	Hyphenated.
<i>recto</i>	Italicized.
<b>relative humidity</b>	Can abbreviate <b>RH</b> .
<b>Renaissance</b>	Capitalized.
<b>Rococo</b>	Capitalized.
<i>ronde-bosse</i>	Italicized.
<b>salting-out</b>	Hyphenated.
<b>scanning electron microscopy</b>	Lower case. Abbreviated <b>SEM</b> after first use.
<b>scanning electron microscopy with energy dispersive X-ray spectroscopy</b>	SEM-EDX <b>not</b> SEM-EDS
<b>secco</b>	Non-italicized.
<b>Secession/Secessionistic</b>	Capitalized.
<b>semi-industrial</b>	Hyphenated.
<b>set-up</b>	Hyphenated for both adjective and noun.
<b>sheet metal</b>	Not hyphenated.
<b>small-scale</b>	Hyphenated when used adjectivally.
<b>solid-phase microextraction-gas chromatography-mass spectrometry</b>	Abbreviate SPME-GS-MS after first use.
<b>solvatochromism</b>	One word.
<b>spectral angle-mapping algorithm</b>	Abbreviate <b>SAM algorithm</b> after first use.
<b>spectroradiometer</b>	One word.
<b>step-by-step</b>	Hyphenated when used adjectivally.
<b>strip lining</b>	Two words.
<b>stucco</b>	Not italicized.
<b>sulfur (US), sulphur (UK)</b>	
<b>sun-dried</b>	Hyphenated when used adjectivally.
<b>surface-adsorbed</b>	Hyphenated.

<b>Teflon</b>	As shown.
<b>terracotta</b>	One word.
<i>terre verte</i>	Italicized.
<b>thermal desorption–gas chromatography–mass spectrometry</b>	Abbreviate <b>TD–GS–MS</b> after first use.
<b>thermalgravimetric analysis</b>	Abbreviate TGA after first use.
<b>thermal hydrolysis and methylation</b>	Abbreviate <b>THM</b> after first use.
<b>thin-glaze sample</b>	Hyphenated.
<b>thin-section</b>	Hyphenated when used adjectivally: ‘thin-section petrography’ but not hyphenated as noun: ‘ceramic thin section’
<b>three-dimensional(ity)</b>	Hyphenated.
<b>three year period</b>	Not hyphenated.
<b>time-frame</b>	Hyphenated.
<b>timeline</b>	One word.
<b>time-of-flight secondary ion mass spectrometry</b>	ToF-SIMS
<b>tondo</b>	Not italicized.
<i>tour de force</i>	Italicized.
<b>translated</b>	In references, write full word, not “tr.” or “trans.”
<i>trompe l’oeuil</i>	Italicized.
<b>twenty-first-century</b>	Hyphenated when used adjectivally.
<b>UK/USA</b>	No points.
<b>ultraviolet</b>	One word.
<b>ultraviolet–visible spectroscopy</b>	Abbreviate <b>UV–VIS</b> after first use.
<b>uncalibrated</b>	Not hyphenated.
<b>undergraduate</b>	One word.
<b>underpaint, underdrawing</b>	Both one word.
<b>undersized</b>	One word.
<b>un-ionized</b>	Hyphenated.
<i>verso</i>	Italicized.
<b>vinyl-acrylic</b>	Hyphenated.
<b>Vol.</b>	In references, use capital and period.
<b>volatile organic compounds</b>	Abbreviate <b>VOC</b> after first use.
<b>wall paintings</b>	Never hyphenated.
<b>water-saturated</b>	Hyphenated.
<b>water-sensitive</b>	Hyphenated when used adjectivally. <b>Water sensitivity</b> two words.
<b>water-soluble</b>	Hyphenated when used adjectivally.
<b>watercolour</b>	One word.
<b>watermark</b>	One word.
<b>wavelength dispersive X-ray fluorescence spectrometry</b>	Abbreviated <b>XRF–WDS</b> after first use.
<b>workbench</b>	One word.
<b>World War I or First World War</b>	Not World War 1 or World War 1. Using <b>WWI</b> if previously defined is acceptable.

<b>X-ray</b>	
<b>X-ray computed tomography</b>	Abbreviated X-ray CT after first use
<b>X-ray diffraction spectrometry/X-ray powder diffraction</b>	Abbreviated <b>XRD</b> after first use.
<b>X-ray fluorescence spectrometry</b>	Abbreviated <b>XRF</b> after first use.
<i>zeitgeist</i>	Italicized

### **-ISE/-IZE**

Use –ize in preference to –ise as a verbal ending when both spellings are in use, with the following **exceptions**. See also *Hart's Rules*, pp. 84-86

- advertise
- advise
- analyse (UK), analyze (US)
- apprise
- arise
- chastise
- circumcise
- comprise
- compromise
- demise
- despise
- devise
- disfranchise
- disguise
- emprise
- enfranchise
- enterprise
- excise
- exercise
- expertise
- franchise
- improvise
- incise
- merchandise
- mortise
- premise (verb)
- prise (open)
- promise
- reprise
- revise
- supervise
- surmise
- surprise
- televise

**Common product names needing registered trademark symbol:**

3M™  
A-C®  
Acifix®  
Acryloid®  
Acrysol®  
Agateen®  
Araldite®  
Arbocel®  
Artsorb®  
BEVA®  
Cab-O-Sil®  
Cellolyn™  
CM Bond®  
Dur-O-Set®  
Elmer's®  
Elvacite®  
Elvax®  
Ethafoam®  
Gelva®  
HXTAL®  
KimWipe™  
Klucel®  
Laropal®  
Lascaux®  
Linfoil®  
Loctite®  
Methocel®  
Micro-Mesh®  
Mowilith®  
Multiwax®  
Paraloid®  
Pioloform®  
Plastiline®  
Plexiglas®  
Plextol®  
Polyox®  
Primal®  
Prosorb®  
Regalrez™  
Rhoplex®  
Surfynol®  
Triton®  
UHU®  
Vinac®  
Vinavil®  
Whatman®