



INSTRUCTIONS FOR PAPERS

ICOM-CC 18th Triennial Conference

Copenhagen, Denmark

September 4–8, 2017

Authors are requested to review this entire document and familiarize themselves with its contents prior to drafting/submitting their papers.

Overview

- Contributions, including text, tables and figures, must be submitted via the conference website (www.icom-cc2017.org/).
- Deadline for submitting full papers is November 18, 2016.
- Papers must be submitted in English (British, American or other recognized version).
- Maximum length: 3,500 words including captions, endnotes and references
- Figures: max. of eight (includes all graphs, diagrams and images)
- Tables: max. of five
- Figures and tables should be in separate electronic files, not embedded in the text.
- Figure and table captions should be listed at the end of the paper.
- Material must not have been published elsewhere. Authors are responsible for obtaining all permissions.
- Papers are considered for publication based on their adherence to the Selection Criteria (posted on the conference website).
- Final acceptance remains with the Selection Committee and will be based on the average of grades by Working Group Coordinators and Peer Reviewers.
- In the event that space limitations affect manuscripts of equal relevance and quality, preference will be given to ICOM-CC members or (Student-) Friends of ICOM-CC.

NOTE:

- Papers that do not adhere to these instructions may be refused.
- Authors who do not complete the copyright agreement at the time they submit their papers will not be considered.
- Conference attendance by at least one author is mandatory for selection / publication.
- All authors / presenters of an accepted full paper will be asked to register for the conference in order for the contribution to be included in the Preprints. Last date for author registration will be communicated upon acceptance of full paper.
- Main author **must set up / be named on** the account on the Preprints platform.

Manuscripts

Papers must be submitted in English. British, American and other recognized versions are acceptable as long as the spelling and punctuation are internally consistent. Authors are strongly encouraged to have their manuscripts read critically by a colleague, particularly if they are not writing in their native language. **Submitted papers are assumed to be in final form.**

Papers should be clearly written, bearing in mind that the reader may not be as familiar with the subject as the author(s). Papers originally prepared for oral presentation should be submitted in a style suitable for written communication.

Papers must not exceed 3,500 words in total. This includes title, keywords, abstract, captions, endnotes and references, but not the author details. Authors must provide a word count. A maximum of eight figures and five tables may be included.

Authors warrant that no contribution containing essentially the same information has been published previously, except in the form of an interim report, an internal report or an in-house journal, and that the material is not in the process of publication elsewhere.

Manuscripts should include the following:

Title – briefly describes the contents of the paper. Lengthy or complex titles may be edited.

Author name(s) and details – Under the title, put the author's full name, institutional affiliation (where applicable), city, state/province, country, email and Web address if any. In the case of multiple authors, provide this information for all and indicate main author (*Author for correspondence) with an asterisk. All communications will take place with the corresponding author, who will be responsible for liaising with the co-authors.

Abstract – should be a concise summary (max. of 150 words) of the paper, stating its purpose, methodology, principal findings and conclusions. The abstract must be complete in itself, without references to the text or literature cited in the paper. Note that this abstract is not the same as the proposal abstract submitted in the first phase of the process.

Abstracts will be published in the Preprints and will be forwarded for inclusion in the bibliographic database *AATA Online*. By submitting an abstract, the author gives consent for it to be included in *AATA Online*.

Keywords – Provide four to eight keywords beneath the abstract, in lower case unless they are proper nouns. Keywords should describe the main aspects of the paper, such as a broad area of interest (e.g. archaeology), a cultural period, the materials being studied or conserved, the analytical procedure used, the main reagents used, etc. Keywords are generally singular nouns,

but a brief compound term may be given if relevant (e.g. preventive conservation).

Main body of paper – When introducing the subject matter, include information about why the treatment or research was undertaken and its application to cultural heritage. Appropriate section headings should be provided, for example: Sampling, Methods of study, Experimental results; or Historical background, Description of condition, Diagnosis and treatment, Consequences of treatment, etc.

Conclusion – meaningful, but brief, should summarize the principal findings or achievements. This is not the place to introduce new information that has not already appeared in the text.

Acknowledgements – may be included, if applicable. They should be brief and should precede the reference section.

Notes – should be concise. They are included in your overall word count. Endnotes provide pertinent supplementary information (they are not bibliographic if you have a list of references). Use as few as possible and list them at the end of your text, before the references.

References – should include only those publications that are cited or referred to in the text; they are listed at the end, alphabetically by author. They are also part of your word count. Refer to the **Style guide** at the end of this document for more information. **NB:** It is the author's responsibility to provide *complete* and *correctly formatted* references.

Avoid using **Appendices**. If they are absolutely necessary, number them and put them at the very end of the manuscript.

Materials list – Commercial products mentioned in the paper should be listed by trade name and composition. Include the manufacturer / provider and contact details (address, city / country) or website.

Illustrations

All illustrations accompanying manuscripts must be of professional publication quality and should be relevant to the reader. The maximum acceptable total of illustrations is eight figures, including photographs and line drawings, plus five tables. To be counted as one figure, composite images must illustrate steps in a single process, or different views in a particular step.

Do not embed figures, tables or other graphics within the text. They should be supplied as separate, editable files.

Figures

Figures are reproduced at either margin width (55 mm) or column width (120 mm). For good

sharpness, margin-width images should have approximately 1200 pixels in horizontal direction, and column-width images 2500 pixels. It is suggested that you print the figures to check that they are legible at a width of 55 mm. The minimum scan resolution should be 200 dpi for color or 300 dpi for black-and-white.

JPEG (.jpg) and TIFF (.tif) are the preferred formats. Each image file should not exceed 10MB.

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 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 the images on the page and ensure that they 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 appears on the page.

Color may be used. Authors should use the embedded color profile sRGB IEC61966-2.1. The color profile can be checked by right-clicking the picture file and looking under properties. Be sure when saving files in graphic software such as Photoshop to leave the option "ICC profile" enabled.

Tables

Keep the layout of tables simple. Where possible, create them using the appropriate function in your word-editing software; otherwise, place tabs between column entries and a hard return at the end of each row. Tables should be formatted so they fit across a margin width of 55 mm or a column width of 120 mm. Avoid putting too much information in a single table, or subdividing rows and columns. Use abbreviations where appropriate and give the meanings in notes placed beneath the table and indicated by a superscript letter. A key to any symbols and/or abbreviations should be provided in the table notes.

Use Arial or Times New Roman for tables. Column headings should be centered, with upper case kept to a minimum. Font size should be appropriate for legibility.

Decimal points must be shown as (.) not (,), e.g. 3.4 not 3,4. Tables should be aligned on the decimal point where appropriate.

A maximum of five tables per paper is normally allowed. If more than five tables are needed, the number of images must be reduced for a combined total of 13 illustrations. If their individual or combined length is judged to be excessive in relation to the paper, authors may be required to shorten or delete them altogether.

Tables should be submitted together in a separate Word file.

Captions

Each figure and table should be cited in the text, preferably at the end of a sentence, as: (Figure 1), (Figures 4–6), (Table 2), etc. All figures and tables should have a caption. Use a minimum of capitals in figure captions and table titles. Ensure that figures and tables are referred to in the text, but put the list of figure captions and table titles at the end of your text file. Use a full stop after the figure/table number, an initial capital for the caption and no final full stop.

Example: Figure 6. Text obscured by delamination

Electronic files

Keep the format of your text file simple, and do NOT use special formatting commands and codes. In particular, do NOT use the automatic footnoting feature of any word processing software.

Keep everything flush left. Do not center section headings and do not number them or use any formatting (bold or underlining) for titles or main headings within the paper. You may use italics to indicate subheadings. Keep the use of uppercase to a minimum in titles and headings. Do not indent paragraphs; leave them flush left with a ragged right edge.

Fonts

Text files should be in Microsoft Word 97 (version 8.0) and above. Times New Roman 12 pt. is the preferred typeface.

Labeling files

Text file labels should indicate the last name of the main / corresponding author and the Working Group to which the paper is submitted (e.g., Jones_Metals). Working Group names may be abbreviated as long as they are easily recognizable (e.g., Graphic, MMCA).

Image file labels should include the author's last name and Working Group and be numbered with Arabic numerals (e.g., Smith_Paintings_Fig_1) and should correspond to the list of captions at the end of the text file. If necessary, authors may include special instructions regarding image size or placement of illustrations. These will be followed to the extent that layout and space restrictions allow.

Permissions

It is the authors' responsibility to obtain permission to reproduce material protected by copyright and to obtain all necessary clearances, including the payment of any fees. Contributions will be available in digital format on the conference website to paid delegates prior to the conference and will, in due course, be part of the ICOM-CC open-access online publications.

Submitting the copy

Refer to the author's checklist to ensure that your manuscript contains all the necessary information. Make sure all your illustrations are properly numbered, captioned and credited, if applicable. Include a list of figure captions at the end of your text file.

Author checklist

- Digital copies of all text, figures and tables, properly labeled
- Title
- Author details (if two or more, indicate * main author / author for correspondence)
- Abstract (max. of 150 words) and keywords (4 to 8 keywords)
- Text of 3,500 words maximum, including all but the author details (please provide a word count)
- References conform to examples given in the Style guide
- Maximum of eight figures (images, graphs, diagrams)
- Tables, if included (five maximum)
- Materials section, if applicable
- Caption list for figures
- Title list for tables
- No embedded figures / tables
- No use of automatic footnoting
- Level of heading indicated
- Completed author copyright transfer agreement

Style guide

Acronyms and abbreviations

Acronyms and abbreviations must be spelled out in full the first time they are used, e.g. ‘Canadian Conservation Institute (CCI)’ or ‘Fourier transform infrared (FTIR),’ after which the acronym only may be used. Acronyms should NOT be used when referencing ICOM-CC Working Groups.

Bold and italics

These should be used sparingly, for highlighting and emphasis (bold) and foreign words (italics). Do not italicize common foreign phrases (et al., inter alia, in situ), but do italicize unusual ones that the average reader is unlikely to have encountered. Italics should be used for the titles of books, journals, paintings, etc.

Capitalization

Keep capitals to a minimum; do not use them for words such as ‘conservator’ or ‘director.’ Use lower case for generic references (‘Asian museums’), but capitals for specifics (‘Walker Art Center’ or ‘University of Melbourne’).

Conservation terminology

Appropriate use should be made of the terms ‘conservation,’ ‘preventive conservation,’ ‘remedial conservation’ and ‘restoration.’ See conservation terminology under **About / Terminology for conservation** on the ICOM-CC website.

Headings

Headings are not numbered. All headings should be in sentence case (initial capital for first word and proper nouns only). Two levels of headings are used: main headings and subheadings. Subheadings should be indicated by italics or by noting the heading level in brackets, e.g.

Identification techniques [heading]

Visual examination [subheading]

Lists

Avoid the overuse of lists. Bullets are preferred, but Arabic numerals may be used where necessary, for example where there is a clear hierarchy in the list entries, or if warranted by the preceding statement, e.g. ‘There are four methods of treatment...’ Insert one hard return (line space) before and after the list. Lists with long entries may be better subdivided using subheadings.

Where the bulleted points are complete sentences (or paragraphs), use an introductory colon, initial cap and a final full stop. Where they are incomplete sentences, use an introductory colon, lowercase and semicolon at the end of each bullet; second-last bullet ends with “; and” and final bullet ends with full stop. One-word or simple-phrase bullets are lowercase and take

commas; the second-last bullet ends with “, and” and final bullet ends with full stop. Sub-lists should be denoted with en (–) dashes.

Notes

In the main body of the paper, use an Arabic numeral inside brackets, e.g. [1] to indicate the note, preferably at the end of a sentence or a clause. The number follows any punctuation mark except for the dash, which it precedes. It follows a closing parenthesis. Avoid using more than one note reference in a single location (such as [5], [6]). A single note can contain more than one citation or comment. In the notes themselves, numbers should be full size, not raised, and be followed by a period. **Do not use automatic footnoting (or any headers or footers)** as this is very often corrupted when transferred to other systems.

Numbers

Numbers from one to ten should be spelled out, except where you have, for example, ‘7 to 13’, in which case both should be in digits. For numbers higher than 999, please use commas, e.g. 1,000. Use digits where relating to percentages, e.g. ‘17 percent’ and centuries, e.g. ‘19th century’. The ‘%’ symbol should only be used in tables and illustrations, or where several percentages are included in a single sentence or paragraph. Use a decimal point (not decimal commas). Date ranges should be in full, using an en dash (e.g. ‘1995–2015’) unless they are within the same decade (‘2012–15’). Decades can be referred to using numerals, i.e., the 1920s; note that no apostrophe is used.

References

References should include only those publications that are cited or referred to in the article; they are listed at the end, alphabetically by author. Where two or more publications by the same author are cited, they should be listed chronologically, beginning with the earliest date.

A single-author entry precedes a multi-author entry beginning with the same name. In a multi-author entry, only the first author’s name is inverted.

Titles and subtitles of books and articles are capitalized sentence style and the first word of the subtitle is capitalized. Names of journals are capitalized headline style. Do not abbreviate journal titles. Use a minimum of punctuation and no bold or underlining. Use italics only for a publication’s title.

Abbreviations ‘ed.’ (editor/edition) or ‘trans.’ (translator) are normally used and are capitalized if they follow a period. ‘University’ may be abbreviated to ‘Univ.’

Examples of various reference types follow. Note that all references should be combined in a single alphabetical list, regardless of type.

Book:

Feller, R.L., N. Stolow, and E.H. Jones. 1985. *On picture varnishes and their solvents*. Revised ed. Washington, DC: National Gallery of Art.

Article:

Rees-Jones, S. 1993. A note on the transfer of light into and out of paintings. *Studies in Conservation* 38(4): 174–179.

Chapter:

Stoner, J.H. 1992. The mortality of things. In *Caring for your collections: Preserving and protecting your art and other collectibles*, ed. H. Whelchel, 10–17. New York: Harry N. Abrams.

Citation of ICOM-CC Preprints:

Author last name, initial. Year. Title of article. In *ICOM-CC xxth Triennial Meeting / Conference (as applicable) Preprints, City, Date of meeting/conference as days month year*, ed. Initial. Last name, pp. City: Publisher.

Example:

de la Rie, E.R. 1987. Research on picture varnishes: Status of the project at the Metropolitan Museum of Art. In *ICOM-CC 8th Triennial Meeting Preprints, Sydney, 6–11 September 1987*, ed. K. Grimstad, 791–796. Paris: International Council of Museums.

Editor, translator or compiler:

Stanley Price, N., M.K. Talley Jr., and A.M. Vaccaro, eds. 1996. *Historical and philosophical issues in the conservation of cultural heritage*. Readings in Conservation. Los Angeles: The Getty Conservation Institute.

Unpublished work:

de la Rie, E.R. 1988. Stable varnishes for Old Master paintings. Ph.D. dissertation, University of Amsterdam, Netherlands.

Internet publication:

Online sources that are analogous to print sources (such as articles published in online journals) should be cited similarly to their print counterparts, with the addition of a URL.

Example:

Meacham, W. 2010. The “restoration” of the Turin shroud: A conservation and scientific disaster. *e-conservation magazine* (13). <http://www.e-conservationonline.com/content/view/862>.

For online or other electronic sources that do not have a direct print counterpart (such as an institutional website or a weblog), give as much information as you can in addition to the URL.

Example:

Cummings. 7 March 2010. What technical studies can reveal about original works. Posting re. article by Blänsdorf, C. and X. Yin. Johns Hopkins University online course: Critical issues in art conservation. <http://criticalissuesinartconservation.blogspot.com/> (accessed 13 March 2010).

Personal communication:

Eshøj, B., Royal Danish Academy of Fine Arts School of Conservation, personal communication, 27 March 2008.

When citing a reference in the body of the text, include the author's last name and publication date in parentheses, for example:

(Grattan 1987) Grattan (1987) described a method . . .

If there is more than one reference, the order is chronological, for example:

(Grattan 1987, Young 1991, Pennec 1999)

When a specific page, section or other division of the work is cited, it follows the date, preceded by a comma: (Thomson 1981, 112) (Werner 1972, 58–60)

Units

SI (Système international) units should be used; if necessary, give other units in parentheses. Where abbreviations are likely to be ambiguous, units should be written in full. Periods (full stop) should not be used in abbreviations, e.g. ppm (not p.p.m.). Greek symbols and abbreviations of chemicals or other names should be defined when first mentioned. The unit should be separated from the quantity by a space, i.e., 64 kg, 3 × 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 millimeter.'

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

Quotations

Quoted matter from another source should follow the original wording exactly, in both punctuation and spelling. Short quotations (less than 30 words) should be run on within the text and enclosed in quotation marks, with alternate (single or double) marks for quotes within quotes. Longer quotations will be indented, without quotation marks, by the publisher. All quotations must be attributed in the main text and/or in the notes.

Trademarks and brand names

For products, generic names should be used as well as trade names, whenever possible. If a trade name is very well known (for example Paraloid B-72), it is not necessary to give the generic or chemical name. Brand names that are registered trademarks should be capitalized. There is no legal requirement to use the ® and TM symbols and they should be omitted whenever possible, other than in the Materials list.