AUTHOR GUIDELINES
METAL 2019

Neuchâtel, Switzerland
September 2-6, 2019

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 (https://metal2019.paper-flow.com)
- Deadline for submitting full papers is **October 31, 2018. No paper will be accepted after this date.**
- Papers must be submitted in English (British, American or other recognized version).
- Maximum length: 4,000 words (1,500 for YCP papers) including captions, endnotes, references and biographies. Young Conservation Professionals (YCP) papers: 1,500 words including captions, endnotes, references and biographies.
- Figures: maximum of 10 (ten) (includes all graphs, diagrams and images).
- Tables: max. of 5 (five).
- Figures and tables should be in separate electronic files, NOT embedded in the text or in a Word document.
- All figures and tables must be referenced in the text at the appropriate place.
- 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 for reproduction of figures and any other material used in the paper.
- **Copyright forms MUST be submitted with the paper. We cannot publish your paper without the signed form on file** (see below).
- Final selection remains with the Steering Committee, Program Committee, Program Chair, and the MWG Coordination Team (CO and ACO) and will be based on the average of grades and the rankings by each reviewer.
- 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.

Important Note

- Papers that do not adhere to these instructions may be refused.
- <u>Authors must submit the electronic copyright agreement at the time they submit their papers</u>. Please note that the copyright requirements for ICOM-CC publications have changed, so please ensure that you read the agreement carefully.
    - o Ensure that you sign the correct section of the agreement.
    - o <u>All authors of the paper MUST sign the copyright form, no exceptions. The form cannot be signed only by the primary author on behalf of the co-authors.</u>
    - o In particular, all authors whose paper will retain UK Crown copyright, MUST get in touch as soon as possible as a separate copyright agreement form must be drafted for you.
    - o If copyright of your paper will be retained by your employee, that is, the publication is a company/employer/institution-owned work, then all authors AND a company/employee/institutional representative MUST sign the form in the appropriate section.
    - o Questions about copyright issues should be sent to admin.metal2019@paper-flow.com.
- The copyright agreement can be found on the submission platform under 'Document Management' and was sent with these guidelines. The completed document should be uploaded at the same time your paper is submitted.
- <u>Conference attendance by at least one author is mandatory for selection/publication.</u>

Manuscript Submission

Completed manuscripts should be submitted through the Paper-flow platform at https://metal2019.paper-flow.com **no later than October 31, 2018**. This is the same platform through which you submitted your abstract. Please use the same login information used for submitting the abstract. Once logged in, navigate to the following:

1. Click on the <u>accepted</u> paper title under My Contributions.
2. Click on the Paper Files tab at the bottom of the page.
3. Click on Submit New File.
4. Upload the files.
    - ◦ Please select the type of file you want to upload.
    - ◦ File types allowed are "paper" (the main document with the contribution text) and "attachments" (e.g. images and tables).
    - ◦ Attachments are uploaded **separately** and should be labeled appropriately (e.g. "Figure 1", "Table 1", etc.).
    - ◦ Please follow the instructions in the author guidelines for how to name each file.
5. After uploading all files (paper and attachments), **please go back to the contribution details page and click "Submit for review."** This will submit your materials for

review. After submitting for review, you will not be allowed to upload further materials until an Admin releases the contribution back to you.

6. **Please upload the paper and all attachments at the same time if possible.** While it is preferred that all materials are submitted at the same time, some allowance can be made to update attachments at a later date. To submit attachments at a later date, please contact an admin at: admin.metal2019@paper-flow.com

Manuscripts should be submitted in Microsoft Word.

Please follow the instructions below for guidance on the style of the proceedings. Do not use options such as automatic word breaking, justified layout, double columns or automatic paragraph numbering – especially for numbered references. Use bold face, italic, subscripts, superscripts, etc. as appropriate. When preparing tables, if you are using a table grid, use only one grid for each separate table, and not a grid for each row. If no grid is being used, use tabs to align column instead of spaces.

Presentation of 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. IMPORTANT: Authors are 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 and if they require extensive language editing, may be refused**.

Papers should be clearly written, bearing in mind that the reader may not be as familiar with the subject as the author(s). **Papers must not exceed 4,000 words in total (1,500 for YCP papers). This includes title, keywords, abstract, captions, endnotes, references and biographies, but not the author affiliations. Authors must provide a word count. A maximum of ten figures and five tables may be included.** Most formatting codes are removed or replaced when your article is type-set for publication, so please do not use excessive layout styling.

Authors warrant that no article 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.

The manuscript should be typed double space, with 3.5 cm (approx. 1 inch) wide margins. All the pages must be numbered. Section headings are numbered according to the international numbering system (1.; 1.1.; 1.1.1.; etc.). 'Tables' with titles and 'figures' with captions should be placed on separate pages at the end of the manuscript. They should not be placed in the text but must be referenced in the text at the appropriate place. 'Punctuation' specific to the English language should be used. For example, semi-colons, colons, question marks and exclamation marks are never preceded by a space in English. Abbreviations are punctuated. There is no space between opening and closing brackets and the following and preceding

words. For all acronyms, please spell out in full at the first occurrence and then use the acronym from that point on in the paper. Authors are from all parts of the world, so please do not assume that acronyms are understood.

Manuscripts should include the following:

1. **Title** - briefly describes the contents of the paper. Lengthy or complex titles may be edited.
2. **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 "*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 and for completing the copyright agreement.
3. **Abstract** - should be a concise summary (max. of 400 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.
4. **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).
5. **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. Please describe the object/project and the aim of the research or conservation in such a way that it may be understood and appreciated by experts from other research disciplines. This information is often included in an 'Introduction' section to the paper. Appropriate section headings should be provided, for example: Sampling, Methods of study, Results, Discussion; or Historical background, Description of condition, Diagnosis and treatment, Consequences of treatment, etc.
6. **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.
7. **Acknowledgements** - may be included, if applicable. They should be brief and should precede the reference section.
8. **Notes and References** - 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. Do not list endnotes at the foot of the page

on which they appear. References should include only those publications that are cited or referred to in the text; they are listed at the end, alphabetically by author. Refer to the **Style Guide** at the end of this document for more information on Notes and References.

9. **Author biography -** a short biography of maximum 100 words for all authors.
10. Materials list - commercial products mentioned in the paper should be listed by trade name and composition.

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 **ten** figures, including photographs and line drawings, and/or **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 and must be referenced in the text at the appropriate place. Example: 'Insert Fig. 4 here'.

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.

JPEG (.jpg) is the preferred format. **Image files should not exceed 20MB in size**. Please submit all figures as separate files following the naming convention in the 'Labelling Files' section of this document.

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 Helvetica for tables, if possible. Column headings should be centered, with upper case kept to a minimum. Font size should be appropriate for legible reproduction in the paper.

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 fifteen illustrations. Tables should be easily readable. 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

Permissions

It is the author's responsibility to obtain permission to reproduce material protected by copyright and to obtain all necessary clearances, including the payment of any fees. Please use the 'Permissions Request Form' to assist in this task, if needed. A copy of this form has been sent with these guidelines and is also available on the submission platform under 'Document Management.'

Please complete the 'Author Copyright Transfer Agreement' sent with these guidelines. Your paper cannot be published without this signed form on file. NEW: All authors must sign the agreement.

Author checklist

Refer to the checklist below 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.

- Digital copies of all text, figures and tables, properly labelled
- Title
- Author details (if two or more, indicate author for correspondence)
- Abstract and keywords
- Text of 4,000 words maximum (1,500 for YCP papers), including all but the author details (please provide a word count)
- References conform to examples given in the Style guide
- Author biography of maximum 100 words for all authors
- Tables, if included (five maximum)
- Maximum of ten figures (images, graphs, diagrams)
- 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
- Copyright agreement completed by all authors of the paper
- Permissions form completed if using copyright material

Style Guide

Fonts

Text files should be in Microsoft Word 97 (version 8.0) and above. Arial (Regular) 12 pt. is the preferred typeface. Use Helvetica for tables, where possible.

Formatting

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 centre 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.

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 when possible. 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 only, and a final full stop. Where they are incomplete sentences, use an introductory colon, lowercase and no punctuation after the bullet points except for a final full stop after the last point. Sub-lists should be denoted with en (–) dashes.

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 9999, please use commas, e.g. 11,000. 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. Use a decimal point (not decimal commas). Date ranges should be in full, using an en dash (e.g. '1998–1999'). Decades can be referred to using numerals, i.e., the 1920s; note that no apostrophe is used.

Labeling files
Text file labels should indicate the last name of the 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).

File names should include the primary author's last name. The files should be saved using main author's last name and significant words from the title. Image file labels should include the author's last name and the image number and should correspond to the list of captions at the end of the text file.

Examples:
Paper title: *Practical Application of Sorbents*, David Thickett, K. Short-Traxler
Filename: Thickett.practical application sorbents.doc
Figure name: Thickett.figure 1.jpg

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.

Nomenclature

All the parameters cited in the text should be defined with units. The International System of Units (French: Système International d'Unités, SI) units should be used throughout; they are always separated from the numerical value by a space and written in Roman: thus 'kg' or 'm' is always in Roman. The symbol for litre is L, minute is min and so on. Use °C or K for temperatures. Although the Ångstrôm ($1\text{Å}=10\text{-}10$ m) is not an SI unit, we will allow it to be used in addition to the SI units.

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 I'Eclairage) systems.

Equations and numbers

Equations that are referred to in the text [equation (2), for instance] should be numbered with Arabic numerals enclosed in parentheses on the right margin. There should not be punctuation at the end of the equations. The decimal logarithm should be written, log, and the natural logarithm, ln. The abbreviation of exp (exponential) is the Roman 'e'. In expressions such as dx/dt, the letter d (derivative function) is always written in Roman, whereas the physical parameter (x or t) is always written in italics. Numbers are written as numerals when they are followed by units, these being represented by their SI symbols (i.e. 50 g). In English, a decimal point is used instead of a comma.

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. *Frad, J.C.,* 'Uncovering the Decoration Techniques of a Southeast Asian Lacquered Buddha Sculpture'
http://e-conservation.org/issue-2/39-Lacquered-Buddha-Sculpture

Personal communication

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

Example: Costain, C., Canadian Conservation Institute, personal communication (16 February 1998).

Simeon, F., private restorer, Paris, personal communication (March 2004).

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) or Grattan (1987) described a method . . .
If there is more than one reference, the order is chronological, for example:
(Grattan 1987, Young 1991, Beentjes 2010)

When a specific page, section or other division of the work is cited, it follows the date, preceded by a comma: (Krop 2010, 73), (Werner 1972, 58–60)

In-house report
McCabe, C. 1993. Recleaning treatment used for aged facsimile palladium prints. National Gallery of Art, Washington, D.C.

Web site addresses
If the URL includes "www," the listing should read as follows:
www.website.com (accessed month/day/year).

If the URL does not include "www," the listing should read as follows:
http://aic.stanford.edu (accessed month/day/year).

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 single quotation marks (double for quotes within quotes). Longer quotations may 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.

Proofs

Authors will have the opportunity to review their manuscript before the article is published. Only minor corrections or typographical errors will be accepted at this stage. Only the corresponding author will receive a copy of the proofs, which should be read carefully for errors. The corrected proof must be returned promptly, a time frame will be given at the time the proof is sent out.