

# GUIDELINS FOR AUTHORS FOR SUBMISSION OF FULL PAPERS FOR PUBLICATION IN THE JOURNAL

## General Guidelines, Layout and Style

The submission of paper for publication in the ‘Journal of Conservation of Cultural Property’ shall be limited to a maximum of 6000 words and shall contain the following main sections: ***abstract, introduction, main body of text (sampling, materials and methodology, experimental results/findings etc.), conclusion and references***. Authors can name the sections differently and may include subsections, if required, to suit the nature of the paper. British English shall be used as the language of the paper.

Following general guidelines, lay-out, paragraph style, citation and referencing must be followed to prepare all the submissions (extended abstracts and full papers):

### Categories of Manuscript

Authors shall clearly indicate under which of the following categories the manuscript is being submitted:

***Research articles:*** Presenting a scientific/technical research in the field of art and cultural heritage conservation.

***Conservation reports:*** Presenting a practical work of conservation highlighting factors of deterioration, issues and challenges in conservation interventions, innovation and improvisation in the methods and/or materials used in conservation and technical know-how.

***General articles:*** Discussing current trends, issues, challenges and developments, literature reviews in the field of art and cultural heritage conservation including interdisciplinary approaches in preservation, methods, materials, approaches, policies and guidelines.

### Page Set-up and format

Use A4 paper size with each margin set at 2.5 cm. Pages shall be numbered at the bottom (centred). Only ‘Times New Roman’ font, font size 12 pt., single line spacing and paragraph spacing of 12 pt. each before and after the paragraph shall be used, unless specified otherwise. All paragraph spaces should be inbuilt in the formatting as indicated and empty lines shall not be added by pressing ‘entre/return’ button on the keyboard anywhere in the text (***download and see submission template for more information***).

### Title of the Paper

The Authors shall give an appropriate and concise title of the paper. The title must be written in bold, all capital letters, using Times New Roman font, 14 pts, aligned in the centre, single line spacing, paragraph spacing 12 pts before and after (***download and see submission template for more information***).

### Authors and Affiliations

The authors shall be listed in one line in font size 10, using *Times New Roman* font, 10 pts, italicised, aligned in the centre, single line spacing, paragraph spacing 0 pt. before and after and centred. The first name or initials shall be given first, followed by last name, use superscripted numbering if there is more than one author with different affiliations (single author shall not be given superscripted numbering).

The affiliation(s) shall be given in the next line in the same style as Authors. In case there is more than one author, the main/corresponding author shall be marked in the footnote on the first page with superscripted symbol (\*) following the same formatting style as in the case of Authors. Single authors shall not be marked as corresponding author but their contact details shall be provided in the footnote as indicates (telephone numbers shall be given as (+country code) (space) city code (for landlines only, without zero) (space), phone number or (+country code) (space) mobile number (without zero) (***download and see submission template for more information***)).

### **Headings and Body Text**

All headings and their subheadings shall be written in bold, title case (using capitalization only on first letter of major words, no capitalisation shall be made for the first letters of words like ‘the’, ‘of’ ‘a/an’ ‘from’, ‘to’ etc.), using *Times New Roman* font, 12 pts, align left, single line spacing and paragraph spacing 12 pts before and after. ‘Abstract’ heading shall follow the same style but shall be italicised. Multilevel numbering shall be used for all the headings except ‘Abstracts’, ‘Acknowledgement’ and ‘References’. Multilevel numbering is already built in the submission template, which can be downloaded from IASC’s website. Authors can simply type the name of the heading, select it and click on different levels (heading 1/heading 2/heading 3) in the ‘styles menu’ on the home tab of Microsoft Word.

All the body text shall be written using *Times New Roman* font, 12 pts, justified text (aligned to both left and right margins), single line spacing and paragraph spacing 12 pts before and after, without any additional empty/blank line, before or after the paragraphs. The body text of the ‘Abstract’ shall follow same style but shall be italicised. (***download and see submission template for more information***).

### **Tables and Figures**

A maximum of 10 tables and figures are allowed in the Manuscript. Ensure that tables and figures shall not account for more than 1/3 of the page and shall be numbered independently of each other (e.g. Table 1; Figure 1 etc.). Appropriate captions shall be provided below each table/figure and shall be written in font size 10, italicised, and centred. The images/figures with minimum scan resolution of 300 dpi shall also be sent individually along with the manuscript in JPEG (.jpg) format. The image files should not exceed 5MB each.

### **Formulae**

Formulae shall be typewritten using Microsoft Equation Editor and shall be numbered sequentially at the right-hand side in parentheses. Subscripts and superscripts shall be marked and meaning of all the symbols shall be given immediately after the equation in which they are first used and replication shall be avoided e.g.

$$P = 2\sigma \frac{\cos\theta}{r} \#(1)$$

where  $P$  is suction pressure  $P$ ,  $\sigma$  is the interfacial tension,  $\theta$  is the contact angle and  $r$  is radius in cm.

If these symbols ( $P$ ,  $\sigma$ ,  $\theta$ ,  $r$ ) are used again in other formulae, their meaning shall not be written again. To denote units of measurements, only SI units shall be used.

## Citations and References

The author-date style (Harvard style) of referencing and citations shall be used. Citations in the text shall include author's last name and date of publication e.g.:

- In case of single author citation: e.g. (Jennings, 1997);
- In case of two-author citations: e.g. (Sharma and Sinha, 1995);
- In case of multiple author citations: e.g. (Kharbade et al., 2010).
- In case of website citations: e.g. (www.asi.nic.in, 2011)

In-text citations shall be used in either of the following format:

A recent study investigated the effectiveness of desalination method in stone (Pandey et al., 2010)

**OR**

Pandey et al. (2010) investigated the effectiveness of desalination methods in stone

If there is more than one publication by the same authors in a year, citation shall be written as (Sharma et al., 2010a) (Sharma et al., 2010b) and references shall also be marked accordingly to distinguish different articles. When citing a chapter from an edited book, the author who wrote the chapter shall be cited, not the editor of the book. Secondary references (when an author refers to another author's work and the primary source is not available) shall be cited as (Plenderleith and Werner, 1971, cited in Thomson, 1999). If images/figures/tables that are already published, must be cited as well (with permission from the original authors/publisher/copyright holder).

Give the full reference in an alphabetical list of authors. All the references must be cited in the body text. No bibliography shall be given. Some examples of referencing are given under. Authors shall consult Harvard style guide for referencing any other source, not mentioned in this guideline.

*[Note: Example references given under are divided into different sections based on the type of publications (e.g. books, chapter in edited book, journal articles, conference proceedings etc.) for ease of understanding the referencing system **only**. Authors shall **not** divide in such sections and write all the references in alphabetical order].*

### **Book**

Putnam, J. (2001). *Art and artifact*. 1<sup>st</sup> ed. New York, N.Y.: Thames & Hudson.

Stoinski, T., Steklis, H. and Mehlman, P. (2010). *Conservation in the 21<sup>st</sup> century*. 1st ed. New York, NY: Springer.

### **Chapter in an edited book**

Kohler, S. and Hall, G. (2015). Acidity in Paper (1925). In: M. Ellis, (ed.), *Historical Perspectives in the Conservation of Works of Art on Paper*, 1<sup>st</sup> ed. Los Angeles: Getty Publications, pp.255-258.

Taylor, R. (2001). Radiocarbon Dating. In: Brothwell, D. and Pollard, A. (eds.). *Handbook of archaeological sciences*. 1<sup>st</sup> ed. Chichester: J. Wiley, pp.23-34.

### ***Article in journals***

Gill, M., Rendo, C. and Menon, S. (2014). Materials and techniques: Early Buddhist wall paintings and sculptures at Sumda Chun, Ladakh. *Studies in Conservation*, 59(5), pp.300-313.

Pandey, S., Pollard, A., Viles, H. and Tellam, J. (2014). Influence of ion exchange processes on salt transport and distribution in historic sandstone buildings. *Applied Geochemistry*, 48, pp.176-183.

### ***Conference preprints/proceedings***

Stone, J. (2017). Treatment of 19<sup>th</sup>-century tracing papers from the Frederick Law Olmsted Collection. In: *ICOM Committee for Conservation preprints. 8th Triennial Meeting*. Paris: ICOM, 2, pp.731-738.

Williams, S. (1989). Blooms, blushes, transferred images and mouldy surfaces: What are these distracting accretions on art works? In: *Proceedings of the IIC-Canadian Group 14<sup>th</sup> Annual Conference*. Toronto, Canada, pp.65–84.

### ***Online resources***

Armstrong, C. (2004). *Cezanne in the Studio: Still Life in Watercolors*. 1<sup>st</sup> ed. [ebook] Los Angeles: The J. Paul Getty Museum. Available at: <http://www.getty.edu/publications/virtuallibrary/0892366230.html> [Accessed 25 Feb. 2017].

Rodríguez Echavarría, K. and Kaminski, J. (2012). Deploying 3D technologies for the documentation of tangible cultural heritage. *Virtual Archaeology Review*, [online] 3(5), pp.116-120. Available at: <http://polipapers.upv.es/index.php/var/article/view/4539/4671> [Accessed 25 Feb. 2017]

www.asi.nic.in. (2011). *Science Branch of Archaeological Survey of India*. [online] Available at: [http://www.asi.nic.in/asi\\_aboutus\\_organization\\_science.asp](http://www.asi.nic.in/asi_aboutus_organization_science.asp) [Accessed 25 Feb. 2017].

### **Declaration**

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Each author must sign and send a declaration certifying that the submitted work is original, has not been published or submitted for publication elsewhere, and reproductions from other sourced have been made with prior permission of the author/copyright holder and is acknowledged in the text. The declaration form can be downloaded from the IASC's website <http://iascheritage.com/>

## **Submission of Manuscript and Peer Review**

The papers shall only be submitted as **Microsoft Word** file format (not as pdf file) and the filename shall be given as corresponding author's *last name\_first name\_paper* e.g. if author's name is **Rajeev Kumar Sharma** then the file name should be *sharma\_rajeev\_paper.docx*. Authors shall email their paper submissions along with filled and signed declaration form to Editor at: [iasceditor@gmail.com](mailto:iasceditor@gmail.com). All the paper submission shall be blind peer reviewed by two subject experts and authors shall be informed about acceptance/modifications/rejections accordingly. Authors shall also include a short biography (maximum 100 words) along with the submission. Submissions that do not follow these guidelines may not be considered for the review process. For any information related to preparation or submission of manuscript, please email the editor.

*Note: The submission template is designed following these guidelines to provide guidance to authors. Authors can download the template and replace the text with their own text and save with the desired file name as per the guidelines.*