

JOURNAL OF PAPER CONSERVATION (JPC) – IADA PAPERS GUIDELINES FOR AUTHORS

The *Journal of Paper Conservation* is an international journal dedicated to the publication of research and practice concerning the conservation of archives, libraries and graphic arts. The journal seeks to be a central forum for sharing knowledge on conservation policies, conservation treatments, ethical issues, and the history of paper and parchment. It includes several types of articles ranging from the most theoretical to the most practical aspects of paper conservation in order to offer everyone the possibility to share experiences.

TYPES OF CONTRIBUTIONS

Articles

Research article (peer-reviewed)

These articles focus on innovative research work that contributes knowledge to the field of conservation.

Projects / In Practice

Articles of this type deal with current or past conservation or preservation projects reflecting on the practical aspects of the field.

Special Sections

Degree work

Summaries of degree works recently awarded in the paper and book conservation field, are included here.

Instructables

Instructables deal with technical tips and conservation know-how being presented (as a step by step guide) with illustrative images and brief explanations.

Materials & Equipment

This section introduces in short specific materials or equipment that proved to be useful to conservators.

SUBMISSION

Authors should submit their articles as attached documents via email to the Journal's submission email address: jpc.submission@iada-home.org. Articles are submitted in the English language. It is the author's responsibility to provide an article in correct English. Submissions in other languages require an official agreement by the editor. Please make sure that your article respects the guidelines of the journal. Articles should be submitted with a covering email clearly stating the name, address and affiliation of the corresponding author.

FROM EDITION TO PUBLICATION

After submission, the corresponding author will be contacted by a JPC editor who will inform him about deadlines and the following steps. The article may undergo final language editing once the corresponding author and the editor agree on a close to final version. The final article is then sent to the publisher. The publisher does the layout of the article and forwards the page proofs to the corresponding author for final corrections and approval. Only minor corrections are possible at this stage. The author should carefully read the proof in order to pick up editing errors (usually stylistic or typing errors). After publication, lead authors will receive a complimentary copy of the print issue which includes their article, if they supply their address details. Additionally they will receive 50 free e-prints, which they can share with colleagues. All co-authors receive 50 e-prints only.

Authors who will be away from their offices during the process (for instance during summer holidays) should inform the editor and the publisher.

PRIOR AND SIMULTANEOUS PUBLICATION

The journal aims to publish original articles dealing with the broad field of the preservation and conservation of cultural heritage on paper and related materials. Articles are accepted for consideration by JPC with the understanding that they represent original material, have not been published previously, are not being considered for publication elsewhere, and have been approved by each author. The article must be free of copyrights held by third parties. Authors should inform the editor when submitting articles containing content previously published, used in publications that are in press, submitted for publication, or soon to be submitted. If in doubt, please do not hesitate to contact us.

ARTICLE STRUCTURE AND FORMAT

Article structure

Please make sure that your article contains the following parts:

- Title
- Full name(s) of author(s) in correct order
corresponding author indicated with *
- Abstract
- Keywords
- Main text
including low resolution figures and tables
- Acknowledgements*
- Notes*
- References / Bibliography
- Suppliers list*
- Author's affiliation

* if applicable

Title

Please provide a concise title in a two-part format, separated by a colon (e.g.: 'Unmounted versus Face-Mounted Inkjet Prints: Analyses concerning their Light Ageing Behaviour'). The overall or general subject should be briefly stated first, followed by a more detailed or extended description of the topic.

Abstract

The abstract should not exceed 150 words. Please do not include any references or figures. Abstracts would **only** be included in research articles. A German translation on the abstract would be included at the end of the article. Translation into German is provided on request.

Keywords

Five to seven keyword terms should be provided to help finding your article with searching tools.

Main text

Authors are recommended to consider the following structure, where applicable:

- 1) Introduction
(including description of problem)
- 2) Background
(scientific background with references, scientific objectives and research purpose)
- 3) Experimental
(materials, methods)
- 4) Results
- 5) Discussion
- 6) Conclusion

If necessary (1) and (2) can be combined in one section; as well as (4) and (5). When describing a conservation research project, one may take some liberty with this content and include a conservation report section, or a conservation treatment section.

Acknowledgement

Disclosure of financial relationships is required. Financial support for the study is always disclosed, whether from governmental, non-profit, or commercial sources. Nonfinancial forms of support, such as analytic support, or other assistance with preparation of the article, must also be acknowledged.

The background of the study (diploma work, PhD, Post Doc, etc.) should be mentioned as well as any presentations at meetings etc. Acknowledgements may include dedications.

Notes

Notes should be used sparingly and made as concise as possible. They should be numbered in consecutive order in the body of the text, with the numbers placed in square brackets – for example, [1].

References

Unnecessarily long lists of references should be avoided; however, it is important that you show the reader when you have used someone else's ideas or words.

"It is essential that you acknowledge your debt to the sources of data, research and ideas on which you have drawn by including references to, and full details of, these sources in your work" (Student Learning Development, University of Leicester 2009).

JPC uses the Harvard referencing style (see: http://www.tandf.co.uk/journals/authors/style/reference/tf_V.pdf)

Suppliers list

Please include a list of suppliers with their contact details for all the products mentioned in the text and their reference numbers.

Author's affiliation

For all authors, full name(s), affiliation, postal address, e-mail and web site address (if any) should be included.

Research and Project / In Practice articles also include a short description (150 words maximum) of the author's professional development and specialisation.

SPECIAL SECTIONS STRUCTURE AND FORMAT

Degree Work

Please make sure that the full text does not exceed 500 words (~3000 characters including spaces) and contains the following information:

- Name of the university or school of conservation
- Full details of the graduate student (name, address, phone, email)
- Title of the Diploma work
- Abstract
- One figure and figure caption.

Instructables

Please make sure that the text contains the following sections:

- Title
- Introduction describing the context and the field of application of the proposed method
- Figures and captions
- List of material and tools necessary for the implementation of the practical know-how
- Notes*
- Suppliers list
- References*
- Author's affiliation.

* if applicable

Keep in mind that 'Instructables' should remain brief. Limit the number of figures to those absolutely essential and caption them concisely. The length of 'Instructables' is limited to 1 to 3 pages.

Materials & Equipment

Please make sure that the text contains the following sections

- Title
- Introduction presenting the equipment, how to use it, and why it is useful
- Figures and captions
- Supplier of the material
- References*
- Author's affiliation

* if applicable

The length of a Materials & Equipment submission is limited to 1 page. Note that this section is not dedicated to publicity but to objective reports of practical experience.

STYLE, FORMATTING, AND REFERENCING

General structure of the Text

There are no length restrictions on articles. The text should be divided into logical sections, denoted by main heading levels. Please use the following formats to indicate different levels of headings in your main text:

- Main heading (2) **EXPERIMENTAL** (bold, capitals)
- Sub-heading (2.1) **Material and Equipment** (bold)
- Sub-sub-heading (2.1.1) *Artificial ageing* (italic)

Referencing WITHIN the Text

When presenting data as listed below, please include fully detailed information in the following style (examples given in blue). Bibliography should always be referred to in your main text. Please check that your bibliography does not include an article that is not referred to in the text or omit an article that is referred to in the text.

Institutes

can be mentioned in English or in their native language, but should be followed by their location (city, country).

...research was carried out at the Library of Congress (Washington, U.S.A.), and the Rijksmuseum (Amsterdam, The Netherlands) ...

Materials, equipment and analytical methods

should be mentioned as (technical data, apparatus: supplier).

Artificial ageing was carried out in a programmable oven (HC 0020: Heraeus) ...

Samples were light aged in a Xenon-test chamber (Xenochrome 320 filter system, spectral energy distribution 320–800 nm, Alpha High Energy-LM-W: Atlas MTT GmbH) ...

...applying Methylcellulose (MC 3000: Aqualon) ...

If technical data or specification details are not available, the supplier should be mentioned.

...on the suction table (Belo Restaurierungsgeräte GmbH) ...

Bibliography

Literature citation should include the author's name and the year of publication as (author1 year).

Reference to the page number (for instance when the reference is a large book or a long article) can be done as following (author1 year: page).

Two authors should be referred to as (author1 and author2 year).

Three and more authors should be referred to as (author1 et al. year).

When two publications of the same author are cited together, there is no need to repeat the author's name. Two or more publications cited in the text by the same author, in the same year, should be listed with a, b, c, etc.

Several references cited together should be mentioned as (author1 year1; author2 year2; author3 year3).

Personal communications

are not considered to be literature references, but can be cited in the text in the following manner: Name (employer, city, country, pers. comm. month year)

Standards

are considered to be bibliographic references. The standard institute (ISO, ASTM, NF, etc.) should be cited with the reference number and year of publication as (institute number: year)

Websites

are considered as bibliographic references and should be cited as (name of site)
If several pages of the same web site are quoted in the text, they should be listed with a, b, c, (name of site – a)

Volatile degradation products were analysed (Schwarz 1998).

According to previous work it can be assumed that... (Schwarzkopf 1999: 35).

It was demonstrated that... (Schweidler and Johnson 1975).

Previous work (Müller et al. 1999: 15) showed that...

Some previous work was realized in this field (Strlic et al. 2000a, 2000b, 2000c).

These aspects were already investigated (Durand et al 1999; Smith 2001; Jackson and Suki 2000; Müller et al. 1999, 2000).

“Heinz Friedrich (Stadtmuseum, Essen, Germany, pers. comm. October 2001).”

These measurements were performed according to a standard process (ISO 105-B02: 1978).

The ‘prognosis; routine (ink-corrosion.org-a) was implemented on line the phytate solution was prepared following a protocol currently in use in the paper community (ink-corrosion.org-b).

MEASURING UNITS

Please use units as stated in the International System of Units (SI). Other very common units are also accepted as follows:

L	litre (use ‘L’ instead of ‘l’)
mL, µL	millilitres, microliters
°C	degrees Celsius
m, cm, mm, µm	metres, centimetres, millimetres, micrometres
min, h	minutes, hours
g, mg, µg	grams, milligrams, micrograms
ppm	parts per million

Use scientific notation if several units are to be linked:
A linkage of units is indicated by a centred dot ‘·’ not an ‘x’.
Fractions should be expressed in scientific notation; do not use a slash ‘/’.

A paper weight is expressed in $\text{g}\cdot\text{m}^{-2}$ (not in g/m^2)

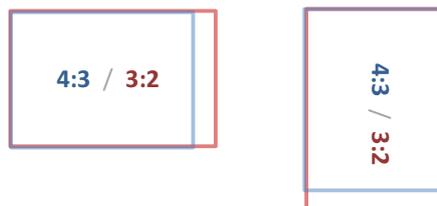
A concentration should be expressed in $\text{g}\cdot\text{L}^{-1}$ or $\text{mol}\cdot\text{L}^{-1}$ (not in g/L or in mol/L)

TABLES AND FIGURES

Please limit the use of figures to those that are necessary for your article. Make sure that the preferred position of your figures within your text is clearly indicated by either inserting (low resolution!) images, diagrams or tables at the respective position or use blank squares as a replacement. You should be aware that positional changes in the final layout may be unavoidable, due to the restrictions of a two-column layout.

All figures must additionally be submitted separately as highly resolved image files in TIFF or JPG format (avoid high compression rates of JPG files). Label your image files clearly by indicating the author's name and number of the figure in the text (e.g. [Martin_Fig_02.jpg](#)).

Your image files should provide a resolution of **400 dpi** in the final image size. An aspect ratio of **4:3 is preferred** to an aspect ratio of 3:2 or panoramic ratios as 16:9 / 16:10.



Diagrams or graphs embedded in a Word document should also be provided separately either in their original file format (e.g. as Excel file .xls) or be converted into a high-resolution image file format (TIFF or JPG with **600 dpi** or higher). Be aware that drawings generated with MS Word tools are **not** suitable for printing.

Only figures that are **free of copyrights** of other parties can be published. It is by default assumed that photographs are taken by the main author. If this is not the case, the author should indicate the photograph's copyright and make sure that the owner of the photograph agrees to its publication.

Captions and referencing of figures

Each figure and table must be provided with a caption which names the table/figure number and a brief description of the depicted content (preferably only one or two sentences). The caption should be understandable without reference to the text.

Tables and figures have to be referred to in the main text respectively as (Table 1) or (Figure 1). They must be numbered in consecutive order of appearance in the text with Arabic numerals.

LIST OF SUPPLIERS

Please include a list of suppliers of all the products and their reference numbers used in the study. Make sure that any material/equipment that is quoted in the text is also listed here.

Use the following structure: Name of supplier, address, country, Tel, web address (product 1, reference 1; product 2, reference 2, etc.)

Sigma Aldrich Chimie, 80 rue Luzais, 38 070
Saint Quentin Fallavier, France,
Tel: +33 474 822 888, www.sigmaaldrich.com
(gallic acid monohydrate, 398225; iron II sulphate
heptahydrate, 215422; gum arabic, G9752)

The product reference number can be omitted when there is no risk of confusion.

Stouls, 9-11 rue de l'Orme Saint-Germain - 91165
Champlan Cedex, France, Tel : +33 1 69 101 070,
www.stouls.com (Tylose MH300P ; Reemay 17
g·m⁻²)

REFERENCES

Unnecessarily long lists of references should be avoided. However, authors must reference all previous publications in which portions of the present work have appeared. References should be listed **alphabetically by author** in the format given below.

Multiple publications cited by the same author should be listed chronologically. Several publications by one author in one year should be referred as (2009a, 2009b)

Edited books

surname, initial of first name, Ed. (or Eds.) Year.
Title in italic, edition (if applicable). publisher
city: publisher.

Banik, G., and Weber, H., Eds. 1999.
Tintenfrassschäden und ihre Behandlung.
Stuttgart: Kohlhammer.

Books

surname, initial of first name. year. *Title in italic*,
edition (if applicable). publisher city: publisher.

Zerdoun Bat-Yehouda, M. 1999. *Les encres noires
au moyen âge (jusqu'à 1600)*. Paris : CNRS.

Book chapters

surname, initial of first name. year. title of chapter.
In: *title of book in italic*, surname of editor, initial
of editor, Ed. publisher city: publisher, pp. first-
last page.

Krekel, C. 1999. Chemische Struktur historischer
Eisengallustinten. In: *Tintenfrassschäden und ihre
Behandlung*, Banik, G., and Weber, H., Eds.
Stuttgart: Kohlhammer, pp. 25-36.

Articles

surname, initial of first name. year. title. *Name of
journal in italic*, Volume(Issue), pp. first-last page.

Botti, L., Mantovani, O. and Ruggiero, D. 2005.
Phytate in the treatment of corrosion caused by
iron gall inks: effects on paper. *Restaurator*, 26(1),
pp. 44-62.

Conference Proceedings

surname, initial of first name. year. title of article.
In: Name of congress in italic, Date of congress,
location, publisher, pp. first-last page.

Neevel, J. G. 2000. (Im)possibilities of the phytate
treatment. In: *The Iron Gall Ink Meeting*, 4-5
September 2000, Newcastle upon Tyne,
University of Northumbria, pp. 125-131

Websites

Name of the site, <full reference of the page>, date
of viewing.
Multiple references to different pages of the same
web site should be indexed with -a, -b, ...

Ink-corrosion.org-a, [http://ink-
corrosion.org/prognosis](http://ink-corrosion.org/prognosis), viewed 27 November
2012.

Ink-corrosion.org-b, [http://ink-
corrosion.org/phytate](http://ink-corrosion.org/phytate), viewed 27 November 2012.

Standards

Standard institution, number: year. Year. title in
italic. Institution, location.

ISO 483: 1999. 1999. *Plastics – small enclosures
for conditioning and testing using aqueous
solutions to maintain relative humidity at constant
value*. International Standard Organisation,
Geneva, Switzerland.

Diploma / Degree work

surname, initial of first name. year. *Title in italic*,
name of the diploma, school/university, city.

Dessennes, D. 2010. *Restauration de maquettes de
theatre du fond Art et Action*. Diploma work,
Institut national du Patrimoine, Saint Denis,
France.