

GUIDELINES FOR AUTHORS

RESTAURATORENBLÄTTER

PAPERS IN CONSERVATION 38

It is up to the authors whether they write their contribution in English or German. An extended summary of the text must be submitted in the other language.

Please send us your contribution and the accompanying documents (figures, tables, charts) as a zip file to redaktion@iic-austria.org.

This should include:

- Article, Word file, German or English
- Extended summary in the other language, English or German
- Figures as single JPEG or TIF files, consecutively numbered
- Tables and charts as single files, consecutively numbered, as Excel, Word or as image files (JPEG or TIF)
- Short biography of all authors, Word file, German

Please keep the number of characters within the given limits and ensure that all formal criteria have been met before submitting the article.

Article

The **article** (German or English) is to be submitted as a Word file. **Length 20,000 to 35,000 characters including spaces** (including all following text components, excluding short biographies). The file should contain the following items:

1. Title
2. Names of authors with academic title, institutional affiliation, e-mail address of the author to whom the correspondence should be addressed
3. Abstract (around 1.000 characters)
4. Four to six keywords
5. Article
6. Annotations in endnotes
7. References (bibliography and sources)
8. List of materials and equipment
9. Labels of figures, tables and charts - do not forget image credits (in a separate list)

The **extended summary** in the other language (English or German) must be submitted as a separate Word file. Length 5,000 to 10,000 characters including spaces. Title, abstract, keywords and captions are to be translated in line with the source text. The file should contain the following items:

1. Title
2. Abstract (around 1.000 characters)
3. Four to six keywords
4. Summary of the article
5. Annotations in endnotes
6. Labels of figures, tables, charts

Text format

- Word file without automatic formatting, no automatic hyphenation
- If possible, a maximum of two outline levels. In case of multiple outline levels, please identify text levels by numbering and sub-numbering. In the final layout, the outline is not numbered, i.e. the numbering is deleted. If you wish to keep the numbering, please inform the editorial team.
- Please indicate italics this way: <k>text<k>
- Please use line breaks and blank lines consistently.
- Please do not embed figures, tables or charts in the text part, but submit them as separate files (see below).
- Literature references in brackets in the text (format see below)
- Annotations in endnotes
- List of references according to the guidelines described below
- Abbreviations should be placed in brackets after the full name the first time they are mentioned, e.g. "Technisches Museum Wien (TMW)" or "Polypropylene (PP)".
- Gender-sensitive spelling: In English, use of neutral terms (e.g. "chairperson" instead of "chairman"). In German, by using both genders ("Restauratorinnen und Restauratoren") or, where better suited for the flow of reading, by underlining ("Restaurator_innen").
- Please pay attention to a consistent usage of spelling throughout the article (e.g. British English)

References as short references in the running text in brackets before the punctuation mark

- Literature references: ([surnames of authors] [year of publication]: [page number]) e.g.: (Wehlte 2010: 122), (Doerner/Hoppe: 122)
- Internet sources: ([surnames of authors or site operators] [year of publication]) e.g.: (variablemedia 2015), (Waller 2015) or (ICCROM n. D.)
- If there are more than one author, the names are separated by a slash. If there are more than three authors, only the first name is mentioned and the others are referred to with "et al".
- If there are two or more sources in one text reference, please separate them with semicolons, e.g. (Wehlte 2010: 122; Doerner/Hoppe: 122)
- When referring to multiple pages of a work, separate page numbers with commas, e.g. (Wehlte 2010: 122, 127)
- If no date is given, please use "n. D." or "n. A." in case of missing identification of authors. In German, accordingly: "o. D." (no date) or "o. A." (no author).

Annotations in running text as endnotes

- Annotations and further explanations are given in endnotes. Please keep these to a minimum. The text must be comprehensible as well without them.
- If an endnote refers to a word, it is placed directly after the word without a space. If it refers to a sentence or paragraph, it is placed directly after the punctuation mark at the end of the sentence/paragraph without a space. If the word is the last word of the sentence, the endnote is placed after the punctuation mark.
- Please refer to any personal information with the name of the respondent, institution and date.

Figures, tables, charts

Up to 10 figures, tables, charts

Please refer to figures, tables and charts in the text at the appropriate position in brackets, in the following form: (figure 1), (table 1), (chart 1).

Please provide image credits in a separate list:

Figure 1: Image source/photographer/...

Please make sure that you are authorised to publish the images. A form for granting rights (*Rechteeinräumung*) will be sent to you by the editorial team.

Format specifications for figures

- Photos as uncompressed, unedited images if possible
- Size: at least A5 format (14.8 x 21.0 cm), at least 300 dpi, JPEG or TIF
- In the filename, please indicate numbering (as in the article) and name(s) of the author(s) or the article - labels are to be included in the text file.

Tables and charts

- Tables as separate Word files, unformatted, same as the text file, Times New Roman 12 pt
- Submit graphics in vector format if possible
- Charts as separate files. Either as Excel file, JPEG or TIF (size same as figures); labels must be included, unformatted, same as the text file, Times New Roman 12 pt.
- Table or chart labels are to be included in the text file

References

Please check carefully for compliance with the format requirements before submitting the article.

The list of literature references and source materials applies to both the German and the English version. Please use German spelling for German titles and English spelling for foreign titles.

In the bibliography, list all sources cited in the running text in alphabetical order. Even if there are more than three authors or editors, they should **all be listed by name** in the bibliography. If there are more than one author or editor, the names are to be separated by a slash. First and last names are written out in full, as far as can be determined.

If no date is given, please use "n. D." and if authors are not specified "n. A." ("o. D." or "o. A." in German).

Abbreviations in the bibliography

In English: "volume" as "vol.", "editor(s)" as "ed.", "page(s)" as "p."

In German: "Jahrgang" as "Jg.", "Herausgeber_in(nen)" as "Hg.", "Band" as "Bd.", "Seite(n)" as "S."

Books

Bacher, Ernst (Hg.): Kunstwerk oder Denkmal. Alois Riegls Schriften zur Denkmalpflege, Wien-Köln-Weimar 1995

Selwyn, Lindsey: Metals and corrosion. A handbook for the conservation professional, Ottawa 2004

Articles in publisher's editions

Capitelli, Francesca/Zanardini, Elisabetta/Principi, Pamela/Sorlini, Claudia: The biodegradability of synthetic resins used as binding media in household paints, in: van Oosten, Thea/ Shashoua, Yvonne/Waentig, Friederike (ed.): *Plastics in art. History, technology, preservation*, Kölner Beiträge zur Restaurierung und Konservierung von Kunst- und Kulturgut Band 15, Köln 2002, p. 124-133

Huber, Joachim: Museumsdepots sind mehr als schnöde Lager für Kulturgut. Ein Plädoyer für Klasse statt Masse, in: Stäbler, Wolfgang/Wießmann, Alexander (Hg.): *Gut aufgehoben. Museumsdepots planen und betreiben*, München 2014, S. 57-60

Articles in journals

Please always write out titles of journals ("Zeitschrift für Kunsttechnologie und Konservierung", not "ZKK") **and italicise** with <k>text<k>.

Koller, Manfred: Zur Geschichte der vorbeugenden Konservierung, in: <k>Restauratorenblätter<k>, Band 15 (1995), S. 27-38

Lill-Rastern, Annette/Baumer, Ursula: Holzmustertafeln der Wiener Werkstätte. Holzlacke, Farbeffekte und deren Untersuchung, in: <k>Zeitschrift für Kunsttechnologie und Konservierung<k>, Jg. 22, Heft 2 (2008), S. 363-375

Unpublished material

Kalabis, Silvia: Vorbeugende Konservierung und Archäologie. Konservatorische Richtlinien für die Neugestaltung der Prähistorischen Sammlung des Naturhistorischen Museums in Wien mit besonderer Berücksichtigung der denkmalgeschützten Vitrinen, unveröffentlichte Diplomarbeit, Universität für angewandte Kunst Wien, 2009

Schäning, Anke: Synthetische organische Farbstoffe aus einer technologischen Materialsammlung des 19./20. Jahrhunderts. Identifizierung, Klassifizierung und ihre Verwendung sowie Akzeptanz in (Künstler)Farben Anfang des 20. Jahrhunderts, unveröffentlichte Dissertation, Akademie der Bildenden Künste Wien, 2010

Internet sources

Cascone, Sarah: The chemist who discovered the world's newest blue explains its miraculous properties, 20.06.2016, <https://news.artnet.com/art-world/yinmn-blue-to-be-sold-commercially-520433> (08.01.2019)

The variable media network, <http://www.variablemedia.net/e/index.html> (13.12.2019)

Waller, Christoph: Klimamessung, http://www.cwaller.de/fr_didaktik.htm (13.12.2019)

Norms and standards

EN 15757:2010, Conservation of Cultural Property - Specifications for temperature and relative humidity to limit climate-induced mechanical damage in organic hygroscopic materials; English Version

List of materials and equipment

The index applies to both the German and the English version.

Please list materials used in the text in the list of materials with exact designation and manufacturer/supplier address (e.g. Mikrokristallines Wachs Cosmoloid H 80, Kremer Pigmente GmbH & Co. KG, Hauptstr. 41-47, DE 88317 Aichstetten).

Please list equipment and devices with exact designation, settings and manufacturer if applicable.

Short biography

The short biography is to be submitted **in German**, should contain approximately 800 characters including spaces, be written in the third person and contain the following information in the form of continuous text:

- First and last name
- Current occupation and position
- Education and previous occupations
- Most important projects, awards, positions in organisations, etc.