

Editorial Guidelines

for abstracts and papers published in

ICAR – International Journal of Young Conservators and Restorers of Works of Art

ICAR is an international scientific journal in which students and young graduates (up to five years after graduation) of academic subjects related to conservation, preservation of works of art and general protection of cultural heritage can publish their research. Papers that would be considered for publication must concern conservation and preservation of materials and objects classified as works of art or museum objects (e.g. easel paintings, wall paintings, sculpture, paper, leather, parchment, wood and stone, metal, textiles), as well as those concerning topics such as ethics of conservation, preventive conservation, material studies and problems conservators face when working in different institutions. We also encourage submissions of abstracts of master's theses whose contents are often unavailable to a wider audience.

We hope that these guidelines will help authors prepare papers of substantial scientific value. We accept texts written in **British English**. The referencing style we have adopted is universal. We strive to ensure that the publishing process meets international standards, so that those who send us proposals are aware of every step of the publishing process – from abstract selection, through double-review, to editorial notes and final corrections.

We encourage all prospective authors to familiarise themselves with the guidelines for authors before embarking on writing their abstract.

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1. Basic information

The first stage of submission requires sending us:

1. Abstract
2. Up to two illustrations

Submitted abstracts will then undergo selection by Subject Editors and Scientific Council.

Authors of selected abstracts will be invited to submit:

1. Full texts of articles
2. Illustrations (photographs, charts, tables etc.)
3. Signed Licence to Publish
4. Author's checklist
5. Author's CV with photograph

CALL FOR ABSTRACTS – requirements and editorial guidelines

2. Abstract

This abstract is to be read by our Subject Editors and by the Scientific Council who will **select** authors who will be invited to send full text of the paper.

Contents of submission

- Information about author(s) and supervisor/promotor (if applies) are in the submission form in the online submission system;
- Abstract of between 3000-5000 characters with spaces;
- Keywords (5-8).

Abstracts should constitute the **paper's summary, including research results and methodology**. Abstracts and keywords for selected papers will be published on the ICAR website.

SUBMISSIONS OF PAPERS FROM SELECTED AUTHORS – requirements and editorial guidelines

3. Main text

Contents of the text file

- Author's name and surname, affiliation, e-mail address aligned to the left, Times New Roman font 12 pt.
- If applies: promoter/supervisor - name and surname, affiliation, e-mail address aligned to the left, Times New Roman font 12 pt.
- Title of the article centred, bold, Times New Roman font 14 pt.
- Main text 15,000-30,000 characters, justified, Times New Roman font 12 pt., 1.5 line spacing.
- Footnotes, Times New Roman font 10 pt, single line spacing.
- References, Times New Roman font 12 pt., 1.5 line spacing.
- Abstract up to 150 words, Times New Roman font 12 pt.
- Keywords (5-8).
- Short CV with the author's photo attached (tiff, 300dpi, max 5mb, minimal width: 10cm).

Organisation of the paper content

Papers summarising research results should be organised in the following manner:

- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions
- References

- Abstract
- Keywords

Essays can be composed more freely.

4. Editorial requirements for the text

- 1.1. Papers should count between 15,000 and 30,000 characters (including spaces and footnotes).
- 1.2. Subheadings should be in bold, aligned to the left, Times New Roman font 12 pt, 1.5 line spacing. Ensure that all subheadings are necessary, as a great number of them can distract the reader.
- 1.3. If citations are used in the main body of the paper, they should not be in italics but differentiated from the text by using inverted commas. Texts cited within a citation should be marked with the following symbols: >>...<<.
- 1.4. Publications, works, films, etc. that are mentioned in the article, as well as phrases in languages other than English, should be written in italics.
- 1.5. Titles of journals should be written in plain font using quotation marks at the beginning and end of the title.
- 1.6. Dates should be written in accordance to the following scheme: 9 January 2016.
- 1.7. If a paper was inspired by a diploma or research project, relevant information describing its purpose and involvement of organisations or individuals, including supervisors or project leaders, should be included in the main body of text or in the footnotes.**

5. Referencing style

ICAR uses the popular ‘Oxford’ referencing style. Please refer to the examples below and ensure that your referencing is consistent with them.

1.8. Footnotes

Footnotes should be numbered and adjusted, Times New Roman font 10 pt. single line spacing. They should be placed next to particular words of interest or at the end of a sentence, after the full stop.

1.9. References

References should be listed after the main text and organised alphabetically according to the author's second name. When we cite someone or use their information in the main text, a footnote should mention whose publication was used. In a footnote, we write a short version of the reference and the page number from which the information was taken. Punctuation between particular elements of references is important, so please consider carefully the examples shown in the referencing guide below.

5.3. Referencing guide

	Books, Monographs, e-Books	
Type of source	References	Footnotes
Single Author	Zerek, B.F., <i>The Preservation and Protection of Library Collections. A Practical Guide to Microbiological Controls</i> , Oxford, Elsevier, 2014.	¹ B.F. Zerek, <i>The Preservation and Protection of Library Collections. A Practical Guide to Microbiological Controls</i> , Oxford, Elsevier, 2014, p. 40.
Two or Three Authors	Stoner, J. H. and R. Rushfield, <i>Conservation of Easel Paintings</i> , New York, Routledge, 2013.	¹ J.H. Stoner and R. Rushfield, <i>Conservation of Easel Paintings</i> , New York, Routledge, 2013, pp. 3-5.
More than Three Authors	Baglioni, P. et al., <i>Nanotechnologies in the Conservation of Cultural Heritage. A Compendium of Materials and Techniques</i> , Florence, Springer, 2015.	¹ P. Baglioni et al., <i>Nanotechnologies in the Conservation of Cultural Heritage. A Compendium of Materials and Techniques</i> , Florence, Springer, 2015, p. 6.
Editor	Norris, D.H. and J.J. Gutierrez (ed.), <i>Issues in the Conservation of Photographs</i> , Los Angeles, Getty Publications, 2010.	¹ D.H. Norris and J.J. Gutierrez, (ed.), <i>Issues in the Conservation of Photographs</i> , Los Angeles, Getty Publications, 2010, p. 60.
Organisation as Author	Australian Bureau of Statistics, Queensland Office, <i>The Economic Status of Migrants in Australia</i> , Canberra, Australian Govt. Pub. Service, 1990.	¹ Australian Bureau of Statistics, Queensland Office, <i>The Economic Status of Migrants in Australia</i> , Canberra, Australian Govt. Pub. Service, 1990, p. 320.
Chapter or Article in Edited Book	Brimblecombe, P., 'Environmental Assessment and Monitoring of Cultural Heritage', in M.A. Rogerio-Candelera et al. (ed.), <i>Science and Technology for the Conservation of Cultural Heritage</i> , Boca Raton, CRC Press, 2010, pp. 3-11.	¹ P. Brimblecombe, 'Environmental Assessment and Monitoring of Cultural Heritage', in M.A. Rogerio-Candelera et al. (ed.), <i>Science and Technology for the Conservation of Cultural Heritage</i> , Boca Raton, CRC Press, 2010, pp. 3-11.
Edition other than First	Bridson, D. and I. Forman, (ed.), <i>The Herbarium Handbook</i> , 3th edn., Royal Botanic Garden Kew, Mainstream Publications, 1999.	¹ D. Bridson and L. Forman, (ed.), <i>The Herbarium Handbook</i> , 3th edn., Royal Botanic Garden Kew, Mainstream Publications, 1999, pp. 63-64.
e-Book	Hearn, M.K., <i>Ancient Chinese Art.</i> , New York, Metropolitan Museum of Art., 2012, Available from: Name of Library, (accessed 13 February 2016).	¹ M. K. Hearn, <i>Ancient Chinese Art.</i> , New York, Metropolitan Museum of Art., 2012, p. 40, Available from: Name of Library, (accessed 13 February 2016).

Chapter or Article in Edited e-Book	Arendt, C., 'The Role of the Architectural Fabric in the Preservation of Wall Paintings', in S. Cather (ed.), <i>The Conservation of Wall Painting</i> , Boston, The Getty Conservation Institute, 1991, pp. 33-41, Available from: Name of Library, (accessed 13 February 2016).	¹ C., Arendt, 'The Role of the Architectural Fabric in the Preservation of Wall Paintings', in S. Cather (ed.), <i>The Conservation of Wall Painting</i> , Boston, The Getty Conservation Institute, 1991, pp. 33-41, Available from: Name of Library, (accessed 13 February 2016).
Journal Articles		
Type of source	References	Footnotes
Single Author	Engel, P., 'The European Research Centre for Book and Paper Conservation-Restoration', <i>Notes Konserwatorski</i> , vol. 11, no. 16, 2014, pp. 20-30.	¹ P. Engel, 'The European Research Centre for Book and Paper Conservation-Restoration', <i>Notes Konserwatorski</i> , vol. 11, no. 16, 2014, p. 27.
Two or Three Authors	Addo, P. and N. Besnier, 'When Gifts Become Commodities: Pawnshops, Valuables, and Shame in Tonga and the Tongan Diaspora', <i>Journal of the Royal Anthropological Institute</i> , vol. 14, no. 1, 2008, pp. 34-42.	¹ P. Addo and N. Besnier, 'When Gifts Become Commodities: Pawnshops, Valuables, and Shame in Tonga and the Tongan Diaspora', <i>Journal of the Royal Anthropological Institute</i> , vol. 14, no. 1, 2008, p. 39.
More than three Authors	Singer, B. et al., 'Investigation of Materials Used by Edvard Munch', <i>Studies in Conservation</i> , vol. 55, no. 4, 2010, pp. 274-292.	¹ B. Singer et al., 'Investigation of Materials Used by Edvard Munch', <i>Studies in Conservation</i> , vol. 55, no. 4, 2010, p. 275.
Journal Article: Electronic Database	Toffoletti, K. 'How is Gender-based Violence Covered in the Sporting News? An Account of the Australian Football League Sex Scandal', <i>Women's Studies International Forum</i> , vol. 30, no. 5, 2007, pp. 427-434. Available from ProQuest, (accessed 23 February 2010).	¹ K. Toffoletti, 'How is Gender-based Violence Covered in the Sporting News? An Account of the Australian Football League Sex Scandal', <i>Women's Studies International Forum</i> , vol. 30, no. 5, 2007, p. 427. Available from ProQuest, (accessed 23 February 2010).
Journal Article: Website	Grenda, M., 'Lost in Reintegration? Different Approaches to Loss in Photographs and Photographic Postcards', <i>CeRoArt</i> , no. 10, 2015, http://ceroart.revues.org/4556 (accessed 10 February 2016).	¹ M. Grenda, 'Lost in Reintegration? Different Approaches to Loss in Photographs and Photographic Postcards', <i>CeRoArt</i> , no. 10, 2015, http://ceroart.revues.org/4556 (accessed 10 February 2016).
Conference Proceedings		
Type of source	References	Footnotes
Conference Proceeding printed	Zajac I., 'Leather Book Bindings – Traps and Surprises', <i>Proceedings of the International Conference Parchment and Leather – Research, Conservation-Restoration, Craftsmanship organized by the Department of Conservation of Paper and Leather at Nicolaus Copernicus University in Toruń on the 21–24th of October 2010</i> , Torun, Wydawnictwo Naukowe Uniwersytetu Mikołaja Kopernika , 2012.	¹ I. Zajac, 'Leather Book Bindings – Traps and Surprises', <i>Proceedings of the international conference Parchment and leather – research, conservation-restoration, craftsmanship organized by the Department of Conservation of Paper and Leather at Nicolaus Copernicus University in Toruń on the 21–24th of October 2010</i> , Torun, Wydawnictwo Naukowe Uniwersytetu Mikołaja Kopernika , 2012, p.267.

Conference Proceeding published online	Ciechańska, M. et al., ‘Conservators’ Investigation of Chinoiserie in Wilanow Palace’, <i>Paper Conservation: Decisions & Compromises</i> , ICOM-CC Graphic Document Working Group – <i>Proceedings of the Interim Meeting Austrian in the National Library</i> , Vienna, 2013, file:///C:/Users/piotr.xvt/Downloads/ICOM-CC%20INTERIM%20MEETING%20GRAPHIC%20DOCUMENTS%202013,%20%20E-%20PUBLICATION%20EXTENDED%20ABSTRACTS%20.pdf (accessed 10 February 2016).	¹ M. Ciechańska et al., ‘Conservators’ Investigation of Chinoiserie in Wilanow Palace’, <i>Paper Conservation: Decisions & Compromises</i> , ICOM-CC Graphic Document Working Group – <i>Proceedings of the Interim Meeting Austrian in the National Library</i> , Vienna, 2013, pp. 117-121, file:///C:/Users/piotr.xvt/Downloads/ICOM-CC%20INTERIM%20MEETING%20GRAPHIC%20DOCUMENTS%202013,%20%20E-%20PUBLICATION%20EXTENDED%20ABSTRACTS%20.pdf (accessed 10 February 2016).
Theses		
Type of source	References	Footnotes
Thesis	Engel, P., ‘Strategy of Conservator’s Decision Making shown at an Example of the Identification and Restoration of Historical deleting Traces on Carriers (0-1500) – Conservation of the Ratmann Sacramentary of Hildesheim Treasury’, PhD Thesis, Academy of Fine Arts in Warsaw, 2007.	¹ P. Engel, ‘Strategy of Conservator’s Decision Making shown at an Example of the Identification and Restoration of Historical deleting Traces on Carriers (0-1500) – Conservation of the Ratmann Sacramentary of Hildesheim Treasury’, PhD Thesis, Academy of Fine Arts in Warsaw, 2007.
Website, Blog, Private e-mail		
Type of source	References	Footnotes
Website	Boreham, I., <i>Captain Cook Society</i> , [website], 2000, http://www.captaincooksociety.com/home , (accessed 14 February 2016).	¹ I. Boreham, <i>Captain Cook Society</i> , [website], 2000, http://www.captaincooksociety.com/home , (accessed 14 February 2016).
Blog	Sena, A., ‘Spend Your School Break at the Met’, <i>The Metropolitan Museum of Art</i> , [web blog], 11 February 2016, http://www.metmuseum.org/blogs/metkids/2016/school-break , (accessed 14 February 2016).	¹ A. Sena, ‘Spend Your School Break at the Met’, [web blog], 11 February 2016, http://www.metmuseum.org/blogs/metkids/2016/school-break , (accessed 14 February 2016).

<http://guides.is.uwa.edu.au/c.php?g=325241&p=2177430>

6. Illustrations

Illustrations and captions in the text

1. Please **insert the illustrations in the text**, along with captions.

2. To accompany an illustration, please insert relevant captions in brackets, e.g. (Phot. 1), (Il. 2), (Fig. 3), (Diag. 8), (Tab. 5), in the place they should appear in the text.
3. Every picture, chart, graph, diagram or table should be numbered and accompanied by a short description of what it represents and author of the illustration. Place the caption below the illustration.
4. Captions should be italicised, centred, without a full stop after the caption.

Examples:

Tab. 1 Dimensions of samples before and after aging. Anna Smith

Phot. 1 Samples before and after aging. Anna Smith

ALSO send us each illustration (photograph, figure, graphic, chart, graph, diagram, table) in SEPARATE files prepared as follows:

Photographs, figures and graphics - requirements

- 6.1.1 There is a maximum of five illustrations per paper.
- 1.9.2. Tiff format, 300dpi, max size: 10mb per file, max width: 20cm.
- 1.9.3. Picture files should be numbered, for example: John Smith ICAR2 Photo **1**; John Smith ICAR2 Photo **2**; John Smith ICAR2 Photo **3**.
- 1.9.4. Illustrations are printed in full colour.
- 1.9.5. Please do not combine several pictures in one illustration because in print they can lose their quality.

Charts, graphs, diagrams and tables - requirements

- 1.9.6. The above items can be used as graphical representations of research results or laboratory test results.
- 1.9.7. All charts, graphs and tables should be kept black and white. Shades of grey can be used if needed. Diagrams can be presented in full colour.
- 1.9.8. These should be compatible with Excel (for example OpenOffice Calc). In an Excel file, every chart, graph, diagram or table should be prepared in a separate sheet, together with the data that was used to create it.

1.9.9. Name the files according to schemes: John Smith ICAR2 Table 1; John Smith ICAR2 Diagram 1.

7. Short CV of the author

Each paper should be accompanied by a short biography of its author containing information about their academic course and specialisation or particular professional interests. **Maximum word count: 150.** Information about relevant conferences (in which they participate as a speaker), competitions or research projects in which they took part can also be included. Authors are also encouraged to enclose their photograph.

Name the files according to scheme: John Smith ICAR2 CV, John Smith ICAR2 CV Photo