



Conference proceedings publication: The ninth conference on Lasers in the Conservation of Artworks (LACONA IX), Wednesday 7 to Saturday 10 September 2011

Guidelines for Authors

Articles are accepted only if no article containing essentially the same material has been published previously and that the manuscript is not under editorial consideration or in the process of publication elsewhere. Where a paper is written by more than one author, a corresponding author must be nominated and it is the responsibility of this author to liaise with the co-authors. The following guidelines are provided to help you in the preparation of your manuscript, and to ensure smooth progress through the editorial production process. It is essential that authors prepare their material in accordance with these notes.

All submissions, oral and poster, will be subject to peer-review and editing procedures.

Manuscript preparation

It is in the interest of authors to prepare their manuscript carefully. The manuscript of oral presentations only (not posters) should include an abstract of the contents, which should be a comprehensive précis of the important points of the paper; it should summarize what is in the paper rather than what the paper hopes to demonstrate. Articles are only accepted in English. Author biographies are not included, but each author should give their title and email address.

If commercial products are mentioned in the manuscript, the names and addresses, or URLs, of manufacturers or suppliers should be given in a separate list. Scientific and technical terms should be explained, and the work presented in a manner that is accessible to the non-specialist. Any appendices, acknowledgements and materials sections should immediately precede the references. As far as possible, detailed experimental information should be confined to a technical appendix.

Manuscripts based on **oral presentations** have a maximum of **5,000 words plus 6 images** (black and white, wherever possible). This word count should include references.

Manuscripts based on **poster presentations** have a maximum of **1,500 words** (but no abstract is required) **and 1 image**, although there is some scope for a 'trade-off' of text for images. This word count should include references.

House style

Please write clearly, bearing in mind that the audience for the article will not necessarily be familiar with the author's speciality. Ensure that the text is accessible to the appropriate level of readership. Jargon should be kept to a minimum and should be explained thoroughly on first use.

Spelling

Articles should use UK spelling and usage: authors should refer to the Shorter Oxford English Dictionary if in doubt!

Capitalization

Capitalization should be kept to a minimum. Do not use capitals for words like 'curator' or 'conservator'. Use lower case for generic references ('European galleries'); capitals for specifics ('the Guggenheim Museum' or 'the University of Aberdeen').

Italicization and emphasis

Italics are no longer used for common foreign or Latin words or phrases (inter alia, ab initio, etc.), but may be used for more obscure references. Italics should be used for the titles of books, journals, paintings, etc. The use of bold type or underlining to emphasize words or phrases should be used sparingly.

Punctuation

Do not use a comma before the penultimate entry in a list, e.g., 'silk, wool and nylon'. Use double quotes to denote speech or for a verbatim quotation. Longer quoted passages should form their own paragraph need no quotation marks and should be indented. Avoid using inverted commas for unfamiliar words – it is usually unnecessary after the first use.

Acronyms and abbreviations

Acronyms and abbreviations should be spelled out in full the first time that they are used, e.g., 'Canadian Conservation Institute (CCI)' or 'Fourier transform infrared (FTIR)'. Thereafter, the acronym can be given.

Headings

Headings are not numbered. Two levels of heading are used: main headings and sub-headings. Indicate clearly in the text which level of heading is appropriate, either by including the heading level in brackets after the heading, or by using a letter in brackets in front of the heading; e.g.,

<a> EXPERIMENTAL

 Cleaning solutions

or

EXPERIMENTAL [heading]

Cleaning solutions [sub-heading]

Lists

Try to avoid too many bullet points or numbered lists. Lists with long entries are often better subdivided using sub-headings. Only use numbered lists where there is a clear hierarchy in the list entries, or if the preceding statement warrants it; e.g. 'There are four methods of treatment...'. Insert one hard return before and after the list (i.e., one line space above and below).

Figures

No distinction is drawn between figures, plates and diagrams. All are referred to as Figures and each should have a caption that describes their contents without unnecessarily repeating material contained in the text.

Do not include the Figure caption, source or note(s) in the illustration. Figures are numbered sequentially with an Arabic numeral in the order they are referred to in the text. Sub-images are labelled with a lower case letter, e.g., Figure 1a. Captions should be listed separately at the end of the article. If graphs and line diagrams will be printed in black and white, lines that need to be distinguished from each other should be broken or dashed rather than drawn with shades of grey. The output from scientific instruments (charts and spectra) may not be suitable for use, and the authors should consider redrawing or reprinting to make them legible. Line diagrams and graphs must be supplied as digital images with a resolution of 600 dots per inch (dpi) or more when printed at a column width of 90 mm or double column width of 180 mm. Photographs, which should be clear and well-focused, must be supplied as digital images with a resolution of 300 dpi or more when printed at a column width of 90 mm or double column width of 180 mm. Images should normally be in TIF or JPEG format, providing the latter are still clearly legible. If numerals or lettering appear on diagrams, graphs or photographs, authors should bear in mind the degree of reduction of their artwork on the

printed page and ensure that it will still be legible. (It is suggested that you print your Figures at final scale to check that they are legible at a width of 90 mm.) Figures supplied in colour may not necessarily be reproduced in colour unless absolutely specified. Electronic images must not be embedded in the text; each should be supplied as a separate electronic file.

Tables

Tables are numbered sequentially with an Arabic numeral in the order they are referred to in the text. Each table has a title that describes its contents briefly. Tables should be formatted so they fit across a column of width 90 mm or double column width of 180 mm. Tables should be kept simple; remember that there will be no vertical lines in the Table when printed. Avoid putting too much information in a single table, or sub-dividing rows and columns. Use abbreviations where appropriate and give the meanings in the Table notes. Notes on entries should be placed at the foot of the Table and indicated by a superscript letter in the Table. A key to any symbols and/or abbreviations must be provided in the notes to the Table. Do not embed the Tables in the text; please supply them on separate sheets and as separate electronic files. Table titles should also be listed at the end of the article.

Numbers and measurements

In the general text, numbers over nine should be given as numerals, but numbers less than 10 should be given in words, i.e. two, seven, etc., except when they refer to a measurement, e.g., 'the samples were 7 cm long'. When referring to a century, it should be expressed in full, for example 'the twentieth century' rather than 'the 20th century'. Decades can be referred to using numerals, i.e., the '1870s'; note, no apostrophe is inserted between the '0' and 's'. Do not use commas in numbers, i.e., '55000' not '55,000'.

Units

SI (Système International) units should be used for all numerical data; other measurements, such as imperial, must be converted to the appropriate metric or SI unit [see www.bipm.org/en/si/]. The unit should be separated from the quantity by a space, i.e., '64 kg, 3.1 m·s⁻¹ (not m/s), 2.72 m·kg·s⁻², 3 x 4 mm'. Do not use abbreviations for non-SI units such as hours, days, etc., or when a unit is mentioned in the text, e.g., 'the length was measured to the nearest millimetre'. Use IUPAC (International Union of Pure & Applied Chemistry) nomenclature, where appropriate, for identifying chemical compounds [www.iupac.org/nomenclature]. The appropriate IUPAC nomenclature must be given at the first mention of trivial or abbreviated chemical names and in the summary; for example 'methylbenzene (toluene) was used to ...'. Similarly, internationally approved methods and descriptors will be expected for other properties, e.g., for colour, CIE (Commission Internationale de l'Eclairage) systems.

Footnotes and endnotes

Endnotes are not used. Footnotes should be kept to a minimum; consider whether the material in a footnote could be omitted or incorporated into the main body of the text. Indicate footnotes with consecutive superscript Arabic numbers in the text, and include the text at the end of the article. The superscript note number in the main text should be placed after punctuation, for example: '... is an entirely different field of research.¹' Do not use the footnote or endnote commands in word processing packages. Place all footnotes in a separate list at the end of the text.

References

Literature references should be numbered consecutively in the text as superscript digits after punctuation and appear in number order in the **References** section at the end of the paper. The list of references should include only those publications that are cited or referred to in the text. Do not abbreviate journal titles. Do **not** use the reference, footnote or endnote commands in word processing packages. A brief guide to acceptable forms of reference is given below.

Books

Author surname, initials, title [in italics], edition [if not the first], publisher, place of publication year of publication [in parentheses] page range [if appropriate].

1 Vandiver, P.B., Druzik, J.R., Wheeler, G.S. and Freestone, I.C., *Materials Issues in Art and Archaeology III, Materials Research Society Symposium Proceedings No. 267*, Materials Research Society, Pittsburgh (1992) 21–26.

2 Morten, R.L. (ed.), *Hydraulic Mortars*, 2nd edn, Cyrano Press, Sydney (2003).

Articles or chapters in books

Contributing author surname, initials, title of contribution [in single quotes: no capitalization except the first letter and proper nouns], in title [in italics], initials and surname of author / editor of publication [preceded by (ed.) if relevant], publisher, place of publication year of publication [in parentheses] page range of contribution.

3 Zolensky, M., 'Analysis of pigments for prehistoric pictographs, Seminole Canyon State Historical Park', in *Seminole Canyon: The Art and the Archaeology*, S. Turpin, Texas Archaeological Survey & The University of Texas at Austin (1982) 279–284.

4 Strang, T.J.K., 'Principles of heat disinfestation', in *Integrated Pest Management for Collections*, ed. H. Kingsley, D. Pinniger, A. Xavier-Rowe and P. Winsor, James and James, London (2001) 114–129.

Articles in conference proceedings

Contributing author surname, initials, title of contribution [in single quotes: no capitalization except the first letter and proper nouns], in title of conference proceedings including date and place of conference [in italics], ed. initials and surname of editor of conference proceedings [if edited], publisher, place of publication year of publication [in parentheses] Volume number [if needed] page range of contribution.

5 Coddington, J. and Siano, S., 'Infrared imaging of twentieth-century works of art', in *Tradition and Innovation: Advances in Conservation*, ed. A. Roy and P. Smith, International Institute for Conservation, London (2000) 39–44.

6 Aze, S. and Vallet, J.-M., 'Chromatic degradation processes of red lead pigment', in *ICOM Committee for Conservation, 13th Triennial Meeting, Rio de Janeiro*, ed. R. Vontobel, James and James, London (2002) Vol. II 549–555.

Article in a periodical

Author surname, initials, article title [in single quotes: no capitalization except the first letter and proper nouns], journal title [in italics] volume number [in bold] issue number if required [in parentheses] year of publication [in parentheses] page range of article [additional information in square brackets if required].

7 Daniel, V. and Lambert, F.L., 'Ageless oxygen scavenger: practical applications', *WAAC Newsletter* **15**(2) (1993)12–14.

8 Shimadzu, Y., Morii, M. and Kawanobe, W., 'A study of discoloration of the red lead coating (*ni-nuri*) on historical wooden buildings in a seafront environment', *Science for Conservation (Hozon kagaku)* **41** (2002) 113–120 [in Japanese].

Unpublished material

Author surname, initials, title [in italics], type of publication (e.g. thesis), institution or other issuing body, place year [in parentheses].

9 Varley, A.J., *Statistical Image Analysis Methods for Line Detection*, PhD dissertation, University of Cambridge (1999).

Internet publication

Author or editor surname, initials, title [in single quotes: no capitalization except the first letter and proper nouns], electronic address the date you visited the site [in parentheses].

10 Glastrup, J., and Ryhl-Svendsen, M., 'Recent improvements in SPME-GC/MS detection of acetic and formic acid in air', http://iaq.dk/iap/iap2001/2001_16.htm (accessed 6 October 2008).

Personal communication

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

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

12 Simeon, F., private restorer, Paris, personal communication (March 2005).

Manuscript submission

Authors of papers and posters who wish their contributions to be considered for the LACONA IX conference publication are asked to submit **by 25 September 2011**.

Manuscripts should be submitted electronically to the LACONA IX conference email address:

publication@lacona9.org

A hard copy of the final manuscript, including graphs and tables may occasionally be requested, so that special characters and formatting can be checked. Post to: LACONA IX Conference Publication, Department of Conservation and Scientific Research, British Museum, London WC1B 3DG, United Kingdom.

Further details about the publication timetable will be sent to author following the peer review process.

Checklist

- Text (with any List of Suppliers and/or Appendices)
- Summary
- References
- List of footnotes
- Figures
- List of Figure captions
- Tables
- List of Table headings

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