

EXAMPLE ARTICLE: AUTHOR GUIDELINES DISTILLED

PRIMARY AUTHOR, CO-AUTHOR NAME, AND COLLABORATOR NAME

This section should contain a brief abstract. Do not use any acronyms or abbreviations. Do not cite any references in this section. The abstract is mandatory and should ideally be less than 250 words.

KEYWORDS: Conservation, Dry cleaning, Raspail test, Feathers

1. INTRODUCTION

Some of the most commonly asked questions are illustrated in this example article - for a full explanation of guidelines, see the JAIC Style Guide and the guidelines set out on the OSG Postprints website, <http://resources.culturalheritage.org/osg-postprints/>. Sections in gray are optional – not all articles will have tables, lists, references or materials sources to share, but if these are present, sections are mandatory and the formatting is demonstrated below.

Citations to literature should appear in parentheses at the end of a sentence (Smith 2004). Two or more citations are listed in chronological, not alphabetical order (Thomas 1999; Brown and White 2003; Myers et al. 2014). Note that references with four or more authors are listed with “et al.” in the body of the text, but all authors should be listed in the References section. To cite a specific page in a source when using a direct quotation, use this format (Smith 2014, 124).

2. NOTES, FIGURES, AND TABLES

2.1 The Optional Use of the Notes Section

Do not use footnotes or endnotes. Notes are optional, and if used in an article, are designated in the text with a superscript numeral behind a sentence.¹

2.2 Figures and Figure Captions

Figures are numbered according to the order of their appearance in the paper; all figures should be referred to in the text. When referring to a figure in running text, use lower case abbreviation in parentheses (fig. 4), but spell out in sentences as seen in figure 4. Referring to more than one figure in running text looks like this (figs. 1, 2) (figs. 1–6).

Indicate where you would like images to appear by inserting the caption in running text, as below. Include an image credit for each caption if not prepared/captured by the author, ensuring you have permission to publish every image. The caption for the first overall photograph of an accessioned object must include the information as shown in the example of figure 1 below.

Fig. 1. Optional description of image. Artist, *Title*, date, materials, H × W × D cm (or other metric unit). Institution/ Collection, accession number (Courtesy of Photographer or Institution)

Fig. 2. a. This figure is in multiple parts; b. Its caption should be separated with semicolons; c. The image itself

should be lettered to correspond to the caption parts. (Courtesy of Photographer or Institution)

2.2.1 *Special Cases for Custom Captions*

Please inform editors if the copyright holder of an image has specified that the caption appear with a particular wording (e.g., © My Museum) so that the editors do not mistakenly change it to adhere to the above format.

2.3 Formatting of Tables and Lists

Tables are optional and are numbered in a separate series from figures. See the example below for the preferred format showing spare use of horizontal rules and avoidance of vertical rules (table 1).

Table 1. Title of Table

	Heading (m ²)	Heading (lbs.)	Heading (mL)
Heading	190	7,983	88
Heading	4.0	-0.00049	153
Heading	0	7	11

Lists can be incorporated into the body of your text: (1) item, (2) thing, (3) element.

Alternatively, you can set off a bulleted or numbered list. Things to remember:

1. Only use numbers (as opposed to bullets) if you need to indicate order or importance
 - a. Nested lists can look like this
2. Numbers are followed by a period in a vertically set-off list such as this one, as opposed to the numbers in parentheses used in running text

ACKNOWLEDGMENTS

Thank you to Postprints authors for adhering to these guidelines as closely as possible when preparing submissions – it makes our jobs as editors and peer reviewers that much easier! We also owe a debt of gratitude to the Journal of the American Institute for Conservation (JAIC) for so clearly laying out their Style Guide, from which this example article is drawn.

APPENDIX 1. Title of Appendix

Appendices are not mandatory, but can be useful for long procedural steps or details of analysis that may otherwise interrupt the flow of your article.

NOTES

1. Please limit yourself to three notes.
2. Anchor each note with a superscript located somewhere in the body of the article.

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- Stone, Janet L. 1987. "Treatment of 19th-century Tracing Papers from the Frederick Law Olmsted Collection." In *ICOM Committee for Conservation Preprints. 8th Triennial Meeting, Sydney*. Paris: ICOM. 2: 731-38.
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FURTHER READING

- Odegaard, Nancy, Scott Carroll, and Werner S. Zimmt. 2005. *Material Characterization Tests for Objects of Art and Archaeology*. 2nd ed. London: Archetype.

SOURCES OF MATERIALS

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Manufacturer or Supplier
987 Elmwood Ave.

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800-555-1212
<http://www.website.com/>

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