



ICCM

**9<sup>th</sup> Conference of the International Committee for the Conservation of Mosaics  
November 29 – December 3, 2005  
Hammamet, Tunisia**

## **Proceedings Guidelines**

These general guidelines are intended to assist authors and editors in preparing manuscripts for publication by the Getty Trust Publications. For additional information on style, please consult *The Chicago Manual of Style*, 15th ed. (University of Chicago Press, 2003). For spelling, refer to *Merriam Webster's Collegiate Dictionary*, 10th ed.

### **SUBMISSION OF MANUSCRIPTS**

**Deadline: February 15, 2006**

**Hard Copy.** Submit:

One hard copy of the manuscript on 8 1/2 x 11 in. or A4 paper, one side only.

- Double space all textual material, including block quotations, notes, and references.
- Do not include any special formatting, except for page numbers.

One printout of each figure, with notes on orientation

- Tables and all illustrations should not be embedded in the text. However the text should include marks or notes where figures need to be inserted.

**Disk.** Submit separate disks for text and figures.

The disk(s) should be clearly labeled with the name of the author, short title of the work, format (Macintosh or PC), and type of software and version number.

Any illustrations submitted in electronic form should be on a separate disk marked with the author's name and "Figures." An image disk must be accompanied by matching hard copy of each image.

### **STYLE AND FORMAT OF MANUSCRIPT ELEMENTS**

**Citations in Text.** The GCI uses the author-date system, which gives the name of the author, year, and, when applicable, specific page numbers, not inclusive pages, in parentheses, for example (Smith and Jones 1995:275-79). For works by two or three authors, all authors' names are given, for example (Smith and Jones 1990; Smith, Jones, and Watson 1993). When a work has more than three authors, give the last name of the first author followed by et al., for example (Smith et al. 1999). Citations for two works by the same author published in the same year should be as follows: (Smith 1990a, 1990b).

**Figures.** All illustrations (photos, line drawings, charts, graphs, maps) should be numbered sequentially, beginning with 1 by order of appearance in the text (fig. 1, fig. 2; fig. 2, fig. 3, etc.). Do not number photographs separately from other kinds of illustrations. **N.B.** Do not leave blank spaces for illustrations in the text, and do not insert illustrations in the text. In the case of hard copy, illustrations should be gathered at the back of the manuscript. In the case of disks, each illustration should be in a separate file. Any art provided on disk must be accompanied by information on software program and version used.

- Photographs (color or black-and-white). For color, submit original color slides or 4 x 5 in. color transparencies. For black-and-white photographs, submit good-quality, original 8 x 10 in. black-and-white prints. Authors are encouraged to keep duplicates of all original art. Label each slide or photograph clearly with your last name, figure number, and orientation. Original photographs and transparencies will be returned after the book has been printed.
- Line drawings. Original line art is preferred. Submit all camera-ready line art individually. Include two photocopies of each piece of original art submitted, indicating proper left-right orientation. Label each illustration with the name of the author.
- Digital Files. If digital art files are the only alternative, for best results provide:  
Art/illustration files and photos saved as TIFF, EPS format, or high-resolution JPG (please note that although JPG format is accepted, it does not reproduce well).



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**Line Art**—(saved as bitmap not grayscale) at a minimum of 600 DPI though 900 DPI or 1200 DPI is preferred.  
**Photos** (scans, digital photos, etc.) at a minimum 300 DPI at the size they will appear in the printed publication though 400 DPI is preferred as it aids enlargement and scaling.  
All files need to include the author's last name and figure numbers.

**Figure Captions.** Figure captions should be on separate page(s) at the end of the text (and in separate files on disk).

**Tables.** Tables are numbered separately from figures, using chapter number and table number (table 1.1, table 1.2; table 2.1, 2.2, etc.), in the order in which they are to appear in the text. Provide hard copy for each table. On disk, put each table in a separate file.

**Endnotes.** Notes to the reader should be kept to a minimum. Notes are not used as a means to give citations; citations are given in parentheses in the text (see Citations in Text above). Note callouts should be typed as superscript numerals.  
**N.B.** Please check to see that note numbers (callouts) in the text correspond to endnotes.

**References.** The reference list should include full publication information for all sources cited in the text and, where applicable, in the notes. Reference style needs to conform to author/date style of citation in the text, for example: Smith, John. 1995. *All That Glitters Is Not Gold*. Buffalo, N.Y.: Optimist Press. **N.B.** The author or editor is responsible for providing full publication information for all sources cited. For examples of style for citing books, journal articles, chapters in edited volumes, unpublished papers, and so on, see *Chicago Manual of Style*, 15th ed., chapters. 16 and 17.

**Materials and Suppliers List (if needed).** For all specialized materials mentioned in the text, please provide an alphabetized list of materials that includes the name of the manufacturer and name and address of distributor, if different from manufacturer. Please make sure that the information is current.

**Author Biographies.** Provide a short professional biography (50-75 words for each author) that includes author's affiliation, education, and area(s) of specialization. Resumes or Curriculum Vitae are not acceptable.

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**CHECKLIST FOR AUTHORS (to return with manuscript)**

**“Lessons Learned: Reflecting on the Theory and Practice of Mosaic Conservation:  
Proceedings of the 9<sup>th</sup> ICCM Conference”**

Name of the primary author \_\_\_\_\_  
Title of article \_\_\_\_\_  
Date sent \_\_\_\_\_

In preparing the manuscript for submission, check that following items are included:

***Text***

- \_\_\_ Title page containing title/subtitle of article; names, addresses, and phone and fax numbers for all authors; e-mail if available.
- \_\_\_ One clean, double-spaced hard copy of the manuscript (no formatting except page numbers; no illustrations embedded in text).
- \_\_\_ One disk or CD for Macintosh or PC, labeled with author's name, software, and version used. One file per chapter.

***Figures/Images (check the following applicable items)***

- \_\_\_ Color photographs: 2 1/4-inch mounted slides or 4 x 5-inch transparencies, clearly labeled with name of author and Figure numbers.
- \_\_\_ Black-and-white photographs: glossy 4 x 5-inch or 8 x 10-inch prints, clearly labeled with name of author and Figure number on back of each photograph (in light pencil or felt-tipped pen).
- \_\_\_ All other illustrations (line drawings or charts) are included on a separate page or pages and clearly labeled with author's name and Figure number on the front of each illustration (bottom of the page).
- \_\_\_ Digital images: on a separate disk, with image files labeled with figure numbers. See Guidelines for requirements for digital image files.
- \_\_\_ One photocopy of each illustration, indicating orientation.
- \_\_\_ Illustrations, drawings, and photographs are all numbered as "Figures."
- \_\_\_ Figure numbers are given in text for all illustrations submitted.
- \_\_\_ Captions, on a separate page, with Figure numbers corresponding to numbers marked on illustrations.
- \_\_\_ Credits, on a separate list, with corresponding Figure numbers given.
- \_\_\_ Right to Reproduce forms, signed by the copyright holder of each illustration not owned by the author or the J. Paul Getty Trust or full information about copyright holders (see Guidelines)



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***Tables***

\_\_\_ Tables, numbered separately as "Tables" and typed in a separate file with Table numbers and captions.

***Citations/Notes/References***

\_\_\_ Citations in the text correspond to authors and dates in the reference list.

\_\_\_ Note numbers in the text correspond to the list of notes typed at the end of the manuscript.

\_\_\_ Reference list is complete, with full reference information for each citation (see Guidelines).

\_\_\_ Notes are placed in a numbered list at the end of the text.

***Other***

\_\_\_ A short biography of each author.

Indicate number of the following items submitted:

Manuscript pages \_\_\_\_\_

Color photographs \_\_\_\_\_

Black & white photographs \_\_\_\_\_

Tables \_\_\_\_\_

Diagrams, charts, graphs \_\_\_\_\_

Include this checklist with manuscript, diskette, and all illustrations.

Please maintain copies of all of the above for your files.

**8/05**

**Sample Permission request Letter**

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address]

[date]

[Museum/Photographer/Publisher name  
address]

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The [photograph, illustration] will be used in my paper entitled [title of your paper].

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