

Guidelines for Authors

The *Book and Paper Group Annual* is a non-juried collection of papers pertaining to the conservation and preservation of works of art on paper, paper artifacts, books, and library and archival materials. The *Annual* compiles postprints (full text papers, summaries, or abstracts) of papers presented at the Book and Paper Group (BPG) specialty group sessions at the AIC annual meeting and independently submitted papers that are of interest to members of the BPG. Papers in the *Annual* may be of any length from a short technical tip to a full-length article.

Selection

The *Annual* is a non-juried publication. Authors are responsible for the content and accuracy of their submissions and the methods and materials they present.

Papers presented at the specialty group session of the annual meeting are selected by committee based on abstracts. After presentation authors have the opportunity to revise their papers before submitting them for publication in the *Annual*. There is no further selection review of these papers. The original abstracts distributed at the meeting are published if the authors do not submit either their full text or a revised abstract. Discussion Group moderators/chairs are asked to submit to the *Annual* a summary of the discussion they organize.

Independent submissions are published at the discretion of the BPG Publications Committee. The Committee considers as selection criteria the scope, intelligibility, originality, significance, and gross factual accuracy of the submission but does not attempt detailed review.

The BPG encourages authors of papers that have appeared in the *Annual* and that have scope of general interest to the conservation community to submit their articles to the peer-reviewed publication *Journal of the American Institute for Conservation (JAIC)*.

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Submissions

Submit papers electronically through a file sharing site or as an email attachment in a common word-processing format such as Microsoft Word or WordPerfect, either Windows or Macintosh version.

Format

For editorial style, refer to the *JAIC* guidelines for authors printed at the end of *JAIC* and the complete guide available at www.conservation-us.org/jaic.

For general editorial style refer to the *Chicago Manual of Style*. Please do not use your word processor's automatic text-formatting features (i.e., for bulleted or numbered lists, endnotes, style sheets, etc.), simply key in the text and symbols.

Please use the following guidelines when formatting your document:

1. Full title and author at the top of the first page.
3. Highlight headings and subheadings in different colors.
4. Single space text, double-space before new paragraph.
5. Use italics, not underlines, where appropriate.
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7. References must be alphabetized.
8. Include author's name, title, affiliation, city and state, and email address.
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Each figure (photograph, table, chart, line art, etc.) must have a reference number within the text. Captions for each figure should be numbered and listed at the end of the paper. Captions for works of art should include artist, title, date, media or materials, dimensions (in metric), and credit (including museum number). Captions for photographs captured under magnification or other special technology should specify the magnification and/or the technology (e.g., scanning electron microscope, UV light, etc.). Provide appropriate credit to the photographer or illustrator, if other than the author, in the caption or in an acknowledgments/credits section at the end of the paper.

Digital files for figures are accepted in the form of TIF files with 300 dpi resolution, sized no larger than 6 inches and no smaller than 3 inches in the longest dimension. JPEGs are acceptable, though the resolution may be compromised. PDFs are also acceptable for charts and graphs. Do not submit PowerPoint files.

Name each digital file with the appropriate reference number (e.g., Smith01.tif) and submit them as an email attachment or through a file-sharing site. Do not embed figures into your word-processing document but submit each as a separate file.

Figures are printed in black and white in the print version of the *Annual* but may be produced in color in the online version. Please ensure that photographs, charts, and graphs remain legible when the color is stripped away.

Deadline

The deadline for submissions is July 1. Send submissions to:

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