



ICCM Foundation  
International Committee for the  
Conservation of Mosaics

## 13<sup>th</sup> ICCM Conference Proceedings Submission and Style Requirements for Authors

We are very pleased that you have agreed to submit your paper for publication at the 13 ICCM Conference Proceedings book.

The deadline for the submission of your manuscript is the **28 February 2018**.

This document provides guidance for authors and offers an overview of style and formatting requirements.

Where a paper is written by more than one author, a corresponding author (unanimously agreed amongst all contributors) must be nominated. All communications from the editors of the volume, and the ICCM Secretary will be directed to this author (i.e. corresponding author), who will be responsible for liaising with, and informing the co-authors.

Corresponding authors will be asked to submit their manuscript according to the requirements listed below. Manuscripts which do not conform to these requirements may not be accepted for the final publication.

### LENGTH

The word limit for the publication is 4000 for oral presentations and 1200 for poster presentations, including the abstract, keywords and references. Please ensure that you keep within this limit, as over-length manuscripts will almost certainly have to be cut.

Your manuscript can be submitted by email to the [secretary@iccm-mosaics.org](mailto:secretary@iccm-mosaics.org) and should be provided as Microsoft Word (.doc, or .docx) documents.

## **TITLE**

The title should reflect the contents of your paper. If you feel that an alteration to the title or subtitle is necessary, you can slightly modify the title of your oral presentation but not the main content of it.

## **AUTHOR/S NAME**

After the title include the name/s of author/s followed by their email address. The names should be written, as you would like them to appear in the book. If more than one author, please indicate the corresponding author by using a star symbol next to his name (i.e. Daniel Smith\*).

## **ABSTRACT/KEYWORDS**

Please provide a 100-word abstract and up to 5 keywords for your paper. They should be included on the first page of your text.

An abstract is a short synopsis of your work and should cover key themes, phrases, and words. The abstract should include the author's purpose, methodology, results, and conclusions, either in that order or with initial emphasis on results and conclusions. It should report new material and findings, and provide relevant names mentioned in the paper, including: materials of objects, relevant geographic locations, names of monuments and sites, dates or historic periods, names of laboratories or organizations involved the examination, analysis, or treatment of objects, dates of treatment, analysis or examination of objects or cultural property, and specific conservation use of materials discussed. If the findings are too numerous to be included in the abstract, give the most important.

Keywords should be broad and thematic – they are designed to aid the “searchability” and readership of your publication. Terms can include:

- The general subject area
- Specific topics covered
- The names of key sites mentioned in your text
- Specific geographic or national territories covered
- Specific chronological periods e.g. Roman, Byzantine etc.

Keywords should not include the title.

## **TEXT FORMAT**

Format: 8 ½ x 11 inch paper. Do not use any special formatting – no special indentations, etc.

Do not embed figures or tables in text.

Text Font & Size: Times New Roman, 12 pt.

Spacing: Double

Page numbering: Yes, lower right

Language: English

Use a double space after the full point at the end of each sentence. Please use plain style and avoid elaborate layout, but include italics or bold type where indicated as necessary. Words should not be hyphenated at the end of a line.

## REFERENCES

Use an author-date citation system and follow the style recommended by the Chicago Manual of Style.

- Citations of primary and secondary sources should be made within the main text in parentheses: e.g. (Smith 1995) or “as Smith (1995) claimed”;
- The names of all authors or editors should be listed, e.g. (Smith and Busby 1999), except where there are three or more authors/editors – in which case only the surname of the first named author/editor should be listed, followed by “et al.”, e.g. (Smith et al. 2006);
- If necessary, page numbers can be added after a colon, e.g. (Barnes et al. 2001:45–46);

Full publication details should be included at the end of your text under the heading “References”. This section is included in your word allowance.

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Please present your references in the following style:

- **Books**  
Smith D. 2006. *Book Title: Subtitle*. Place of Publication: Publisher.  
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- **Journal Articles**  
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For advice on referencing other materials use the Chicago Manual of Style [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) first ensuring you click on the author-date option.

## ENDNOTES

Please try to keep all discussion and explanation within the main text and present all references as specified above. These should be placed before the References. Where elaboration of a point is essential outside of the main flow of the text, please use endnotes. Footnotes should not be used.

- Endnotes should be indicated by inserting a superscript number at the appropriate place in the text;
- You may use the automatic note numbering system provided with your word-processing software.

## SPECIAL CHARACTERS/FORMATTING

If your manuscript includes special characters or symbols (e.g. Greek, or Arabic letters), please supply the relevant pages both as PDF format in addition to the word document.

## ABBREVIATIONS

If you use abbreviations and acronyms, spell out the full name at first mention, followed by the abbreviation in parentheses, and thereafter use just the abbreviation/acronym. Please use abbreviations/ acronyms consistently throughout the manuscript, and check whether there are standard abbreviations for your subject area before assigning your own.

## HEADINGS

- 2 levels of subheadings are used: Main headings and subheadings;
- Headings should be unnumbered;
- Levels of subheading should be distinguished clearly, by typing them in different styles (bold, italic);
- Please do not type headings in all capital letters or with different typefaces; use capital letters for words in headings only where this is required.

## TABLES

You can include up to 4 tables provided as a separate file in Excel or Word and not embedded in the text. The file names should include the name of the author and the number of table.

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- In the text, there should be a reference to each table by number: e.g. (see Table 1)
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## ILLUSTRATIONS

You can include 10 images for the publication of oral presentation and 4 for the publication of poster presentations.

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- You are responsible for clearing permissions (i.e. copyright) for reproduction and use of all illustrative material from a third party and for paying any associated fees;
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- Indicate clearly in the text where figures should be placed: e.g. [Figure 3 near here]. However, images may appear at the end of the text depending on the final layout of the book;
- Please list all figure captions at the end of the text after the references under the heading “Illustrations Log”. Include credits, sources and notes if applicable, using the following style:  
Figure 1: Land in public ownership in national parks, 1981. Source: *County Councils Gazette*, November 1981, p. 268  
Figure 2: General view of the mosaic after treatment (photo by A. Smith).

## Requirements

### Photographs

- Preferred formats: TIFF or JPEG (uncompressed);
- Supply files at a resolution of at least 300 dpi (dots per inch) where the width of the figure is approximately 15 cm/6 inches. Files supplied at a higher resolution are fine;
- We cannot accept photographs embedded in Microsoft Word or PowerPoint or scanned from a printed book.

### Line Artwork

- Maps or line figures
  - If a line figure has been scanned in from a hard copy, please submit as a TIFF or uncompressed JPEG of at least 600 dpi (dots per inch) where the width of the figure is 5 approximately 15 cm/6 inches;
  - Line drawings generated by illustrating software should be supplied as EPS files:
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    - EPS files should use an embedded, sans-serif font at no less than 8pt.

### Frame Grabs/Screenshots

- Capture at the size required for publication and supply unmodified (i.e., do not amend size, color space, resolution, etc.);
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If you quote extensively from other copyrighted works, or wish to reproduce figures or tables, you will need to obtain permission from the relevant copyright holders and pay any fees before submitting your final chapter.

All correspondence relating to permissions clearance should be forwarded to the volume editor on submission of your chapter and must be labeled with your surname and the relevant figure number in the file name.

## ACKNOWLEDGEMENTS & TECHNICAL NOTES

Any acknowledgements should be placed at the end of the article under the heading “Acknowledgements”, after the Conclusions. If commercial products are mentioned within the main body of the manuscript, the names and addresses, or URLs, of manufacturers or suppliers should be outlined in a separate list (i.e. Technical notes), after the Endnotes. Where appropriate, it is essential to briefly provide information concerning health and safety issues, together with references to the relevant legislation/s.

## **AUTHOR BIOGRAPHIES**

Provide a short professional biography (60 words or less for each author) that includes author's affiliation, education, and area(s) of specialization. Authors' biographies should be placed at the end of your manuscript, after the Illustrations Log. Resumes or Curriculum Vitae are not acceptable.

## **INDICATIVE MANUSCRIPT STRUCTURE**

**Title**

**Author/s name/s & affiliation/s**

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**Introduction**

**Main body**

**Discussion**

**Conclusions**

**Acknowledgements**

**Endnotes**

**Technical Notes**

**References**

**Illustrations Log**

**Author biographies**

## **FILE NAMING GUIDELINES**

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SmithTableCaptions.doc

SmithBio.doc

**File naming guidelines for figures and tables:**

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SmithFig4.jpg

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We expect your paper to be scholarly and well balanced and will not accept for publication any statements that could be considered malicious, misleading, obscene, defamatory, libellous, or otherwise unlawful.

All statements contained in your manuscript, which purport to be fact, should be true (i.e. the result of full and proper enquiries) to the best of your knowledge and belief. Any statements of opinion should be clearly expressed as such, and not suggested to be fact.

## PRE-SUBMISSION CHECKLIST

Please use this checklist to ensure that your final submission is complete and conforms to the style and formatting requirements. The checklist itself does **not** need to be submitted with your manuscript.

### Elements Present

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