

JOURNAL OF CULTURAL HERITAGE

INSTRUCTIONS TO AUTHORS

The journal publishes original papers which comprise previously unpublished data and present innovative methods concerning all aspects of science and technology of cultural heritage as well as interpretation and theoretical issues related to preservation.

A very limited number of case studies is accepted.

The manuscript must not have been published before, nor simultaneously submitted for publication elsewhere.

All papers are reviewed by at least two referees. Articles which are refused for publication are returned to the authors.

MANUSCRIPT SUBMISSION

The entire submission and review process for *Journal of Cultural Heritage* is handled electronically. All papers must be submitted through <http://ees.elsevier.com/culher>

An e-mail address is essential in order to use the online submission system.(see [Technical requirements](#))

Before submitting your paper, please read carefully and follow our instructions.

Brief overview of the EES system

- New users must access the home page of the site of *Journal of Cultural Heritage* at the following address <http://ees.elsevier.com/culher>
Click on “register” at the top of the screen, and fill in the required information: “first name”, “last name” and “e-mail address”. Then fill in the required fields: title, preferred contact mode, country, other address, preferred user name. You will receive rapid confirmation of your registration together with your “username” and “password” by e-mail.
- Registration is required once only. On subsequent visits, you only need to click on “login”, then on “author login” to access the system directly.
- Once you have been identified and have entered the system, if you wish to submit a manuscript, follow the instructions on the screen: enter the details required for submission and then upload your files.
- **Important: Separate files are required for**
 - **The title page:** the title, names of the authors and affiliation/addresses. This separate file for the title page maintains the anonymity of the author by excluding it from the transmission of the manuscript in a PDF file for review.
 - **The manuscript:** abstract, keywords, text, tables with captions, figure captions. On no account should information regarding the author(s) be present in the manuscript file.
 - **The figures:**(diagrams, drawings and colour or black and white photos) should always be submitted in individual files i.e. **only one figure per file**. Authors should refer to the artwork quality instructions at the following link: <http://www.elsevier.com/artworkinstructions>
 - **In case of technical problems please contact our help service for authors:** support@elsevier.com

Please follow the instructions below for guidance on the style of the journal.

PRESENTATION OF PAPERS

Papers must be written in English and not exceed 5000 words, references included, for original articles. (see [instructions for manuscript](#))

They should be organised in the following manner:

a. Title: *this must be brief but explicit*

b. Name(s), affiliations(s) of author(s), the address and e-mail for each author and an asterisk to indicate the corresponding author : *please indicate the 'forename' (in full) and 'surname' of each author, the 'authors' affiliations (complete address, phone and fax numbers, e-mail) with their 'positions', and the name of the corresponding author.*

c. Abstract (max. 500 words)

d. Keywords: *Five to ten 'keywords' should be provided (in lower case and **bold type**, separated by slashes).*

d. Research aims (max. 200 words): *this section should describe the object and the aim of the research in such a way that it may be understood and appreciated by experts from other research disciplines related to Cultural Heritage*

e. Experimental section : *this should contain the usual subsections:*

- *introduction,*
- *materials,*
- *methodologies,*
- *experimental data,*
- *results and discussion*

f. Conclusions (as with the « Research aims » *this section should be written with the aim of being read and fully appreciated by experts from other areas of research*)

g. References (see [instructions for references](#))

h. Tables with titles(see [instructions for tables](#))

i. Captions for figures

j. Figures(max. 10, see [instructions for figures](#))

CASE STUDIES

The aim of Journal of Cultural Heritage is to publish theoretical or methodological papers, demonstrating novelty. If a paper deals with a case study, only manuscripts of not more than 2000 words (references included) and not more than 4 figures can be accepted.

The case studies will be reviewed in the usual fashion.

ONLINE SUPPLEMENTARY MATERIAL

Electronic supplementary material (databases, tables, videos, etc.) can be enclosed and published online free. **We invite you to take this opportunity in order to improve the presentation of your research.**

REFEREES

Please suggest **3 names of possible reviewers of your manuscript.**

AFTER ACCEPTANCE

Proofs will be sent by e-mail to the corresponding author (**we remind you to keep your information updated on our website**). The corrected proofs must be returned to the publisher within two days after receipt (only minor corrections or typographical errors will be accepted at this stage).

SPECIAL ISSUE

The procedure for Special Issues is the following :

- Guest Editor will be responsible for the reviewing process and for the final scientific content of the published articles;
 - Each paper must be reviewed by at least 2 referees;
 - When the reviewing process is finished, authors will be asked to upload the articles through our website system <http://ees.elsevier.com/culher/>
 - After our final approval it will be sent to the Production department.
- Financial matters should be directed to the Publisher.

REPRINTS

Authors will receive free of charge an electronic offprint of their article (in PDF format) and will be given the opportunity to order paper copies at their expense (send the order form with the proof corrections)

Journal of cultural heritage

A Multidisciplinary Journal of Sciences and Technology for Conservation and Awareness

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TECHNICAL REQUIREMENTS

- *For PC Windows*
 - *NTA,2000, XP and later*
 - *Internet Explorer 5.5 and later*
 - *Netscape 7 and later*
 - *Firefox 0.9 and later*
 - *Opera 7.51 and later*
 - *Adobe Acrobat Reader 6.0 or later (download free at: <http://www.adobe.fr/products/acrobat/readstep2.html>)*
- *For Macintosh*
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 - *Netscape 7 and later*
 - *Firefox 1.0 and later*

- Safari 1.0 and later
- Opera 7 and later
- Adobe Acrobat Reader 6.0 or later (download free at: <http://www.adobe.fr/products/acrobat/readstep2.html>)

MANUSCRIPT PREPARATION

MS Word or Word Perfect should be used for text files. Latex is also accepted when formulas/symbols are needed.

The manuscript should be double spaced and on one side only, with 3.5 cm wide margins. All the pages must be numbered. Section headings should be numbered according to the international numbering system (1.; 1.1.; 1.1.1.; etc.).

‘Tables’ with titles and ‘figures’ with captions should be on ‘separate sheets’ at the end of the manuscript (see below for further details). They should not be placed in the text, but must be referenced in the text at the appropriate place.

English punctuation should be used (semi-colons, colons, question marks and exclamation marks are never preceded by a space in English). Abbreviations are punctuated. There is no space between opening and closing brackets and the following and preceding words. Small capitals should not be used.

Most formatting codes are removed or replaced when the article is type-set for publication, so there is no need for excessive layout styling. Options such as automatic word breaking, justified layout, double columns or automatic paragraph numbering – especially for numbered references – should not be used.

Use bold face, italic, subscripts, superscripts, etc. as appropriate.

If table grids are included, only one grid for each separate table, and not a grid for each row, must be used. If no grids are included, use tabs to align column instead of spaces.

(see also [Nomenclature](#) and [Equations and numbers](#))

NOMENCLATURE

All the ‘parameters’ cited in the text should be defined, with units.

‘Greek symbols’, ‘subscripts’ and ‘superscripts’ should be separately identified. Only ‘ISO symbols’ may be used, always written in *italics*. ‘SI units’ should be used throughout; they are always separated from the numerical value by a space and written in Roman font: thus ‘g’ or ‘m’ is always in Roman. The symbol for litre is preferably L, minute is min and so on. Use °C or K for temperatures. As the Ångström (1 Å = 10⁻¹⁰ m) does not belong to the SI system, it should be replaced by the nanometer (1 nm = 10⁻⁹ m) or by the picometer (1 pm = 10⁻¹² m) : 1 Å = 0.1 nm = 100 pm. Multiple units must be written with negative superscripts (for example: g⁻¹ °C⁻¹).

EQUATIONS AND NUMBERS

Equations should be carefully typed. Those that are referred to in the text [equation (1), for instance] should be numbered with Arabic numerals enclosed in parentheses on the right margin. There should not be punctuation at the end of the equations. Care should be taken to distinguish between zero (0) and the letter O, or between the number one (1) and the letter l (l), the Roman letter v and the Greek letter nu (ν). ‘Vectors’ and ‘matrices’ should be written in **bold**. The decimal logarithm should be written, log, and the natural logarithm, ln. The abbreviation of exp (exponential) is the Roman ‘e’. In expressions such as dx/dt, the letter d (derivative function) is always written in Roman, whereas the physical parameter (*x* or *t*) is always written in *italics*.

Numbers are written as numerals when they are followed by units, these being represented by their SI symbols (i.e. 10 %, but, a few percent). In numerals, each group of three numbers should be separated by a space (except for dates and postal codes). In English, a decimal point is used instead of a comma.

FIGURES

All illustrations (graphs, diagrams and photographs) should be numbered in the text, in italics, using Arabic numerals in order of appearance. Example: (Fig. 1).

Please reduce figures to the bare necessities: **no more than 10 figures may be submitted.**

Preferred formats are TIFF (.tif), EPS (.eps), JPEG (.jpg) or PDF (.pdf). Word, Powerpoint and Excel formats are also accepted. High resolution is compulsory for printing: 300 DPI for photos (black and white/colour) and 500-1000 DPI for graphics, diagrams, drawings.

Previously published figures are not accepted.

The same symbols and units must be used in figures, tables and text.

All composite figures (i.e. different graphs, images, etc. under one figure heading) should be mounted together and the parts labelled (a), (b), (c), etc. **Composite figures are only accepted if they invite comparison or are strictly linked to each other. Composite images that do not invite direct comparison must not be included under one figure heading.**

All maps, field sketches and photographs should include a metric bare scale. Illustrations will be published in the form of one column 80 mm wide (170 mm wide for complicated figures). Hence, 'lettering' of the original illustrations (one figure per A4 page) should be large enough to be clearly readable when the illustrations are reduced to a one-column format.

Each figure should be briefly and clearly described. These 'Figure captions' should be presented together on a separate sheet, at the end of the paper. Remarks like "For explanation see text" must be avoided.

COLOUR FIGURES: Colour illustrations are maintained online but there is a limit to the number of colour pages when the paper edition is issued. **Please verify that colour illustrations are scientifically readable also in grey scale.**

TABLES

Each table should be on a separate page included at the end of the text file. Captions must be integrated into the heading and must be horizontal. They should be numbered consecutively with Arabic numerals (for example, Table 1), and must be cited in the text.

Tables with illustrations included are considered as figures, not tables.

REFERENCES

References should be limited to the minimum number necessary for the citation of pertinent material. References to internal reports, etc. are to be avoided: the statement 'personal communication' with publication date in the text is generally preferable. References should be numbered with Arabic numerals enclosed in square brackets in the order they are cited in the text. All entries in the reference list must correspond to references in the text and vice versa, from [1] to [n]. The titles of journals should be abbreviated according to the standardized rules (cf 'ISI', 'Current Contents', for example). Titles for which no abbreviation is given should be written in full. The style

and punctuation of the references should follow the format illustrated in the following examples (please note that the titles of journals are in Roman).

• *Article from a journal (all authors must be mentioned)*

[1] J. Eighmy, J. Hathaway, Contemporary archaeomagnetism results and the accuracy of archaeomagnetic dates, *Geoarchaeology* 2 (1987) 49–61.

• *Unpublished thesis.*

[2] J.M. Van Der Molen, Growth control of algae and cyanobacteria on historical monuments by UV mobile units, Ph.D. thesis, University of Chicago, USA, 1980.

• *Book or published thesis*

[3] J.S. Mills, R. White, The organic chemistry of museum objects, Butterworths, London, 1987.

• *Article published in conference proceedings.*

[4] N.H. Tennet, K.M. Antonio, Bronze disease: synthesis and characterization of Botallackite, Paratacamite and Atacamite by infrared spectroscopy, in: D. Smith, R. Reagan (Eds.), *Proceedings of ICOM, 6th Triennial Meeting, Ottawa, September 21–25*, Elsevier, New York, 1995, pp. 3–16.