

## **JOURNAL OF CULTURAL HERITAGE**

### **Instructions to Authors**

The journal publishes original papers which should comprise previously unpublished data, interpretation or syntheses concerning all aspects of science and technology for cultural heritage. All papers will be peer reviewed by at least two referees. Articles which are refused for publication will be returned to the authors.

### **Manuscript submission**

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

Prior to submitting your paper, please follow the instructions to authors given below. Please note that you must have an e-mail address to use the online submission system.

### **Technical requirements**

- For PC Windows
  - NTA,2000, XP
  - 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
  - Macintosh:9.x OS X
  - Internet Explorer 5.x and later
  - 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>)

MS Word or Word or perfect can be used for text files.

### **Brief overview of the EES system**

\* New users can access the home page of the site for *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”. The 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 only once on your first visit. On subsequent occasions, 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 and enter the different details required for submissions and then download 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 him 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: no name, no address, no telephone number.
  - 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 of one compressed folder (.zip)

with one file per figure. Authors are invited to 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](mailto:support@elsevier.com)

Please follow the instructions below for guidance on the style of the journal. Most formatting codes are removed or replaced when your article is typeset for publication, so there is no need for you to use excessive layout styling. Do not use options such as automatic word breaking, justified layout, double columns or automatic paragraph numbering – especially for numbered references.

Use bold face, italic, subscripts, superscripts, etc. as appropriate. When preparing tables, if you are using a table grid, use only one grid for each separate table, and not a grid for each row. If no grid is being used, use tabs to align column instead of spaces.

### **Presentation of manuscripts**

Manuscripts should be written in English and organised in the following manner:

*a. Title*

*b. Name(s), affiliations(s) of author(s), the address and e-mail for each author and an asterisk to indicate the corresponding author*

*c. Abstract (not more than 500 words)*

*d. Research aims (not more than 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, material, methodologies, experimental data and results)*

*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*

*h. Tables with titles*

*i. Caption for figures*

*j. Figures*

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

### **Manuscript preparation**

The manuscript should be typed double space, on the recto side only, with 3.5 cm wide margins. All the pages must be numbered. Sections headings are numbered according to the international numbering system (1.; 1.1.; 1.1.1.; etc.). ‘Tables’ with titles and ‘figures’ with captions should be placed 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. ‘Punctuation’ peculiar to the English language 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, and normal capitals are accented.

#### **Title page**

The title page should contain: the ‘title of the paper’ (this must be brief but explicit), 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.

### **Abstract page**

An 'abstract' of about 500 words is required. Five to ten 'keywords' should be provided (in small letters and bold type, separated by slashes).

### **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: thus 'g' or 'm' is always in roman. The symbol for litre is L, minute is min and so on. We use °C or K for temperatures. As the Ångström ( $1\text{Å}=10^{-10}\text{ m}$ ) does not belong to the SI system, it should be replaced by the nanometer ( $1\text{ nm} = 10^{-9}\text{ m}$ ) or by the picometer ( $1\text{ pm} = 10^{-12}\text{ m}$ ):  $1\text{ Å} = 0.1\text{ nm} = 100\text{ pm}$ . Multiple units must be written with negative superscripts (for example:  $\text{gh}^{-1}\text{ °C}^{-1}$ ).

### **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 ( $\nu$ ). '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). If possible, these should be submitted electronically, in .jpg format, with sufficient resolution (300 dpi for 'illustrations', 600 dpi for 'line drawings'; these should also be 'included' at the end of the text Word file.

Previously published figures cannot be accepted

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

All composite figures

should be mounted together and the parts labelled (a), (b), (c), etc. Page-size mounting photographs counts as a single figure. 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 (exceptionally 170 mm wide for complicated figures). So, 'lettering' of the original illustrations (one figure per A4 page) should be large enough to be clearly legible when the illustrations are reduced to

one-column format.

All figures will be normally printed in black and white. Colour illustrations may be published upon approval of the Editor-in-Chief. 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 » should be avoided.

#### **Tables**

Each table should be typed, with special care, on a separate page included at the end of the text file. Captions must be integrated into the heading of the table which will comprise horizontal lines. Tables must not be redundant with figures. They should be numbered consecutively with Arabic numerals (Table 1 for instance), and must be cited in the text.

#### **Case studies**

The vocation of Journal of Cultural Heritage is to publish theoretical or methodological papers, in which novelty is presented. If a paper deals with a case study, only manuscripts of not more than 6/7 pages (references included) and not more than 4 figures will be accepted. The case studies will be reviewed in the usual fashion.

#### **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 instance). Titles for which no abbreviation is given should be written out 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, Batterworths, 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.

#### **Proofs**

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).

Otherwise, the paper will be published with in-house corrections only.

**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)

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