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Guidelines for Individual Articles Authors

The Journal of the American Institute for Conservation (JAIC) welcomes short communications and longer submissions on subjects of interest to professional conservators. Subjects may include conservation treatment case studies; issues of conservation history, philosophy, or method; conservation research; or technical studies aimed at addressing questions in allied fields.

Manuscripts are reviewed for their interest and overall suitability for the *Journal*, as well as for accuracy, clarity, and effectiveness of communication. The author will be expected to complete minor revisions within one month and major revisions within two months. The length of time between submission and publication will vary according to the amount of revision necessary. The journal supports double-blind peer review.

You may refer to [Taylor & Francis Author Guidelines](#), but note that JAIC instructions take precedence if there are conflicts. Color figures do not incur an extra fee.

Submissions

Authors must submit their manuscript via the JAIC online portal for Editorial Manager at jac.edmgr.com. You will need to register at Editorial Manager to obtain a username and password (AIC member logins do not work on Editorial Manager). Where a paper is written by more than one author, a corresponding author must be nominated. Only that author will register, and all communications from the Editor and Taylor & Francis will be directed to this author, who will be responsible for liaising with the co-authors. All authors will be required to confirm that they have co-authored the paper; the publisher will send these confirmation emails.

New Requirement

Authors are now required by the publisher to submit two versions at each stage: an anonymized version (all author details removed) and a version that includes names, affiliation, author biographies, acknowledgments, etc.

For an **initial submission**, you must upload a Word file of the complete paper that contains a title page, abstract, keywords, text, references, tables, and figure captions (figures can be pasted into Word or submitted as an individual file for each figure).

For a **revised article**, a separate image file of each figure (*see guidelines below*) and a response to the referee's comments are required. LaTeX2e files will also usually be acceptable but note that the publisher has trouble with LaTeX files in layout. Please note: for the initial submission, it does not matter if you submit your figures separately or within one document embedded in the text. For the revised submission, however, you must submit your figures separate from your article.

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Questions regarding submissions can be emailed to the site administrator for JAIC's online portal and AIC's Communications Director Bonnie Naugle at bnaugle@culturalheritage.org.

Format Requirements

Papers must be submitted in American English and should not normally exceed 8,000 words in length including references. Two versions are required, one of which will not contain author names, so peer reviewers do not know the authors.

The number of figures should be limited to the minimum essential to support the article. There is no extra charge for color figures (ignore that notice on the T&F website). Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color). Figures should be saved as TIFF, PostScript or EPS files.

In preparing the electronic version, there is no need to format (or design) articles. Use a single (not double) space after the full point at the end of sentences. Please use plain style and avoid elaborate layout or typography, but include italics or bold type when necessary, and make sure that headings and subheadings are clearly visible as such. Words should not be hyphenated at the end of a line. Consistency in spacing, punctuation, and spelling will be of help.

References and captions should be placed at the end of the file. All components of the manuscript must correspond to the [JAIC Style Guide](#). NOTE: YOUR ARTICLE MUST BE COPY-EDITED FOR THE FINAL SUBMISSION.

The submission of short communications is also encouraged; their length can vary from a few paragraphs to about 10 pages. We also welcome [review articles](#).

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1. Before you submit your article, please make sure you have checked the following list of items.
2. Did you make sure to write the paper in third person instead of first person (I, me, mine, us, we, ours)? Third person is required for submissions.
3. Did you include and number your subheads? For example, 1. Introduction, 2. Painting, 2.1 Painting and Canvas, 2.1.1 Canvas Style.
4. Did you include a list of figure captions? Captions for a work of art should include *artist, title, date, media or materials, dimensions* (in metric), and *credit* (including museum number).
5. Have you indicated where the figures should be placed in the text? You should refer to the figures within the text as you introduce the information they illustrate. The typesetters will attempt to place the image as close to first reference of the figure as possible.
6. If you have included tables in your article, have you made sure that they are consistent with *Journal* table style?
7. Have you included your author biography at the end of your paper? Make sure to include your mailing address and email address.
8. Are your references in the author-date format described in *The Chicago Manual of Style* (examples on the [JAIC](#) and [T&F](#) style guides)? Footnotes should not be used, and endnotes should be limited to three. Pay close attention to use of upper and lower case in the reference section.

Supplementary Material

This includes additional material (e.g. datasets, models, animations, or videos) that enhances the content and impact of articles. Supplementary material is intended to support arguments advanced in the article; it must not refer to other work nor contain discussion or conclusions that go beyond the content of the article. The inclusion of supplementary material is at the discretion of the Editor whose decision on its relevance and appropriateness is

final. Supplementary material should be referred to in the main text, but must be self-contained and supplied as separate files. Refer to each item of supplementary material in parentheses within the text: (Supplementary Material 1), (Supplementary Material 2) and so forth. [See more information about supplemental material.](#)

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Previous Publication

The substance of proposed articles must not have been published previously or have been submitted elsewhere, with the following exceptions: The Journal welcomes articles that have appeared in AIC Annual Meeting preprints, AIC specialty group preprints and postprints, and training conference postprints. Questions about submitting papers that have appeared in proceedings of other meetings should be directed to the editor-in-chief through AIC's Communications Director at 202.661.8064 or bnaugle@conservation-us.org.

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- Read the [JAIC Style Guide](#) for more information
- Read the [author tips page](#)