Journal of CAC – Guidelines to Authors

The Journal of the CAC (J.CAC) is the peer-reviewed journal of the Canadian Association for Conservation of Cultural Property (CAC). One volume is published each year, in both print and electronic format, bringing developments in conservation treatment, research, history and theory to our members and to the conservation field in Canada and internationally.

Articles, notes, letters and book reviews are invited, written in English or French. Articles that record novel solutions to conservation problems (case histories) or original research in conservation methodology and material science, and conservation related artifact/art historical studies are especially welcome. Tutorial and review papers will be considered.

Submitting ****Manuscripts****

Papers may be submitted at any time during the year. Manuscripts are normally between 2500 and 5000 words in length but shorter technical notes are also of interest. Manuscripts are reviewed for suitability, accuracy and originality by at least two referees with expertise in the topic addressed by the paper. The referees’ opinions will be used by the editors in deciding whether to publish the paper and whether content editing is required. Papers accepted for publication will be copy edited to meet J.CAC style requirements and to ensure correctness, consistency and completeness. The peer review and editing process generally takes a minimum of three to six months. Once final editing is complete, papers are published in the volume that is currently in preparation.

Manuscripts submitted to the Journal for publication must not have been previously published elsewhere except in the form of a preliminary report, and must neither be under consideration nor in the process of publication with another publisher.

Manuscripts should be submitted in electronic form to the Journal email address (journal@cac-accr.ca), ideally as Microsoft Word files. For the initial stage of peer review, adoption of J.CAC style, as described below, is highly encouraged but is not necessary as long as all required information is included and the manuscript is readable and well organized. Integration of figures and tables within the text is encouraged, but these will need to be submitted as separate files when papers are accepted for publication. Automatic formatting features, such as endnotes and page numbers, can be used in the initial manuscript but will need to be removed by the author(s) at the final editing stage. All manuscripts are reviewed for suitability and clarity on submission and may be returned for editing to meet minimum requirements, if necessary, prior to peer review.

A template that follows J.CAC style is provided at the end of this document. The template uses customized styles found in the styles gallery in Word to facilitate formatting the manuscript.

J.CAC ****Style****

Papers accepted for publication will be edited to conform to J.CAC style as described below. We encourage authors to consider these style requirements when preparing their manuscripts. J.CAC editors will ensure that details of our publication style are fully met. Consult volumes published since 2016 for models of current style.

Title

Placed at the head of the manuscript, it should reflect contents accurately yet concisely.

Author(s)

List all persons who contributed to the content of the article in order of their contribution.

Contact information

Include current institution or business, full postal address, and email address of all authors. Use superscripts linked to the authors’ names to indicate contact information for multiple authors.

Abstracts

Summarize the purpose of the paper and major results obtained in a concise paragraph of 200 words or less. Incorporate as many keywords as possible to aid in online searches. Abstracts will be published in both English and French. Authors who can submit their abstract in both languages are encouraged to do so.

Text

Use headings and subheadings (up to four levels) to give the paper structure. Most papers will have an Introduction (or Background) section at the beginning and a Conclusion that succinctly summarizes the entire paper at the end. Scientific research reports will usually include sections on Methods, Results and Discussion.

Units and nomenclature

Use SI Units (<http://www.bipm.fr/>) and IUPAC (International Union of Pure and Applied Chemistry) chemical nomenclature (<http://www.iupac.org/nomenclature>).

Tables

Number **t**ables sequentially with Roman numerals and provide a title. Cite each table in the text using bold type (e.g., **Table II**) and describe its content and relevance in the text.

Figures

Number figures (e.g. photographs, graphs, diagrams or drawings, radiographs, micrographs) using Arabic numerals and cite them in the text using bold type (e.g., **Figure 3**). Provide an explanatory caption of one or two sentences for each figure that concisely describes each image independent from the text and that includes photo credit and permission for use of images where applicable. Related images may be grouped and referred to with number-letter combinations (i.e., 1A, 1B).

Once the submission has been accepted for publication, authors will be asked to submit individual figures as separate, high resolution digital files and to list figure captions on a separate page at the end of the article. Provide photographs as JPEG or TIFF files saved with minimal compression that permit good resolution when printed at 300 dpi. For example, a photograph printed to 3.5 x 2.5 inches requires a file that is 1050 x 750 pixels or roughly 2.5 MB. As an approximate guide, any JPEG files less than 400 kB are unlikely to be suitable for reproduction. Scale graphs and diagrams to a width of either 3.5 or 7.5 inches or submit them in a format (e.g. Excel file) that permits manipulation of overall size and fonts so that these can be modified to suit final layout. Diagrams or graphs submitted as image files should have a resolution of at least 600 dpi at the final reproduction size.

Colour ****printing****

The Journal encourages the use of colour in figures and tables and assists by sharing the cost of colour printing with authors. Authors will not be charged for colour in versions posted to the CAC website.

****Acknowledgements****

Insert brief acknowledgements, if required, after the text.

****Materials****

List materials referred to in a treatment or study in alphabetical order at the end of the text and after the acknowledgements, giving trade name, composition (if known), and manufacturer or local supplier with complete postal address, telephone number, and/or website URL.

Notes and References

Number end notes and references in sequence, using superscript Arabic numerals, according to the first mention of each in the text. Subsequent references to the same work may use the same number. Subsequent references to different pages of previously cited works should have a distinct number but may use a shortened reference listing author last name(s), summary title and page number(s). Examples below illustrate how to format typical references. Published sources should be favoured whenever possible, but electronic and unpublished sources may be used. If automatic end notes are used in the manuscript during peer review and subsequent editing, authors will be asked to replace these with superscript numerals and a numbered list of notes and references prior to layout.

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9. Darcy, Sean (Archivist, National Archives of Canada), personal communication, April 2003.
10. Town and Silcox, *Tom Thomson*, pp. 99-101.

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1. Numbered List
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MATERIALS

*Material*: Material source

Notes and REFERENCES

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