

## GUIDELINES FOR AUTHORS

*The Electronic Media Review* is a publication on the conservation and preservation of electronic, time-based, or new media works of art and cultural heritage. It is published by the Electronic Media Specialty Group (EMG) of the American Institute for Conservation of Historic and Artistic Works (AIC). *The Electronic Media Review* compiles post-prints (full text papers, summaries, or abstracts) of papers presented at the EMG specialty group session at the AIC Annual Meeting and independently submitted papers that are of interest to members of EMG.

## SELECTION

*The Electronic Media Review* is a non-juried publication. Authors are responsible for the content and accuracy of their submissions and the methods and materials they present.

Papers presented at the specialty group session of the AIC Annual Meeting are selected by committee and based on abstracts. After presentation, authors have the opportunity to revise their papers before submitting them for publication in *The Electronic Media Review*; there is no further selection review of these papers. The original abstracts distributed at the meeting are published if the authors do not submit either their full text or a revised abstract.

Independent submissions are published at the discretion of the EMG Publications Committee. The Committee considers the general merits and appropriateness of any submission but does not attempt a detailed review.

Authors of papers with a general interest to the conservation community are encouraged to submit their article to the peer-reviewed publication, *Journal of the American Institute for Conservation* (JAIC).

## GUIDELINES FOR SUBMISSION

Authors should submit papers electronically as an email attachment or on disk, in a common word-processing format such as Microsoft Word (DOC) or Rich Text Format (RTF). Papers should include the following parts (in this order):

1. Title of paper
2. Author's name(s)
3. An abstract (200 word limit). Do not use acronyms, abbreviations, references, or citations within the abstract.
4. The text
5. Acknowledgements (if any)
6. Appendix (if any)
7. Notes (limit to no more than 3 endnotes)
8. References (follow JAIC author-date style)
9. Further reading (if any)
10. Sources of materials (if any) listed with supplier name and address
11. The author's name(s) with title and contact information. Do not include an author bio.
12. A list of figure captions (if any).

Follow the guidelines below for your submission:

1. Submissions must be in English and formatted to 8 ½ x 11 inch page size with all margins set at 1 inch. 12 point Times New Roman or a similar standard type is required.
2. Authors are required to follow the JAIC “Style Guide.” A PDF of the Style Guide is available from AIC at <http://www.conservation-us.org/jaic>. *The Electronic Media Review* follows the *Chicago Manual of Style*, 16<sup>th</sup> edition.
3. Do not use a number system in section headings (e.g., use “INTRODUCTION” *not* “1.0 INTRODUCTION”)
4. Do not use your word processor’s automatic text-formatting features (e.g., for bulleted or numbered lists); simply type the symbols and text.
5. Single space text; one space between paragraphs. Do not indent paragraphs.
6. Use italics, not underlines, where appropriate
7. For citation of sources, follow the reference style described in the JAIC “Style Guide” (*Chicago Manual of Style* author-date system). Do not use of footnotes or endnotes. If necessary, a maximum of three endnotes are allowed.
8. All artists named in your paper must include life dates at first mention of their name. For example, “John Smith (b. 1956)” or “Jane Smith (1956–2010).”

## ILLUSTRATIONS AND TABLES

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Each illustration and table file should be clearly named to indicate the figure, chart, or table to which it corresponds in the text and also include the author’s last name (e.g., fig\_1\_smith.tif; chart\_2\_smith.pdf; or table\_3\_smith.doc). Digital files can be submitted as part of an email attachment (no larger than 5MB) or on a CD-R for larger file sizes. If submission of images is not possible in electronic format, consult the Program Chair or Managing Editor for further information. All figures, charts, and tables must be called out within the text (i.e., fig. 1, or see table 1) so the designer knows where to place your figures.

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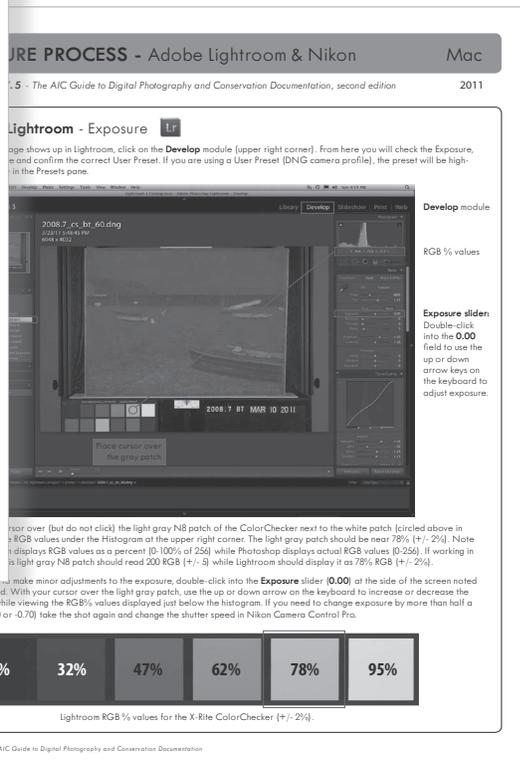
The deadline for submissions is September 15, during the year of presentation at the Annual Meeting.



# The AIC Guide to Digital Photography and Conservation Documentation

Second Edition

By: Jeffrey Warda (editor), Franziska Frey, Dawn Heller, Dan Kushel, Timothy Vitale, , and Gawain Weaver



Available online at  
[www.conservation-us.org/shop](http://www.conservation-us.org/shop)  
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**A comprehensive guide on all aspects of digital photography of works of art and cultural heritage written specifically for conservators and collections care custodians.** Topics include information on photography equipment (including cameras, lenses, lights, printers, and software options); practical recommendations on the use of color management, file formats, file naming protocols, and metadata; and advice on best practices for storage and backup of electronic records. The second half of the book explains and illustrates photographic tools and techniques that are unique to conservation documentation photography, including visible light, ultraviolet, and infrared photography. A color appendix includes step-by-step screenshots of software applications to illustrate key aspects of digital photographic documentation.

With over 120 color figures, this expanded second edition is more than twice the size of the first edition and incorporates an internal spiral binding to allow the book to lay flat. Awarded the Preservation Publication Award from the Society of American Archivists, this book is an essential reference for the conservator's library.