

Dear authors,

Thank you for your interest in publishing an article in “VDR Beiträge zur Erhaltung von Kunst- und Kulturgut” (“VDR Contributions to the Preservation of Art and Cultural Objects”). The following Guidelines for Authors will help you submit your contribution in a fashion that will allow us to do the necessary editing, typesetting, layout, and printing as effectively as possible. All requirements are listed in detail with a short checklist at the end. Please double check that your text fulfils all requirements before submitting it.

Please submit your manuscript and illustrations to:

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A member of the editorial team will contact you after having received and quickly browsed your contribution. Please contact the editorial office (Redaktionsbüro) for any further questions:

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We look forward to receiving your submission! We will make every effort to publish your article in the best possible way.

Yours sincerely,

The editorial team of VDR-Beiträge

Your manuscript should have the following structure:

### **Cover sheet**

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- Author's name
- Author's address (to be printed in the article)
- Author's phone number and email address for editorial purposes
- Complete title of the article
- Short title as suggested for the running heading (which will later be used as a heading in the layout, facilitating the categorisation of the individual articles)
- Further details:
  - file format and word processor used,
  - number of characters (including spaces),
  - number of illustrations
- Please indicate whether your article has already been published elsewhere or submitted for publication elsewhere in a similar form.

### **Your contribution**

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It should consist of (in this sequence):

#### **1. Title**

#### **2. Author's name (authors' names)**

#### **3. Summary** in German and (as far as possible) also in English,

- containing the essentials statements, contents and conclusions
- 150 words (1,000 characters) at most

#### **4. Text and illustrations**

- **Text** length: every topic should receive appropriate space – avoiding unnecessary repetition or elaboration. We suggest 3,000 words and/or 25,000 characters as guidance for the length of your text.
- Please do not add unnecessary formatting:
  - no headers, no footers
  - no indentation,
  - no manual hyphenation,
  - do not place text blocks in frames,
- Avoid abbreviations,
- Quotations in quotation marks please (“Quotation”), if from historic sources also in italics (*“Quotation”*)
- **Illustrations**
  - with continuous numbering,
  - a caption for each illustration,
  - reference to illustrations (Fig. 1) or tables (Table 1) in the text.
  - always starting with an upper case lettercaptions with an incomplete sentence do not have a dot at the end.

#### **5. Author's address** (authors' addresses) at the end of the text

## 6. Footnotes/endnotes

- Superscripted footnote/endnote numbers are to be placed after the reference word and/or after the punctuation mark if relating to the preceding sentence.
- Footnotes serve as evidence for the assertions made in the text.
- Incomplete sentences do not have punctuation marks at their end (e.g. Personal communication from Max Myers, Dolittle City University).
- Avoid digressions.
- Do not place illustrations or annotations in the footnotes/endnotes.
- Abbreviated references are used to refer to literature (e.g.: SMITH 1991a, pp. 256–259) though references may also be fully cited if there are only a few of them.
- No cross-references please (e.g. “see footnote 7”, “ibid.”) .

## 7. Bibliographic reference

- All publications listed and cited in the text are to be listed here.
- List authors in the alphabetical order of family names.
- Write first names out in full where possible.
- The order of several titles by the same author should be determined by their year of publication (earlier literature first).
- If several titles by the same author from the same copyright year are cited, then they should be listed alphabetically by title and distinguished by a, b, c, etc. (i.e. 1969a, 1969b, ...).

- **Examples**

*Monographs*

Paul Frankl, Gothic Architecture. Yale, 2000

Robert Barclay, Reversibility: the thinking behind the word. Oxford, 2000

Reinhold Reith, Encyclopedia of Olden Trades and Crafts. Facts, Numbers, and Regulations. 2<sup>nd</sup> ed. Munich, 1991

*Anthologies*

Historical Organ Pipe Material: Its Composition, Casting and Treatment. In: The North German Organ Research Project at Göteborg University. Ed. Joel Speerstra. Göteborg, 2003, pp. 165–164

*Periodicals*

Stephen Leo Carr, Verbal-Visual Relationships. In: Art History 3, December 1980, pp. 375–387

## 8. Illustration credits

- The author provides the complete illustration material and assumes responsibility for securing the reproduction rights for both printed and digital publication.
- The origin of and rights to the illustrations are to be specified in the illustration credits.

- **Examples**

Fig. 4                      Städtisches Museum Karlsruhe

Figs. 3, 10                From: Reinhold Reith, Lexikon des alten Handwerks. Fakten, Zahlen, Verordnungen. 2<sup>nd</sup> ed. München 1991, pp. 30, 37

Or in the case of short titles: Figs. 3, 10 From: REITH 1991, pp. 30, 37

## Special case Reviews

Reviews are subject to specifications different from the above, they should follow this pattern:

- Title
- Subtitle
- Reviewer's name
- Continuous text without any subtitles,
- 5,000 to 10,000 characters,
- Citations of the reviewed publication at the end of the review.

### **General specifications**

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- If writing in German: Please use modern spelling (please make a note if you insist on using the previous spelling)
- Please submit your contribution as follows:
  - text on a data storage medium (CD/DVD or USB-stick) or as an email attachment,
  - illustrations if possible as computer files (on a data storage medium, via WeTransfer, Dropbox or the like), as photographic prints or slides, additional hard copies of non-digital illustrative material for securing their correct orientation, also indicating requested size and requested space between illustrations, if available a printout of text with integrated illustrations will serve the purpose,
  - a priority list of illustrations: which ones are absolutely necessary and which ones could be omitted if need be?

### **Technical specifications text**

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- Save texts as .doc files (MS Word) or .rtf files (multi-compatible)
- Font: Arial (11 point size), lines 1.5 spaced
- Leave at least a 3 cm margin
- Please do not add any unnecessary formatting (compare page 2 – indentations, hyphenation, frames, headers and footers)
- 

### **Technical specifications of illustrations**

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Please check whether your illustration suggestions fulfil the quality standards of "VDR-Beiträge". Do not use poor-quality illustration material unless it is of significant documentary character. If submitting digital files please bear in mind that they need to be printable.

- Do not integrate charts, drawings and other illustrations into the text files; always supply a separate individual file/copy,
- Clearly label the illustrations in relation to the article (author's name or article title, illustration number),
- Be sure to observe the minimum resolution for charts, drawings and photographs

Drawings and charts may be submitted

- as prints on paper for scanning,
- as line drawings without shades of grey having a resolution of 1,200 dpi (not extrapolated) corresponding to the full desired final size in the printed article,
- as vector graphics from FreeHand, Illustrator in the EPS format.

- It is not planned to do any image processing. Please hand in prints of sufficient contrast etc. to allow for a high quality scan. Please avoid hairlines as they tend to come out unsatisfactorily when printed.

Illustrations may be submitted

- as photographic prints or slides (35 mm slides or larger, no glass when framed) for scanning,
- As black & white or colour files with a minimum of 300 dpi corresponding to 100 % of the desired final size in the printed article, format: .tif or EPS not extrapolated.

### **VDR-Beiträge Checklist**

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#### **Cover sheet**

- Author's name, title and address,
- Phone number and email address,
- Complete title of the article,
- Short title for the running heading,
- Specifications regarding file format and number of illustrations

#### **Text**

- Summary in German and English
- Text of contribution
- Footnotes/endnotes
- Bibliographic references,
- Illustration credits

#### **Illustrations**

- Clearly labelled with regard to the article,
- Consecutive numbering,
- Possibly hints to their final sizes
- Illustration priority list

**Please submit everything as digital files if possible!**