

## VDR-Beiträge zur Erhaltung von Kunst- und Kulturgut

### Guidelines for Authors

*Dear authors,*

Thank you very much for your interest in publishing an article in the “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 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 check that your text fulfils all requirements before submitting.

Please submit your contribution via e-mail to the editorial team:

[redaktion-beitraege@restauratoren.de](mailto:redaktion-beitraege@restauratoren.de)

After receipt and quick review of your contribution a member of the honorary editorial team will reach out to you. If you have further questions, please contact the editorial team at the above e-mail address.

Articles will be edited according to the two yearly editorial deadlines of March 1<sup>st</sup> and September 1<sup>st</sup> in the periods of April/May/June and October/November/December respectively.

We look forward to your submission! And 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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- Name of author
- Author's address (to be printed in the article)
- Author's phone number and e-mail address for editorial enquiries (specify a main contact person for an author team)
- Complete title of the article
- Suggestion for a short title for the headline (to be used in the layout)
- Further details:
  - file format and word processing programme used
  - number of characters (including spaces)
  - number of illustrations
- Please indicate whether your article has already been published elsewhere

## **CONTRIBUTION**

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Your contribution will be arranged according to the general layout of the journal (in this sequence):

### **1. Title of article**

### **2. Name of author(s)**

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

- It should contain the essential statements, contents and conclusions of the article
- Length: 150 words (1,000 characters) at most

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

- Text length: Each topic should receive appropriate space – avoiding unnecessary repetition or elaboration. We suggest a text length of approximately 3,000 words, or 25,000 characters
- Please do not apply unnecessary formatting:
  - no headers or footers
  - no indentation
  - no manual hyphenation
  - do not place text blocks in frames
- Avoid abbreviations
- Use quotation marks for citation (e.g. "citation")
- Bibliographical references are to be placed in the footnotes section and not in the

running text in parentheses. Please see section 6. Explanatory notes for further information on notation

- **Illustrations**

- are to be numbered continuously
- are to be referenced in the text, after the antecedent or before the period at the end of the sentence or paragraph; e.g. (Fig. 1) or (Table 1)
- are each provided with captions
- Captions always start with capital letters
- In the captions please do not apply periods at the end of incomplete sentences
- Please submit a list of all captions in a separate Word file
- The image files are to be named according to the following scheme:  
Image number\_author\_short title\_image size (small/large/medium)  
e.g. **1\_Mueller\_bauhaus\_medium.tif**
- Note: The specifications of images sizes (small/large/medium) refer to the desired print size of the picture in the journal
- Please prioritise your list of illustrations: which images are absolutely necessary and which ones could be omitted if need be?

## 5. Author's address at the end of the text

full name of the author, title of article and address (business address), e-mail address

## 6. Explanatory notes

- Explanatory notes serve as evidence for the assertions made in the text; please avoid digressions
- The explanatory notes numbers are to be placed as superscripts after the reference word or after the punctuation mark if relating to the preceding sentence
- Please only use footnotes in your manuscript. The publisher will convert all footnotes into endnotes before printing
- Quoted literature should contain abbreviated titles, i.e. surname of author in capital letters, year of publication and page number (e.g.: SMITH 1991a, pp. 256–259); full titles will be listed in the subsequent bibliography
- If only a few references are present, they may be cited fully. In this case, the bibliography will be omitted
- Incomplete sentences shall not have punctuation marks at the end (e.g. Personal communication from Max Myers, Dolittle City University)
- Please do not place illustrations in the explanatory notes
- Please avoid cross-references (e.g. “see footnote 7”, “ibid.”)

## 7. Bibliography

- All publications cited in the text are to be listed here
- Surnames of authors are to be listed in alphabetical order
- Abbreviated titles (Surname of author in capital letters and year) shall precede the detailed bibliographical reference
- First names shall be written out in full where possible
- The sequence of several publications by the same author shall be determined by the year of publication (earlier literature first)
- If the list contains several publications of the same author of the same year, they should be listed alphabetically by title and should be 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. 2nd 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

### *Internet documents:*

KRÜNITZ 1820: Johann Georg Krünitz, Oeconomische Encyclopädie. Bd. 128, Berlin 1820, <http://www.kruenitz1.uni-trier.de/>, 31.05.2018

## 8. Illustration credits

- Authors shall provide the complete illustration material and assume 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 list of credits.
- Possible emerging expenses for image permissions cannot be covered by the VDR.

### Examples:

Fig. 4, 7-9: Städtisches Museum Karlsruhe

Figs. 3, 10: From: REITH 1991, pp. 30, 37

## **SPECIAL CASE: REVIEW**

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Reviews are subject to different specifications than the above. They should have the following pattern:

- Title
- Subtitle
- Reviewer's name
- Continuous text without subtitles
- 5,000 to 10,000 characters
- The full bibliographical references of the reviewed publication are to be placed at the end of the review

The title or the subtitle should refer to the reviewed book, so that it becomes evident that the text is a review.

An illustration of the book cover is desirable.

## **GENERAL SPECIFICATIONS**

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- If writing in German, please use modern spelling.
- Please submit your contribution including the following:
  - text as an email attachment
  - numbered illustrations as digital files (via WeTransfer, Dropbox or the like)
  - numbered list of illustration captions in a separate Word file

## TECHNICAL SPECIFICATIONS TEXT

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- Please save texts as doc or .docx files
- Font: Arial (11 point size), lines 1.5 spaced
- Please do not apply unnecessary formatting (cf. 4. Text and Illustrations)
- Please use footnotes for explanatory notes

## TECHNICAL SPECIFICATIONS FOR THE QUALITY OF ILLUSTRATIONS

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Please check whether your illustration suggestions fulfill the quality standards of the “VDR-Beiträge”. Do not use poor-quality illustration unless it is of significant documentary value. 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
- Clearly label and assign all illustrations according to the designated scheme:  
**Image number\_author\_short title\_image size (small/large/medium).TIFF**
- Be sure to guarantee the minimum resolution for charts, drawings and photographs
- Black-and-white and colour images should have at least 300 dpi (Dots per Inch) corresponding to the final format of the printed article
- file format: TIF, in exceptional cases JPG

## AUTHOR COPIES

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Please send your address and that of other legitimate individuals such as copyright owners to the VDR administrative office ([info@restauratoren.de](mailto:info@restauratoren.de)) in order to receive two provided author copies.

## VDR-BEITRÄGE CHECKLIST

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### Cover sheet

- Name of author, 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

- as text file
- Summary in German and (as far as possible) English
- Article text with explanatory notes as footnotes
- Bibliographic references
- Illustration credits

### Illustrations

- Clearly labelled and assigned image files (image number/author/short title/requested image size)
- Separate Word file with the list of the illustration captions designated above
- Illustration priority list