

Dear authors

Thank you for your interest in publishing an article in the journal CONSERVA - *Beiträge zur Erhaltung von Kunst- und Kulturgut*.

After submitting your article to redaktion-beitraege@restauratoren.de, we will review the manuscript and contact you. The volunteer editorial team will review the texts and decide whether to include the article in the journal.

The editorial deadline is March 1 or September 1 of each year.

Your manuscript should **not** have been published before, not even in another language, and should not be submitted to another journal at the same time.

You are also welcome to send a working title or an abstract of your publication project to the editorial team at the contact address given above before submitting a full article.

The editorial team looks forward to receiving your submissions!

Please observe the following editorial guidelines:

Data submission

- Contact (e-mail, telephone, address)
- Article title, short title
- 4–6 keywords in German and English
- Text contribution as a Word file in German or English
- Figures as individual files as JPEG or TIF, consecutively numbered
- Diagrams and tables as individual files, consecutively numbered, in Excel or Word format
- List of figure captions
- Text files by e-mail, image files by sending service to redaktion-beitraege@restauratoren.de
- Please specify the number of characters and illustrations!

Manuscript and summary

- Length:
 - Article: up to approx. 35,000 characters (incl. notes and spaces)
 Miscellany: up to approx. 10,000 characters (incl. notes and spaces)
 Obituary or review: up to approx. 8,000 characters (incl. notes and spaces)
 → If more is required, please contact the editorial staff.
- Article title, please also in a short version
- Name of the author to whom the correspondence should be addressed.
- The order in which authors are named will be taken from the manuscript.
- Summary in German and English (approx. 1,000 characters each, including spaces)
- Continuous text with figure references (see below)
- Notes as endnotes
- At the end of the text names of the authors with academic title, institutional affiliation, business address, e-mail address (Attention: Please do not provide private contact details!)
- Bibliography
- List of illustrations



Format of the text

- Avoid formatting (e.g. no headers and footers or underlining), no automatic hyphenation
- Maximum of three text structure levels. In the case of several levels, please identify text levels by numbering and sub-numbering. This numbering is deleted in the layout and replaced by text formatting.
- Insert numbered figure references at the point in the text to which the figure refers.
- Please do not embed figures, tables, or diagrams in the text, but submit them as separate files (see below).
- Notes as endnotes, including references (short title with author's name, year of publication and page number)
- Place abbreviations in brackets after the full name when first mentioned, e.g. "Germanisches Nationalmuseum Nürnberg (GNM)" or "Methylcellulose (MC)", then use the abbreviated version.

Images: illustrations, tables, diagrams

- Max. 20 images, including max. 5 tables or diagrams, each as separate files,
 → if more is required, please contact the editorial staff.
- Please send illustrations individually and do not combine two or more illustrations in one image file.
- Figures etc. are numbered consecutively.
- Please refer to figures, tables, and diagrams in the text at the appropriate position in brackets, as follows: (Fig. 1), (Tab. 1), (Diagr. 1).
- Please list captions for figures, tables etc. in a separate document.
- In captions, please list the complete object title only the first time it is mentioned; for subsequent illustrations of the same object, please list only the title or a keyword, as follows:

Oskar Kokoschka, Die Windsbraut, 1913, Kunstmuseum Basel, inv. no. 1745, before restoration; AFTER: Die Windsbraut, during restoration

Please list the illustration credits at the end of the text document, as follows:

Figs. 1–3: Max Mustermann, Berlin

- Fig. 4, 7–9: Städtisches Museum, Karlsruhe
- Please ensure that you are authorised to publish the images. Authors are responsible for the image rights.

- Format specifications for images

Formats: JPEG or TIF

-

Size: at least 300 dpi in relation to 100 % of the desired image size Illustration files are labelled as follows:

numbering_author_short_title_small/large/medium

Please pay attention to the following: Can images be cropped? Can colour wedges be omitted?

- Tables and diagrams

Tables as separate, unformatted Word or Excel files Diagrams as separate Excel, JPEG or TIF files No linked cells in tables Avoid footnotes in tables, if necessary in the format a, b, c, ... Only include necessary tables and diagrams, as they are time-consuming to edit.



Bibliography

- List all literature cited in the continuous text in alphabetical order, in the case of several publications by one author in descending chronological order, also note this when listing literature in notes.
- Information on further literature is possible, please list this separately from the cited literature.
- If the year of publication is missing, please use 'n.d.' or, if the author is not stated, 's. a.'.

Citation styles

- Monograph
 - BREPOHL 1987: Erhard Brepohl, Theophilus Presbyter und die mittelalterliche Goldschmiedekunst. Vienna 1987
- Essay in journal
 - WEBB 1998: Marianne Webb, Methods and Materials for filling losses on lacquer objects. In: Journal of the American Institute for Conservation, Vol. 38 (1), 1998, pp. 117–133

- Essay in conference proceedings

SCHEIDEMANN 2006: Christian Scheidemann, Schmutz als wesentlicher Bestandteil von Kunstwerken. In: Cornelia Weyer (ed.), Oberflächenreinigung -Material und Methoden, Conference of the VDR, 29 September-04 October 2003, Düsseldorf, VDR-Schriftenreihe 2. Stuttgart 2006, pp. 228–233

EULER 2000: Bernd Euler, Alterwert Schmutz - Denkmalwert Schmutz. In: ÖRV (ed.), Schmutz - Zeitdokument oder Schadensbild, 14th Conference of the Austrian Restorers' Association, 14–15 June 1999, Vienna, ÖRV Conference Proceedings, vol. 07. Vienna 2000, p. 7

- Essay in anthology

KIMMEL/SCHWENCK/EISENHARDT 2021: Tanja Kimmel, Britta Schwenck and Barbara Eisenhardt, Zur Reinigung von Textilien am Institut Konservierung und Restaurierung der Universität für angewandte Kunst Wien. In: Paul-Bernhard Eipper (ed.), Handbuch der Oberflächenreinigung, 7th edition, part 1. Munich 2021, pp. 298–312

FUERTES/KREKEL 2010: Helena Fuertes and Christoph Krekel, What Colour Has

Saffron? Understanding German Recipes for the Production of Coloured Glazes in the 16th Century. In: Hannelore Roemich (ed.), Glass & Ceramics Conservation. Corning (NY) 2010, pp. 32–40

- Exhibition catalogue

CAT. COLOGNE 2007: Rainer Stamm (ed.), Paula Modersohn-Becker und die ägyptischen Mumienporträts. Exhibition catalogue Museum Ludwig Cologne. Munich 2007



- Dissertation

SCHAD 2022: Tamara Schad, Des Königs neue Schäume - Entwicklung und modellhafte Anwendung eines innovativen Reinigungskonzepts für durch anthropogene Umwelteinflüsse geschädigte Kunst- und Kulturgüter auf Basis von Schäumen. Dissertation University of Stuttgart. Stuttgart 2022

- University thesis (unpublished)

FINGER/GOTTMANN/KÜHNL 2007: Toni Finger, Peter Gottmann and Katharina Kühnl, Dokumentation über einen Vitrinenschrank zur Aufbewahrung einer Totenkrone aus der Stadtpfarrkirche St. Marien in Bernau. Project work, Potsdam University of Applied Sciences. Potsdam 2007 (unpublished)

MAUSHARDT 2004: Kathrin Maushardt, Methylcellulose als Klebemittel für die Malschichtfestigung auf Leinwandbildern. Diploma thesis, State Academy of Fine Arts Stuttgart. Stuttgart 2004 (unpublished)

- Online

 \rightarrow Please state DOI and access here.

DEFEYT ET AL. 2018: Catherine Defeyt, Etienne Van Vyve, Frederik Leen, Francisca Vandepitte, Bernard Gilbert, Elodie Herens and David Strivay, Revealing Gauguin's practice: multi-analytical approach of the Portrait de Suzanne Bambridge. In: Heritage Science, 2018, 1–9 https://doi.org/10.1186/s40494-018-0188-z [accessed: 08.12.2020]

 \rightarrow Online published dissertations do not necessarily have to have a DOI, then the link is sufficient, e.g:

SCHIEWECK 2009: Alexandra Schieweck, Airborne Pollutants in Museum Showcases - Material emissions, influences, impact on artworks. Dissertation, Dresden University of Fine Arts, Dresden 2009. https://www.hfbkdresden.de/fileadmin/user_upload/Downloads/Lehre-

Forschung/Studiengaenge/Restaurierung/Diss/Diss_Schieweck_2009.pdf [Accessed: 24/05/2024]

- Miscellaneous

Up to 3 authors please write out names at the beginning, from 4 authors only the first named author, then 'et al.'.

SEIPEL/STEFFEN/VITALI 2004: Wilfried Seipel, Barbara Steffen and Christoph Vitali (eds.), Francis Bacon und die Bildtradition. Exhibition catalogue. Kunsthistorisches Museum Vienna, Fondation Beyeler. Riehen/Basel, Vienna (et al.) 2004

EASTAUGH ET AL. 2008: Nicholas Eastaugh, Valentine Walsh, Tracey Chaplin and Ruth Siddall: Pigment Compendium, A Dictionary and Optical Microscopy of Historical Pigments. Oxford 2008

Rights and licences

 Our journal is published under the licence CC BY-NC-ND 4.0, unless this licence must be changed for individual articles due to restrictions imposed by institutions holding image rights, such as VG Bild. If you have any questions, please contact redaktionbeitraege@restauratoren.de.



- Authors should clarify the reproduction rights of their images in an online publication in advance. Any costs incurred for the usage rights of photo files will not be covered by the VDR.
- Prior to publication, the Heidelberg University Library's declaration of consent sent to the authors by the editorial team must be signed. The library only receives the right to publish the article online; the right to use the publication remains with the authors.

Protection of personal data

Names and e-mail addresses entered on the magazine's web pages are used exclusively for the stated purposes and are not passed on to third parties.

Editor: Verband der Restauratoren (VDR) e.V. German Association of Conservator-Restorers

Haus der Kultur Weberstraße 61 53113 Bonn Germany

www.restauratoren.de