

THE PICTURE RESTORER

The Journal of the British Association of Paintings Conservator-Restorers

HOUSE STYLE

General notes on House style.

Although The Picture Restorer is aimed specifically at paintings/ frames conservators it is intended to be an engaging, practical and easily accessible publication for the reader. Please bear this in mind when writing articles and avoid complex language which would present a challenge to the normal practicing conservator. (e.g scientific language or jargon which would not be readily accessible to a conservator without a specifically scientific background). If complex terms are necessary please explain them either within the main text or in endnotes. If in doubt about suitable house style please contact the editor who can send you examples of articles written in the appropriate style.

1. Headings

- The main text should be split into appropriate sections with subheadings (For example 'Introduction', 'Art historical background', 'Analysis', 'Treatment', 'Conclusion').
- Sub-sub headings may also be used at the discretion of the author but the journal cannot accommodate sub-sub-sub headings

2. References: Citations

- Citations in the text should use the author's/editor's surname and the date of publication (Smith 1994a).
- Separate multiple dates with commas (Smith 1994a, 1996).
- Separate authors with semicolons (Knight 1987; Smith and Jones 1994a, 1996). The order should be chronological
- Where page numbers are cited in the text, separate them from the reference details with a colon (Smith 1997: 431).

3. References: end list

- References cited should be listed at the end of the article alphabetically by author.
- Where two or more publications by the same author are cited, they should be listed chronologically, beginning with the earliest date. References must contain all works cited in the text.
- Surnames always precede initials.
- Use initial capitals only for the main volume title (book or periodical).
- Italicise the title of a journal, book or unpublished thesis, but not the title of a paper.
- Place of publication and publisher should be given for all books.
- Where there are more than three authors or editors, use *et al.* after the third name (citation in the text).
- Volume, issue and page numbers should be given for all journal articles.

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Examples of preferred style for references

- [chapter in edited book]
Ashelford, J. 1997. 'The art of dress'. In *Textiles in Trust*, Marko, K. (ed.) 21-9. London: Archetype Publications.
- [multi-author book]
Williams, S., Williams, K., Brookes, E. *et al.* 1986. *Housekeeping in the Eighteenth Century*, 2nd edn. London: Archetype Publications.
- [institutional author]
Cassell, Potter and Calpin 1869. *Cassell's Household Guide*. London: Cassell, Potter and Calpin.
- [dissertation]
Jones, R. 1987. 'The art of dress'. Ph.D. dissertation. Department of History, University of Manchester.
- [translated book]
Masini, L-V. 1984. *Art Nouveau*. Fairbairn, L. (tr.). London: Thames & Hudson.
- [single vol. of a multi-vol. work]
Smith, J. 1960-89. *Collected Works* (14 volumes), vol. 1 (1960). London: Archetype Publications.
- [newspaper article]
The Times 16 August 1997. Letter to the editor, 18.
- [unpublished manuscript]
E.Topsell, c. 1614. 'The Fowels of Heauerf. Huntington Library, Ellesmere MS 1142.
- [paper presented at a conference]
Williams, S. and Brookes, E. 1986. 'The art of dress'. Paper presented at the Stockport History Society conference on Textiles in the Nineteenth Century Stockport, 14 April 1967.
- [journal article]
Williams, S. and Williams, K. 1984. 'The English housekeeper'. *History Journal*, 14(3): 14-23.
- [article in conference proceedings]
Thickett, D., Fletcher, P., Calver, A. *et al.* 2007. 'The effect of air tightness on RH buffering and control'. In *Museum Microclimates*, Padfield, T. and Borchersen, K. (eds) 245-251. Copenhagen: National Museum of Denmark.
Wadum, J., Hummelen, I.J., Kragt, *et al.* 1994. 'Research programme microclimates: paintings on panel and canvas'. In *Preventive Conservation - Practice, Theory and Research. Preprints of the Contributions to the IIC Ottawa Congress*, Roy, A and Smith, P. (eds) 28-31. London: IIC.

4. Endnotes

- Endnotes may be used but not footnotes.
 - Endnotes should be listed at the end of the text, before References.
- Use endnotes to:

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- Qualify, define or provide additional material about terms or statements used in text where they might disrupt the flow of the main text.
- Refer to additional sources of information (aside from references) such as personal communication, websites etc
- Provide relevant background details about authors/ co-authors (this is not a requirement but can be provided if desired).
- Provide details of specific equipment used in analysis/ testing.

5. Abbreviations

- Spell out all unusual abbreviations on their first occurrence.
- Avoid starting a sentence with an abbreviation.
- Abbreviations only carry full stops if the contraction does not end in the last letter of the original word: eg, ed., eds, *et al.*, *c.*, *ibid.*, *op. cit.*, etc., p., Dr, Mr
- Exceptions: no. (number), pp. (pages), ff. (folios)
- No full points in initials eg BBC, UK, ICON, AD, BC
- Avoid ie, eg and etc. (note no full points in ie and eg) in the main body of the text, but abbreviate in notes and parentheses.
- Ensure that any abbreviations of terms that are in any way unfamiliar to readers outside the UK are spelled out in full at the first mention (eg A study by the British Association of Painting Conservator Restorers (BAPCR)...).
- Ensure consistency when a title or term is abbreviated. The full term should be given when first mentioned, with the abbreviation in parentheses, eg The Institute of Conservation (Icon), ethylene diamine tetra-acetic acid (EDTA). The abbreviation should be used consistently after this. Commonly used abbreviations are:

FTIR	fourier transform infra-red (spectroscopy)
IMS	industrial methylated spirit
PVAC	polyvinyl acetate
PVAL	polyvinyl alcohol
UV	ultraviolet
IRR	Infrared reflectography

6. Capitals

- Keep capitalisation to a minimum throughout the text.
- Subheads only take capitals for the initial letter of the first word and for proper nouns.
- Titles of books or periodicals take capitals for all major words, but titles of papers (published in periodicals, presented at conferences or working papers) and cited chapters in books have a capital letter for the first word and proper nouns only. The names of periods, historical eras and events are upper case, eg Bronze Age, Iron Age, Renaissance. But note that prehistoric, palaeolithic and medieval are lower case.

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- Cardinal (compass) points are capitalised if part of the title of an area or political division (eg, Western Australia, the West) but lower case for general terms (eg, southern Scotland, the south of Scotland).
- Infrared not infrared; UV and IR photography; IR reflectography; UV fluorescence; X-ray; X-radiography; but ultraviolet and Infrared
- Capitalize proprietary names. Names of chemical elements and compounds are not capitalized: alum, methyl cellulose, tri-ammonium citrate, xylene (exceptions are certain organic compounds containing a nitrogen atom, e.g. N-methyl-2-pyrrolidone).

7. Captions

- Number all illustrations sequentially.
- Include acknowledgements and copyright details where appropriate.
- Captions should appear in the following form:

Figure 1.1 Sentence(s) describing illustration. (Source: include copyright permission line in the form requested by whoever gave permission)

8. Dashes

- Spaced N-dashes (-) are used for parenthetical dashes - to pull out part of a sentence. Otherwise, unspaced N-dashes are used when the first part of a compound does not modify the second - they can usually be thought of as standing for 'and' or 'to' (eg, oil-water interface, red-green colourblindness). But note, the period 1920-1930, BUT the period between 1920 and 1930.
- Unspaced M-dashes (–) are only used to indicate the omission of a name, part of a name or date.

9. Hyphenation

- Include hyphens only when necessary to avoid ambiguity (eg, the deep-blue sea is different from the deep blue sea).
- Generally, the following prefixes require hyphens: pre-, mid- (eg, mid-1920s, pre-discovery).
- Generally, the following do not need to be followed by hyphens: any adjective ending in -ly, well, better, ill, over, under (eg, one hardly worn shoe, a well known example; a better known example, an ill suited pair, an over exposed photograph, an under exposed photograph).

10. Italics

- Words that are to appear in italics should be italic or underlined in the manuscript.
- Use italics for:
 - book and periodical titles (exceptions: the Bible and the Koran, which are set plain and capitalised)
 - titles of paintings and sculptures
 - names of ships foreign words and short phrases in foreign languages
 - *et al.*, *c.*, *ad hoc*, *per se*, *ibid.*, *op. cit.*, *pentimenti*, *imprimatura*

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- A word that would normally be italicised is roman if it falls within text that is already italicised.

11. Lists

- Use numbered lists for sequences. Numbers do not carry brackets or full points.
- All other lists should use bullet points (and N dashes for sublists), unless the items in the list are referred to elsewhere, in which case use (a), (b), (c)... and (i), (ii), (iii) ... for sublists.

12. Notes

- Textual indicators for Endnotes are consecutive superscript numerals.
- Use superscript lower case letters for notes in Tables.
- No headers or footers should be used.

13. Punctuation

- Use single quotes (‘ ’); double within single(“ ”).
- No stops at the end of subheads.
- Single spaces throughout.
- No serial comma (ie, A, B and C' and 'D, E or F') except to avoid ambiguity.
- No space between figure and %, eg. 7%

14. Quotes

- Use three equally spaced full stops and no punctuation for ellipses – to represent omitted text in quotes. Ellipses are not necessary at the start and end of quotes.
- Run quotes of fewer than 40 words on in the text, punctuated with single quotation marks (double within single).
- Extract quotes of 40 words or more, without quotation marks.
- Attribute all quotes in the bibliography, using the volume reference citation style.
- Author interpolations into the quote should be in square brackets (eg, [original])

15. Numbers, dates and measures

- Spell out one to ten and use numerals for 11 and over except for ages (always numerals), dates and with all units of measurement (e.g. 5 mm).
- Use SI units (m, km, s, N, j etc.).
- Use commas in thousands; 1,000, 10,000, etc.
- Avoid starting a sentence with a numeral. If it can't be avoided, spell it out.
- Elide numbers to the shortest form consistent with clarity, eg 422-6, 131-5, 14-16, 111-15, 108-11, 104-6.
- Do not contract months, except in tables and diagrams.
- 1920s, 1876-1921, 1987-9 (but 1916-18), 26 March 1997, August, spring, summer, autumn, winter, in the fifteenth century, fifteenth-century designs,
- AD and AH precede the year number: BC, BCE and BP follow it, eg 50BC, AD105, 24,000 BP But seventh century AD.
- Percentages use the symbol % in tables and figures, but per cent in text, except in mathematical or statistical text.

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- Temperatures should appear in degrees Celsius (or Kelvin, where appropriate).
- Greek symbols and abbreviations of chemicals or other names should be defined when first mentioned.

16. Spelling

- Original spellings should be retained in the bibliography and in any quoted matter.
- Anglicised spelling throughout
- -ise, -isation NOT -ize, -ization
although (not though)
- artefact, prehistoric, palaeolithic, medieval

17. Materials (composition and Manufacturer details only, don't include suppliers)

- Materials and manufacturers referred to in the text should be listed under 'Materials' at the end of the paper.
- List in alphabetical order
- Use [®] and [™] as necessary in superscript
- Indent list with bullet points as here
- Generic names should be used as well as trade names for products, whenever possible.
- If a trade name is very well known (for example, Paraloid B72), it is not necessary to give the generic or chemical name nor use trade mark symbols.

18 Special conservation words - consistency with hyphenated, single words specific to conservation writing

Use the following for example;

- underdrawing (not under drawing); underpaint (not under paint); deline; unline (unlined painting); reline; restretch; rejoin; inpaint; overpaint,
- wax-resin, glue-paste, chalk-animal glue
- under modelling; strip line; cross-section; under painted
- reversible but re-treatable; de crimping but pre-stretching
- gold leaf
- low-pressure suction table

END