



## Style Guide

Updated August 2018

### AUTHORITIES

- **Merriam-Webster’s Collegiate Dictionary, 11th ed.**
- **Webster’s New Third International Dictionary** - <http://www.merriam-webster.com>
- **Chicago Manual of Style, 16th ed.** - <http://www.chicagomanualofstyle.org>

### Abbreviations

- Physical quantities expressed in numerals are followed by an abbreviated form of the unit; a unit of measurement used without a numeral should always be spelled out in the text (e.g., “60%RH” or “Relative humidity was measured...”).
- Use periods after English measurements (e.g., in. [inches], ft. [feet], mi. [mile], lb. [pounds]); there are no periods after metric measurements (e.g., cm [centimeters], mL [milliliters], m [meters]).
- Spell out acronyms at first mention in text.
- Do not abbreviate months.
- Following *Chicago Manual* 10.28, spell out names of states and provinces in running text (except for DC); use two letter postal codes in references and in postal addresses.
- Abbreviate Co., Corp., Inc., in citations and source lists; spell out in running text; “&” is permitted in company names, but not in book titles.
- Post Office: PO not P.O.
- Spell out individual elements, but abbreviations for compounds are permitted (e.g., CO<sub>2</sub>) after first mention.
- Circa: ca. not c. For example: Fig. 2. Isabel Nagel in Maine, photographed by Gaston Lachaise, ca. 1913.

### Abstracts

- Do not use acronyms or abbreviations (e.g., of analytical methods or institutions).
- Do not include text citations or references.
- For an organization’s name in the translated abstract, include the original name in English or the original language followed by the translated name in parentheses.

### **Acknowledgments**

- Place after the text, before any other back matter.

### **Acronyms**

- There is no need to spell out AIC, ANSI, ASTM, DNA, FTIR, HPLC, HVAC, ICCROM, ICOM, IIC, ISO, n.d., PCB, pH, PVAC, SEM, RNA, TAPPI, UV, XRD, XRF.

### **Addresses**

- Abbreviate street suffixes following *Chicago Manual* 10.34 and <https://www.usps.com>; use abbreviations NE, NW, SE, and SW, except where the compass point is the name or part of the name of a street, or the place-name (e.g., South Ave., Northwest Hwy., West Bend, East Orange).
- Use US Postal Service abbreviations (*Chicago Manual* 10.28) for states and provinces followed by a zip code (e.g., in addresses, sources of materials list, and author biographies).
- If more than one author has the same address, use the format: Address as for [name].
- For England, specify UK.

### **Appendix**

- Place after Acknowledgments.
- Multiple appendices are identified by number and title (e.g., Appendix 1. ADHESIVE PREPARATION, Appendix 2. SEM-EDX ANALYSIS).

### **Article Back Matter**

- Arrange in this order: Acknowledgments, Appendix, Notes, References, Further Reading, Sources of Materials, Author Biographies.

### **Author Biographies**

- Place last in back matter.
- Include degrees, current position, mailing address and e-mail address.
- Do not capitalize position titles, except when it is a named position (e.g., the Paul M. and Harriet L. Weissman Senior Photograph Conservator).

### **Book Reviews**

- Title of book, author or editor, City: Publisher, 20YY. xxx pages, hardcover, \$xx, AIC members \$xx. Available from name of organization, address. ISBN xxxx.

- Lower case ed. and eds.
- When citing page numbers, show in parentheses, as (p. 23).

### Captions

- Do not place periods at the end of a caption, if it is not a sentence.  
Example: Right: cracking black layer, digital photograph, Nikon D70, macro lens

### Dates

- Use conventional form in running text (e.g., October 20, 1999) with a comma before and after the year.
- For date of access of websites, use conventional form.
- For life dates, use the *en dash* and do not abbreviate (e.g., 1600–1650).
- 18th century (no hyphen, no initial cap), however if it appears with a hyphen in the title of a reference, leave it alone.

### Equations

- In a numbered sequence of equations, place number in parentheses.
- Set off equations with italics in running text.

### Figures

- In running text, use lower case abbreviation in parentheses (fig. 4), but spell out in sentences (“as seen in figure 4”).
- In the figure caption, use initial capital and abbreviate: Fig. 4.
- Referring to more than one figure in running text: (figs. 1, 2) (figs. 1–6).
- Use letters to designate multiple parts: (figs. 4a, 4b, 4c).
- For works of art, caption includes artist, title, date, media or materials, dimensions (in *metric*), credit (including museum number).
- Credit lines for photographs: Courtesy of...*not* Photograph courtesy of..
- Images taken by or prepared by the author do not require a “courtesy of” statement.
- The word “magnification” is not needed; use x for times (e.g., 250x).

### Heads

- Number sections using Arabic numerals
1. Section head in title caps; first paragraph flush left

1.1 Subhead in title caps and italics; first paragraph flush left

1.1.1 Subhead in title caps; first paragraph indented

### **Lists**

- May be set off vertically in outline style, or run into the text. Use numerals if they serve a purpose (e.g., to clearly separate items, to indicate order or importance).
- For numbered lists set off vertically, the number is followed by a period.
- For numbered lists in running text, such as figure captions, numbers are enclosed in parentheses: Fig. 1. Layers visible in cross section: (1) ground, (2) paint, (3) varnish, etc.

### **Measurements**

- Provide metric measurements for all captions and scientific experiments. English units may be used in addition to the metric where appropriate (e.g., when the English unit dimensions are round numbers or common descriptors of an object, such as 3 x 5 in. card)

### **Names**

- Use last name when referring to a citation in the text.
- Use first names only for artists. Give life dates of artists at first mention.

### **Notes**

- Limit notes to three.
- Place in back matter preceded only by Appendix.

### **Numbers**

- Use numbers for measurements, for percentages, for 10 and above, for like categories in the same paragraph when at least one is 10 or above.
- For ratios, use numbers separated by a colon (e.g., 1:4).
- Use the *en dash* to indicate a range “up to and including” (e.g., samples 10–16).
- In technical contexts, omit the comma in four-digit numbers.
- Treat ordinals as you would cardinal numbers (e.g. first century, 18th century).
- Hyphenate simple fractions in running text (e.g., three-quarters).
- For negative numbers in ranges, use “to” instead of a dash (e.g., -2°C to -5°C).

- Use Arabic numerals for chapter and volume.

### **Page Numbers**

- Include page numbers in text citations with direct quotations, or when paraphrasing from a long work in which the concept is not immediately accessible to the reader.
- Use the *en dash* to indicate a range of page numbers (e.g., 486–95).

### **Phone Numbers**

- For US phone numbers, do not enclose area code in parentheses: 800-xxx-xxxx.
- International phone numbers should be preceded by + symbol, followed by the country code, city code, and phone number: +44 171 555 5555.

### **Punctuation**

- Use the serial comma style (e.g., red, white, and blue *not* red, white and blue).
- Use commas after introductory phrases sparingly.
- Following a colon that introduces a series within a sentence, do not capitalize following the colon, except for a word that would always be capitalized (e.g., a proper name) or if the items in the series are complete sentences.

### **Quotations**

- Set off five or more typed lines as a block quotation.
- In text citations following direct quotes, include the exact page number: “The question is how to achieve the desired state of controlled absorption” (Hendy and Lucas 1968, 271).

### **Sources of Materials**

- Appear before Author Biographies.
- List materials headline style, with initial caps; include materials not commonly available.
- Group multiple products from a single source.
- Equipment names in text need not be included.
- Use abbreviations for Co., Corp., Inc.
- For formatting style, see Addresses (above)

### **Symbols**

- Symbols are permitted in running text where quantities are expressed in numbers (e.g., 35%RH, “monitoring of relative humidity...”); the term “pH” is always permitted.

- Do not space between number and symbol: 50% not 50 %, but put a space between a number and an abbreviation or measurement, such as metric (10 cm) English (2 in.).
- Repeat symbol in ranges where it is closed up to the number (35%–50%) but not where the symbol is separated from the number (2 x 5 cm).
- Do space between number and operation sign: 42 ± 3%.
- Slash (/) indicates alternatives (except in fractions).
- Colon (:) indicates ratios.
- Hyphen (-) joins compounds.
- Micron is expressed by μm.
- Temperatures are written with °F and °C (e.g., 355°F, 32°C).
- Use ° (degree symbol) for angles.

### Tables

- Title is in headline style with initial caps. The table title is placed above the table.
- Initial caps are used for column heads and for the first word of stub heads.
- End punctuation is used only for a complete sentence.
- Place footnotes just below the table, designated by lowercase letters a, b, c, etc.
- Within the text, refer to table 1, table 2, etc. (using lowercase letters and numerals).
- Use horizontal rules sparingly; avoid vertical rules unless required for clarity.

### Websites

- In running text, the title of a website may be used rather than a URL. The default style is roman character, headline style, but websites that are analogous to books or other types of publications may be styled accordingly. The following are all acceptable usages:
- Google; Project Gutenberg; Apple.com; NYTimes.com
- the website of the *New York Times*; the *New York Times* online
- *The Chicago Manual of Style Online*; “Chicago Style Q&A”
- *Conservators Converse Blog*, “From the Bench: A 400-Year-Old Carpet is Restored to Show Original Persian Artistry,” blog entry by Joseph Godla, December 21, 2012.
- If it is necessary to use a URL in the text, use the full prefix http:// prefix.
- Use the References to list more details of the website, when necessary (see the References section below).
- Use end punctuation if the website address falls at the end of a sentence.

## Capitalization, Hyphenation, Spelling, Italics

### A

academic degrees, no periods, as MA, PhD

AD

ad hoc

a.m.

absorbency, absorbent

ABC fire extinguishers

acc. no.

Acryloid: outdated term; use Paraloid

aesthetic

acknowledgment, acknowledgments

adviser

aging

airbrush (adj., n., v.)

air conditioner, air conditioning

air-dry (v.)

albumen: related to egg white, photographic prints

albumin: proteins in blood plasma or serum

alizarin, but Alizarin Blue, Alizarin Red

ambient

America (n.), American (adj.): avoid using as synonymous with United States; American permitted as a noun to describe citizens

analog

annual meeting, but AIC Annual Meeting

appendix, appendices: lower case in text citations; abbreviate as app. in references

archaeology

art-historical (adj.)

Art-Sorb

article: preferred to the term "paper" but use "essay" except for contributions to symposium proceedings

artist's intent

artist's materials

artworks: title appears in italics; give date and current location in parentheses except when that information appears in a caption or when the standard catalog number is provided

audiovisual

## **B**

BA

bandwidth

baroque period

BC

beamline

Benday

benzotriazole (BTA)

beta-radiograph

BEVA

Bio-Plastic

black-and-white (adj.)

block-print (v.)

Blue Wool Standards

bronze disease

brushstroke (n.)

brushwork

B.S.

Bunsen burner

## **C**

ca.: permitted in text

Cab-O-Sil

café

carbon-14

card stock

cast iron (n.); cast-iron (adj.)

catalog, but catalogue raisonné

catalog number

CD-ROM

Central Europe



cf.: permitted in parentheses  
chair: not chairman  
chap. in references; chapter in text  
chemical formulas: periods can be on the line rather than above  
CIE L\*a\*b\*  
cleanup (adj., n.)  
climate control (adj.)  
co-author  
codex, codices  
coefficient  
cofound  
cold extraction  
cold-flow (v.)  
cold-paint (v.)  
collection: capitalize only when part of proper name (e.g., the Frick Collection)  
color-match (v.)  
colorplate  
compendium, compendia  
Conclusions: as head, not Conclusion  
consortium, consortia  
contractions: avoid  
copolymer  
co-solvent  
cost-control  
coworker  
craftsperson, craftspeople  
cross-link  
cross-reference (adj., n.)  
cross-reference in text  
(see table 1)  
(see fig. 3a)  
(see sec. 3)  
cross section (adj., n.)  
curriculum, curricula

## D

Dacron

damar

data: takes plural verb

database

decision maker, decision making (n.)

decision-making (adj.)

deformable

deionize

desiccate

dialogue

disc

discernible

drier (when used as an additive)

dryer (when used as an apparatus supplying heat)

dry-clean (v.)

dry-surface-clean (v.)

## E

earlywood

Earth

Eastern Europe

e.g.: permitted in text, confine to parentheses and follow with a comma

e-mail

eluant

energy dispersive x-ray spectroscopy (EDX)

ensure: means "to make sure of" (insure refers to insurance)

eq: abbreviation for equations

equilibrium, equilibria

equilibrium moisture content (EMC)

equilibrium relative humidity (ERH)

E-SEM: environmental scanning electron microscope, microscopy

et al.: permitted in text

etc.: permitted in text

Ethafoam

EVA: no need to spell out

## **F**

Fellow: initial capital in author biographies

Festschrift

fiberglass

fine-tune (v.)

First Nations

flathead screw

folklife

Fome-Cor

footcandle

foreign terms: use italics, with roman "s" for Anglicized plurals

formula, formulas

freeze-dry (v.)

fresco, frescoes

FTIR: Fourier transform infrared reflectometry/spectrometry/spectroscopy/analysis

fume hood

## **G**

gap-fill (v.)

gas chromatography–mass spectroscopy (GC-MS)

Gator-Foam

gelatin

gesso, gessoes

glycine

Gore-Tex

-grade: hyphenate as adj.

grass roots (n.)

grassroots (adj.)

gray

gum arabic

## **H**

half-: hyphenate compounds

halo, haloes  
hardcover (adj., n.)  
health care  
heat-age  
heat-set (adj., v.)  
heterogeneous  
high-efficiency particle air (HEPA) filter  
high-performance liquid chromatography (HPLC)  
high-tech  
Hispanic  
homogeneous  
horsehair (adj., n.)  
hot-air (adj.)  
hot-melt (adj.)  
HVAC: no need to spell out

## I

i.e.: permitted in text  
in situ  
*in vivo*  
imprimatura  
Inc.: does not require preceding comma  
index, indices  
indispensable  
infill (n., v.)  
infrared  
inpaint  
Internet  
ironII, ironIII

## J

Jr.: does not require commas

## K

K: degrees Kelvin (e.g., 5000 K); do not use to express thousands

kerosene

keV: kiloelectronvolt

kraft paper

## L

laboratory: not lab

labor-intensive

latewood

leaf-cast (v.)

leaf-casting (n.)

lead white (n.), lead-white (adj.)

legal cases: in italics, as *Whistler v. Ruskin*

life-size (adj.)

lightfastness

light-age (v.)

light-bleach (v.)

liquefy

locus, locuses

low-temperature (adj.)

lumen, lumina

Lyons

## M

M: molar

mA: milliamp

macro-environment

Masonite

mass-produce

mat board

Material Safety Data Sheet

matrix, matrices

matte

maximum, maxima

medium, media

memorandum, memorandums (not memo)

methyl cellulose

Micro-mesh

micron:  $\mu\text{m}$

micro-organism

microscopic; preferred to microscopical

mid-: hyphenate compounds

middleground

mL: milliliter

Mlux

mM: millimolar

mold

molding

mold-making

ms: millisecond

MS

multi: close up compounds

Mylar

## **N**

nA: nanoAmps

naïve

Native American (adj., n.), Native (adj.)

Neoclassical

nm: nanometer

no.: avoid the number symbol #

newton, newtons

nuclear magnetic resonance (NMR)

## **O**

occidental

ocher

off-gas (v.)

off-white

off-site

Old Masters  
online  
on-site  
oven-age (v.)  
oven-dry (v.)  
oversize: not oversized

## **P**

Pa: Pascal  
panel painting  
paper: permitted in reviews of conference proceedings; otherwise avoid and use the preferred term “article”  
paperboard  
paper-splitting (adj., n.)  
papier-mâché  
patents: U.S. patent [no.]  
patina, patinas  
pendant: not pendent  
petri  
PhD  
photo-aging  
photo-image  
photo-inert  
photo-oxidation  
photo-stability  
photograph: not photo as noun (photo as adjective is permitted)  
photoactivity  
photodegradation  
photodocumentation  
photomacrograph  
photoreactivity  
phototechnology  
pipet  
plain-weave (adj.)  
plaster of paris  
Plastic Wood

Plasticine

Plexiglas

p.m.

PO

policy maker

poly (vinyl chloride), or polyvinyl chloride

polyvinyl acetate

portland cement

pre-aged

pressure-sensitive tape

-proof: hyphenate compounds in all positions

provenance

PVAC: no need to spell out

Pyrex

## **R**

rabbit skin glue

Raman

recordkeeping

re-: as a prefix, rarely requires hyphenation, see *Webster's New Third*

repaint (n., v.)

repellent

Rhodamine

roller-print (v.)

## **S**

Salon, the

sand-cast (v.)

scanning electron microscope (SEM)

selvage

series: takes singular verb

setup

sherd

silk-screen (v.)

-size: in compounds, not –sized (except in references to sized paper)



Spanish Colonial  
spectrum, spectra  
spot-check (v.)  
spot-test (v.)  
squeeze-out (n.)  
stele, stelae  
stepwise  
still life, still lifes (n.)  
still-life (adj.)  
Stoddard solvent  
styles and schools of art: initial capital, as Impressionism, Impressionist  
sulfur, sulfide  
supp.: abbreviation for supplement  
symposium, symposia

## T

TAPPI  
Teflon  
terracotta  
tetracetic  
text block  
the: lowercase in names for institutions in text; can be capitalized in photo credits  
thin section (n.); thin-section (adj.)  
tide line  
timeline  
titles of exhibitions: set off with italics  
titles of published works and artworks in text, series of paintings: capitalize headline style following *Chicago Manual*  
titles of symposia: initial capitals, quotation marks  
trade names: initial capitals; do not use ® or ™  
trompe l'oeil

## U

UK  
underpainting

US

Urushi

UV-Vis

## V

Vandyke brown

Velcro

vermilion

via

vice-: hyphenate compounds

videotape

viz.

vs.: abbreviation of versus; except in legal cases (e.g., *Whistler v. Ruskin*)

## W

wash-fastness

water-clear (adj.)

water-glass

wave-band

wavelength

wavenumber

water-saturated: hyphenate in all positions

water-soluble

Weather-o-meter

web

website

web page

wet-clean (v.)

white lead/lead white: be consistent within article; hyphenate as adj.

words as words: in quotation marks

World Wide Web, the Web

workstation

worshiped, worshipper

wt%: for weight percent (not w/w%)

w/v: weight/volume

## **X**

xeroradiography

x-ray

x-ray fluorescence spectroscopy (XRF)

x-ray radiography (better than x-radiography)

x-ray powder diffraction (XRD)

## **Z**

Ziploc

### **Documentation: Author-Date System**

The Author-Date System briefly cites sources in the text, usually in parentheses, by author's last name and date of publication. These short citations are detailed in References at the end of the paper. What follows is a brief description of the citation style to be used in the JAIC. For more complete details, refer to the Chicago Manual of Style, 16<sup>th</sup> edition.

#### **In-Text Citations**

- To a reference as a whole:
  - (Smith 1999)
  - (Smith 1999, 2002)
  - (Thomson 1987; Jones 1999; Smith 1999) – list multiple sources chronologically
  - (Pratt 1992a, b)
  - (Singh and Butcher 1990)
  - (Tucci [1978] 1988)
- To a specific page in reference:
  - (Smith 1999, 49)

Include page numbers in text citations only when meaningful: with direct quotations, or when paraphrasing from a long work in which the concept is not immediately accessible to the reader. Do not use page numbers in references to a journal article or short manual except to support a direct quote.

- Place after author's name, if possible: Learner (1996) used PyGC-MS to look at a number of synthetic organic pigments.

- If the author and date are in the text, only the page number is needed. For example: In 1906, Forster (54) said, “A critic has no right to the narrowness which is the frequent prerogative of the creative artist.”
- For four or more authors, use first author’s last name and et al.:  
*incorrect* = (Florian, Kronkright, Swift, and Norton 1992)  
*correct* = (Florian et al. 1992)
- If References includes two works of the same year by one author with different coauthors, distinguish them by the second author’s name: (Smith, Jones et al. 2000; Smith, White et al. 2000).

## References

- Provide full author names. Use the full first name and middle initial, whenever available. If the author uses his or her initials, put a space between them.
- List all authors; do not use et al. in References, except when more than 10 authors. In this case, list seven authors and use et al.
- Italicize (do not underline) titles of books and names of journals.
- Use quotation marks around the title of an article.
- Convert roman numerals to Arabic for volume numbers.
- Spell out the title of the journal and give the volume and page numbers; include issue number, month, or season only when pagination is not continuous through the volume.
- Arrange entries alphabetically by author’s last name; place Mc after Mb and before Md.
- For more than one entry by the same author(s), arrange by date, earliest to latest;
- For more than one entry by same author(s) in the same year, arrange in alphabetical order by title and label a, b, etc., after the year (e.g., 1992a, 1992b, etc.)
- Place author’s own volume before a book s/he edited.
- Place single-author entries before multiple-author entries.
- Arrange entries with the same first author and various multiple authors according to the last name of the second author, not by the number of authors.
- Alphabetize corporate authors (such as associations) according to the first significant word or acronym.
- For place of publication, list only the first city; for Canadian publications, provide province and Canada.
- If there are references not cited in the text, group them after References under Further Reading.

## Samples

### Archives

## **Archives**

Roberson Archive. Hamilton Kerr Institute. Cambridge University, Cambridge, England.

## **Unpublished Document in Archives**

Jones, Elizabeth H. 1949. "Washington Allston's Painting Technique and His Place in the Colorist Tradition."  
Unpublished typescript, Museum of Fine Arts, Boston

## **Books**

### **AIC Specialty Group Catalogs (print editions)**

Samet, Wendy H. 1998. "Factors to Consider when Choosing a Varnish." In *Paintings Conservation Catalog*, vol. 1, *Varnishes and Surface Coatings*. Washington, DC: AIC. 1:1–20.

Mayer, Debora. 1994. "Fiber Identification." In *Paper Conservation Catalog*. 9th ed. Washington, DC: AIC. 1:1–9.

AIC, Book and Paper Group. 1994. *Paper Conservation Catalog*. 9th ed. Washington, DC: AIC.

### **AIC Specialty Group Catalogs (wiki editions)**

AIC, Book and Paper Group. 2014. *Paper Conservation Catalog Wiki*. Accessed August 1, 2014.

[http://www.conservation-wiki.com/wiki/Paper\\_Conservation\\_Catalog](http://www.conservation-wiki.com/wiki/Paper_Conservation_Catalog).

"Mold." 2014. *Paper Conservation Catalog Wiki*. Accessed August 1, 2014. [http://www.conservation-wiki.com/wiki/Paper\\_Conservation\\_Catalog\\_-\\_Mold](http://www.conservation-wiki.com/wiki/Paper_Conservation_Catalog_-_Mold).

### **Chapter in a Book**

Schniewind, Arno P., and Dale P. Kronkright. 1984. "Strength Evaluation of Deteriorated Wood Treated with Consolidants." In *Adhesives and Consolidants*, edited by Norman S. Brommelle. London: International Institute for Conservation of Historic and Artistic Works. 227–316.

### **Book**

Clapp, Anne F. 1973. *Curatorial Care of Works of Art on Paper*. Oberlin, OH: Intermuseum Conservation Association.

### **E-book**

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit).

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press.  
<http://press-pubs.uchicago.edu/founders/>.

### **Edited Book**

Zycherman, Lynda A., and John Richard Schrock, eds. 1988. *A Guide to Museum Pest Control*. Washington, DC: Foundation of the American Institute for Conservation of Historic and Artistic Works and Association of Systematics Collections.

### **Entry in Dictionary or Edited Book**

Well-known online and print reference works, such as major dictionaries and encyclopedias, are normally cited only in the text, rather than in References:

According to *Wikipedia*, the Antiquities Act of 1906 allows the president to...

If it is necessary to give a reference, use this format:

*Wikipedia*. s.vv. "Antiquities Act." Last modified July 28, 2014.

[http://en.wikipedia.org/wiki/Antiquities\\_Act](http://en.wikipedia.org/wiki/Antiquities_Act).

*Encyclopaedia Britannica*. 9th ed. s.v. "Isinglass."

Use s.v. (*sub verbo*, "under the word") for single words, s.vv. for plural.

For less well-known reference works, cite in the text and give more complete publication information in the References.

Lewis, Richard J. 2007. *Hawley's Condensed Chemical Dictionary*. 15th ed. New York: Wiley & Sons. 23-24.

### **Later Edition**

Mayer, Ralph. 1991. *The Artist's Handbook of Materials and Techniques*. 5th ed. New York: Viking Press.

### **Materials Research Society**

Inaba, M., and R. Sugista. 1991. "Permanence of Washi (Japanese Paper)." In *Materials Issues in Art and Archaeology*, vol. 2. *Materials Research Society Symposium Proceedings 185*, edited by Pamela B. Vandiver et al. Pittsburgh: Materials Research Society. 799–804.

### **Preprints**

Stone, Janet L. 1987. "Treatment of 19th-century Tracing Papers from the Frederick Law Olmsted Collection." In *ICOM Committee for Conservation preprints. 8th Triennial Meeting, Sydney*. Paris: ICOM. 2:731–38.

Heller, Don B. 1983. "The Coating of Metal Objects at Winterthur." In *AIC Preprints. American Institute for Conservation 11th Annual Meeting, Baltimore*. Washington, DC: AIC. 57–64.

### **Proceedings and Conference Titles**

Williams, Scott R. 1989. "Blooms, Blushes, Transferred Images and Mouldy Surfaces: What are these Distracting Accretions on Art Works?" *Proceedings of the IIC-Canadian Group 14th Annual Conference*. Toronto, Canada. 65–84.

### **Reprint**

Tucci, Giuseppe. (1978) 1988. *The Temples of Western Tibet and their Artistic Symbolism*. Reprint, New Delhi: Aditya Prakashan.

### **Single Volume of a Multivolume Work**

Kopp, Hermann. 1847. *Geschichte der chemie*. Vol. 4. Braunschweig: F. Vieweg und Sohn. 1843-1847.

### **Translation**

Tucci, Giuseppe. 1978. *The Theory and Practice of the Mandala*. Translated by A. H. Brodrick. New York: Samuel Weiser.

Viollet-le-Duc, Eugène-Emmanuel. (1854) 1980. *The Foundations of Architecture*. Translated by Kenneth D. Whitehead. New York: George Braziller.

### **Volume in Series**

Zeronian, S. Haig, and Howard L. Needles. 1989. *Historic Textile and Paper Materials*. Vol. 2. *Conservation and Characterization. Advances in Chemistry Series 410*. Washington, DC: American Chemical Society. 63–80.

### **Journals**

### **Article in a Journal**

Johnson, Jessica S., Susan Heald, Kelly McHugh, Elizabeth Brown, and Marian Kaminitz. 2005. "Practical Aspects of Consultation with Communities." *Journal of the American Institute for Conservation* 44 (3): 203–215.

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189 (5): 463–73.  
<https://doi.org/10.1086/691233>.

### **Journal Article (not attributed to author)**

*Consumer Reports*. 1978. "Silver care products." *Consumer Reports* 43 (2): 1–10.

### **Journal Article Published in Installments**

Low, Manfred J. D., and Norbert S. Baer. 1977. "Application of Fourier Infrared Transform Spectroscopy to Problems of Conservation. Part 1, General Principles." *Studies in Conservation* 22 (3): 116–28.

### **Other**

#### **Article in a Newspaper**

Lore, D. 1990. "Gold Ship Provides Bonus of Clothing." *Columbus Dispatch*, November 11. C6.

#### **Association as Author**

NBS (National Bureau of Standards). 1951. *Preservation of the Declaration of Independence and the Constitution of the United States*. NBS Circular 505. Washington, DC: NBS.

#### **Database**

Conservation Information Network, Materials Database. 1989. Vikane, MCIN record 908.

#### **Dissertation** (Not italicized in Reference section, unless published)

Tutt, L. W. 1984. Excited state distortions, bonding and photochemistry of organometallic compounds. Ph.D. diss., University of California, Los Angeles.

#### **Exhibition Brochure**



Greenough, S. 1992. *Stieglitz in the darkroom*. Washington, DC: National Gallery of Art. Exhibition brochure.

#### **In-house Report**

McCabe, C. 1993. Reclearing treatments used for aged facsimile palladium prints. Unpublished manuscript, National Gallery of Art, Washington, DC.

#### **Letter in Archives**

Benson, Frank W. 1926. Letter to Albert Milch, November 3. Milch Gallery Records. Archives of American Art. Microfilm roll 4411, frame 1116.

#### **Paper Presented at Meeting**

Daly, D., and S. Michalski. 1986. Recent Developments in Research in the Fine Arts Laboratory at CCI. Paper presented at the IIC-Canadian Group 12th Annual Conference, Winnipeg, MB, Canada.

#### **Patent**

Skofronick, Bruce D. 1969. Water-treated shadowmarks. US Patent 3,486,923, filed February 21, 1968, and issued December 30, 1969.

#### **Personal Communication**

Personal communications may be cited as (Minter, pers. comm.) or (Benson, unpublished data), and if the person is fully identified in the text they do not require listing in the References. If a reference is necessary to provide more detail, use this form:

Doe, Jane. 1989. Personal communication. Isotope Laboratory, Institute of Geoplanetary and Planetary Physics, University of California, Los Angeles.

#### **Product Information**

Dow AgroSciences. 2014. Vikane gas fumigant. MSDS Number 101201548 / A211, issued May 5, 2014. <http://www.cdms.net/LDat/mp0KQ019.pdf>.

Akemi Plastics. n.d. Acrylic sealant. Technical instruction sheet. Accessed August 4, 2014. [http://www.akemina.com/cmsupload/support/bilder/Acrylic\\_sealant\\_GB\\_30.06.2009.pdf](http://www.akemina.com/cmsupload/support/bilder/Acrylic_sealant_GB_30.06.2009.pdf).

#### **Technical Leaflet**

Fales, D. A., Jr. 1967. Care of Antique Silver. *History News* 22 (2): technical leaflet 40.

## **Video**

Society for the Preservation of New England Antiquities. Conservation Center. 1990. *Reupholstery of the Milwaukee Art Museum's Boston easy chair utilizing a new upholstery technique*. Boston: the Center. Videocassette (VHS). 18 min.

## **Standards**

### **ANSI, ASTM, ISO, TAPPI**

ANSI (American National Standards Institute). 1993. *American National Standard for Imaging Media, Processes Safety Photographic Films, Storage*. ANSI/NAPM IT9.11-1993. New York: ANSI.

ASTM (American Society for Testing and Materials). 2011. *Standard Test Method for impact strength of adhesive bonds*. ASTM D950-03(2011). Philadelphia: ASTM.

ISO (International Organization for Standardization). 2007. *Imaging Materials - Processed imaging materials - photographic activity test for enclosure materials*. ISO 18916:2007. Geneva: ISO.

TAPPI (Technical Association of the Pulp and Paper Industry). 2007. *Solvent extractives of wood and pulp*. TAPPI T204 CM-07. Atlanta: TAPPI.

## **Websites**

### **Website Listing**

- All URLs in references should have the prefix <http://> and include a final / wherever they appear.
- If it is necessary to use a URL in the text, use the full prefix <http://> prefix and include any final /.
- When one is available, list a Digital Object Identifier (DOI) rather than a URL.
- Only include access dates if there is no date of publication or date of last update. Place the date last accessed in conventional form (e.g., August 4, 2014) before a URL or DOI.

Cyclododecane. 2014. CAMEO (Conservation and Art Materials Encyclopedia Online). Museum of Fine Arts, Boston. Accessed September 7, 2014. <http://cameo.mfa.org/wiki/Cyclododecane>.

**Citing Online Resources in Print Publications (e.g., print editions of *JAIC*, *BPG Annual*)**

- It is only necessary to cite a URL or DOI when the publication only exists online or would be otherwise difficult to locate.
- When a URL must be broken over a line in printed works, it should be broken before rather than after a slash (/)

Lliveras-Tenorio, Anna, Joy Mazurek, Annalaura Restivo, Maria Perla Colombini, and Ilaria Bonaduce. 2012. "The Development of a New Analytical Model for the Identification of Saccharide Binders in Paint Sample. *PLoS ONE* 7 (11): e49383. Accessed July 24, 2014. doi: 10.1371/journal.pone.0049383.

**Citing Online Resources in Electronic Publications (e.g., the Specialty Group wikis)**

- Whenever possible, cite a URL or DOI when the publication exists online, and include a hyperlink to the electronic resource.

**AIC Meeting Year, Number, and Location List**

Year	Meeting Number	Location
1973	1	Kansas City
1974	2	Cooperstown
1975	3	Mexico City
1976	4	Dearborn
1977	5	Boston
1978	6	Fort Worth
1979	7	Toronto
1980	8	San Francisco
1981	9	Philadelphia
1982	10	Milwaukee
1983	11	Baltimore
1984	12	Los Angeles
1985	13	Washington, DC
1986	14	Chicago
1987	15	Vancouver

1988	16	New Orleans
1989	17	Cincinnati
1990	18	Richmond
1991	19	Albuquerque
1992	20	Buffalo
1993	21	Denver
1994	22	Nashville
1995	23	St. Paul
1996	24	Norfolk
1997	25	San Diego
1998	26	Washington, DC
1999	27	St. Louis
2000	28	Philadelphia
2001	29	Dallas
2002	30	Miami
2003	31	Washington, DC
2004	32	Portland, OR
2005	33	Minneapolis
2006	34	Providence, RI
2007	35	Richmond
2008	36	Denver
2009	37	Los Angeles
2010	38	Milwaukee
2011	39	Philadelphia
2012	40	Albuquerque
2013	41	Indianapolis
2014	42	San Francisco
2015	43	Miami
2016	44	Montreal
2017	45	Chicago
2018	46	Houston
2019	47	Uncasville, CT
2020	48	Salt Lake City

Table 1. Table Style

Site	Location	References	Manos	Metates
AZ FF:10:5	White Water Draw	Sayles 1983	1 basin	
AZ FF:10:1	SE Arizona		3 basin	
Double Adobe			12 flat/concave	
AZ FF:10:4	San Pedro Valley		1 basin	
	SE Arizona		5 flat/concave	
Fairbank			8 flat/concave	flat/concave
AZ EE:2:102	Santa Rita Mtns	Huckell 1984	1 basin	