

Best Practices for Print Publications AIC Specialty Group Serials

AIC Publication Committee

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Preamble

Following a mandate from the Board of the American Institute for Conservation, the Publications Committee has created this “Best Practices” document for Specialty Group serial publications.

The purpose of this document is to outline practices that clearly identify Specialty Group publications as products of the American Institute for Conservation; encourage dissemination by aiding libraries in acquisition, cataloging and shelving; and foster greater understanding of the content by making clear to readers the nature and intent of the publication. Drawing wherever possible on published standards, this document provides guidance on accurately communicating to readers publication context, venue, level of content review, copyright status, physical permanence, and means of obtaining additional copies.

This document is arranged in order of the placement of information within a publication and includes both required and optional elements. Required elements are informed by the goals outlined above; currently, these elements appear often, but not always, in Specialty Group publications, and their placement within a publication may be erratic. Allowable and “if applicable” elements are included to define the locations for optional matter.

Those in charge of Specialty Group publications are encouraged to publish in a standard size and to standardize series titles within their group. Library acquisition, cataloging and shelving, and subsequent access, are severely impeded when series’ titles and sizes are not uniform. The producers of SG publications are encouraged to be consistent in their typographic decisions, such as uniform fonts, paper choice, heading structure, line spacing, etc. The requirement for the “summary statement of peer review” and the “publication capsule” to appear on each article is designed to accurately represent the article when it is used outside of its original context.

A glossary and illustrations are presented at the end of this document. The layout of elements depicted in the illustrations is not prescriptive. Once a layout and design of the elements is formulated, that layout should be consistent from one issue to the next.

Specialty Groups are required to secure AIC author agreements and to provide copies of all agreements to the AIC office since AIC is the legal and liable entity for every Specialty Group publication. AIC is licensing from the authors the non-exclusive use of text and images, now and for future use in varied forms. This permits the author's participation in future distributions of this work, i.e. electronically, relieving AIC of the burden of having to locate remote authors. Because this license is non-exclusive, authors retain rights to continue to use the material (AIC does not own it, just the use rights). Amendments to the agreement arising out of author or employer concerns should be brought to the Executive Director.

Preparing the publication

Spelling

While Specialty Group publications may vary considerably in their degree of formality, it is obvious that some simple steps will dramatically improve their readability and will improve their professional sheen. One of the easiest steps is to do consistent spell-checking on all articles. Though different authors may have used varying spellings, perhaps idiosyncratic but nonetheless correct, in the vast majority of cases nothing substantive would be lost by normalizing orthography.

Computer spell checkers are of course ideal for catching blatant errors, but to be used effectively it is necessary to review the custom dictionaries being used, especially if the same program is used for other purposes. For example, treatment reports may use a dictionary customized for a particular lab and may include many non-normative spellings. In general, providing some consistency among the publications of different Specialty Groups and of AIC as a whole, is more important than choosing a canonical spelling authority. Specialty Groups are therefore free to use any dictionary they choose, but it is strongly recommended that-barring compelling reasons to do otherwise- they follow the lead of *JAIC*, which uses the current edition of *Merriam-Webster's Collegiate Dictionary* (now the 11th Edition) as its primary source. Terms not in the dictionary or that are used differently in *JAIC*, are specified in the *JAIC* style guide. Note that an online version of this dictionary is available for a subscription. *Merriam-Webster Online Dictionary* is available free of charge, but is not the same as *Merriam-Webster's Collegiate Dictionary*. Note that adhering to the *JAIC* style guide in annuals may simplify the preparation of papers for submission to *JAIC*.

Following *JAIC* practice, trade names should not use ® or ™ but should list the product name alone.

Referring to AIC as an organization

AIC's official incorporation documents indicate that the legal name of the organization is

THE AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC &
ARTISTIC WORKS, INC.

However, the organization does not ordinarily use *Inc.* and rarely uses *The*. NB the use of an ampersand rather than *and-* practice which should be carried consistently in all our publications. Capitalization of the organization's name should be done according to context using the following as a guide.

Generally, prefer *American Institute for Conservation of Historic & Artistic Works* except when used in a sentence or phrase where "The" makes the reading less awkward. This is consistent with current practice for *JAIC* and other AIC publications.

Examples:

Published by the XYZ Specialty Group of the American Institute for Conservation of
Historic & Artistic Works
(*the* is lowercase because middle of sentence)

Journal of the American Institute for Conservation
(Here *JAIC* uses the short-name, which should only be used when the organization
name is part of the publication's title)

Copyright 2002 The American Institute for Conservation of Historic & Artistic
Works
(*The* is title-case because it begins a separable element of the copyright statement)

For use in print layout:

XYZ Specialty Group
The American Institute for Conservation of Historic & Artistic Works
(*The* is title-case because it begins a stand-alone entity)

Abstracts

Specialty Groups are strongly encouraged to include abstracts in Annuals and other appropriate publications and to make them available to *AATA*, *BCIN*, and other resources deemed appropriate. This is because the major abstracting and indexing (A&I) services for our field, *AATA* (Now *AATA Online*) and *BCIN*, cover our Specialty Group publications only sporadically. The abstracts may be author abstracts, or may be written by one or more volunteer abstractors from the Specialty Group. Author abstracts are required for papers submitted to *JAIC*, so including them in Annuals will simplify the process of submission for the author.

Obtaining an ISSN or ISBN

ISSN

Specialty Groups should obtain an ISSN for each of their serial publications in each format in which they are issued. For example if a publication is available in print, on the Web and on CD, three ISSNs would be needed.

For U.S. publishers, obtaining an ISSN is free of cost. Information on obtaining an ISSN is available at the Library of Congress, the U.S. Center: ISSNs can be requested online. For more information, see <http://www.locweb.loc.gov/issn/issnbro.html#how>

For existing publications, a sample issue or photocopy of the cover, title page and masthead must be submitted. An actual copy of the issue is preferred.

The following data is provided here for the convenience of applicants.

City and state of publisher	Washington DC
Publisher	The XYZ Specialty Group of the American Institute for Conservation of Historic & Artistic Works
Frequency	Annual
Subscription address	AIC 1717 K. Street, NW, Suite 200 Washington, DC 20036-5346
Contact person	[Compiler, editor, or other SG representative]
Telephone	<i>[Use contact person's number]</i>
E-mail	<i>[Use contact persons address]</i>
Mail	<i>[Use contact person's address]</i>
ISSN notification to	AIC 1717 K. Street, NW, Suite 200 Washington, DC 20036-5346

ISBN

Specialty Groups should obtain an ISBN only for one-off publications. Although the ISSN system accommodates using both ISSN (for the serial run) and ISBNs (for each individual volume) this is rarely done. For SG Annuals and postprints, there is no benefit to assigning an ISBN to individual volumes. This practice is normally seen only in commercial publishing, where single volumes may be distributed by different stores.

Unlike ISSNs there is a significant cost to obtain ISBNs. In general, consider ISBNs when you are producing a work that will be distributed by book-like mechanisms, e.g. sold to bookstores in bulk and to use ISSNs for publications intended to be published on a (more or less) regular basis and sold by a magazine/journal like mechanism, viz subscription, usually one subscription at a time, as is the case with SG publications.

Although catalogues are outside the scope of this document, they are monographs issued as fascicles (or parts) and it is recommended that they be assigned ISBNs.

1.0 Front matter

Front matter refers to all material presented before the first article in the volume.

Pagination using lower case roman numerals is recommended in front matter.

1.1 Cover - required element needs separate page (see illustration)

Required

- 1.1.1 Title
- 1.1.2 Volume / issue
- 1.1.3 Date
- 1.1.4 AIC logo
- 1.1.5 AIC name

Allowable

- 1.1.6 Subtitle
- 1.1.7 SG logo
- 1.1.8 SG Name

Discouraged

- 1.1.9 Barcodes. These should not be used as they are meant for mass market items such as magazines and trade books.

1.2 Inside cover - required element (see illustration)

Required

(none)

Allowable

- 1.2.1 Free space for SG ephemeral information, i.e. officers and other non-essential information that would be acceptable to lose upon rebinding.

1.3 Half title page – allowable element, if present requires separate page

Required

- 1.3.1 Title (required element if half title page is used)

1.4 Title page – required element needing separate page (see illustration)

Required

- 1.4.1 Title
- 1.4.2 Subtitle (if present on cover)
- 1.4.3 Conference name, date and place (if applicable and/or not already captured in Title Subtitle)
- 1.4.4 Compiler / editor name(s) (if applicable)

1.4.5 Volume / issue

1.4.6 Date

1.4.7 AIC logo

1.4.8 AIC name

Allowable

1.4.9 SG logo

1.4.10 SG Name

1.5 Publication information page – required element; preferably appears on verso of title page or optionally on a separate page (see illustration)

Required

1.5.1 Copyright information, including full sentence indication of Title, Specialty Group Name, AIC affiliation and Date

1.5.2 ISSN or ISBN as appropriate

1.5.3 Level of review (see Glossary for some examples)

1.5.4 Statement on distribution, intended audience and purchasing information such as mailing and web address

1.5.5 Statement of compliance to permanence standard (see Glossary for some examples). While using permanent/durable paper is strongly encouraged, those publications that do not do so, or those whose paper's status can not determined, must not include a statement of compliance.

1.5.6 AIC address

1.5.7 AIC www address, using fully qualified URL, viz <http://aic.stanford.edu>

1.6 Table of contents – required element needing separate page (see illustration)

Required

1.6.1 Full volume citation

1.6.2 Table of contents style should present the following elements in this sequence: Paper Title, Author Name (s), page number. The sequence is recommended but not mandatory.

Note: Front matter elements 1.7 through 1.10 are allowable. If present, they must appear after the table of contents and before the first article, but otherwise they may be presented in any order. These elements can appear on individual pages or be combined (see illustration). Stylistically, items 1.7 through 1.10 should appear in the same font as the body of the text. The definitions of these elements are adopted from the *Chicago Manual of Style*. A synopsis of these definitions is presented below for quick reference.

1.7 Foreword

"A foreword is usually a statement by someone other than the author, sometimes an eminent person whose name may be carried on the title page: With Foreword by ____." (*Chicago Manual of Style*, 2003, p.20).

1.8 Preface

"Material normally included in the author's preface consists of reasons for undertaking the work, method of research (if this has some bearing on the reader's understanding of the text), acknowledgements, (but see 1.52), and, sometimes, permissions granted for the use of previously published materials." (*Chicago Manual of Style*, 2003, p.20).

1.9 Acknowledgments

"If the acknowledgements are lengthy, they may be put in a separate section following the preface; or if a preface consists only of acknowledgments, its title should be changed to Acknowledgments. (*Chicago Manual of Style*, 2003, p.21).

1.10 Introduction

"A relatively long substantive introduction not part of the subject matter of the text should be paginated with the preliminaries. An introduction written by an author to set the scene, however, such as historical background on the subject, should be part of the text, paginated with arabic folios." (*Chicago Manual of Style*, 2003, p.21).

2.0 Body

The body of the publication should have a consistent page layout through the whole volume. For example, the placement of page numbers, titles and author names should be the same throughout the volume.

2.1 First page of each article (see illustration)

Required

- 2.1.1 Article title
- 2.1.2 Author
- 2.1.3 Full volume citation, includes Title, Volume and Date
- 2.1.4 Capsule of publication history, i.e. "Paper presented at PlaceName & date" (if not on last page)
- 2.1.5 Summary statement of peer review (if not on last page)

Allowable

- 2.1.6 Abstract of 75-100 words; please refer to AATA Online for abstract guidelines (<http://aata.getty.edu/NPS/>).

2.2 Following page of each article (see illustration)

Required

2.2.1 Pagination should start on the first page of the first article and be continuous to the end of the volume. Pagination should use arabic numerals.

Allowable

2.2.2 Author name

2.2.3 Running title

2.3 References

References are an allowable element. If present, the required reference style should be based on that adopted by the *Journal of the American Institute for Conservation* <http://aic.stanford.edu/pubs/styles.html>. Use of footnotes and endnotes is not recommended.

2.4 Last page of each article (see illustration)

Required (unless they already appear on the first page of the article)

2.4.1 Capsule of publication history, i.e. "Paper presented at PlaceName & date"

2.4.2 Summary statement of peer review

Allowable

2.4.3 Article title

2.4.4 Author

2.4.5 Full volume citation

3.0 Back matter

In all cases back matter follows the final article. All back matter elements are optional.

These elements can be placed in any order but require a separate page.

3.1 Guidelines for authors

Guidelines for authors may address:

- Review process
- Format of submission
- Length of submission
- Reference style
- Artwork formats and requirements
- Caption style and content
- Obtaining permissions for illustrations
- Policy on previous publication and republication
- Deadlines
- Address for submission

3.2 Colophon

"An embellishment sometimes added on the last page of a specially designed and produced book, in this sense not simply the publisher's device but an inscription including the facts of production.... This practice is not so common in book publishing today as it once was." (*Chicago Manual of Style, 1982, p.30*).

4.0 Binding

The binding should be formatted in compliance with prevailing standards that include transverse text read from top to bottom (see illustration). Note that this adds only a modest amount to printing costs.

4.1 Spine

Required

- 4.1.1 Title
- 4.1.2 Volume / issue / date
- 4.1.3 Responsible body (SG name and AIC) if not already included in title.
- 4.1.4 Space for labels. There should be at least 2 inches of blank space at the bottom of the spine to allow for library label(s).

Glossary

- Annual** A *serial*, but published annually, so not a *periodical*. Within the limited context of Specialty Group Publications, *Annual* may, but need not, indicate a *postprint*-like publication that incorporates additional material not presented at a meeting. Such publications should be named "Annual" but in the past some have used other types of names, and these have not been renamed. As with all serials, it is the *intent* to continue publishing annually and indefinitely; in practice publication may cease after a number of volumes and the publication cycle may be less regular than indicated by the term.
- Copyright** For a good introduction to copyright see *Copyright Basics* <http://www.copyright.gov/circs/circ1.html>. Note that the author of each article in an Annual or other compilation retains copyright in the article, unless the author has explicitly assigned or licensed rights, or some part of the rights to another party. Annuals and other works with multiple contributors entail a copyright in the compilation which gives the owner (in this case, AIC) certain very specific and limited rights, such as the right to publish a second edition in the same media as the original publication. The compilation copyright does not cause the primary copyright owner (the author) to lose any part of his copyright. That is the author is able to do with the original article as s/he likes without seeking permission from the owner of the compilation copyright. Editorial changes, arrangement, organization, and other creative components of the compilation are all that are protected by compilation copyright. Thus, an author could, say, publish his/her article many times and in many formats, or could transfer the copyright (or part of it) to a third party. However, neither s/he nor anyone else could reproduce the entire volume, without seeking permission from the owner of the compilation copyright.
- ISBN** International Standard Book Number.
"The book counterpart of the ISSN. ISSN and ISBN can both be used on annuals and on books in series (ISSN identifies the overall serial; ISBN identifies the particular year or monograph in the ongoing serial or series."
<http://www.issn.org/pub/> (*What's in a Name*).

See also *International Standard Serial Numbering, ANSI/NISO Z39.9-1992* as cited in the References.
- ISSN** "The ISSN (International Standard Serial Number) is a unique, internationally used identification number for serial publications. It can be thought of as the social security number of the serials world. It looks like this: ISSN 1234-5672. ISSNs are assigned by a network of over 60 centers world-wide."
<http://www.issn.org:8080/pub/> (*What's in a Name*).

See also *International Standard Serial Numbering, ANSI/NISO Z39.9-1992* as cited in the References.

- Peer review A critical reading by at least two reviewers selected for their expertise in the subject area, and who are not associated with the production of the paper.
- Postprints, Preprints, Proceedings These terms are defined variously in differing publishing contexts. For our purposes *Postprints* are collections of papers given at a conference, usually the AIC Annual Meeting. Sometimes these volumes do not include every paper given at the meeting because some may have been submitted for publication elsewhere, been unsuited to print presentation, etc.
- Typically these are not *peer-reviewed*, as defined here, but may have undergone a degree of editing, possibly incorporating feedback the author received following the presentation.
- Beyond the context of AIC publishing, *preprints* is sometimes used to indicate un refereed papers prior to presentation and *postscripts* denotes a refereed paper, though this distinction is by no means universal.
- Recto The front side of a leaf or in the case of an open book the page on the right, with the page on the left being the verso. In common parlance, the front, or obverse.
- "The right-hand page of an open book or manuscript, usually bearing an odd page number. The first side of a printed or ruled sheet as distinct from the verso." (*Roberts and Etherington*).
- Running title, running foot, running head *Running head* and *Running foot*
- "The title or short title of a volume printed at the top of left-hand text pages or sometimes of all text pages." (*Merriam-Webster Online Dictionary, 2004*).
- Running title* is one form of running head or, less commonly *running foot*
- Running heads:* "Copy set at the top of printed pages, usually containing the title of the publication, page number or other such information. Such copy is sometimes placed at the bottom of the pages, in which case it is referred to as *running feet*. (*Chicago Manual of Style, 15th edition*).
- Serial "Any publication issued in successive parts, appearing at intervals, usually regular ones, and, as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies." (*Prytherch, 1990*).

Periodical

"A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings." (*Young*, 1983).

Statement of
compliance
with
standard for
paper
permanence

An example of a compliance statement, from the *Journal of the American Institute for Conservation*:

"The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences- Permanence of Paper for Publications and Documents in Libraries and Archives, ANSI/NISO Z39.48-1992." A citation for the standard is provided in the References.

Note that sources for paper meeting this standard are quite readily available. The paper ought to be watermarked with an infinity sign (though not many are). For a list of such papers see McCrady, E. ed, *North American Permanent Papers*, 3rd ed. Selections from this book are available at <http://palimpsest.stanford.edu/byorg/abbey/napp>

Verso

"1. The back or reverse side of a leaf of an open book or manuscript, and one which usually bears an even page number. 2. The reverse, or second. side of a sheet to be printed." (*Etherington and Roberts*)

References

The Chicago Manual of Style. Thirteenth Edition, Revised and Expanded. University of Chicago Press. Chicago. 1982.

The Chicago Manual of Style. Fifteenth Edition. University of Chicago Press. Chicago. 2003.

Guidelines for Abstracts (ANSI/NISO Z39.14 -1997). National Information Standards Organization. 1997.

<http://www.niso.org/standards/resources/Z39-14.pdf>

Guidelines for Information About Preservation Products (ANSI/NISO Z39.77 -2001).

International Standard Serial Numbering (ISSN) (ANSI/NISO Z39.9-1992). National Information Standards Organization. 1992.

<http://www.niso.org/standards/resources/Z39-9.pdf> & <http://www.loc.gov/issn/>

McCrary, E. ed, *North American Permanent Papers*, 3rd ed. Austin: 1998. Excerpts available at <http://palimpsest.stanford.edu/byorg/abbey/napp/>

Merriam-Webster Online Dictionary. 2004.

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National Information Standards Organization. 2001.

<http://www.niso.org/standards/resources/Z39-77.pdf>

Permanence of Paper for Publications and Documents in Libraries and Archives (ANSI/NISO Z39.48-1992). American National Standard for Information Sciences

<http://www.niso.org/standards/resources/Z39-48-1992R2002.pdf>

Printed information on Spines, (ANSI/NISO Z39.41-1997). National Information Standards Organization. 1997.

<http://www.niso.org/standards/resources/Z39-41.pdf>

Prytherch, Ray, compiler, *Harrod's Librarians' Glossary*, 7th ed. Aldershot, England: Gower. 1990.

Roberts, Matt T. and Don Etherington. *Bookbinding and the Conservation of books: A Dictionary of Descriptive Terminology*, Electronic edition,

<http://palimpsest.stanford.edu/don/don.html> (accessed November 11, 2004)

Scientific and Technical Reports: Elements, Organization, and Design (ANSI/NISO Z39.18-1995) National Information Standards Organization. 1995.

<http://www.niso.org/standards/resources/Z39-18-1995.pdf>

Title Pages for Conference Publications (ANSI/NISO Z39.82 -2001). National Information Standards Organization. 2001.

<http://www.niso.org/standards/resources/Z39-82.pdf>

What's in a Name? Presentation Guidelines for Serial Publications. The Serials Section of the Association for Library Collections Technical Services, A Division of the American Library Association.

<http://www.loc.gov/issn/whats.html>

Young, Hearstill. ed., *A.L.A. Glossary of Library and Information Science*. Chicago: American Library Association. 1983.

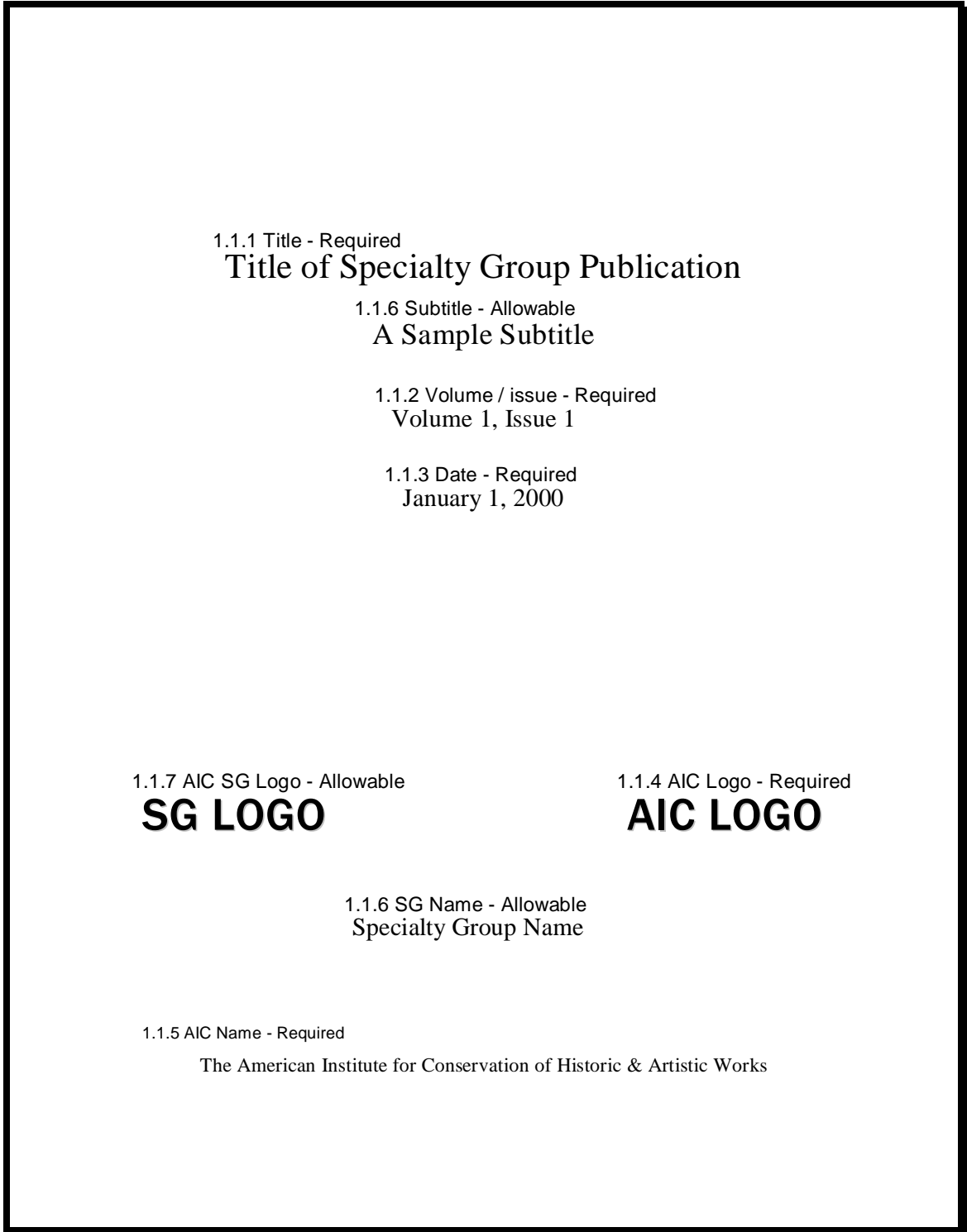
Appendix: Illustrations

Cover
Inside Cover
Title Page
Publication information page
Table of contents
Foreword, Preface, Acknowledgements, and Introduction
First page of article
Article following page
Last page of each article
Binding

Illustrations

Please note for the following illustrations: Layout of specific elements is not prescriptive, though consistency from one issue to the next is highly recommended.

1.1 Cover



1.2 Inside Cover

1.2.1 Ephemera - Allowable

Ephemera: This is free space to write ephemeral information that would be acceptable to lose should the publication be rebound.

For example:

“The officers of the Specialty Group are: x, y, & z”

1.4 Title Page

1.4.1 Title - Required

Title of Specialty Group Publication

1.4.2 Subtitle - Allowable

A Sample Subtitle

1.4.3 Conference information - Required

**Conference name, date & place, if applicable and not
already present in title or subtitle Title - Required**

1.4.4 Compiler information - Required

Compiler / Editor Name(s), if applicable

1.4.5 Volume / issue - Required

Volume 1, Issue 1

1.4.6 Date - Required

January 1, 2000

1.4.9 AIC SG Logo - Allowable

SG LOGO

1.4.7 AIC Logo - Required

AIC LOGO

1.4.10 SG Name - Allowable

Specialty Group Name

1.4.8 AIC Name - Required

The American Institute for Conservation of Historic & Artistic Works

1.5 Publications information page

1.5.1 Copyright information - Required

This publication entitled *A Sample Specialty Group Publication* is produced by the XYZ Specialty Group of The American Institute for Conservation of Historic & Artistic Works.

© 2000 The American Institute for Conservation of Historic & Artistic Works

1.5.2 ISSN - Required

ISSN

1.5.3 Level of Review - Required

The papers presented in publication have been edited for clarity and content but have not undergone a formal process of peer review.

1.5.4 Statement of Distribution, intended audience and purchasing information - Required

This publication is primarily intended for the members of the X,Y,Z Specialty Group of the American Institute for Conservation of Historic and Artistic Works. Additional copies of this publication are available for purchase by contacting ContactName.

1.5.5 Statement of Permanence - Required

The paper used in this publication meets the minimum requirements of the American National Standard for Information Sciences – Permanence of Paper for Publication and Documents in Libraries and Archives, ANSI / NISO Z39.48-1992

1.5.6 AIC Address - Required
AIC Address

1.5.7 AIC Web Address - Required
[http:// AIC web address](http://AIC web address)

1.6 Table of Contents

1.6.1 Volume Citation - Required

Full volume citation including Title, Volume and Date

1.6.2 Table of Contents - Required

Table of Contents

Paper Title 1, Author Name(s), page number

Paper Title 1, Author Name(s), page number

Paper Title 1, Author Name(s), page number

& etc.

1.7 Foreword, 1.8 Preface, 1.9 Acknowledgements & 1.10 Introductions

1.7 Foreword - Allowable

A foreword is usually a statement by someone other than the author, sometimes an eminent person whose name may be carried on the title page: With Foreword by ____.

-CMS p. 20

1.8 - Preface

Material normally included in the author's preface consists of reasons for undertaking the work, method of research (only if this has some bearing on the reader's understanding of the text), acknowledgements, and, sometimes, permissions granted for the use of previously published materials.

-CMS p. 20

1.9 – Acknowledgements - Allowable

If the acknowledgements are lengthy, they may be put in a separate section following the preface; or if a Preface consists only of acknowledgments, its title should be changed to Acknowledgments.

- CMS p. 21

1.10 – Introduction - Allowable

“A relatively long substantive introduction not part of the subject matter of the text should be paginated with the preliminaries. An introduction written by an author to set the scene, however, such as historical background on the subject, should be part of the text, paginated with arabic folios.”

-CMS p. 21

4.0 Binding

Text format is traverse, read from top to bottom

The following elements are required:

4.1.1 Title

4.1.2 Volume / issue / date

4.1.3 Responsible body name (SG name and AIC if not already included in title).

4.1.4 Space for labels(s)

Title: A Sample Title for a Specialty Group Publication Volume 1, Issue 1, Date,
AIC and SG name