



## How to Turn a Poster into a Publication

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The AIC Annual Meeting offers the opportunity to present a poster detailing recent work on a single topic. The *Journal of the American Institute for Conservation (JAIC)* welcomes submissions in the form of Short Communications and Technical Notes. These types of publications are shorter than regular article-length submissions and offer a great way to publish the content of your poster in a peer-reviewed format.

### Why Bother?

If you've made the effort to present your work as a poster, or perhaps to present a new material or technique at a specialty group session, why publish in *JAIC*?

- › *JAIC* offers a much wider audience – not only AIC members in North America, but a global readership of interested professionals. If your project, research, or new techniques are good enough to share at the annual meeting, why not share them with the world?
- › AIC hosts postprints of posters presented at the annual meeting through its website at: [www.culturalheritage.org/events/annual-meeting/past-meetings](http://www.culturalheritage.org/events/annual-meeting/past-meetings). However, these are not always easy to find, and are usually not located by search services such as Google Scholar, or available through academic databases such as JSTOR. Publishing in *JAIC* makes it much easier for other people to find, read, and cite your work.
- › Fleshing out your poster or tip to create a Short Communication or Technical Note allows you to include additional details and context that don't always fit on a poster. This is an opportunity to share your expertise and knowledge.
- › Poster postprints hosted on the AIC website are limited to 5 mb .jpg or .pdf files. This often means that the resolution of images and figures can be low, making them difficult to read or interpret. Publishing in *JAIC* offers the chance to submit high-quality images for print and online publishing, making your photographs, diagrams, and data much more accessible to readers.
- › If you have ever presented a poster, you have probably answered questions about your work and spoken with curious readers who offer new ideas and recommendations. The peer-review process works in a similar manner: experts in the field review your work, offer suggestions on how to improve or clarify your submission, and ask thoughtful questions that help to frame your work in the best light. Peer-review, like a question-and-answer session, can help to generate new ideas or questions for future research and collaboration.

# What Are Short Communications and Technical Notes?

You can read the full description of these types of submissions at [www.culturalheritage.org/docs/default-source/resources/administration/guidelines/2019-jaic-short-communications-and-technical-notes.pdf](http://www.culturalheritage.org/docs/default-source/resources/administration/guidelines/2019-jaic-short-communications-and-technical-notes.pdf).

- › Like posters or tips sessions, Short Communications and Technical Notes are intended to present brief summaries of original work or research.
- › Some topics that are very well suited to these types of publications are new techniques and materials for conservation treatment, the characterization of an unusual artist's material or unexpected ageing behavior by analytical methods, or a conservation treatment that is exceptional in scope, execution, or ethical considerations.
- › Exceptional collaborations among stakeholders also make great material for Short Communications and Technical Notes.

If you begin writing or working with co-authors and find that you have lots of material to cover, submissions in the form of a regular article or a literature review are always welcome.

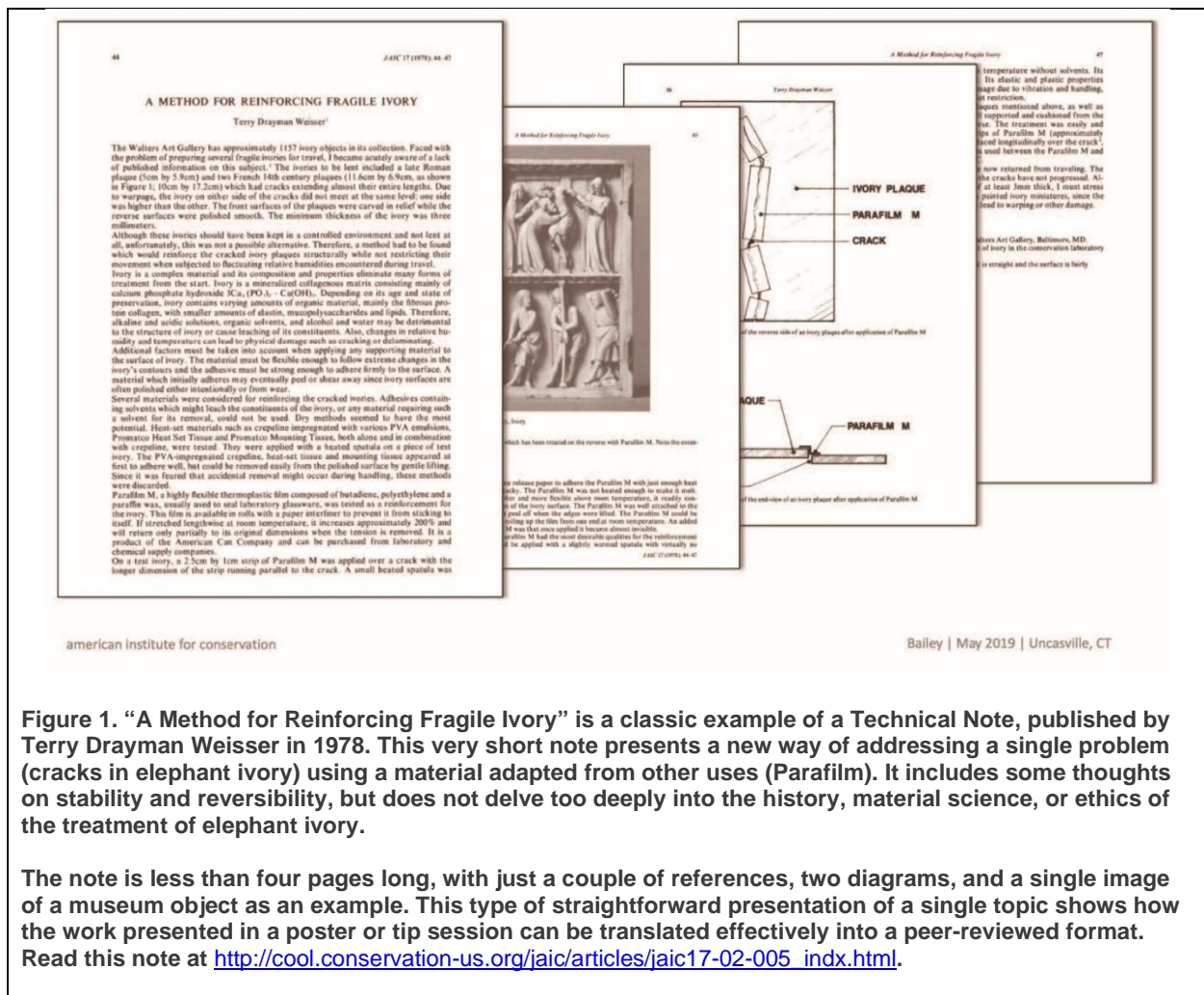


Figure 1. "A Method for Reinforcing Fragile Ivory" is a classic example of a Technical Note, published by Terry Drayman Weisser in 1978. This very short note presents a new way of addressing a single problem (cracks in elephant ivory) using a material adapted from other uses (Parafilm). It includes some thoughts on stability and reversibility, but does not delve too deeply into the history, material science, or ethics of the treatment of elephant ivory.

The note is less than four pages long, with just a couple of references, two diagrams, and a single image of a museum object as an example. This type of straightforward presentation of a single topic shows how the work presented in a poster or tip session can be translated effectively into a peer-reviewed format. Read this note at [http://cool.conservation-us.org/jaic/articles/jaic17-02-005\\_indx.html](http://cool.conservation-us.org/jaic/articles/jaic17-02-005_indx.html).

## How Do You Translate a Poster into a Short Communication or Technical Note?

Table 1 compares the AIC suggested guidelines for posters (available at [www.culturalheritage.org/docs/default-source/resources/guidelines/poster-preparation-guidelines.pdf](http://www.culturalheritage.org/docs/default-source/resources/guidelines/poster-preparation-guidelines.pdf)) with the JAIC guidelines for Short Communications and Technical Notes submissions (available at [www.culturalheritage.org/docs/default-source/publications/2019-jaic-short-communications-and-technical-notes.pdf](http://www.culturalheritage.org/docs/default-source/publications/2019-jaic-short-communications-and-technical-notes.pdf)).

Poster	Short Communication/Technical Note
Title	Title
Introduction/summary	Abstract/Introduction
Methodology	Materials and methods
Results	Results
Conclusions/further study	Discussion
Name and affiliation of authors	Author biography
	Acknowledgements
	Sources of materials
	References (no more than 10)
Images and figures encouraged	Figures and tables (4 recommended)
Labels	Captions
Primarily visual	<b>No more than 3000 words <u>total</u> (Less than 12 pages)</b>

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**Table 1. Guidelines for posters.**

If you have put together a good poster, you have at least three quarters of the structure you need for a successful submission as a Short Communication or Technical Notes. However, there are some important differences between the two formats that you should consider when preparing your manuscript.

- › The title of a poster or a tip is often somewhat whimsical, because your pictures or your spoken explanation provide your audience with the information they need. However, the title of a publication should reflect clearly and accurately the content of the article.
- › The abstract of a written publication is very important; it should be clear, concise, and complete, providing an overview of the topic under consideration, and any materials, techniques, or results presented. Wait and write the abstract after you have completed the rest of your manuscript so that you can focus on exactly what you have written and exclude any extraneous material.

- › In a Short Communication or Technical Note, the materials and methods section should include specific information on exactly how experiments were structured, samples prepared, and what analytical parameters were used with what instrumentation. Although this information is often more detailed than what is presented in a poster, it allows readers to be able to critically assess your results and conclusions or to replicate your process.
- › The results presented in a poster and a Short Communication or Technical Note can be very similar. These often take the form of clearly organized tables or diagrams, or sometimes before and after images.
- › Author biographies list the full names and affiliations of all authors, together with one or two sentences summarizing the authors' recent work or interests. It is also possible to include contact information (typically an email address) if the authors desire.
- › Most posters will include some acknowledgements, but good practice dictates formally acknowledging institutions, granting agencies, mentors, collaborators, and others who contributed to the project.
- › If you have discussed any materials in your Short Communication or Technical Note, list the commercial name, the common language name or chemical composition, and the supplier or distributor. CAMEO (available online at [http://cameo.mfa.org/wiki/Main\\_Page](http://cameo.mfa.org/wiki/Main_Page)) can be very useful in compiling this information, and if the material is not included in CAMEO, submit a new entry!
- › Include references to any previously published work that you consulted or that helps to explain your work. *JAIC* now accepts references in any format (APA, MLA, Chicago, as long as it's consistent). Short Communications and Technical Notes do not require pages of references (usually fewer than 10 are included). If you have done a lot of background research on your topic and have a long bibliography you consulted when performing your work, consider writing a literature review, citing these references and critically assessing the contributions of each.
- › In a Short Communication or Technical Note, "figures" refer to images and diagrams, while "tables" refer to charts, tables, and analytical data. Figures and tables should be numbered and referenced in the text. As a rule of thumb, a total of four figures and tables make a nice set, though more figures may be included if they help explain the technique or process presented.
- › Captions for figures and tables should be clear and complete. Be sure to explain exactly what is presented and include any specific information on photographic technique or analytical parameters that may pertain. Always give credit to the photographer or the person whose data you are presenting if you did not take the photographs or perform the analysis yourself.

With these modifications, and some added details and explanation, a good poster can be turned into a Short Communication or Technical Note. Total word count, including abstract, captions, references, etc., should be less than 3,000 words. This is equivalent to a 12-point typed manuscript of less than 12 pages double-spaced or six pages single-spaced.

## What Is Not Well Suited for Short Communications and Technical Notes?

- › If you have just begun a project or have very preliminary findings, it may be exciting, but not yet ready to publish in the Journal. Keep working and reassessing, and when the time comes, submit a manuscript with more complete results.
- › If you are replicating previous findings or making subtle tweaks to well-known techniques, this information is helpful to the field in general and will work as a poster or tip. However, editors and reviewers want to make sure that they are publishing new work that helps to advance the field.
- › If you sit down to write and find that you have all sorts of background information or historical context that you would like to include, then your manuscript may be better suited as a regular article-length submission. Or, if you have a lengthy bibliography you would like to comment on, then your work may be better suited as a literature review.
- › If you recently presented a poster on new and interesting work, then you have already created part of the structure of a successful Short Communication or Technical Note. With a little work and some careful consideration, the content of your poster can be transformed into a manuscript for peer review in *JAIC*.

Feel free to contact a member of the Editorial Board with questions about the suitability of your topic or if you would like specific advice on turning your poster or tip into a publication.

Associate Editors and their email contact information can be found at

[www.tandfonline.com/action/journalInformation?show=editorialBoard&journalCode=yjac20](http://www.tandfonline.com/action/journalInformation?show=editorialBoard&journalCode=yjac20).

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**You can also reach out to Carmina Lamare-Bertrand, Managing Editor of JAIC, with questions. Her email is [carmina@culturalheritage.org](mailto:carmina@culturalheritage.org).**

We also have a wealth of resources for authors:

- › Contribute to the Journal: [www.culturalheritage.org/publications/journal-\(jaic\)/contribute](http://www.culturalheritage.org/publications/journal-(jaic)/contribute)
- › Style Guide: [www.culturalheritage.org/publications/journal-\(jaic\)/contribute/style-guide](http://www.culturalheritage.org/publications/journal-(jaic)/contribute/style-guide)
- › Tips for preparing articles and notes: [www.culturalheritage.org/publications/journal-\(jaic\)/contribute/preparing-jaic-articles-and-notes](http://www.culturalheritage.org/publications/journal-(jaic)/contribute/preparing-jaic-articles-and-notes)
- › Instructions for authors:  
[www.tandfonline.com/action/authorSubmission?show=instructions&journalCode=yjac20#words](http://www.tandfonline.com/action/authorSubmission?show=instructions&journalCode=yjac20#words)
- › Author Services (by our publisher Taylor & Francis):  
<https://authorservices.taylorandfrancis.com>
- › Common misconceptions about publishing in *JAIC*:  
[www.culturalheritage.org/publications/journal-\(jaic\)/contribute/fact-or-fiction-publishing-in-jaic](http://www.culturalheritage.org/publications/journal-(jaic)/contribute/fact-or-fiction-publishing-in-jaic)