

# **AICCM Style Guide**

*Last Updated August 2005*

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AICCM publications, both paper-based and electronic, project an image of the organisation. All publications should maintain a standard that is error free, of high quality and consistent with the AICCM image.

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## **AICCM Publications**

This style guide applies to the following publications:

- The *AICCM National Newsletter*
- The *Bulletin*
- The *Code of Ethics* and *Code of Practice*
- Special Interest Group (SIG) publications
- Publications that have as a primary objective the promotion of AICCM, its programs, activities and services to either internal or external/public audiences, such as newsletters, brochures, posters and flyers.

Exceptions include:

- Correspondence such as memoranda, faxes, and letters
- Certain interagency reports of a legal or technical nature
- Grant proposals and announcements
- Materials prepared specifically for in-house presentations or workshops
- Versions of publications clearly labelled "DRAFT" on the front cover
- Working documents such as meeting minutes used by committees

## **Standard and Required Elements**

- The official and legal name of the institution is The Australian Institute for the Conservation of Cultural Material, Inc.
- Any documents or publications must display this name in a clearly readable size on the front and back cover.
- Shortened versions of the official name that may be used inside the publication are (the) AICCM or AICCM Inc.

## **Typeface**

*Times New Roman* is the standard typeface to be used when the AICCM and/or any shortened form of that title appear with the logo, or on official documents and stationery.

There is no standard typeface required for body text of individual publications (e.g. SIG publications or conference proceedings). To ensure good readability, however, use the following guidelines:

- Use sans serif fonts (Arial, Avant Garde, Helvetica, etc.) for headlines and titles.
- Use serif fonts (Minion, Times New Roman, Palatino, etc.) for body text.

## **Logo usage**

- The logo and the AICCM's formal name should appear on the front and back cover of all publications, and stationery and business cards.
- The logo can be provided electronically, in black and white or colour.
- The AICCM logo can be obtained from the AICCM Secretariat.
- Many SIGS have their own logos, which may appear on SIG publications. However, the AICCM name and logo must be a prominent element in all designs.

## **AICCM colours**

- There are no official colours specified for printing at present. Colours for covers etc may be left to the discretion of the relevant editor.
- The logo should always appear in that strange reddish-brown colour, or black and white.

## **Date of publication**

- The document's date of publication (written in continuous numbers with the month and the year – 0400 for April 2000) and the quantity should be printed on every publication, preferably on the back or inside back cover.
- The quantity, in parentheses, follows the date - E.g. 1291 (5,000) means the publication was printed in December of 1991 and that 5,000 copies were printed.

## **AICCM: Aims**

It may be appropriate to include the AICCM's aims in a publication. The official statement follows below.

*The aims of the AICCM are:*

- *To promote the science and art of the conservation of cultural material.*
- *To promote co-operation and an exchange of information and ideas between those concerned with the conservation of cultural material. In particular to improve the scientific and technical knowledge of the profession and spread information through such activities as the publication of a bulletin and a quarterly national newsletter.*
- *To hold regular meetings of those interested in the conservation of cultural material, through such activities as an annual national conference, as well as specialized seminars and workshops.*
- *To inform and make recommendations to government and organisations on matters relating to the conservation of cultural material.*

## **Standard legal statements**

Some legal statements are to be included in publications. Following is the approved wording for the most standard statements. Check with the AICCM Publications Officer if you have a question regarding legal statements.

### ***AICCM National Newsletter***

Disclaimer: Publication of technical notes or articles with reference to techniques and materials does not necessarily represent an endorsement by AICCM. Whilst every effort is made to ensure the accuracy of content, The Editor and the AICCM National Council accept no responsibility for the content or opinions expressed in the AICCM National Newsletter, which are solely those of individual contributors.

## **Producing non-recurring publications**

- The AICCM Publications Officer can help SIGs and other groups within the AICCM to produce their publications. If these guidelines are insufficient, please contact this officer for further advice.
- An *Approval to Publish* form must be completed by the person who is primarily responsible for the document. Submit the form to the AICCM Publications Officer, who will then take it to National Council for clearance.
- A budget spreadsheet should also be prepared and submitted to the Publications Officer for approval.
- As editor, you are expected to edit all copy submitted to you for publication. The services of a professional copy editor may be used, if allowed for in the prepared budget. Freelance or in-house designers may also be hired.

- Printing costs will vary widely. Obtain a variety of quotes if using commercial printers; in-house printers may also be used where appropriate.
- A variety of commercial mailing services can prepare and distribute your publication for a fee; this cost can be factored into the budget. Alternatively, collation and distribution may be done in-house.
- Address labels can be printed by the Secretariat, but this service will incur a charge that should be factored into publication budgets. Contact the Secretariat for more information.
- All stationery that represents AICCM must adhere to the institutional stationery guidelines. No other form of stationery is authorized without approval of the AICCM President.

## **Stationery Guidelines**

- Stationery is defined as letterheads, envelopes and business cards.
- AICCM's first-quality stationery must be printed in black and reddish-brown ink on cream-coloured 80gsm paper.
- Second quality is black ink on white 80gsm paper.
- There are no typeface requirements at present.

### **Letterhead, Envelopes**

- Institutions often let AICCM members send out mail using in-house envelopes, in which case the AICCM logo cannot be incorporated.

### **Business Cards**

- At present the AICCM does not have business cards.

## **Distribution**

- With the exception of the *AICCM National Newsletter* and the *Bulletin*, distribution is the responsibility of the originator.

## **Legal deposit**

- Under the provisions of the Copyright Act 1968 Section 201, legal deposit establishes the legal obligation for 'the publisher of any library material that is published in Australia... [to] cause a copy of the material to be delivered at his or her own expense to the National Library'.
- All AICCM publications are required to be submitted to the National Library of Australia.
- The relevant editors are responsible for sending a copy of each publication to the National Library.

## **AICCM Library/Archive**

- One copy of each publication must be submitted to the AICCM Library. The procedure for submitting publications to the Library has yet to be determined – contact the Publications Officer for more information.

## **Web Site Standards**

- Official electronic publications will be those that are maintained on a server.
- Electronic documents are subject to the same standards as paper publications.
- All text must be on a white or light-coloured background.
- Text needs to be in a readable colour, in a size equivalent to Times Roman 12pt or larger.
- Try to avoid yellow, neons and pastels for type usage.
- Scrolling should be limited to three screen lengths (vertical) at 800x600 resolution.
- Pages should not contain horizontal scrolling.
- Body text should not be reduced below the default size.
- The AICCM logo/banner should appear at the top of each page.
- Regularly update page information and date in footer – e.g. links, copyright information, date modified, contact details.

## Publication components

<b>Required sections, In approximate order</b>	<b>Non-recurring publications (e.g. from SIGs)</b>	<b>Bulletin</b>	<b>Smaller publications – e.g. National Newsletter, Code of Ethics and Code of Practice</b>
<b>Cover</b> <ul style="list-style-type: none"> <li>• Main title</li> <li>• Subtitle (if any)</li> <li>• AICCM logo and name</li> <li>• Year of publication</li> <li>• Graphics/illustrations are optional</li> </ul>	Mandatory – stiff card  Spine should show title, AICCM logo and the year of publication	Mandatory – stiff card  Spine should show title, AICCM logo and the year of publication	Normal copy paper or stiff card
<b>Title Page</b> <ul style="list-style-type: none"> <li>• The main title and subtitle (if any)</li> <li>• AICCM logo and address</li> <li>• Name and title of the author(s) or individuals chiefly responsible for the document (e.g. editors)</li> </ul>	Mandatory  Use of SIG logos is optional  The originating division of AICCM, if appropriate – e.g. SIG group	Mandatory	N/A
<b>Preface, foreword, introduction or Editor’s Note</b> <ul style="list-style-type: none"> <li>• Used to provide a full explanation of the purpose and scope of the publication</li> </ul>	Optional, exact position in publication not critical – can be before or after Table of Contents	Optional, exact position in publication not critical – can be before or after Table of Contents	Optional
<b>Acknowledgements</b> <ul style="list-style-type: none"> <li>• Used to acknowledge any persons responsible for preparing the publication for distribution.</li> <li>• Those that received reimbursement for professional services should not be included</li> </ul>	Optional	Optional	Optional

<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• Preliminary pages are listed in lower-case Roman numerals</li> <li>• The title page is counted, but not numbered</li> <li>• Text is numbered using Arabic numerals</li> <li>• Odd numbers are always on the right-hand side</li> </ul>	<p>Mandatory – may be part of Title Page</p>	<p>Mandatory – may be part of Title Page</p>	<p>Mandatory (to appear on front cover or Title Page)</p>
<p><b>List of Tables, Charts, Graphs or Figures</b></p>	<p>Optional</p>	<p>Optional</p>	<p>N/A</p>
<p><b>References</b></p>	<p>Must be included within individual papers</p>	<p>Must be included within individual papers</p>	<p>Must be included where appropriate at the end of individual articles</p>
<p><b>Appendix/Appendices</b></p> <ul style="list-style-type: none"> <li>• Used to store background material that the reader may refer to at leisure</li> </ul>	<p>Optional – as required</p>	<p>Optional – as required</p>	<p>Optional – as required</p>

# Editorial Style Sheet

## General

- In general, follows the guidelines outlined in the *Style Manual for Authors, Editors and Printers* (6<sup>th</sup> ed., 2002) for grammar, referencing and other details. The *Style Manual* is available from bookshops and libraries; most organisations will own a copy somewhere (try the publications department).
- If you cannot locate a copy of the 6<sup>th</sup> edition, the previous edition of the *Style Manual* for (5<sup>th</sup> Edition, 1994), is available in PDF format at [http://www.agimo.gov.au/information/publishing/style\\_manual](http://www.agimo.gov.au/information/publishing/style_manual)
- For spelling guidelines, use *The Australian Oxford dictionary* or *The Macquarie dictionary*.
- Text should be flush left with a rag zone (i.e. hyphenation allowed); no indentation for new paragraphs.
- Spell out the full and correct name of any organisation, unit of measurement or term the first time it is used in the text, with initials/acronym in brackets following; subsequently initials/acronym only may be used.
- The Harvard system of referencing is to be followed. The AICCM also allows endnotes; these should be indicated with superscript numbers throughout the text, preferably at the end of the appropriate sentence. The Endnotes will appear before the References at the end of the article.
- Avoid gender specific language; use “they” instead of “his/her” where appropriate.
- Job titles should be capitalised (e.g. Objects Conservator).
- Mathematical formulas should begin on a new line.

## Specific

### A

American Institute for Conservation of Historic & Artistic Works (AIC); AIC

American National Standards Institute (ANSI); ANSI

American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE); ASHRAE

Australian Institute for the Conservation of Cultural Material (Inc.); (the) AICCM

*AICCM Code of Practice*

*AICCM Code of Ethics*

*AICCM National Newsletter*

*Australian Library and Information Association (ALIA); ALIA*

art work (not artwork)

artefact (not artifact)

**B**

bookbinder

bookbinding

*Bulletin* (“the” not required for citation)

**C**

Canadian Association for Conservation of Cultural Property (CAC); CAC

Canadian Conservation Institute (CCI); CCI

Canadian Heritage Information Network (CHIN); CHIN

Conservation OnLine; CoOL

Conservation DistList; Cons DistList

**D**

deframe (no hyphen)

Disaster Preparedness

disaster planning

**E****F**

FTIR

**G**

gelatin (not gelatine)

(The) Getty Conservation Institute (GCI); GCI

**H**

High Efficiency Particulate Air (HEPA); HEPA filter; HEPA-filtered

**I**

infrared; IR

(The) International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM); ICCROM

International Council of Museums (ICOM); ICOM

International Council on Monuments and Sites (ICOMOS); ICOMOS

The International Institute for Conservation of Historic and Artistic Works (IIC); IIC

Institute of Paper Conservation (IPC); IPC

Integrated Pest Management; IPM

Image Permanence Institute (IPI); IPI

International Organization for Standardization (ISO); ISO

<b>J</b>
<b>K</b> karibari kozo
<b>L</b> low-oxygen treatment (hyphen)
<b>M</b> matcutter matcutting Matboard Melinex Mylar Museums Australia (MA); MA
<b>N</b>
<b>O</b>
<b>P</b> Perspex Plexiglass Photographic Materials Special Interest Group; Photographic Materials SIG; Photon Gilded Objects Conservation Special Interest Group; GOCSIG Preserving Access to Digital Information (PADI); PADI Preserving and Accessing Networked Documentary Resources of Australia (PANDORA); PANDORA
<b>Q</b>
<b>R</b> relative humidity; RH
<b>S</b> Scottish Society for Conservation and Restoration (SSCR); SSCR ScreenSound Australia; ScreenSound Smithsonian Center for Materials Research & Education (SCMRE); SCMRE Special Interest Group (SIG); SIG; SIGs

**T**

**Technical Association of the Pulp and Paper Industry (TAPPI); TAPPI**

**Tyvek**

**U**

**ultraviolet; UV**

**United Kingdom Institute for Conservation of Historic and Artistic Works (UKIC); UKIC**

**United Nations Educational, Scientific and Cultural Organization (UNESCO); UNESCO**

**unframe**

**usumino**

**urushi**

**V**

**W**

**washi**

**wheat starch paste (no hyphens)**

**X**

**Xerox**

**Y**

**Z**