

## GUIDELINES FOR AUTHORS (IPH Paper History)

### THE FIRST PAGE OF THE MANUSCRIPT SUBMITTED FOR PUBLICATION SHOULD:

- Indicate the name of the main author with an \*
- Mention Authors' full names with surname(s) in capital letters
- Indicate postal address(es) as well as e-mail address(es) for the contact between the editors and the author(s)
- Mention Authors' profession, or highest academic degree, or, if applicable, academic degree in preparation.
- Indicate Institution(s) to which the Author(s) belong(s) and the activity carried out, or in its defect, indicate " Independent Researcher ".
- Mention the Title of the text submitted
- Mention Section to which the text is addressed (article, note, book review)
- Indicate if the text derives from an academic research, a collective project, etc., and mention persons and institutions involved in the project(s).
- Indicate if the Research has received funding from any institution, naming for it all the corresponding data and people in charge.

**Language:** English, German or French according to the Statutes of IPH.

### Format

Please submit a manuscript in a Microsoft Word or RTF file by email. If the total file size is larger than 5 Mb submit by means of a web service (WeTransfer, dropbox e.g.). The article will be published in two columns in 4-colour print.

Submit your manuscript in a single column in font Times New Roman, 12 point, in DIN A4 format with a line spacing 1.0 using a minimum of formatting, using plain text, RTF or Microsoft Word, exported as .doc. or as .rtf.

Each page should contain approximately 5300 units (letters without spaces). Do not number sections or paragraphs.

For the check of images and text include one set of printed proof of the text, tables and illustrations. Please forward the total manuscript followed with separate eventual illustrations, tables and schemes to the IPH editors.

### Figures/illustrations

Prepare the illustrations (max. 10) for either one column width (1000 pixels) or double column width (2000 pixels) and indicate that in the caption text. Photographs may be in formats: tiff, .jpg. or .pdf. Figures should be noted in the main text with (Fig. x) and figure and table captions listed after the notes and references, indicating title, origin, source and author. All the images that are not of the author's own elaboration must include, as a separate document, the authorization for its diffusion, dated and carried out in an explicit way for this proposal of text that is submitted to the journal.

Do not insert the illustrations in the text, but send them as separate files via WeTransfer, drop box e.g. Tables should also be submitted as separate files-formats for tables: .doc or .xls, JPG format and in high resolution.

For diagrams, the title must be in the caption only and for graphs the background must be white.

In the final publication the widths of the figures will be either 8 cm or 17 cm.

### ARTICLE'S SUBMISSIONS SHOULD INCLUDE:

- Title: The overall general subject of the article should be stated first, followed by a more detailed description of the topic in two-part format of the title of the paper.
- For shorter remarks, notes, reviews etc. one informative title is sufficient.
- Abstract : Abstract reflecting the actual content of the full paper. The abstract, not exceeding 1500 units (letters without spaces), must summarise the text with results and conclusions. Translations of titles and abstracts into English, German or French may be made available upon request to the editor.
- Five keywords in English. Two of them will indicate place or society, and period covered, respectively
- Introduction of the article, main text and conclusion, followed by references and list of captions for eventual tables and max. 10 illustrations.

- References: Do not use foot notes and automatic reference numbering, but refer by numbers in the main text [x] to the notes and references added at the end of the main text.
- No dots or verses will be used in the titles.
- Subdivisions in the body of the text, apart from introduction and conclusion, will go in Arabic numbers, with a maximum two levels (1 and 1.1).
- Indicate concepts and expressions in foreign language in italics.
- Use bold only to highlight specific aspects. Underlining is not used (except if the quoted text does include it).
- The order of quotation marks should be 1° “...” and 2° ‘...’.
- If they include quotes, they must be between quotation marks and in normal lettering. If the quotation exceeds three complete lines, it should be included as a separate paragraph, which will go in size 11, single-spaced, with a margin of 1.25 only on the left side.
- A note is always included after the quotation mark. Examples: This is how it should be done. or “This is the case of a textual quotation with a footnote call.”

## **REFERENCES**

In the text: just mention the author’s name and the year of publication: “Thus, as presented by Utsch (2011) [...]”

## **IN BIBLIOGRAPHIC REFERENCES AND/OR FOOTNOTES:**

### **Archives**

Archives’name (abbreviation), Funds’name, Volume (vol.) xx, Box (abbreviation) xx, File, Piece, folio, xx. Example:

Archivo Histórico Nacional Español (AHNE), Consejeros, Caja 1534, Pieza 34, folio 78.

### **Books and edited books**

Cambras, Josep. *Encardenação: as técnicas e os processos passo a passo para a proteção e o embelezamento dos livros*. Barcelona: Editorial Estampa, 2004.

Leroi-Gourhan, André. *L’homme et la matière. Évolution et techniques*. Paris: Albin Michel, 1971.

Pérez Torres, Juan Andrés (ed.). *Justicia civil y papeles en América*. Santiago de Chile: Editorial Delaciudad, 2018.

Delatour, Jean & Dujardin, Louis & Salas, Daniel (coords.). *Les papiers au temps des Rois*. Limoges: Éditions du Jour, 2015.

### **Book chapters**

Muñoz Díaz, Luis Felipe, “Notas y reflexiones sobre las notas de abogados en el Paraguay del siglo XVIII”, in Fernández Nuñez, María Angélica & Burana, Carmen (eds.), *Aspectos de la justicia en el Chaco colonial y republicano*. Asunción: Editorial Delaciudad, 2016, p. 49-75.

Destulipes, Antoinette, “Notes et réflexions sur les cartes à jouer de Gustave Eiffel”, in Berteau, Jean-Louis (ed.), *Aspects ludiques des Expositions Universelles*. Paris: Editions Inventées, 2012, p. 49-75.

### **Articles**

Minchin, Walter. “World Industrial Archaeology: A Survey”, *World Archaeology*, vol. 15/2, 1983, p. 125-136.

Berger, Henry. “Tape recorded snippets on Chinese Xuan hand papermaking”, *Hand Papermaking*, vol. 26/1, 2011, p. 26-27.

Gómez Salas, Daniel Tomás, “Los delitos prescritos en la Colombia de la segunda mitad del siglo XX”, *Boletín Andino de Historia de la Justicia*, Quito, vol. 4, n°2, 2015, p. 5-36.

### **Thesis**

Rodriguez Da Silva, Ronaldo Andre. *Cidade, Cultura e Memória: Uma perspectiva sob a Óptica da Arqueologia e do Patrimônio Industriais*. Tese de Doutorado, Instituto de Ciências Sociais. Universidade do Minho, Portugal, 2017.

Schmitt, Charles. *Conservation traditionnelle des calligraphies et des peintures chinoises montées en rouleaux, à partir des textes de la dynastie Ming*. Thèse de Doctorat, Université Paris IV-Sorbonne, France, 2002.

### **Internet**

Lenormand, Louis-Sébastien. *Nouveau manuel complet du relieur: en tous genres*. Paris: Encyclopédie Roret, L. Mulot, Libraire-Éditeur. 1900. <http://gallica.bnf.fr/ark:/12148/bpt6k2059979> [date accessed 14/11/14].