



ANNALES 22

Annals of the 22th Congress of the International Association for the History of Glass

Guidelines for authors

In order to assure an efficient and smooth editing process, authors are kindly asked to carefully follow the instructions for submission of papers below. The following deadlines are mandatory:

Timetable

28 February 2022 Deadline for submission of papers

4 March – 31 May 2022 Peer review process by scientific committee

31 July 2022 Deadline for submission of revised papers

20 October 2022 Draft layout

10 November 2022 Checking of layout by authors

15 December 2022 Final layout

Publication and review process

All participants who contributed with oral or poster presentations at the 22th Congress of the AIHV are invited to submit their papers by 28 February 2022. All texts and figures have to be received by that date to ensure inclusion in the Annals. Papers by authors who were not present at the 22th AIHV Congress cannot be published.

The Annales of the 22nd Congress will be edited by VICARTE R&D Unit with the support of AIHV, which provides printed copies to its members.

The authors will receive the pdf of the entire volume from the editor. The volume will be open access, approximately 6 months after publication.



All papers will be peer-reviewed by a scientific committee to ensure that submissions are of consistently high quality. The scientific committee and the editors reserve the right to reject papers.

Each author is responsible for the accuracy of all statements and data contained in the manuscript. All papers should be original and based on previously unpublished data.

Instructions for submission of papers

Language

Papers can be submitted in English, French or German. Authors must ensure that their manuscripts are competently proofread/edited before submission. However, if the submitted manuscript is found to require further correction, or fails in some other way to comply with these instructions for submission, it will be returned to the author for correction. Authors of English texts should be consistent in their use of either British or American English (use, for example, online dictionaries such as the *Oxford English Dictionary* [www.oed.com] or *Merriam-Webster Dictionary* [www.merriam-webster.com]).

Submission requirements

Text and illustrations should be submitted by e-mail to: 22.aihv@campus.fct.unl.pt. Please do not send attachments larger than 10MB. Large files with high-resolution images should be sent to the same e-mail address using a (free) web service such as WeTransfer (www.wetransfer.com).

Important: Please label all files with the author's name and date, e.g. surname_text_20221218.docx and surname_fig1_20221218.tif.

Authors should retain a copy of all files submitted.

The maximum length of the manuscript depends on whether your paper was presented at the conference orally or as a poster:

Oral presentation: max. 5,000 words and six figures.

Poster presentation: max. 3,000 words and three figures.

The 5,000 / 3,000 words limit includes title, names of the authors and their professional affiliations, main text, footnotes, references, figure captions, acknowledgments and credit lines.

All the figures together should not occupy more than two A4 pages.



Format requirements

The text should be typed in a standard typeface. Please use Word for Windows or Word for Macintosh. Please keep formatting to a minimum and avoid using features that are specific to your own word-processing program. Keep all text aligned to the left margin.

Figures include all types of illustrations: line drawings, photos, charts, diagrams, tables, etc. All figures need to be mentioned in the text and numbered (e.g. figure 1). They should be submitted as individual digital files (see also paragraph above on submission). Do not embed figures in the text document. The preferred format for digital images is TIFF (300 dpi for colour photos and 600 dpi for b/w); JPEG files are accepted if in the highest resolution (uncompressed, 2,400 dpi). Please avoid scanning from a printed source such as a book or a postcard, and avoid using pictures from the Web. Please provide tables as image (TIFF, JPEG) as well as in excel file format (xlsx).

Profile drawings: Please note that each individual profile drawing has to get a number within the figure; the profile drawings will be published on a scale of 1:2; please indicate the scale on each figure. Profile drawings should have a resolution of 1,200 dpi.

The maximum print space for figures is: height 24.6 cm, width 17.1 cm. Print space for a single column figure is: height 24.6 cm, width 8.3 cm. Again: All figures together should not occupy more than two A4 pages.

Permissions

Authors who include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s). Authors will have to sign a copyright release form, which will be provided at a later date.

Numerals

Use Arabic numerals for tables, figures, chapters, plates, charts and inserted maps or graphs.

Abbreviations

Abbreviations should be avoided except in footnotes, lists, statistics and tables. Numbers from one to ten should be spelled out.



Italics

Italics should only be used for foreign words, book and periodical titles (see Reference list).

Reference style and footnotes

Please place all references in footnotes at the most appropriate location in the text. The citation includes the SURNAME(S) OF THE AUTHOR(S) (in small caps), publication date and page of the citation, e.g. JONES, SMITH, and BROWN 2009, 12.

If there are more than three authors, use 'et al.', e.g. SMITH et al. 2007, 17.

If you cite several publications of an author (or group of authors) that all appeared in the same year, please use the following format: SMITH 1989a, SMITH 1989b, etc.

Please use 'forthcoming' for publications that have been submitted or are in press and provide a full reference (if possible) in the reference list, e.g. FÜNFSCHILLING et al., forthcoming.

Personal communications are accepted. Please use the following format: full name pers. comm., e.g. Erwin Baumgartner, pers. comm.

Reference list

Please use the following style in your reference list and compile the reference list at the end of the text. For author's names, use full first name where possible and initials for middle name. Please sort reference list alphabetically by author and then by year of publication.

1. Books and edited books

NAME OF AUTHOR / EDITOR (in small caps), full first name, initials of middle name, publication date. *Title of publication* (in italics). Title of the series and number (if applicable). Edition number. Place of publication.

Examples:

NENNA, Marie-Dominique (ed.), 2000. *La Route du Verre. Ateliers primaires et secondaires du second millénaire av. J.-C. au Moyen Âge*. Travaux de la Maison de l'Orient Méditerranéen 33. Lyon.

Neville, Colin, 2010. *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd edition. Maidenhead.

PEARS, Richard and SHIELDS, Graham J., 2010. *Cite Them Right: The Essential Referencing Guide*. 8th edition. Basingstoke.

2. Book sections / contributions in conference proceedings

NAME OF AUTHOR (in small caps), full first name, initials of middle name, publication date. 'Title of publication' (in single quotation marks). In: Name of editor (in small caps), first name (ed.), *Book title* (in italics). Title of the series and number (if applicable) . Place of publication, page numbers.

Examples:

FOY, Danièle, 2000. 'Technologie, géographie, économie: les ateliers de verriers primaires et secondaires en Occident. Esquisse d'une évolution de l'Antiquité au Moyen Âge'. In: NENNA, Marie-Dominique (ed.), *La Route du Verre. Ateliers primaires et secondaires du second millénaire av. J.- C. au Moyen Âge*. Travaux de la Maison de l'Orient Méditerranéen 33. Lyon, 147–170.

NICOLSON, Paul and JACKSON, Caroline, 2015. An 18th Dynasty glass chalice from Gurob, Egypt'. In: LAZAR, Irena (ed.), *Annales du 19e Congrès de l'Association Internationale pour l'Histoire du Verre, Piran, 17–21 September 2012*, Koper, 22–29.

3. Journal articles

NAME OF AUTHOR (in small caps), full first name, initials of middle name, publication date. 'Title of paper' (in single quotation marks). *Title of journal* (in italics), number of volume, number of issue (if applicable), pages of full article.

Example:

WHITEHOUSE, David, PILOSI, Lisa and WYPSKI, Mark T., 2000. 'Byzantine Silver Stain', *Journal of Glass Studies* 42, 85–96.

4. Web references

Webpage:

CORNING MUSEUM OF GLASS, 2011. *One step closer: the iron glassblower* [Online]. Available at: <https://www.cmog.org/article/one-step-closer-iron-glassblower> (1st December 2015).

RTS, 2015. *Les fouilles archéologiques de la verrerie de Court (BE) sont terminées* [Online]. Available at: <http://www.rts.ch/info/regions/autres-cantons/7224137-les-fouilles-archeologiques-de-la-verrerie-de-court-be-sont-terminees.html> (1st December 2015).

Article:

DOULKARIDOU, Elli, 2015. 'Reframing Art History' [Online], *International Journal for Digital Art History* 1, 67–83. Available at: <http://dx.doi.org/10.11588/dah.2015.1.21638> (1st December 2015).



Thesis:

ROSS, Catherine M., 1982. *The development of the glass industry on the rivers Tyne and Wear, 1700-1900* [Online]. PhD Thesis. Newcastle University. Available at: <http://hdl.handle.net/10443/192> (1st December 2015).

Figure captions

Please provide a list of captions for all figures at the end of the text. If applicable, captions should include credit lines (e.g. copyright, photographer). Each caption should be typed preceded by 'Fig.' and the caption number (in Arabic numerals). For example:

Fig. 2: Wine glass bottle. Portugal, 18th century, H: 28.5 cm. © VICARTE, photo: I. Coutinho.

Dimensions should be given in centimetres. For plates and bowls, list diameter; if diameter varies, use largest diameter.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Address

Please add the postal address and/or e-mail address you wish to be published at the end of your contribution.

If you have any questions, please contact us at: 22.aihv@campus.fct.unl.pt

We wish you a pleasant and fruitful time with the preparation of your manuscript!

Best wishes,

Organising Committee and Editors of the *Annales 22*: Inês Coutinho, Márcia Vilarigues, Teresa Medici, Catarina Villamariz, Alexandra Rodrigues, Susana Coentro, Catarina Santos

December 2021