



MATERIA

JOURNAL OF TECHNICAL ART HISTORY

Submission Guidelines

Content & Article Categories

As part of its mission, Materia aims to support research at all levels. In order to do this, we have structured our issues into two different content categories: Feature Articles and Technical Case Studies. Upon submission, we encourage authors to specify which category their article represents. (*Please note that our editing team might suggest alternate categories for submitted texts).

The details of each category are as follows:

1. Feature Articles (peer-reviewed)

The first category represents peer-reviewed 'Feature Articles'. In terms of content, this relates specifically to academic articles with a focus on contextual and interdisciplinary research, with the aim of showcasing the collaborative potential between the fields of art history, technical art history and conservation science.

Feature Articles can be up to 7,000 words in length, not including footnotes. However, we also stress that footnotes should be few and primarily include references. Discursive footnotes will be cut.

2. Technical Case Studies (peer-review optional)

The second category, featuring 'Case Study' articles will focus more specifically on descriptive results and do not necessarily have to include broader contextual research. The aim of this section is to provide a forum for showcasing technical results that might not necessarily qualify for a more integrated academic article. Case Study articles will be reviewed by the editing team and authors will be provided with individual feedback prior to publication.

In addition to accepting Case Studies by established researchers, we strongly encourage postgraduate students to submit condensed versions of their thesis research. These Case Study articles can be up to 5,000 words, although shorter articles are also encouraged.

Note: Case study articles can be peer-reviewed upon request.

Submission Procedure

1. Prior to submitting an article, we request that authors first send us a short (max. 150 words) abstract.
2. This abstract should be written in English (Word format) and provide information on the content of the proposed article, including a summary of the research questions posed, as well as the main results of the study. Authors should state their category preference - Feature Article or Case Study.
3. If the abstract is accepted, then authors will be requested to submit the full article (Word format). We also ask authors to please nominate at least two topic-specific peer reviewers for their article (name and contact details).
4. If the article includes images, please see the instructions for image formatting below.
5. Articles will primarily be accepted in English (American or British spelling permitted). Note: We highly recommend that authors with English as a second language (ESL) consult a native English speaker for copy-editing prior to submitting their articles.

It will also be possible to submit bilingual articles, providing that an adequate English translation is also submitted by the authors. In this case, it will be the English language version of the article that is subjected to editing and peer review.

Please note that it is the responsibility of the submitting author to make sure that the non-English version provides the same content as the English translation (including any editorial notes or comments that are offered by the peer reviewers).

Formatting & References

Full articles should be submitted in the form of a Word document.

The submitted text should be formatted using 12 pt. Times New Roman, with 1.5 spacing. Footnotes should be numbered: 1,2,3 etc.

We request that authors use Chicago Style referencing (see the document ‘Referencing, Structure and Image Guidelines’).

Images Captions and Naming

The article should include embedded parentheses, e.g.: (Fig. 1), referencing the images as they appear in the text, as well as a separate Word/PDF document containing thumbnails of each image, with figure numbering and captions included. (Note: please compress the images prior to sending)

For an art object (ex. drawing, painting, sculpture, etc.) the caption should follow the following format:

- Name of the artist, title of the work, date. Medium, dimensions, collection, and any credit information.

Example:

Fig. 1 Raphael Sanzio, The Crowning of the Virgin, 1502-1504. Tempera on panel (transferred to canvas), 27 x 165 cm. Vatican Museum, <https://www.museivaticani.va/>.

Fig. 2 Gian Lorenzo Bernini, Apollo and Daphne, 1622-1625. Marble sculpture, 243 cm (height). Galleria Borghese, <https://borghese.gallery/>.

Fig. 3 Babylonian/Achaemenid Dynasty, The Cyrus Scroll, 539 B.C. (after). Fired clay, 21.9-22.8 cm (length). British Museum, <https://www.britishmuseum.org>.

- Please name images according to the following format: Author_fig-#

Examples:

Smith_fig-1.tif

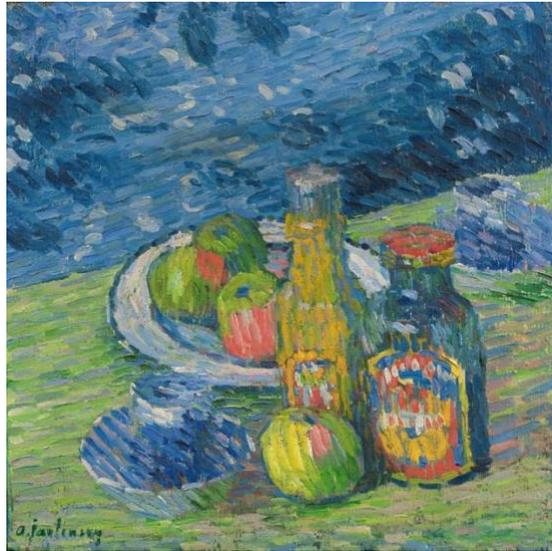
Cooke_fig-2a.tif

Aldredge_et_al_fig-21.jpg

Please also see ‘Referencing and Structure Guidelines’ for examples of image captions.

Alt text

For accessibility reasons, we require a short description (called alt text) to be included with every image. Alt text will not appear on the page like a caption; rather, it is embedded into the website to help screen-reading tools describe images to visually impaired readers. Alt text also helps search engines identify images to better find your article. Alt text should be descriptive but still concise. Please read the brief “Notes on Alt text” at the end of this document for tips on writing effective alt text descriptions.



Example: Colorful still-life oil painting of apples, dishes, and bottles on a tabletop painted in Impressionist-like brushstrokes.

Images and media formatting

Once the article has been edited and peer-reviewed, we will request original high-resolution images for the online publication.

- There are no restrictions on the number of images included, as some articles may require more images than others. However, please note that any images that appear to repeat the same information may be cut by our editors. A general recommendation is up to 2-3 images per 1,000 words. Limiting images to those that best support the article's arguments not only helps our tech team highlight key images (e.g, rendering them zoomable or with additional bells and whistles) but also whittles cyber bloat (i.e. images, especially in an visual journal, constitute a large digital storage and processing weight).
- Please keep in mind: images to be embedded in text must be no smaller than 800 pixels on the long side for simple, static photos, and no smaller than 18,000 pixels on the long side for images that you'd like to be zoom-able. Images will be accepted in JPEG or TIFF format.
- Videos and alternative media are welcomed. Feasibility of formatting and large amounts of intended alternative media inclusion may be discussed between editors upon article acceptance.

Please email images, multimedia, or links directly to info@materiajournal.com. Use WeTransfer for any files that are too large to email.

Permission and Copyright

Authors are responsible for obtaining necessary copyright permissions for all images that require permissions. Permission is not required for the inclusion of hyperlinks to images and media available elsewhere on the web. This can be an efficient way of including comparative material within an article if one cannot obtain direct permission to use an image.

Prior to publishing an article in *Materia* we also ask that all submitting authors sign our “Copyright Assignment Form.” A copy of this form will be sent to accepted authors once we have received the article(s).

A Note on Terminology

For authors with particular queries regarding technical terminology we recommend the following online glossaries:

<https://www.nationalgallery.org.uk/research/research-papers/close-examination/close-examination-glossary>

<https://www.nationalgallery.org.uk/learning/teachers-and-schools/picture-in-focus/glossary>

<https://www.moma.org/collection/terms/>

<https://www.metmuseum.org/learn/educators/curriculum-resources/art-of-the-islamic-world/resources/glossary>

<https://www.nga.gov/glossary-index-page.html>

http://cameo.mfa.org/wiki/Category:Materials_database

<https://www.getty.edu/research/tools/vocabularies/aat/>

Notes on Alt text

Helpful things to include in alt text:

- Describe the image and be specific. Use both the image's subject and context to guide you.
- **Keep your alt text fewer than 125 characters.** Screen-reading tools typically stop reading alt text at this point, cutting off long-winded alt text at awkward moments when verbalizing this description for the visually impaired.

- Don't start alt text with "picture of..." or "Image of..." Jump right into the image's description. Screen-reading tools (and Google, for that matter) will identify it as an image from the article's HTML source code
- Mention the medium of the art when writing the description, or any other unique materials used.
- What is the main subject matter or use for the object? (Landscape? Portrait? Type of furniture? Type of textile? etc.)
- Pick a few other descriptors or pieces of relevant information about the object.