



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

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

Submission Procedure

1. Submissions should be in the form of a Word document (Times New Roman, 12 pt font, 1.5 spacing).
2. As stated above, the word limit for Feature Articles is 7,000 words and 5,000 words for Technical Case Studies (not including footnotes). Authors should also state their category preference - Feature Article or Technical Case Study - upon submission.
3. Articles should include an Abstract, Introduction, Main Body Text, Conclusion and a full Bibliography. See the document "**Referencing, Structure and Image Guidelines**" for further information on our recommended article structure.
4. If the article is accepted by our editorial team, the author(s) will be requested to submit any images (including image captions and alt text, see point 5). We also ask authors to please nominate at least two topic-specific peer reviewers for their article (name and contact details). Note that these nominations will be taken as possible peer review candidates only. The final peer review selections will be made by the *Materia* editorial team.
5. If the article includes images, please see the instructions for image formatting below.
6. Articles will primarily be accepted in English (American or British spelling permitted, provided the language use remains consistent throughout the article). **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 is also 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 and *Materia* team).

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., and page numbers should be included.

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.

Examples:

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>.

- When submitting the individual image files, please name them according to the following format: submitting author surname_fig-#

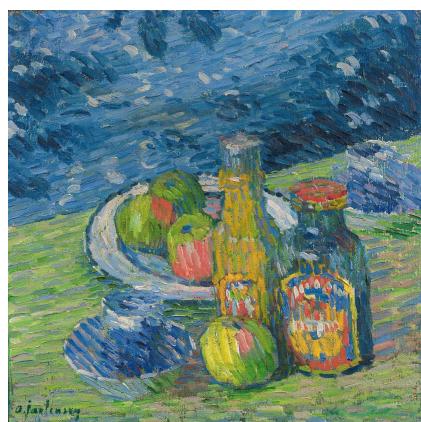
Examples:

Smith_fig-1.tif
Cooke_fig-2a.tif
Aldredge_et_al_fig-21.jpg

Please also see “**Referencing and Structure Guidelines**” for further examples of image captions, as well as the kinds of image files that we accept.

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: Colourful 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 technical 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 would like to be zoom-able. Images will be accepted in JPEG or TIFF formats.
- 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 verbalising this description for the visually impaired.
- Do not start alt text with "picture of..." or "Image of..." Instead, 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.