

## Guidelines for Authors

*Change Over Time*, a semiannual journal edited by the School of Design at the University of Pennsylvania, provides an international forum for original research in the history, theory and practice of conservation and the built environment. Each issue addresses a theme with authoritative essays on a wide array of relevant topics such as repair and reparation, weathering, compatibility, integrity, authenticity, simulacra, professionalism, the public good, tourism, global and local, interpretation and display, facadism, and nostalgia. This approach allows for the open discussion of critical topics from multiple perspectives and at varying scales both within the field and across disciplines.

### SUBMISSION GUIDELINES

To be considered for publication submitted manuscripts must comply with the following:

- Manuscripts should be between 5,000 and 7,000 words in length including references/endnotes.
- All manuscripts must be typed and double-line spaced in 12 point Times New Roman font or similar. Please use one space only after each sentence.
- Manuscripts should be submitted as digital files.
- Text documents should be MS Word (.doc or .docx).

All submissions **must include** the following, and each document should be titled according to the naming convention provided in [brackets]. Do not include () parentheses in document titles:

1. **Cover Page** - A cover page with the author's contact information, including address, phone, fax and email. Do not include the author name on anything other than the cover page.

[1\_Cover\_(author/s surname/s)]

Ex: 1\_Cover\_Jones

2. **Abstract** - A 150-200 word abstract

[2\_Absrtact\_(first word of your title excluding 'a', 'an' or 'the')]

Ex: 2\_Abstract\_Conserving

3. **Bio** - A short biography (100 words) including details such as the author's current position, research interests, relevant activities, etc.  
[3\_Bio\_(author surname)]  
Ex: 3\_Bio\_Jones
4. **Manuscript** - A 5,000-6,500 word manuscript.  
[4\_Manuscript\_\_(first word of your title excluding "a," "an" or "the")]  
Ex: 4\_Manuscript\_Conerving
5. **Figures and/or tables** – Figures and/or tables titled and numbered in the order in which they appear in your article. Tables should be submitted as individual word docs and include their captions.  
[(first word of your title)\_Figure 1]  
Ex: Conerving\_Figure1  
Ex: Conerving\_Table1
6. **Captions** - A list of complete captions for figures. Captions should include both descriptive text and image/figure credit.  
[6\_Captions\_(first word of your title)]  
Ex: 6\_Captions\_Conerving
7. **Keywords** - A list of up to five keywords.  
[7\_Keywords\_(first word of your title)]  
Ex: 7\_Keywords\_Conerving

Please **submit a complete set** of electronic files for your article. Manuscripts and accompanying material should be sent to [cot@design.upenn.edu](mailto:cot@design.upenn.edu) or mailed on a disc to:

*Change Over Time*

Graduate Program in Historic Preservation

University of Pennsylvania

115 Meyerson Hall

210 South 34<sup>th</sup> Street

Philadelphia, PA 19104

## MANUSCRIPT PREPARATION

Manuscripts should be prepared according to *The Chicago Manual of Style*, 15<sup>th</sup> edition.

- Leave one-inch margins on all four sides of the page.

- Turn off automatic hyphenation and do not justify text—ragged right margins are preferable throughout.
- Use minimal formatting.
- The text should have no more than two heading hierarchies, with that hierarchy clearly indicated by the following format:
  - SECTION HEADING
  - *Section Subheading*
- Indicate in the text where you wish figures/tables to appear, e.g. <<INSERT CONSERVING\_FIG1.TIFF NEAR HERE>>. Please be aware that given the very particular format of COT, your image likely will not appear *exactly* where the tag is.
- When referring to figures in the text, refer to them by number, i.e. “in Figure 2” rather than “in the figure below.”

## Symbols

Accents and any other special characters must be in place throughout the manuscript. Include special, non-Roman fonts if necessary (e.g., Arabic, Hebrew, Greek, etc.). Please alert the editor if your manuscript contains special characters or languages other than English. If your article contains a long passage written in a non-Roman font, please include a PDF of the passage with your article.

## Block quotes

Block quotes (usually, quoted material ten lines or more in length) should be double-spaced, indented, with an extra line above and below. Use the ruler function to indent the text instead of using the tab key at the beginning of each line.

## Endnotes

*Change Over Time* uses endnote citations. Notes should be numbered sequentially. Use superscript Arabic numerals in the text (no parenthesis, boldface, etc.). The numbers should follow the referenced passages; if the passage is a block quotation, the reference number should come at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation. The notes themselves must be double-spaced and printed as endnotes, not footnotes.

## Sample References:

### *Book*

3. Bernard M. Feilden, *Conservation of Historic Buildings* (London: Butterworths, 1982), 24.

### *Edited book*

5. Erhard M. Winkler, ed., *Stone in Architecture: Properties, Durability in Man's Environment*, 3rd ed. (Berlin: Springer Verlag, 1994), 134–35.

### *Chapter in a book*

9. Giovanni Urbani, "The Science and Art of Conservation of Culture Property," in *Historical and Philosophical Issues on the Conservation of Cultural Heritage*, ed. Nicholas Stanley-Price et al. (Los Angeles: The Getty Conservation Institute, 1996), 447.

### *Paper in proceedings*

12. Paul Philippot, "Historic Preservation: Philosophy, Criteria, Guidelines," in *Principles and Practices: Proceedings of the North American International Regional Conference, Williamsburg, Virginia, and Philadelphia, PA, September 10-16, 1972*, ed. Sharon Timmons (Washington, D.C.: Smithsonian Institution, 1976), 378.

### *Article in a print journal*

14. Jeffrey Andrew Barash, "The Sources of Memory," *Journal of the History of Ideas* 58, no. 4 (October 1997): 712.

*Article in an online journal*

18. Jeffrey Andrew Barash, "The Sources of Memory," *Journal of the History of Ideas* 58, no. 4 (October 1997), <http://www.jstor.org/stable/3653967>.

*Website*

20. "Texaco Road Map," Architectural Conservation Laboratory, <http://www.conlab.org/acl/texaco/projdescrip1.html> (accessed 10/22/2009).

## Figures and Tables

Figure and table files should be labeled sequentially as Fig. 1, Fig. 2, Table 1, Table 2, etc. Do not insert actual image or table within text; instead insert tag where you would like the figure/table to appear within the article (e.g., <<INSERT CONSERVING\_FIG1.TIFF NEAR HERE>>). Please be aware that given the very particular format of COT, your image likely will not appear *exactly* where the tag is.

Compile a list of captions (double-spaced) for all figures that includes both descriptive text and credit lines in a separate Word document file.

Tables should be provided as separate text-only Word document (.DOC) files (captions included). Please do not submit tables in other formats.

Image Specifications:

Images should be provided as print-ready .TIFF or .JPEG files (see specifications below).

PLEASE TAKE SPECIAL NOTE OF RESOLUTION REQUIREMENTS. We accept the following types of illustrations formatted to the required specifications:

<b>Image Type</b>	<b>Description</b>	<b>Examples</b>	<b>Specifications</b>
Line	Consists of only black lines or solid blocks of black with no gradations of gray (screens).	Maps, ink drawings, text, charts* and graphs*	Resolution <u>minimum</u> : 1200 dpi. Size: desired print dimensions
Grayscale	Contains shades of gray and is reproduced as a halftone.	Photographs, historical maps, paintings	Resolution <u>minimum</u> : 300 dpi Size: 5.167 inches (=31 picas) wide if landscape or tall if portrait orientation
Color**	Contains continuous	Photographs, historical	Resolution <u>minimum</u> : 300

	gradation in color.	maps, paintings	dpi Size: 5.167 inches (=31 picas) wide if landscape or tall if portrait orientation
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\*Whenever possible, please submit Excel charts and graphs as .XLS files. Other types of charts and graphs may be submitted as .TIFF or .JPEG files (saved to 1200 dpi at the desired print dimensions).

\*\*Please note that all color images will be converted to grayscale for final printing (as our journals publish in black and white only).

**Artwork should be sized to the desired print dimensions (or larger), at the appropriate resolution (see table above for requirements). Electronic files that are smaller than the desired reproduction size should not be submitted.**

Please be aware that figure 1 will be the lead image on the title page of your article. It is important that you consider the format of the journal when selecting your images. See past issues of *Change Over Time* (cotjournal.com) for examples.

Images downloaded from the Web are not suitable for print production as the resolution is generally far too low and there are usually copyright implications. Similarly, scanned printed material (e.g., a magazine) should be avoided, as they will not be of adequate resolution or quality.

Please be aware that all color images will be converted to grayscale, which may result in small changes in contrast.

## Permissions

- Permission is required for two kinds of material: quotations exceeding 400 words from works in copyright, and illustrations such as photographs, line drawings, maps, graphs, Web pages, cartoons, advertisements, etc.
- **All permissions must be cleared and submitted along with the manuscript.**
- We require that permissions for both print and electronic editions are obtained simultaneously.
- If permission fees are charged, these are the responsibility of the author.

## Review Process

The editorial committee provides an initial evaluation of the papers submitted for publication. A minimum of two referees will then review papers that are considered to meet the general publication guidelines. The editors will endeavor to ensure that both the author(s) and referees remain anonymous. The referees will be requested to provide comment on the scholarly quality of the paper and its suitability for publication in *Change Over Time*. Authors may be requested to make revisions to their manuscript. It is expected that the manuscript will adhere to the stylistic guidelines referenced and provided in this document.