
AUTHOR GUIDELINES

THINKING OF SUBMITTING A MANUSCRIPT TO CHANGE OVER TIME?

Change Over Time is a semiannual peer reviewed journal published by the University of Pennsylvania Press. The journal provides an international forum for original research and articles on the history, theory, and praxis of conservation and the built environment. Each issue is dedicated to a particular theme as a method to promote critical discourse on contemporary conservation issues from diverse perspectives both within the field and across disciplines. Themes are explored at multiple scales and from the global to the local, the ideational to the physical, and the social to the methodological. Past issues have addressed Repair, Adaptation, the Historic City, Vandalism, and Landscape Preservation and Climate Change. *Change Over Time* is indexed by Project Muse and Reuters Web of Science.

Change Over Time welcomes submissions from scholars, professional practitioners, and artists whose work brings a critical perspective to the selected issue theme. After approval of a short abstract, manuscript submissions can take a variety of forms including:

- Provocations (1,000 – 1,500 words)
- Short case studies (4,000 – 5,000 words)
- Articles (5,000 – 7,500 words, **maximum 10 images**)
- Photo essays (15 images and captions)
- Interviews/Profiles (3,000 – 5,000 words)
- Translations of key theoretical proposals critical to conservation discourse

*Word lengths include endnotes/references.

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SUBMISSION GUIDELINES FOR AUTHORS

STEP ONE – ABSTRACT

When you are ready to submit a paper, the first step is to send a 200-300 word abstract of your manuscript to cot@design.upenn.edu. Please include the following information with your abstract submission:

- Journal issue (call for papers) for which you are submitting your abstract.
- Proposed format (short case study, article, etc.)
- Author name(s), affiliation, and contact information. If more than one author, please indicate who is the corresponding author.
- Abstract title.

- Abstract of 200-300 words, formatted for US letter (8.5 x 11 in.), and sent as a word document or pdf.

STEP TWO – MANUSCRIPT

Keep in mind that in order to be considered for publication, submitted manuscripts must comply with the following:

- All manuscripts must be typed and double-line spaced in 12 point Times New Roman font or similar. Use one space only after each sentence.
- Use minimal formatting. Format document for US letter (8.5 x 11 in.).
- Manuscripts should be submitted as digital files.
- Text documents should be MS Word (.doc or .docx).
- Articles may include a **maximum of 10 figures**. All images will be reproduced in grayscale and must conform to minimum standards as stated in **Figures and Tables**.

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:

- **Cover Page** – A cover page with all authors’ contact information, including address, phone, fax and email, as well as the author’s title and affiliation. Indicate corresponding author. Do not include the author name on any materials/files other than the cover page and in filenames.
 - [1_Cover_(author surname)]
 - Ex: 1_Cover_Jones
- **Abstract** – A 150-200 word abstract
 - [2_Abstract_(author surname)]
 - Ex: 2_Abstract_Jones
- **Bio** – A short biography (100 words) for each author including details such as the author’s current position, research interests, relevant activities, etc.
 - [3_Bio_(author surname)]
 - Ex: 3_Bio_Jones
- **Manuscript** – short case study, article, interview/profile, translation
 - [4_Manuscript__(author surname)]
 - Ex: 4_Manuscript_Jones
- **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.
 - [(author surname)_Figure 1]
 - Ex: Jones_Figure1
 - Ex: Jones_Table1

- **Captions** – A list of complete captions for figures. Captions should include descriptive text, date figure was created (image taken), and figure credit.
 - [5_Captions_(author surname)]
 - Ex: 5_Captions_Jones
- **Keywords** – A list of up to five keywords.
 - [6_Keywords_(author surname)]
 - Ex: 6_Keywords_Jones

Please **submit a complete set** of electronic files for your article. Manuscripts and accompanying material should be sent to cot@design.upenn.edu. If the files are too large to send by email, use WeTransfer, Dropbox, or a similar service and follow up with an email notifying the editor of the submission method.

Manuscript Preparation

Manuscripts should be prepared according to *The Chicago Manual of Style*, 16th edition.

- Leave one-inch margins on all four sides of the page.
- Include page numbers in a header or footer.
- Turn off automatic hyphenation and do not justify text—ragged right margins are preferable throughout.
- **Use minimal formatting.** Format document for US letter (8.5 x 11 in.).
- Manually enter a single line space between each paragraph.
- 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 FIG1 NEAR HERE>>. Do not include the full filename here, as your name should not appear within the manuscript itself. 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**, and endnotes are included in the total word count allowance. Notes should be numbered sequentially. Use superscript Arabic numerals in the text (no parenthesis, boldface, etc.), and should appear **immediately after sentence punctuation** (not in the middle of a sentence, unless absolutely necessary, and not immediately before punctuation). 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. In cases where endnotes include author commentary, please take care to include a complete and correctly formatted reference following the commentary.

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>.

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 FIG1 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, figure date, and source credit lines in a separate Word document file.

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

Images should be provided as print-ready .TIFF or .JPG files (see specifications below). PLEASE TAKE SPECIAL NOTE OF RESOLUTION REQUIREMENTS. We accept the following types of illustrations formatted to the required specifications:

Image Type	Description	Examples	Specifications
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 minimum: 5500 pixels in the long dimension (5500 pixels wide if landscape or tall if portrait orientation)
Grayscale	Contains shades of gray and is reproduced as a halftone.	Photographs, historical maps, paintings	Resolution minimum: 1500 pixels in the long dimension (1500 pixels wide if landscape or tall if portrait orientation)
Color**	Contains continuous gradation in color.	Photographs, historical maps, paintings	Resolution minimum: 1500 pixels in the long dimension (1500 pixels wide if landscape or tall if portrait orientation)

*Whenever possible, please submit Excel charts and graphs as .XLS or .XLSX files. Other types of charts and graphs may be submitted as .TIFF or .JPG 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 the journal is published 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 will be rejected and should not be submitted.

Please be aware that Figure 1 will be the lead image on the title page of your article. All color images will be converted to grayscale, which may result in small changes in contrast.

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.

STEP THREE – PERMISSIONS & REVIEW

Permissions

It is the author's responsibility to obtain permissions or to demonstrate fair use. Permissions must be received prior to publication.

- 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 prior to publication.**
- We require that permissions for both print and electronic editions are obtained simultaneously.
- Permission fees are the responsibility of the author.

Review Process

The editorial committee provides an initial evaluation of the papers submitted for publication. Those that meet the general publication guidelines are next sent to two referees for peer review. COT employs a double-blind review process whereby both the author(s) and referees

remain anonymous. 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.

Final Acceptance

Final acceptance of submissions for inclusion in the journal is only conferred once the editors have deemed revisions satisfactory. Until final acceptance is offered, abstracts and submissions are considered provisional.