

## Guidelines for Authors

*Change Over Time*, a semiannual journal published 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

The deadlines for receipt of manuscripts are Tuesday, June 1, 2010 and Wednesday, December 1, 2010. Please submit a complete set of electronic files for your article, including article manuscript file, abstract of 100-200 words, figures, tables, a full list of captions included in your article, an author biography of 100 words, acknowledgements, and up to five keywords. 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*

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University of Pennsylvania

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## MANUSCRIPT PREPARATION

Save each manuscript component (text, abstract, figures, tables, captions list, author biography, acknowledgements, and keywords) as a separate file labeled with your last name. For each figure and/or table file, please make sure to include figure/table number (e.g., Smith\_fig1.TIFF, Smith\_Table1.doc, etc.).

Manuscripts should be prepared according to *The Chicago Manual of Style*, 15<sup>th</sup> edition with a length of up to 30 pages, excluding notes and documentation. Text should be double-spaced and in 12-point Times New Roman font. Please use one space only after each sentence. 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.

### 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), 134-5.

### *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 (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 (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. Please indicate figure/table placement within text with a call-out tag (e.g., <<INSERT SMITH\_FIG1.TIFF HERE>>). Do not insert actual image or table within text; instead insert tag exactly where you would like the figure/table to appear within the article.

Compile a list of captions (double-spaced) for all figures and tables 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). We will 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: 1200 dpi preferred.  Size: desired print dimensions
Grayscale	Contains shades of gray and is reproduced as a halftone.	Photographs, historical maps, paintings	Resolution: 300 dpi  Size: desired print dimensions
Color**	Contains continuous gradation in color.	Photographs, historical maps, paintings	Resolution: 300 dpi  Size: desired print dimensions

\*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.

Graphics from the Web and 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.

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