



ICOM Costume Committee Annual Meeting - Kyoto 2019

Proceedings - notes for contributors

The Board of the ICOM Costume Committee aims to publish the proceedings for the ICOM Costume Kyoto Annual Meeting 2019. We feel that a set of proceedings will provide a valuable record of the meeting and allow us to share with other colleagues the insightful case studies which will be presented. As we do not have the resources to produce these proceedings in a printed format we would like to create an online version of the proceedings so the guidelines below take into account the particular needs of this medium.

Articles submitted for publication in the “Kyoto Proceedings” on the ICOM Costume website should be sent to jdruesed@kentucky.edu. They must conform to the guidelines set out below, and must also include a signed copyright agreement form. **The deadline for submission is November 1, 2019** (please see below).

FORMAT

We will edit the articles into a set of PDFs so that people can easily print them off, in the same fashion to the online Proceedings of the Milan meeting in 2016:

<http://network.icom.museum/costume/publications/proceedings-of-the-icom-costume-committee-annual-meeting-in-milan-2016/>.

If contributors can present their articles in the following format it will help us to edit the presentations as effectively as possible.

STRUCTURE

- Title
- Author – Family name and forename
- Institutional affiliation and country
- Summary of the text – maximum 150 words, (essentially an abbreviated abstract version of your original abstract)
- A list of the section headings for your article (essentially a list of contents)
- Structured text with section headings (this will be particularly helpful to those people reading online) and notes for placing the images. Please only *indicate* where you would like your images to appear in the text; do not place your images in the text at this stage. Please aim for a text of 2500-3000 words.
- The main body of the text should be followed by your list of sources and a list of captions for your images. (see below)

TEXT FORMAT

The document can only be accepted in one of the following formats: .doc/.docx (Microsoft Word), .odt (Open Office), .txt (Textdocument). Please do not send your article as a pdf, jpeg or tiff. Please use a black 11 point Arial font, single space, with the title and section headings in bold.

ILLUSTRATIONS

- Format: Please submit images as separate jpeg files. This is to make it easier to upload them. Authors are advised to use wetransfer (www.wetransfer.com) for the electronic submission of the illustrations, sending them to the editor's email address.
- Quality: Please send the highest quality you have of the image, because normally the final size will be determined while laying out the article on the website. Normally the images on the website will have the following sizes:
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- Placing: name the file of the image by using your last name and a figure number, e.g. Pietsch001.jpeg. Insert it in the text by writing a short notice in the text with italic and bold letters, e.g. [Text of the article] ***Image:documentation001*** [Text continues].
- Number of Images: illustrations are very important for an article. However too many pictures can take the attention of the reader away from the content of your article. We suggest 6-8 images per article.

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In order to keep the online page looking as uncluttered as possible we'd like to use the following method of presenting references and sources:

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- For in-text citations please use the format (author surname, source date, page nos).
- For any links you might wish to include please remember that links are often moved or removed from the Internet and addresses are no longer valid. If you include links within the articles or in notes, please describe the content of the link so that the reader might search for other sites containing that information if the original link is no longer accessible. Use as few links as possible.

Example of link statement:

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TIMELINE

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