



Conserve O Gram

Author's Guidelines for Writing a National Park Service *Conserve O Gram*

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Author's Release

A. Overview

The National Park Service Park Museum Management Program publishes the *Conserve O Gram* series as a topical and timely guide on how to preserve and care for National Park Service museum and archival collections. This document provides authors with guidelines on how to write a *Conserve O Gram*.

The NPS *Conserve O Gram* series includes information on collections management, preservation, protection, and safety issues for cultural, natural, and archival collections. Several *Conserve O Grams* are published each year. The *Conserve O Gram* (COG) series supplements the National Park Service *Museum Handbook*. It is distributed to National Park Service parks and centers in hard copy as a loose-leaf publication. *Conserve O Grams* are posted online and made available for free download, at: www.nps.gov/history/museum/publications/index.htm

The National Park Service Park [NPS] Museum Management Program welcomes contributions in the form of drafts, suggested topics, or comments on subjects of interest and relevance to National Park Service staff responsible for museum and archival collections.

NOTE: All authors, including NPS employees, must sign and return the author's release at the end of this document.

B. What topics does the *Conserve O Gram* series address?

The *Conserve O Gram* series provides practical guidance to park staff responsible for museum and archival collections. It is a 'how to' for collections staff on a broad range of museum and archival collections management topics. Many individuals who use the *Conserve O Grams* are not professional conservators, or do not have formal museum training.

This series is designed to provide succinct and not overly technical orientation to particular topics with well-tested, best-practice guidance on how to deal with specific collections management issues.

- General topics introduce new technologies, techniques or materials not covered in the *Museum Handbook*.
- Specific topics on appropriate subjects expand upon or update areas of previous *Conserve O Grams*.
- Some highly technical topics are included but should be accompanied by a glossary, annotated bibliography, selected web sources, and more general information to help define and explain information in less technical terms.

The *Conserve O Grams* series

- complements and supplements the NPS *Museum Handbook*
- provides new information and practical guidance on a topic
- revises and updates information contained in an existing *Conserve O Gram*
- provides a synopsis and overview of tested and accepted procedures related to the care of museum and archival collections
- is an easy-to-use, practical, and topical reference

C. What is not covered in the *Conserve O Gram*?

The *Conserve O Gram* does not:

- serve as a forum for original research
- address policy, theory or philosophy of collection management
- repeat information provided in the NPS *Museum Handbook* or other *Conserve O Grams*

D. Who are the *Conserve O Gram* contacts?

Before drafting a *Conserve O Gram*, the author should contact the series editor or appropriate topic editor to discuss the proposed subject.

Series Editor

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E. What rights, permissions and releases apply?

The author must concur, sign and return, the release provided at the end of this document that grants the National Park Service and others acting on its behalf, a non-exclusive, irrevocable, worldwide, free-of-charge license in the *Conserve O Gram*, including any accompanying images or illustrations, to reproduce the article, prepare derivative works, distribute copies to the public, and perform publicly and display publicly in any manner and through any media or technology.

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- releases the National Park Service, its officers, agents and employees from any and all claims, actions, and demands arising out of, or in connection with, the use of this *Conserve O Gram*
- observes all copyright laws when quoting or reproducing material
- obtains written permissions and/or releases as necessary

F. What writing style is used?

Format

- Single space the text.
- Use Times Roman and 12 point for the main text.
- Align the text on the left with a ragged right margin.
- Do not indent paragraphs.
- Identify and number steps for instructions.
- Use short bullets wherever possible.
- Use do/don't tables for emphasis.
- Avoid acronyms when possible. But, if acronyms are used to save space, provide the full name followed by the acronym in parentheses when first used.

□ Language

- Use concise, plain, active English. Avoid passive language.
- Use a narrative format.
- Include a brief introduction stating the topic to be covered.
- Ensure that all techniques and procedures conform to NPS and professional museum practice.
- Do not contradict NPS museum management policy and procedures outlined in the NPS *Museum Handbook*.
- Make sure procedures discussed conform to standard museum practices for each discipline and meet all safety and health regulations of the US Government.
- Reference other *Conserve O Grams* and the NPS *Museum Handbook* rather than repeat already published NPS guidelines and standards.
- Describe specific procedure and recommendations succinctly and clearly
- Define technical terms in plain English.
- Keep reference to a minimum of three major publications pertinent to the topic.
- Annotated as appropriate and as space permits.
- Avoid uncommon acronyms or terminology.

□ Bibliographic Reference Format

Follow the Chicago Manual of Style format when citing a reference; such as,

Fahy, Anne (ed). *Collections Management*. London: Routledge 2002

Hitchcock, Ann. "The National Park Service Museums Centennial, 1904-2004," *History News*, Nashville: American Association for State and Local History 59/4 (2004): 12-16.

□ Do/Don't tables

Use do/don't tables for emphasis wherever possible, such as:

Do	Don't
Provide useful and practical "how to" guidance that expands on NPS publications	Repeat verbatim information from the NPS <i>Museum Handbook</i> and <i>Conserve O Gram</i> series
Write concisely, and no longer than 4 pages	Write it as if for a journal
Make the COG a "how to," "practical hands on guideline"	Include philosophy, policy or general musings
Use bullets, break out into clearly defined steps, and organize information into tables	Use long, descriptive and undifferentiated paragraphs
Use an image or line drawing only if absolutely necessary, and provide in high resolution TIFF format	Use too many illustrations and submit electronic images with less than 600 DPI
Define technical terms in plain English	Use jargon or unnecessary acronyms
Include an brief introductory paragraph and provide only acceptable and well-tested approaches and techniques to collection care	Write lengthy hypotheses, new research, untested practices and unacceptable materials.

G. Length

The published *Conserve O Gram*:

- Ranges from 2-4 pages in double column format.
- Drafts that exceed 4 pages will be returned to the author for editing, or edited at the discretion of the series editorial board to conform to the series standards. Lengthy wording in the submitted manuscript is discouraged.

H. Images

- ❑ Use images to illustrate and enhance a complex procedure or concept. They should reduce the amount of descriptive text required.
- ❑ Use photographs and illustrations sparingly, only as absolutely necessary.
- ❑ Use only color photographs.
- ❑ Provide high quality and high resolution digital files at a minimum of 300 dpi.
- ❑ Provide line drawings should be scanned at 1200 dpi.
- ❑ If illustrations are included, authors must submit conceptual drawings with captions.

I. Material and Supply Sources

- ❑ List materials and supplies and their sources (vendors) and web addresses for any materials and supplies cited.
- ❑ Provide outside sources where possible and identify when possible, any NPS-exclusive sources
- ❑ Include the following wording when listing vendors or materials:
Any examples of materials and supplies or names of vendors are to be used solely as examples and are for illustrative purposes only and are not to be construed as an endorsement by the NPS Park Museum Management Program, the National Park Service or the US Government.

J. How to Submit a Draft

- ❑ Submit drafts to the editor via email in Microsoft Word.
- ❑ Submit an electronic Word document using tracking feature when updating an existing *Conserve O Gram* to indicated changes to the original.
- ❑ Mail or fax hard copies if a specific layout, for example, table or chart is requested. Hard copies, otherwise, are not required.

K. Revisions

- ❑ Drafts will be reviewed by peers and subject matter specialists. The author may have the draft reviewed by peers prior to submission to editor. Please notify the editor when the manuscript is submitted, of the names of any prior reviewers so these individuals are not asked to repeat the review.
- ❑ The draft will be reviewed by the *Conserve O Gram* committee.
- ❑ Authors will be contacted to consider recommendations of reviewers and to revise drafts, as necessary.

L. *Conserve O Gram* Examples

Refer to the examples of *Conserve O Grams* listed below that follow these guidelines;

Storch, Paul S. "Selecting Carpets and Floor Coverings for Exhibit Galleries and Visitor Centers." *Conserve O Gram 1/11*. Washington, DC. National Park Service, 2001.

Hawks, Catharine. "Labeling Natural History Specimens." *Conserve O Gram 1/16*. Washington, DC. National Park Service, 2005.

Author's Release

I, _____ [print name], in consideration of the opportunity to participate as an author in the National Park Service *Conserve O Gram* series hereby grant to the National Park Service, and others acting on its behalf, a non-exclusive, irrevocable, worldwide, free-of-charge license in the *Conserve O Gram* provided by me, including any accompanying images or illustrations, to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly in any manner and through any media or technology.

Further, I grant the National Park service permission to use my name in connection with the *Conserve O Gram*. I hereby release the National Park Service, its officers, agents and employees from any and all claims, actions, and demands arising out of, or in connection with, the use of this *Conserve O Gram*.

I concur:

Name [Print full name]

Signature

Date

Title:

Institution:

Address:

Telephone:

Email:

Please complete and fax this page to NPS Park Museum Management Program at 202.371.6757

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