

RESTAURATOR

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General information

Restaurator is an international quarterly journal that welcomes contributions in all areas of preservation and conservation covering scientific, practical, historical and other topics associated with the care of diverse paper-based collections, libraries, archives and the materials preserved therein including parchment, leather and electronic media. Interest is given to the applications of research in conservation practice. Submissions should constitute a new contribution to the conservation literature and should be previously unpublished. All manuscripts must be in English and have to be revised by a native English speaker. Authors are encouraged to write in a style understandable to readers who are broadly familiar with the general subject area but may benefit from supporting explanations. Short communications, i.e. contributions with less than five text pages to shortly report an interesting technical or practical solution to a specific problem, are welcome. *Restaurator* also publishes symposia related to the journal's mission, as well as topical reviews. All papers undergo a peer review and editorial process. The guidelines contained in this document shall help editors to write a meaningful comment about manuscripts submitted to *Restaurator* and support the editors in chief in their decision making.

General work-flow

After its submission to ScholarOne, the new manuscript will be pre-evaluated by the editors in chief to ensure that in general the topic of the submission is suitable for publication in *Restaurator*. After this pre-evaluation, the editors in chief invite reviewers from a list of experts suggested by the authors themselves, compiled by the editors in chief and generated by ScholarOne based on matching key words. The invited reviewers are kindly requested to respond, either accepting or declining to review the respective submission. Reviewers are encouraged to make quick decisions whether or not to review a manuscript based on the provided abstract to keep the publication process as fast as possible. The author will receive the comments uploaded by the reviewers after the editors in chief have verified that no undue content was provided. In case of a favourable recommendation by the reviewers, the authors are given the opportunity to revise their contribution and to provide a rebuttal to the reviewers' comments in case they do not agree. The revised document and the rebuttal letter are compared by the editors in chief to make sure that the main issues raised against the contribution have been amended.

Guidelines for Reviewers

When accepting an invitation to review a contribution to *Restaurator*, please consider the following questions:

- Is there any novelty in the contribution? This question might not fit to all contributions; however, the contribution should contain something that catches your interest, e.g. an extraordinary object or collection, a well-described approach to a common conservation challenge or a comprehensive overview about existing literature.
- Is the topic described in a way that conservators and conservation scientists can follow the aim of the study, the approaches used and the main outcome?
- Are all conclusions well supported by literature and data cited or presented?

You might consider recommending "reject" if the contribution fails in all three above mentioned aspects. The recommendation "minor revision" and "major revision" favours publication of the contribution after a certain effort with respect to revisions has been made.

Please make sure to justify your decision, especially if you recommend rejecting the contribution, but also your recommendation for "major revisions" must contain specific comments that should be addressed prior to publication.

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