



SKUPNOST MUZEJEV SLOVENIJE



14th Conservator-Restorers' Professional Meeting

6 May 2014

Slovene Ethnographic Museum, Ljubljana, Slovenia

Guidelines for writing summaries

Dear colleagues!

We kindly ask all of you, who will attend this year's meeting, to send summaries for the accompanying publication until 17th March 2014. These summaries should contain the following items:

Title (use uppercase and lowercase letters)

Information about the author

Name and surname

Name of the institution, organization, and self-employment

The address of the institution, organization...

Telephone, fax...

E-mail

Information about co-authors and colleagues

Name and surname

Name of the institution, organization...

Summary

The summary should briefly describe the essential content of the work: the main issue, goals, the way of solving and results. It should be written in Word, containing 1500 to 2500 characters with spaces. Do not insert photos, logos or anything similar in the text. Each author has at his disposal a page in the proceedings; therefore those who have longer text cannot have as many pictures.

The file with the summary should be called: Surname-Name... (e.g. Smith-John.doc)

The photographs

Please send 1 to 3 photos by E-mail or on CD. The photos need to be in special files, separated from the text in jpg or tif format, quality of 300 dpi. Do not process the photos by yourself, the designer of the proceedings will do that. The comment to the picture should be brief, at the end of the summary and marked with Picture 1:...

Picture 2:...

The files with photos should be named: Surname-Name-pic 1..., Surname-Name-pic 2..., etc. (e.g. Smith-John-pic1.jpg).

Please follow the written instructions!

Greetings,

Ana Motnikar
Coordinator of the meeting

Ljubljana, 31 January 2014