

SPNHC LEAFLETS

Instructions for Authors

The SPNHC Leaflets series consists of single-topic short papers on various technical aspects of collections care, management, preservation, and conservation. They are inserted in the SPNHC Newsletter annually. A typical SPNHC Leaflets paper will describe and suggest practical means for solving a technical problem or issue.

SPNHC Leaflets are designed as training and educational tools for natural history museum collection professionals and students in museum studies programs. Papers should be written from a perspective that emphasizes preventive conservation techniques. Interventive techniques, those which require advanced training and carry some degree of risk to the specimen or to human health and safety, will not be published in this series.

All SPNHC Leaflets will have a list of references or an annotated bibliography for further reading. Longer papers and papers with a theoretical or academic emphasis should be submitted to Collection Forum.

Guidelines for SPNHC Leaflets

Parameters

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1. The SPNHC Leaflets format is limited to a maximum of four double-column pages. This is about 3000 words without illustrations, charts, or tables (fewer, of course, if these are included).
2. The papers should be written in the active voice and should focus on a single topic or issue. Preference will be given to papers that focus on problem-solving approaches, rather than descriptions of problems, literature reviews, or bibliographies.
3. Abstracts, summaries, and conclusions are not necessary in the SPNHC Leaflets format and will not be included in the final copy.
4. A SPNHC Leaflets publication should be written clearly, at a level comprehensible to a graduate student, or a new employee in collection management. It should answer all the questions it poses.
5. Procedures, illustrations, and graphics should be simply and clearly presented. Always look to see if text sections can effectively be replaced with graphic representations.
6. When submitting manuscripts please allow two months for a response.

Style

Council of Biological Editors (CBE) Style Manual, Fifth Edition

Subjects*

Collection Management

- Archives management and materials for natural history records
- All aspects of documentation: primary and secondary
- Non-specimen collections problems (photographic media, electronic media, etc.)
- Pest management: monitoring and software
- Pest management: effective responses (freezing, anoxic enclosures, etc.)
- Electronic environmental monitoring options
- Microenvironmental control
- Identifying unknown materials (e.g., plastics, adhesives)
- Periodic legal issues updates (laws, politics, permits, compliance, etc.)
- Issues in historic and heritage natural history collections
- Microscope slide care and storage
- Monitoring pollutants and particulates
- Development and testing with chemical sampling strips and color standards
- Desiccants and saturated salt microenvironments for small-scale relative humidity control
- Damage control after catastrophic disasters
- Oxygen-free environments

Biological Collection Issues

- Fluid Storage media concerns
- Concentration and density assessment
- Changing from one fluid medium to another
- Dehydration concerns and prevention
- Identifying unknown fluid media
- Hazardous media and their legal storage, use, and disposal
- Assessing pH and other variables
- Field and lab techniques for assuring future retrieval of uncontaminated DNA
- Fail-safe labeling

Other Concerns

- Arsenic detection and safe use of contaminated material
- Dealing with the potential for disease transmission from specimens to preparation
- Recommendations for managing frozen tissue collections
- Update on recommended skeletonization techniques
- Management of seed banks and other living collections
- Management of geological core collections
- Care of clay-mineral specimens
- Shipment of very large specimens
- Care of collections from permafrost environments

Geological Collection Issues

- Effective prevention of pyrite oxidation
- Identification of amber and amber fakes
- Update on recommended adhesives and consolidants
- Identifying and protecting minerals sensitive to environmental fluctuations
- Identification, storage and handling of radioactive specimens

* This list is not all-inclusive. Suggestions for other topic should be sent to the Associate Editor for SPNHC Leaflets.

Submit manuscripts to:

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