

Submission Guidelines

How to register and activate the account

To deposit documents in the ICOMOS Open Archive, you need to register and create an account.

Go to the **Register** (<http://openarchive.icomos.org/cgi/register>) and complete the form (name, email address, username and a password). Click on the Register button. The system will send a confirmation email to the address you indicated in the form with the steps to follow to activate your account.

Once the account is activated you can start to deposit items in the repository.

How to deposit an item

Go to the **Login Page** <http://openarchive.icomos.org/cgi/users/home> and enter your username and password. Click on the Login button.

You are now in the **Manage Deposits** area, which shows items you are in the process of depositing or which are still under review by the Archive's editors.

If you stop before completing a deposit, or a deposit is returned for corrections, it will appear in the list as being in the "User Workarea".

When you first visit this page, your workarea will of course be empty. To begin adding items click on the **"New Item"** button, and follow the instructions.

The screenshot shows the ICOMOS Open Archive interface. At the top, there is a navigation bar with links: Home, About, Policies, Latest Additions, Browse, Help. Below this, a user is logged in as Jose Garcia, with links to Manage deposits, Profile, Saved searches, Review, Admin, Edit page, and phrases. A search bar is also present. The main section is titled 'Manage deposits' and contains a 'Help' link. Below this, there are buttons for 'New Item' and 'Import Items'. A green line connects the 'New Item' button in the top navigation bar to the 'New Item' button in the 'Manage deposits' section. Below the buttons, there are checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table with columns 'Last Modified', 'Title', 'Item Type', and 'Item Status' is shown, with 'No items' displayed. At the bottom, there is a dropdown menu for 'Abstract (in English)' and an 'Add Column' button. The footer shows '© ICOMOS'.

The deposit process

First you must determine if the document(s) is eligible for deposit in the ICOMOS Open Archive, by checking if it conforms to:

- the Criteria for acceptance set out in the Repository User Guide
- your publisher's copyright policies (see the rubric on Copyright issues in the Repository User Guide and the SHERPA RoMEO tool mentioned below).

The depositing process is divided into a number of stages. You can move between these stages by using the "Previous" and "Next" buttons. You may also click on "Save for later" at any time during the depositing process. You will not lose the information entered if you click on the "Previous" button, the system stores all the information you have entered.

Select the type of document

Now select the type of document (article, conference item, book section, etc) that you wish to add to the repository and click 'Next' to continue.

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EPrints on Cultural Heritage

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Edit item: Article #62

You are both [a depositor](#) and [an editor](#) of this item. This is a depositor screen.

Type → Upload → Details → Subjects → Deposit

The red star ★ means that you must fill-in the data in order to complete your submission.

★ Item Type

- ☒ **Article**
An article in a journal, magazine, newspaper. May be an electronic-only medium, such as an online journal or news website.
- ☐ **Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- ☐ **Book Section**
A chapter or section in a book.
- ☐ **Book**
A book or a monograph. This may be a conference volume, technical report, documentation, manual, working paper or

Upload the document

You may wish to use the **SHERPA RoMEO** tool to verify your publisher's copyright policies before uploading. Click the **Browse button** to select the file and then the **Upload** button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

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Edit item: Article #62

You are both [a depositor](#) and [an editor](#) of this item. This is a depositor screen.

Type → Upload → Details → Subjects → Deposit

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.


New document:

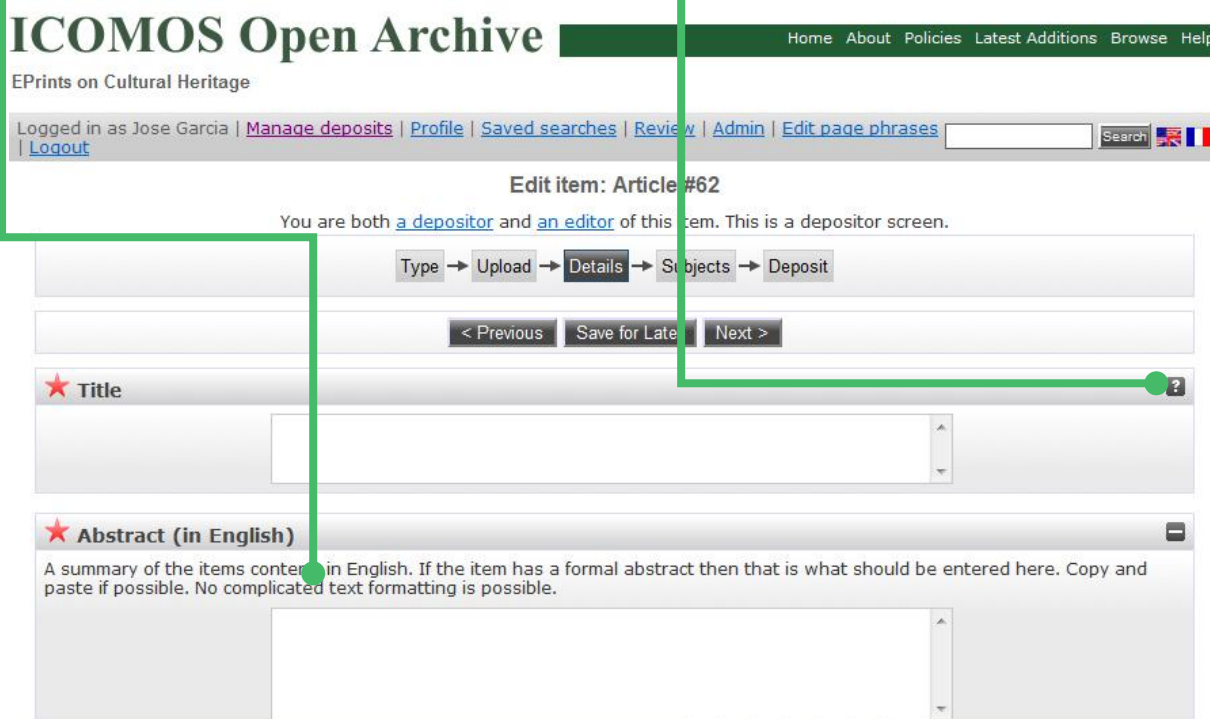
Once you have uploaded the document, you can add information about it (what format it is in, who is allowed to access the document, the Creative Commons license and the embargo date, if any). Then click 'Next' to continue.

Enter the details of the document

Once the document has been uploaded, you should enter as many details about the document as possible. (title, author, abstract, journal title, etc)

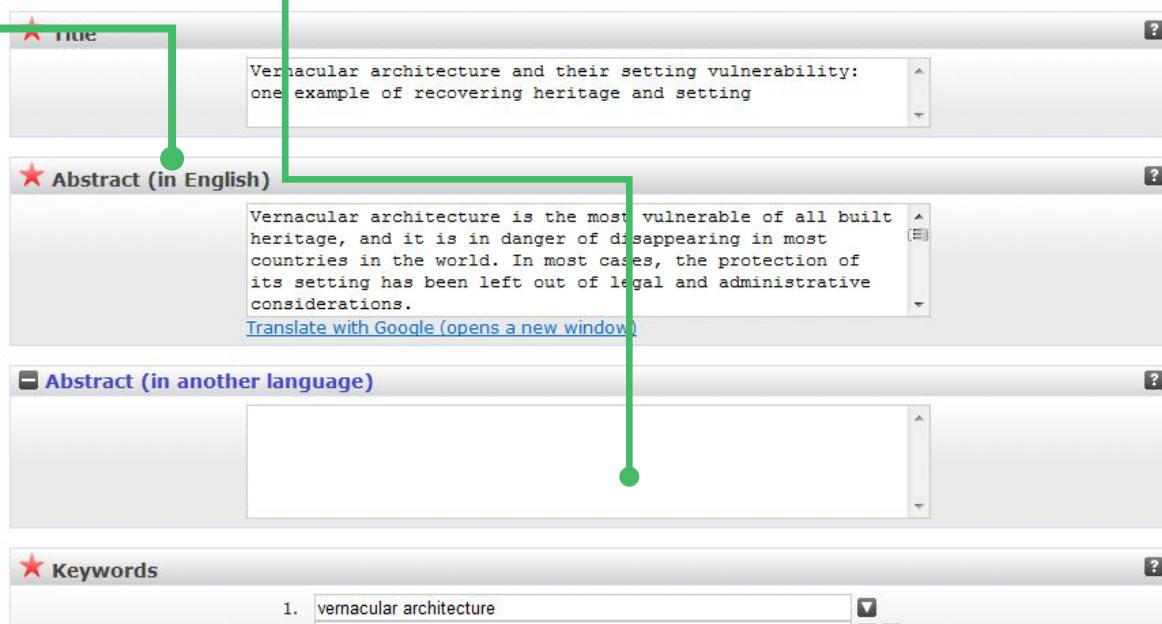
The fields marked with a **red star** are mandatory and you will not be able to deposit the document without completing all these fields.

Help messages are available for most fields. If you are unsure about what to enter into a specific field, just click on the  symbol.



Enter the Abstract in English

Writing an abstract of the document (i.e. a summary of its content) is mandatory. If the document already has a formal abstract, you can copy/paste it here. According to the rules in force in the international scientific community **abstracts must be in English**. This will allow your document to be easily searched and found by users from all over the world. If an abstract in a language other than English already exists, you can enter this abstract in the **'Abstract (in other language)'** field. To translate the abstract into English, you can use the **Google translate tool**, available from this link. The **'Abstract (in English)'** field is mandatory so as to ensure homogenous search results.



Enter free Keywords

Enter your own keyword(s) to describe the content of the document. If you need help to find keywords, you can also use the **List of Keywords** used by the ICOMOS Documentation Centre. The link to this list is available in the

Help text

★ Abstract (in English)

Vernacular architecture is the most vulnerable of all built heritage, and it is in danger of disappearing in most countries in the world. In most cases, the protection of its setting has been left out of legal and administrative considerations.

[Translate with Google \(opens a new window\)](#)

+ Abstract (in another language)

★ Keywords

Enter your own keyword(s) to describe the content of the document. If you need help to find keywords, you may also use the [List of Keywords](#) used by the ICOMOS Documentation Centre.

1.	vernacular architecture	▼
2.	setting	▼ ▲
3.	landscapes	▼ ▲
4.	conservation	▼ ▲
5.	legal protection	▼ ▲
6.	local communities	▼ ▲
7.	intangible heritage	▼ ▲
8.	threats	▼ ▲
9.		▼ ▲
10.		▼ ▲

The ICOMOS Open Archive has an auto complete feature to prevent item duplication in the repository. For some fields (Title, Authors and Journal title) **the system will alert you** if you are entering data that matches another record already deposited. You must check that you are not entering a duplicate record.

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Edit item: Article #62

You are both [a depositor](#) and [an editor](#) of this item. This is a depositor screen.

Type → Upload → **Details** → Subjects → Deposit

< Previous Save for Later Next >

★ Title

The evolution of the Venice Charter

★ Abstract (in English)

The following records matching this title already exist in the archive or in the review. Please check that you are not entering a duplicate record.

Perez, Raul (1987) [The evolution of the Venice Charter](#). ICOMOS Bulletin (3). pp. 34-43. [Article]

+ Abstract (in another language)

In the 'Journal title' field, when you enter part of the journal title, the system automatically displays a **list of possible relevant journals**.

Clicking on a journal from among the list will automatically fill in the rest of the title and, if known, the ISSN and publisher fields.

Publication Details	
★ Refereed:	<input type="radio"/> Yes, this version has been refereed. <input type="radio"/> No, this version has not been refereed.
★ Status:	<input type="radio"/> Published <input type="radio"/> In Press <input type="radio"/> Submitted <input type="radio"/> Unpublished
★ Journal Title:	<input type="text" value="Journ"/>
ISSN:	<input type="text" value=""/>
Publisher:	<input type="text" value=""/>
Official URL:	<input type="text" value=""/>
Volume:	<input type="text" value=""/>
Number:	<input type="text" value=""/>
Page Range:	<input type="text" value=""/> to <input type="text" value=""/>
Date:	Year: <input type="text" value=""/> Month: <input type="text" value="Unspecified"/> Day: <input type="text" value=""/>

Enter as much information about the document as you can. Then click "Next" to continue.

Choose the subjects

In this section you have to choose the subject(s) the document is about.

Type → Upload → Details → Subjects → ICOMOS	
< Previous Exit Save and Exit Next >	
★ Subjects	
Search for subject: <input type="text"/> Search Clear	
<ul style="list-style-type: none"> ⊕ A. THEORETICAL AND GENERAL ASPECTS ⊕ B. ARCHAEOLOGY ⊕ C. ARCHITECTURE ⊕ D. URBANISM ⊕ E. CONSERVATION AND RESTORATION ⊕ F. SCIENTIFIC TECHNIQUES AND METHODOLOGIES OF CONSERVATION ⊕ G. DETERIORATION ⊕ H. HERITAGE TYPOLOGIES ⊕ I. CULTURAL TOURISM ⊕ J. HERITAGE ECONOMICS ⊕ K. LEGAL AND ADMINISTRATIVE ISSUES ⊕ L. PRESENTATION AND TRANSMISSION OF HERITAGE ⊕ M. WORLD HERITAGE CONVENTION ⊕ N. ANTHROPOLOGY ⊕ O. INTANGIBLE HERITAGE ⊕ P. GEOGRAPHIC AREAS 	
< Previous Exit Save and Exit Next >	

Select one or more subject categories you think are appropriate for your submission. On the list you can expand a subject area by clicking on the **+** symbol. When possible, select one or more options in 'Heritage typologies' and then other subject categories.

< Previous Exit Save and Exit Next >

★ Subjects

Search for subject: Search Clear

- + A. THEORETICAL AND GENERAL ASPECTS
- + B. ARCHAEOLOGY
- C. ARCHITECTURE
 - 01. Generalities
 - 02. Building typologies
 - 03. Styles of architecture
 - 04. Building materials
 - 05. Building techniques
 - 06. Structures of buildings
 - 07. Decorations and ornaments
 - 08. Wall paintings
 - 09. Movable cultural property
 - 10. Other
- + D. URBANISM
- + E. CONSERVATION AND RESTORATION
- + F. SCIENTIFIC TECHNIQUES AND METHODOLOGIES OF CONSERVATION
- + G. DETERIORATION
- + H. HERITAGE TYPOLOGIES
- + I. CULTURAL TOURISM
- + J. HERITAGE ECONOMICS
- + K. LEGAL AND ADMINISTRATIVE ISSUES
- + L. PRESENTATION AND TRANSMISSION OF HERITAGE

To add a subject to the document, click the button 'Add' on the left side of the subject. A list of the chosen subjects is displayed at the top of the list. You may delete a subject at any time by clicking on the 'Remove' button on the left side of the subject.

< Previous Exit Save and Exit Next >

★ Subjects

- 01. Generalities
- 03. Monuments
- 03. World Heritage List

Search for subject: Search Clear

- + A. THEORETICAL AND GENERAL ASPECTS
- + B. ARCHAEOLOGY
- + C. ARCHITECTURE
- + D. URBANISM
- + E. CONSERVATION AND RESTORATION
- + F. SCIENTIFIC TECHNIQUES AND METHODOLOGIES OF CONSERVATION
- + G. DETERIORATION
- + H. HERITAGE TYPOLOGIES
- + I. CULTURAL TOURISM
- + J. HERITAGE ECONOMICS
- + K. LEGAL AND ADMINISTRATIVE ISSUES
- + L. PRESENTATION AND TRANSMISSION OF HERITAGE
- + M. WORLD HERITAGE CONVENTION
- + N. ANTHROPOLOGY
- + O. INTANGIBLE HERITAGE
- + P. GEOGRAPHIC AREAS

Once you have chosen the subject(s) that match the document, click "Next" to continue.

Deposit the document

At any point in the deposit process you may go back to check and/or correct the data you have entered, by clicking on the **'Type', 'Upload', 'Details' and 'Subjects' buttons**.

Once you have completed all the previous steps and all the mandatory fields have been filled in correctly you are then ready to deposit the document into the ICOMOS Open Archive. You will see the following screen:

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Deposit item: Conserving

You are both [a depositor](#) and [an editor](#) of this item.

Type → Upload → **Details** → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant ICOMOS Open Archive: EPrints on Cultural Heritage the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that ICOMOS Open Archive: EPrints on Cultural Heritage does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at ICOMOS Open Archive: EPrints on Cultural Heritage) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now **Save for Later**

Before depositing the document into the Archive, you have to make sure that depositing the item does not breach any copyright laws.

Click on the **'Deposit Item Now'** button.

Once you have finished the deposit process and returned to the 'Manage Deposit' page, you will see that your document is now in the 'Under review' status. It is being checked by an Editor of the repository before being put into the live archive. Please note that the verification process can take a few weeks. You will receive a confirmation email when your item becomes public. The status of the document will then change to 'Live Archive'

In the **'Manage Deposit'** area, you may also change your profile or create 'saved searches'.

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Manage deposits

[? Help](#)

New Item **Import Items**

☒ User Workarea. ☒ Under Review. ☐ Live Archive. ☐ Retired.

Last Modified	Title	Item Type	Item Status
No items			
<input type="button" value="X"/> <input type="button" value="▶"/> <input type="button" value="◀"/> <input type="button" value="X"/> <input type="button" value="▶"/> <input type="button" value="◀"/> <input type="button" value="X"/>			

Abstract (in English)

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openarchive(at)icomos.org

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Search

Profile

Mr Jose Garcia Vicente

User Type: User

[Modify profile](#) - Edit your account information.

[Saved searches](#) - View and configure saved searches

[User History](#) - View all the changes to items caused by this user.

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openarchive@tlicomos.org

If you are interested in a **specific subject** you can carry out a search and select **'Save search'** from the search results page.

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Search

Subjects matches "03. World Heritage List"

Displaying results 1 to 20 of 81.

[Refine search](#) | [New search](#) | [Save search](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#)

Order the results: by year (most recent first) [Reorder](#)

Export 81 results as [ASCII Citation](#) [Export](#)

[RSS 2.0](#) [RSS 1.0](#) [Atom](#)

1. UNSPECIFIED (2010) [Heritage Sites of Astronomy and Archaeoastronomy in the context of the UNESCO World Heritage Convention: A Thematic Study](#). Other. ICOMOS, Paris, 272p. ISBN 978-2-918086-01-7 (e-book). [Book]
2. UNSPECIFIED (2010) [Guidance on heritage impact assessments for Cultural World Heritage Properties](#). ICOMOS, Paris. [Other]
3. UNSPECIFIED (2010) [Rock art: Pre-nomination guidelines. In the framework of the World Heritage Convention = L'art rupestre: orientations préalables à une proposition d'inscription. Dans le cadre de la Convention du patrimoine mondial](#). Manual. ICOMOS, Paris, 9p. [Book]

You can also request the system to send you periodic email alerts every time a new document on this subject is deposited in the archive.

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Search

Saved searches

You may view your saved searches and request to receive a periodic email update if anything in the search changes.

To create a new saved search, carry out a [search](#) and select **Save search** from the search results page.

[Subjects matches "03. World Heritage List"](#)

[Do search](#) [Settings](#) [Remove](#)

[Subjects matches any of "06. Cultural landscapes", "27. Vernacular architecture"](#)

[Do search](#) [Settings](#) [Remove](#)

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Troubleshooting

If you have any questions or queries about the deposit of items into the ICOMOS Open Archive, please use the Help buttons and consult the Help page.

Authors facing serious material and technical obstacles preventing them from depositing their documents should inform the Archive Administrator at openarchive@icomos.org. Please e-mail the document you wish to upload, including the necessary bibliographic information (author, title, journal title, volume, pages, etc), and state the difficulties you are encountering.