

## IAMFA *Papyrus* Magazine Editorial Style Guide – 2025

### I. Introduction to *Papyrus*

*Papyrus* is the authoritative voice in cultural facility management, offering professionals in our field critical insights into the complex challenges and innovative solutions that shape our industry. As IAMFA’s flagship publication, *Papyrus* combines technical precision with an engaging narrative to share essential knowledge across the cultural institution sector. Our readers include facility directors, engineers, architects, conservators, and administrators who rely on our publication for practical guidance and professional development.

#### A. Editorial Philosophy and Standards

The strength of *Papyrus* lies in its ability to illuminate the intricate challenges faced by cultural facility professionals while presenting practical, implementable solutions. Our authors approach topics with authority while ensuring accessibility to our diverse readership. While technical accuracy remains paramount, the ability to tell the story behind the specifications, systems, and solutions that shape our field is equally important. Our articles guide readers through complex topics by providing context, explaining the significance, and offering clear pathways to implementation.

#### B. Writing Style and Approach

*Papyrus* articles demonstrate technical expertise while remaining accessible to our professional audience. Authors should write with authority but avoid unnecessary complexity. Active voice maintains engagement and clarity. When introducing technical concepts, provide clear context and explanations, acknowledging our readers’ expertise while ensuring comprehension across specialties. While maintaining a professional tone, articles should illuminate the human aspects of cultural facility management, incorporating narrative elements that bring technical challenges and solutions to life.

### II. Article Categories in *Papyrus*

**A. Technical Features** Technical features form the cornerstone of *Papyrus*’s content. These in-depth articles examine specific facility management challenges, solutions, and innovations. A successful technical feature guides readers through complex concepts while maintaining engagement and providing practical implementation guidance. Authors should begin with a clear problem statement, explain the technical considerations involved, detail the solution development process, and provide concrete evidence of outcomes. When writing about technical systems or processes, explain the what and the why, helping readers understand the mechanics and reasoning behind specific approaches.

For example, an article on environmental control systems should progress logically from identifying the specific preservation requirements through selecting appropriate technologies, implementation challenges, and eventual performance metrics. A technical feature discussing the modernization of a historic building's climate control system might open with the unique preservation requirements of the collection, then walk readers through the decision-making process that led to specific technical solutions, addressing both the engineering challenges and the practical constraints of working within a historic structure.

- B. Best Practices** Best practices articles share proven methodologies that have demonstrated success in cultural facility management. These pieces require a careful balance of technical detail and practical guidance. Authors should thoroughly explain their methodology while providing readers with clear implementation pathways. The most effective best practices articles acknowledge cultural institutions' various budgetary, structural, and operational constraints while offering adaptable solutions that can work across different contexts.

A thorough best practices article might examine, for instance, the development of preventive maintenance programs for mechanical systems. The article should address the technical aspects of system maintenance and the organizational and operational considerations that ensure program success. Authors should discuss resource allocation, staff training requirements, and performance monitoring methods, providing readers with a complete framework for implementing similar programs at their institutions.

- C. Project Case Studies** Case studies provide detailed examinations of specific facility projects from conception through completion. These articles require careful attention to both technical detail and narrative flow. Authors should present a straightforward narrative of the project while highlighting decision points, challenges, and solutions that offer valuable insights for readers facing similar situations. Compelling case studies include specific details about project scope, technical challenges, solution development, budget considerations, timeline management, and measurable outcomes.

- D. Sponsors Spotlight** The Sponsors Spotlight section presents an opportunity to showcase innovative solutions and services that advance cultural facility management. These articles demand a delicate balance between technical information and practical application. Rather than serving as promotional pieces, these articles should focus on real-world problem-solving and technological advancement. Authors should frame their discussion around cultural institutions' specific challenges and demonstrate how particular solutions or approaches address these challenges effectively.

When writing a Sponsors Spotlight article, begin by clearly articulating an industry challenge or need. Follow this with a detailed explanation of the solution, including technical specifications and implementation considerations. Include concrete examples of successful applications, preferably with measurable

outcomes. The article should provide readers with a thorough understanding of the technical innovation and its practical implications for cultural facility management.

- E. Member Spotlight** Member Spotlight articles celebrate the achievements and insights of distinguished IAMFA members while sharing valuable professional wisdom with our readership. These pieces should go beyond simple biography to explore the unique perspectives and experiences that have shaped successful careers in cultural facility management. Authors should draw out specific examples of innovation, problem-solving, and leadership that offer practical insights for readers.

The most effective Member Spotlight articles weave together professional history, specific achievements, and broader insights about the field. They might explore, for instance, how a facility director transformed operations at a major museum, examining the technical innovations implemented and the leadership strategies employed. These articles should include specific examples of challenges faced, solutions developed, and lessons learned throughout the subject's career.

- F. Lessons Learned** The Lessons Learned section provides a crucial platform for sharing knowledge gained through experience, including successes and instructive failures. These articles require honest examination of challenging situations and clearly articulating the insights gained. Authors should present a detailed analysis of the initial situation, the complications encountered, the various solutions attempted, and the final resolution achieved. The focus should remain on extracting valuable insights that readers can apply to their situations.

- G. Book Reviews** Book reviews in *Papyrus* are critical evaluations of publications relevant to cultural facility management professionals. These reviews should provide readers with a thorough analysis of the work's contribution to our field, examining theoretical frameworks and practical applications. Reviewers must assess the technical validity of the content while considering its relevance to cultural institution operations.

A successful book review begins with an overview of the work's scope and intended audience. The reviewer should then examine the author's key arguments or methodologies, assessing their validity and practical applicability. Discussion should include specific examples from the text that illustrate particularly valuable insights or potential limitations. The review should conclude with clear recommendations about the book's utility for different segments of our readership.

- H. Commentary/Opinion** Commentary pieces allow seasoned professionals to address significant trends, challenges, or developments in cultural facility management. These articles demand a careful balance of personal expertise and industry insight. Authors should ground their perspectives in concrete experience while considering broader implications for the field.

Compelling commentary articles present clear arguments supported by specific examples and evidence. Whether discussing emerging technologies, shifting operational paradigms, or new approaches to preservation, authors should provide readers with both thoughtful analysis and practical considerations. The most valuable commentary pieces help readers understand what is changing in our field, why these changes matter, and how professionals might respond effectively.

- I. **Project Updates** Project updates provide concise yet informative reports on significant institutional developments. These articles should offer readers insight into ongoing projects demonstrating innovation in cultural facility management. While briefer than complete case studies, project updates must still provide sufficient technical detail and context to be meaningful to our professional readership.

### III. **Technical Writing Guidelines**

Professional writing for *Papyrus* demands precision, clarity, and engagement. This section outlines our standards for presenting complex technical information while maintaining reader interest and ensuring practical utility.

#### A. **Technical Terminology and Definitions**

When introducing technical terms, provide clear definitions on first use without appearing condescending to our professional readership. For example, rather than simply stating, “The building automation system (BAS) monitors conditions,” you might write, “The building automation system (BAS) integrates environmental monitoring across sixteen gallery spaces, providing real-time data on temperature, relative humidity, and particulate levels.” This approach demonstrates rather than directly explains.

Technical specifications should be presented precisely and consistently throughout your article. While IAMFA represents an international member group, our organization is based in the United States; thus, we use imperial measurements. Express temperatures in Fahrenheit. For example: “The new system maintains gallery spaces at 70°F with a variation of no more than 0.9°F.” Please include metric and imperial equivalents if the facility or cultural institution is outside the United States.

#### B. **Data Presentation and Analysis**

Quantitative information requires both precision and context. Present numerical data clearly while explaining its significance to facility operations. When discussing project costs, convert costs to USD, such as “\$1.5 million. For energy consumption, provide normalized metrics such as kWh per square meter annually, allowing readers to make meaningful comparisons to their facilities.

Statistical information should include relevant benchmarks or baseline data. Rather than simply stating “energy consumption decreased by 35%,” provide context: “Energy consumption decreased from 275 kWh/m<sup>2</sup> annually to 179 kWh/m<sup>2</sup>, representing a 35% reduction and bringing the facility in line with ASHRAE advanced energy design guidelines for museums.”

### **C. Narrative Structure and Flow**

Even highly technical articles must maintain a clear narrative thread. Begin with a strong introduction that establishes both context and significance. Frame technical challenges within their operational context, helping readers understand the mechanical or engineering aspects and the institutional implications. For example, explain how the project balanced preservation requirements, visitor experience, energy efficiency, and operational constraints when discussing a lighting system upgrade.

Structure your article with a clear progression of ideas, using transitional phrases to guide readers through complex technical information. Break lengthy discussions into logical sections with descriptive subheadings. These subheadings should inform rather than merely label - instead of “System Installation,” use “Installing New Controls While Maintaining Daily Operations.”

### **D. Citations and References**

*Papyrus* follows the *Associated Press* and *Chicago Manual of Style* formats. When referencing industry standards, provide the specific standard number and year of publication: “ASHRAE Standard 90.1-2019.” For scholarly or technical publications, include author names and publication years in parentheses within the text: “Recent studies of LED spectral output in museum environments (Smith and Jones, 2023) indicate...”

For complex, technical articles, include footnotes or a complete references section at the end of your article, listing all cited works alphabetically. For technical standards, include the standard number, title, and publishing organization. For journal articles, provide the full citation, including volume and issue numbers. For books, include publisher information and relevant page numbers.

### **E. Visual Elements and Documentation**

Visual elements serve as crucial components in technical communication. Photographs should be high-resolution (minimum 300 dpi) and clearly illustrate relevant technical details. Each image requires a detailed caption that explains its significance and connects it to the main text. For example: “Newly installed LED track lighting showing custom-designed diffusers that reduce glare while maintaining required illumination levels for artifact preservation.”

## **F. Technical Diagrams and Data Visualization**

Technical diagrams must achieve both accuracy and clarity. When presenting system schematics, include clear labeling and a legend explaining all symbols and abbreviations. Use consistent terminology between diagrams and text. Consider the visual hierarchy of information - primary systems should be prominently displayed while supporting elements remain visible but subordinate. Color coding should serve functional purposes rather than merely decorative ones.

Data visualization requires thoughtful design to communicate complex information effectively. Charts and graphs should present data clearly while supporting the article's narrative. Choose appropriate visualization types: use line graphs for trends over time, bar charts for comparisons between discrete categories, and pie charts only when showing proportional relationships of a whole. Include clear axis labels, units of measurement, and data sources. For example, when presenting energy consumption data, a multi-line graph might show monthly usage patterns across several years, with seasonal variations visible and significant events or changes annotated.

## **IV. IAMFA *Papyrus* Style Guide: US Standards**

**Reference Standards** Primary style references: *Chicago Manual of Style*, *AP Stylebook*, with specialized adaptations for facility management terminology.

### **A. Abbreviations**

- Avoid ampersands except in official company names
- Omit periods in academic degrees (PhD, MBA)
- Use standard US state abbreviations in addresses
- Use periods in professional designations (P.E., R.A.)

### **B. Addresses and Phone Numbers**

- Format: 1867 South Laurent Boulevard, Washington, DC 20024
- Phone numbers with parentheses: (202) 555-0123
- Include ZIP codes with two spaces after state: Washington, DC 20024

### **C. Capitalization Professional and Technical Terms:**

- Capitalize formal position titles preceding names: Facility Director John Smith
- Lowercase position titles after names: John Smith, facility director
- Capitalize proper names of specific systems: Building Automation System
- Lowercase generic references: the heating system

**D. Technical Measurements and Units** Primary use of US customary units, with metric in parentheses:

- Temperature: 70°F (21°C)
- Area: 10,000 square feet (929 square meters)
- Distance: 50 feet (15.2 meters) Exception: Using metric with US units in parentheses when citing international standards or global specifications.

**E. Numbers and Numerical Expressions**

- Spell out numbers one through ten except in technical specifications
- Use numerals for 11 and above
- Use commas in numbers: 1,000
- No apostrophe in decades: 1990s
- Centuries spelled out: twenty-first century
- Ordinals: 1st, 2nd, 3rd (no superscript)
- Currency: \$4 million (not \$4,000,000)

**F. Time Format**

- Use numerals with a.m. and p.m. (lowercase with periods)
- Omit :00 for whole hours
- Use "noon" instead of 12 p.m.
- Time ranges: 9 a.m. to 10:30 a.m.

**G. Punctuation and Formatting**

- Use serial/Oxford comma
- Commas and periods inside quotation marks
- Colons and semicolons outside quotation marks
- One space after periods
- Em dashes with spaces before and after
- En dashes for number ranges in tables
- Degree symbol: no space (72°F)

**H. Technical Writing Style**

- Use active voice
- Gender-neutral language
- Singular "they" acceptable for gender neutrality
- Avoid anthropomorphizing buildings or systems
- Clear technical descriptions without jargon

**I. Lists and Technical Specifications**

- Numbered lists for sequential procedures

- Bullet points for non-sequential items
- Parallel construction in list items
- Period after complete sentences in lists
- No punctuation for fragments in lists

#### **J. Captions and Credits**

- Complete sentences end with periods
- Photo credits: Last Name/Institution format
- Include dates for historical images
- Technical diagrams require scale references

#### **K. Font Usage**

- Boldface for section headers only
- Italics for publication titles and scientific names
- Regular text for technical terms
- Consistent heading hierarchy throughout

#### **L. Institutional References**

- Use full institution name on first reference
- Subsequent references: "the facility" or "the institution"
- Avoid personal pronouns (we, our)
- Use specific department names when applicable

#### **M. Technical Terminology**

- Define specialized terms on first use
- Use industry-standard abbreviations
- Maintain consistency in technical terms
- Follow ASHRAE, BIFM terminology standards

#### **N. Standard Phrases and Disclaimers**

- Copyright: © [Year] International Association of Museum Facility Administrators
- Technical specifications must include relevant standards
- Include measurement accuracy statements where applicable

#### **O. Document Structure**

- Clear hierarchy of headings
- Consistent formatting throughout
- Technical data in tables or charts
- References in Chicago Style format



## **P. Special Considerations**

- Exhibition vs. exhibit: use "exhibition" for formal displays
- Historic vs. historical: "historic" for significant events
- Building systems: use current industry terminology
- Sustainability terms: follow LEED/WELL standards

### **• Technical Accuracy and Quality Control**

#### **○ Verification Procedures**

Every technical claim in *Papyrus* articles must be thoroughly verified. When presenting performance data, include information about measurement methodologies, calibration procedures, and verification protocols. Document any assumptions or limitations that might affect data interpretation. For comparative analyses, ensure that benchmarks and reference points are clearly defined and appropriate for cultural facility applications.

#### **○ Quality Control in Professional Writing**

Quality control extends beyond technical accuracy to encompass clarity, completeness, and professional presentation. Review all calculations and technical specifications multiple times, preferably having them independently verified. Ensure consistency in terminology, units, and technical descriptions throughout your article. Cross-reference all specifications and performance claims against current industry standards and manufacturer documentation.

## **V. Author Guidelines and Submission Requirements**

All submissions to *Papyrus* require careful attention to formatting and completeness. Submit articles as Microsoft Word documents using Times New Roman, font 12, and black. While our editorial team will handle final formatting, initial submissions should focus on content organization and clarity. Your submission package should include the following:

1. Complete article in Microsoft Word, using Times New Roman, font 12, black, with clear section headings
2. Author name, title, accreditations, certifications, and email address(es)
3. High-resolution images saved as separate files
4. Detailed image captions and credits at the end of the article or in a separate document, clearly labeled to reference the name of the image

### **A. Submission Process and Editorial Review**

The path from submission to publication involves several key stages to ensure technical accuracy and editorial quality. Overall, the editorial process can encompass up to four weeks. When you submit your article, our editorial team will conduct an

initial review to determine its scope and relevance to our readership. This preliminary assessment considers whether the content addresses current challenges in cultural facility management and offers practical value to our professional community.

## **B. Editorial Review Procedures**

Following initial acceptance, our editorial team thoroughly reviews your article. We may request clarification or additional documentation to support technical assertions. The review is followed by developmental editing, where we work with authors to enhance article structure, clarity, and engagement while maintaining technical precision. This collaborative process may involve expanding certain technical explanations, adding contextual information, or reorganizing content for improved flow. Authors receive detailed feedback and suggestions for revision, with a clear rationale for proposed changes.

## **C. Publication Timeline and Production Process**

After receiving revised articles, our editorial team begins final preparation for publication, including the following:

- Detailed copyediting for style consistency
- Technical term verification
- Data and reference checking
- Image resolution and quality confirmation
- Layout and design integration

Authors will receive PDF page proofs for final review and will have up to one week to correct technical details, ensuring accuracy and presentation quality.

# **VI. Issue Themes and Special Editions**

Each issue of *Papyrus* addresses specific themes relevant to cultural facility management while maintaining our commitment to technical excellence and practical utility. Understanding these themes helps authors position their content effectively within our editorial calendar.

## **A. 2025 Themed Issues**

Our **March 2025** issue focuses on “**Future-Proofing Museums: Resilience and Risk Management.**” Articles for this issue should examine how cultural institutions prepare for and adapt to emerging challenges. Topics might include climate resilience strategies, advanced security systems, or innovative approaches to collection preservation. Authors should address both immediate practical considerations and longer-term strategic planning.

The **June 2025** issue explores “**Behind the Scenes: Managing Museum Collections Storage.**” This theme encompasses the technical challenges of storage environment control, space optimization, and preservation technology. Articles should delve into specific solutions while considering the unique constraints of cultural institutions.

Our **November 2025** issue examines “**Technology Trends: Transforming the Museum Experience.**” Contributors should focus on how technological innovations enhance facility operations while supporting institutional missions. This includes building automation advances, energy management systems, and integrated security solutions.

## **VII. Final Submission Requirements**

Complete submissions to *Papyrus* must include the following:

1. Main article text with all technical content fully developed and verified
2. High-resolution technical photographs and diagrams with detailed captions
3. Each author’s name, title, employer name, and email address
4. Acknowledgments of any technical contributions or institutional support

### **A. Editorial Support and Publication Process**

The *Papyrus* editorial team provides comprehensive support throughout the publication process. The initial technical review ensures the accuracy and completeness of all technical content. Development editing helps optimize article structure and clarity while maintaining technical precision. Authors receive detailed feedback and have opportunities to refine their submissions before final publication.

Submit all materials to:

Jason Dittrich  
Editor, *Papyrus*  
[jdittrich@muellerassoc.com](mailto:jdittrich@muellerassoc.com)

This concludes the comprehensive editorial style guide for *Papyrus* magazine. The guidelines presented here help ensure that our publication maintains the highest standards of technical accuracy and professional communication while serving the practical needs of the cultural facility management community.