

# Manuscript Guidelines for the Living Heritage Series

*Water: Interconnectivity between the Intangible Cultural  
Heritage and Science*

The present guidelines have been prepared by the Office of Strategic Development of ICHCAP to assist writers and staff involved in the Project for *the 2022 Living Heritage Series*.



## 1. Introduction

As a thematic volume, the focus of the article included is not the enumeration of information related to water, but the analysis of the theme you choose.

The objective of this volume is to expand the boundary or interface of water centering on Sustainable Development Goals (SDGs) 6, Clean Water and Sanitation. Through SDG6, how to achieve SDG11, Sustainable Cities and Communities, with intangible cultural heritage, how SDG6 and SDG2, Zero Hunger can be related, or how SDG17, Partnerships for the Goals, will be reflected to achieve SDG6 could be questioned in this book by discovering good practices and shared experiences. The volume aims to build new and strengthen scholar-field networks in the pursuit of humanity's sustainable development.

## 2. Contents of the Manuscript

There is no strict writing format. The author can freely address the idea with water-related ICH and science perspective. However, it is recommended to follow the brief guidelines suggested below.

Structure	Content	Note
<b>Introduction</b>	<ul style="list-style-type: none"><li>General introduction</li></ul>	Word Length 3,500 to 4,000
<b>Body</b>	<ul style="list-style-type: none"><li>There is no fixed format. However, detailed information and clear explanation about a chosen theme should be included.</li></ul>	
<b>Conclusion</b>	<ul style="list-style-type: none"><li>Summarize the content of the main body and highlight the main argument</li></ul>	
<b>Bibliography</b>	<ul style="list-style-type: none"><li>Reference list (Chicago Manual Style)</li></ul>	Not included in the total word count
<b>Author Information</b>	<ul style="list-style-type: none"><li>Brief biography</li></ul>	Optional

- The manuscript structure (bold in the chart), which is a typical essay format, is not changeable. Using those words as headings in the manuscript is not required.

## 3. Text Format

During the writing process, writers must submit their work using the text format below:

- Document S/W: Microsoft Word
  - ✓ Open a blank Word document and apply the default settings and styles.
- Font: Times New Roman

- ✓ Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.
- ✓ Bold formatting should only be used for headings.
- Font Size: 12
- Length: 3,500-4,000 words (max. 5,000 words), Single-spaced
- Reference: Chicago Manual Style

#### 4. Description Method

Please bear in mind that this project targets the not only experts but also general public as a whole. The contents should be interesting as well as informative. We encourage the writing to have the following attributes.

- Practical and informative without exaggeration
- Reader friendly
- Preferably from the perspective of the ICH bearer, community elders to scholars
- An analytical commentary combined with a narrative

#### 5. Language

*American English* should be used for the consistence of the whole manuscript. Please check for the consistent spelling of names, terms, and abbreviations, including all the captions of tables and figures before the final submission.

Where vernacular language is used in the paper, an English translation has to be followed with parenthesis.

e.g. 한글 (Hangeul, Korean Language), La fête de la Musique (Music Festival)

#### 6. Visual Materials

Materials (graphs, photos, drawings, etc.) graphically representing the following items should be submitted no later than 31 July 2022 with the revised final manuscript and list of graphic materials in the form (see the Annex 2 of this file).

- Field pictures
- Personal photos of holder, bearer
- Maps, or Scenery pictures
- Visual artistic representation
- Others visual or pictorial materials relating to the projects

The materials should be submitted according to the technical specifications listed below:

- Format: TIF, JPEG, PNG
- Resolution: over 300dpi (minimal)

- Size: (larger is better)
- Color: CMYK

While the above specifications are the most preferable, other formats can be submitted to the secretariat. However, the secretariat will have the final decision on whether the materials can be used. If the submitted graphic materials cannot be used, there will be a request to submit alternative or revised materials.

Please submit at least five photographs for the article. We highly recommend that you submit as many photographs as possible though. All photographs should be provided with captions as well as the copyright holder and the year of the copyright.

Please put the charts onto the article with clear captions and numbers, and specify the locations and captions of the graphic materials on the manuscript.

For the submission, considering the size of the files, google drive or other sharing platforms such as WeTransfer are preferred.

## 7. Copyright

### *Visual Materials*

All materials must be accompanied either by a non-exclusive cession of rights document granting permission for use in any format (see the Annex 3 of this file). If any, please indicate conditions to be respected in terms of images solicited from the third party. Ensure all third party permissions have been obtained.

### *Manuscripts*

The writing team (or the authors) should take charge of supervising the contents. Quality control including plagiarism should also be dealt by authors. The book will be published at the end of this year, and it will not represent the views of ICHCAP and/or i-WSSM.

## 8. Timeline

Please bear the timeline in mind and submit the final paper in time.

No.	Items	Deadline
1	Call for Papers	23 March – 11 June 2022
2	Submit the application & full paper	11 June 2022
3	Notify the selected authors	11 July 2022
4	Submit the revised paper	31 July 2022
5	Submit Photographs, Figures, etc.	31 July 2022
6	Transfer the honorarium	Within 2 months after the final submission

## 9. Final Check and Submission

Please see the check list before the final submission (see the Annex 1 of this file).

Ensure the manuscript should be complete and final. Also, please double check you have kept to the length stated above.

Submit your completed manuscript with the files below to the secretariat

- Original text files (Word format) and the figure files with original format
- A PDF file of the manuscript and figure files. Especially if the text and the figures contain special characters or unusual fonts, please check the PDF to ensure that text appears as it should

## 10. Contact Information

For more information or inquiries, please contact the following persons:

- Person in Charge: Jinyoung Seo, Programme Specialist (ICHCAP)  
Dahae Park, Programme Specialist (i-WSSM)
- Contact Info: [livingheritageseries@gmail.com](mailto:livingheritageseries@gmail.com)

## [Annex 1] Manuscript Submission Check List

We recommend to go through this check list before the final submission.

	List	Check
Author	<ul style="list-style-type: none"> <li>All author names included</li> <li>(Email address, Biography and other information are optional)</li> </ul>	<input type="checkbox"/>
Text	<ul style="list-style-type: none"> <li>Headings and the body texts consistently styled</li> <li>No heading levels skipped</li> </ul>	<input type="checkbox"/>
Reference	<ul style="list-style-type: none"> <li>Reference list included at the end of the paper</li> <li>Citations in body text agree with reference list</li> <li>Reference list style follows Chicago Manual Style</li> </ul>	<input type="checkbox"/>
Electronic Manuscript	<ul style="list-style-type: none"> <li>Prepare Microsoft Word document and PDF file of the manuscript with all fonts embedded</li> <li>Photographs saved separate files in the specific format suggested in the guideline</li> </ul>	<input type="checkbox"/>
The below should be submitted separately from the manuscript		
Visual Materials	<ul style="list-style-type: none"> <li>At least five photographs separately submitted</li> <li>All the photographs meet the specifications suggested in the guidelines listed in Annex 2</li> <li>State captions and copyrights of the photographs in the body text</li> <li>Attach the cession of rights</li> </ul>	<input type="checkbox"/>
Figures (table, graphs, etc.)	<ul style="list-style-type: none"> <li>Consecutively numbered within the paper</li> <li>Save each figures separately in the original file format</li> </ul>	<input type="checkbox"/>



## [Annex 3] Cession of Rights (Sample)

[Letterhead, if possible]

[Date]

[Person in charge]

[Name of organization]

[Address]

Letter of confirmation

1. It is hereby confirmed that [Name] grants to the [Institution] the non-exclusive right to use the following material(s), in whole or in part, solely for non-profit educational or public information uses.

Title	Format	Year	Credit	Identifier
	photo			

2. [Name] grants the non-exclusive right to sub-license the materials to the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (IHCAP) and International Centre for Water Security and Sustainable Management (i-WSSM) to use the material(s) in whole or in part, solely for non-profit educational or public information uses, especially for the *2022 Living Heritage Series*. They will be uploaded and publicly serviced through IHCAP's ichLinks platform too.
3. The material(s) has/have been prepared with the consent, cooperation, and participation of the relevant organizations and individuals and in no way violate or infringe upon any existing copyright or license.

On behalf of the [Organization/institution, position],  
[Name of material provider/creator]

[Signature]

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