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International Information and Networking Centre
for Intangible Cultural Heritage in the Asia-Pacific Region
under the auspices of UNESCO
유네스코 아태무형유산센터

MANUSCRIPT GUIDELINES

“Good Practices in Policies and Activities on Safeguarding and Promoting Traditional Crafts for Sustainable Development in Communities”

**International Information and Networking Centre
for Intangible Cultural Heritage in the Asia and Pacific Region
under the auspices of UNESCO
(ICHCAP)**

BACKGROUND

The International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP) is pleased to invite you to contribute to the gathering of exemplary programs on traditional crafts in your respective country.

ICHCAP has been committed to building a mechanism for effectively sharing information on intangible heritage; raising the visibility of intangible heritage through regional information use; and strengthening networks among communities, civil society, and related organisations. At the same time, it recognises the crucial role of incorporating intangible cultural heritage in accomplishing the 2030 Sustainable Development Goals as a driver, enabler, and guarantee of sustainable development.

Traditional craft, in the context of sustainable development, is emerging as a modern way of thinking otherwise. It has the potential to contribute to redefining and shaping a new economic model based not only on economic growth or livelihood in local communities but also on notions of self-actualisation, fulfilment, and levels of happiness. Traditional crafts can therefore provide insights for positive transformation, as they create the conditions for socially connected and sustainable places, strengthening local communities.

Currently, ICHCAP is working on a project that supports the promotion of traditional crafts and is gathering exemplary programs on safeguarding and promoting traditional crafts. The purpose of the project is to raise awareness of the significance of traditional crafts, strengthen the expert network among the relevant organisations, and serve as a reference to help each community develop its traditional crafts in a modern way.

Main steps under the project:

- Conducting preliminary study and gathering exemplary programs (good practices) in safeguarding and promoting traditional crafts
- Promotional Activities: developing promotional materials, expert workshops, etc.

As of now, we are at the beginning stage of conducting a preliminary study and collecting information on “Good Practices in Policies and Activities on Safeguarding and Promoting Traditional Crafts for Sustainable Development in Communities”, for which ICHCAP is opening this call for paper.

SUBMISSION TIMELINE

No	Items	Deadline
1	Call for Paper	1~30 September 2022
2	Submission of Application and Proposal	30 September 2022
3	Notification of selected participants	7 October 2022
4	Submission of the Interim report	7 November 2022
5	First remittance (1/2 of total Honorarium)	Within two weeks after submission
6	Submission of the Final paper / Visual Materials and Cession of Rights letter	7 December 2022

7	Honorarium transfer	Within two weeks after submission
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CONTENT OF PAPER

Case study on the traditional crafts sector to identify existing policies, programs, activities, issues, and measures that are being taken to address those issues.

Structure	Content	Note
Introduction	General introduction	Word length: over 10,000
Body	There is no specific format. However, we hope that exemplary cases of policies, programs, and various activities (e.g. marketing, consulting, capacity building, collaboration with modern design, the role of stakeholders including local communities and organisations etc.) related to successful cases where traditional crafts are socially and economically protected and activated will be investigated.	
Discussion / Conclusion / Recommendations	There is no fixed format	
References	Reference list (upon necessity, attach documents, materials, catalogs, etc. as separate annexes) * Not included in word count	Chicago Manual Style
Information on the author(s) and the affiliated organisation	Brief biography and organisation profile	Optional

SUBMISSION FORMAT

- **Interim Report** must include the outline of the final report and a brief description of the work progress (*see Sample form on p. 6*)
- **Final Paper**
 - MS Word (Over 10,000 words, Times New Roman, font 12) and PDF file
 - Please note that you may include Figures (Photos) and Tables in the body upon necessity, but please attach legal materials and any other body of documents as a separate Annex (not included in the total word count).
- **Language:**
 - American English and the Chicago Manual of Style should be used for the consistency of the whole paper. 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)

- **Visual and other reference materials:**

- The materials should be submitted according to the technical specifications listed below:
 - Format: TIF, JPEG, PNG
 - Resolution: over 300dpi (minimal)
 - Size: (larger is better)
- While the above specifications are the most preferable, other formats can also be submitted considering that the secretariat will have the final decision on whether the materials can be used. There might be a request to submit alternative or revised materials. We highly recommend that you submit as many visual materials as possible. 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 paper.
- All visual materials must be accompanied by a non-exclusive cession of rights or document granting permission for use in any format. 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.
- Please fill in the **Letter of Confirmation for Cession of Rights** (*see Sample form on p. 7*) and submit it together with the Final Report.

HONORARIUM

- \$1,500~\$2,000 USD
- Payment will be done in two equal installments: the first remittance is after the submission of the interim report, and the second remittance is after the submission of the final report.
- Please note that in case of failing to submit the final paper or submitting the previously published papers, you will not receive the final payment and be required to return what has already been remitted.

SUBMISSION CHECKLIST

	List	Check
Participant(s) (Organisation)	<ul style="list-style-type: none"> • All participants' names included • Biography and other information are optional 	<input type="checkbox"/>
Text and Reference style	<ul style="list-style-type: none"> • American English • Chicago Manual style • Headings and the body texts are consistently styled • No heading levels skipped 	<input type="checkbox"/>

Figures (tables, graphs, images, etc.)	<ul style="list-style-type: none"> • Consecutively numbered within the paper • Save each figure separately in the original format 	<input type="checkbox"/>
Electronic paper	<ul style="list-style-type: none"> • MS Word document and PDF file of the paper with all fonts embedded 	<input type="checkbox"/>
Visual Materials	<ul style="list-style-type: none"> • All materials meet the specifications suggested in the guidelines above 	<input type="checkbox"/>

※ *For all submitted information, the Secretariat has no responsibility for a legal issue. Authors should be careful about copyright or plagiarism.*

CONTACT INFORMATION

For more information and inquiries, please contact the following person:

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- Contact info: sulu.ichcap@gmail.com / sulu@unesco-ichcap.org



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[INTERIM REPORT (SAMPLE FORM)]

Title	
Report compiled by	<i>Please indicate the name, position, and contact details</i>
Additional Participant(s)	<i>Please indicate the name, position, and contact details</i>
Collaborating partners in this study (if any)	
Methodology	<i>If there was any specific methodology</i>
Outline of the final paper	
Activities and Work progress:	
Work plan for the remaining period:	

[CESSION OF RIGHTS]

[Letterhead, if possible]

[Date]

[Person in charge]

[Name of organization]

[Address]

Letter of Confirmation

1. It is hereby confirmed that *[Name]* grants to the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP) the non-exclusive right to use the outcome material (final report) and the following material(s), in whole or in part, solely for non-profit educational or public information uses. Materials can also be uploaded and publicly serviced through ICHCAP's official website and ichLinks platform.

Title	Format	Year	Copyright	Cession of rights doc.
	(e.g. photo)			

Please add as many rows as necessary

2. The material(s) has/have been prepared with the consent, cooperation, and participation of the relevant organisations and individuals and in no way violate or infringe upon any existing copyright or license.

[Signature]
