

JAIC Submission Deadline

August 1 is the next manuscript submission deadline for JAIC. To submit a manuscript, first read the guidelines for authors available on www.conservation-us.org/jaic. When you are ready to submit, send materials to the AIC publications manager at brodgers@conservation-us.org.

knowledge of the topic contained in the paper. An attempt is made to get varied viewpoints, such as from both technical and applied aspects. As posted on the AIC website, the reviewers are asked to comment on the paper's originality, clarity, organization, completeness, and potential contribution to the composite knowledge of the conservation field. In writing a review, the reviewer takes on a mentoring role to help the authors produce a manuscript with greater depth and more thorough, thoughtful descriptions. In general, JAIC reviewers are extraordinarily conscientious and fair in their assessments of the manuscripts.

After peer review, the editorial process of the manuscript begins with additional written advice and commentary. One of many goals for the editors is to provide a holistic perspective that incorporates the continuum and standards of our specific journal. In the concluding review stage, the senior editor and editor-in-chief write acceptance/rejection letters to the authors that summarize the strengths, weaknesses, and recommended changes for each manuscript. This multi-level review system is rare among journal publications because it is a time and people intensive process that depends on integrating the efforts of reviewers, editors, and authors to produce high quality manuscripts. Each paper published in JAIC is a direct reflection of the dedication and hard-work characteristic of the art conservation profession.

Hopefully this series of editorials has elucidated information on the practice of peer review that developed over time to become a formal, though

often criticized, evaluation process used in many venues. For professional publications, including JAIC, the peer review process is considered critical to establishing a reliable body of research and knowledge, which then provides a foundation for subsequent research.

—Michele Derrick, *Editor-in-chief*,
JAIC, mderrick@mfa.org

Health and Safety

Prepare Your Lab for a Chemical Spill

You've just dropped a large bottle of solvent—do you know what to do? Do your colleagues and interns? Whether you work in private practice or at an institution, advanced planning for a chemical spill is a simple way to ensure the safety and health of all members of your laboratory or studio.

Steps to prepare:

1. Know what chemicals are commonly used in your laboratory or studio, and in what quantities. Consult the MSDS sheets of these materials to find accidental release procedures. Choose the appropriate types of absorbents and acquire enough to contain any spills that are reasonably anticipated.
2. Familiarize yourself with your lab's chemical hygiene plan (an OSHA requirement) for chemical spill response procedures. If such a procedure does not exist, write a new

one. A detailed online resource can be found via the American Chemical Society website at http://membership.acs.org/C/CCS/pubs/spill_guide_online.htm

3. Keep your chemical spill kit (see table 1) and instructions in an easily accessible location close to where the chemicals are stored or used. Restock supplies immediately following any incidents.
4. Determine how your institution or private laboratory disposes of chemical waste, and keep the relevant contact information handy. An overview of chemical waste management for conservators can be found in the November 2001 AIC News, or at www.conservation-us.org/healthandsafety.

—Mehgan McFarlane, *student member of the AIC Health and Safety Committee*

In Memorium

Helen K. Otis (1934–2009)

Helen K. Otis, an AIC fellow and chief conservator of the Department of Conservation for Works of Art on Paper at the Metropolitan Museum of Art between 1984 and 1996, died on Tuesday, April 7, at her home in Portsmouth, NH. She was 75 years old.

Her department was responsible for the preservation, technical analysis, and preparation for storage, exhibition

Table 1. Typical spill kits may include:

Personal Protective Equipment	Absorbents and Neutralizers	Miscellaneous Supplies
Safety goggles	Spill pillows and socks	A spark free polypropylene brush and dustpan
Gloves	Buckets of loose absorbents	Plastic bags and sealing tape
Lab coat or Tyvek suit	Acid, base, and solvent neutralizers; pH test papers	Waste containers and chemical waste labels
Your fit-tested respirator, if needed	A mercury spill kit, if needed	A floor sign indicating a chemical spill is present