

Disponibilização de uma página de FAQs: a experiência da Conservar Património



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- 2005-2015 (**20 anos** de publicação)
- Editora: ARP – Associação Profissional de Conservadores-restauradores de Portugal
- **3 números/ano** (c. 30 artigos por ano ~300 pág./ano)
- Publicamos em **PT, ENG, ES** (FR, IT)
- 2013: apenas suporte **digital**
- 2020: incl. PubIn
- Trabalho feito por Voluntários

20 bases de dados – incl. Scopus e a Web of Science

- **Q1 e Q2** – Museologia e Conservação (Scimago)
- **IF Impact Factor: 0.4** (WoS)



Clarivate

Journal Citation Reports™

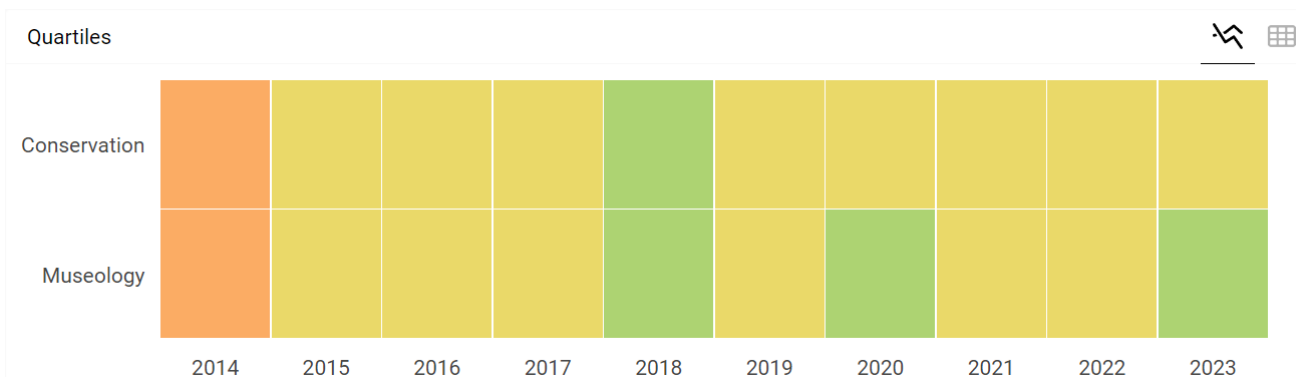
Rank by Journal Citation Indicator (JCI)

CATEGORY

HUMANITIES, MULTIDISCIPLINARY

77/406 Q1

JCR YEAR	JCI RANK	JCI QUARTILE	JCI PERCENTILE	
2023	77/406	Q1	81.16	
2022	68/409	Q1	83.50	
2021	70/402	Q1	82.71	
2020	53/392	Q1	86.61	
2019	76/391	Q1	80.69	
2018	54/389	Q1	86.25	
2017	64/374	Q1	83.02	



Direcção

- 1** Directora
- 2** Directoras-adjuntas
- 1** Assistente Editorial

- Estratégia da Revista
- Definição do workflow editorial e equipas
- Ligação com bases de dados
- Manutenção e actualização do site da revista
- Ligação com a equipa da PubIn/FCCN
- Ligação com a Editora ARP

Corpo Editorial

- 3** Editores-chefe
- 11** Editores associados
(Editores convidados)
- 13** Conselho Editorial

- Gestão de entradas e distribuição de artigos
- Avaliação de artigos do ponto de vista científico e formal
- Comunicação com revisores e autores
- Acompanhamento e verificação de revisões

- 5** Comissão de redacção
- 3** Paginadoras

- Edição formal final
- Paginação com colocação em layout CP
- Gestão artigo in press e publicado

31 pessoas

Voluntários

Interacção e comunicação entre equipas editoriais e autores

site programa OJS/PKP

email da revista

conservarpatrimonio@arp.org.pt



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[Sobre a revista](#) ▾ [Números](#) ▾ [Artigos](#) ▾ [Procura temática](#) ▾ [Website antigo](#) [Submissão & Avaliação](#) ▾

[Página de Início](#) / [Contacto](#)

Contacto

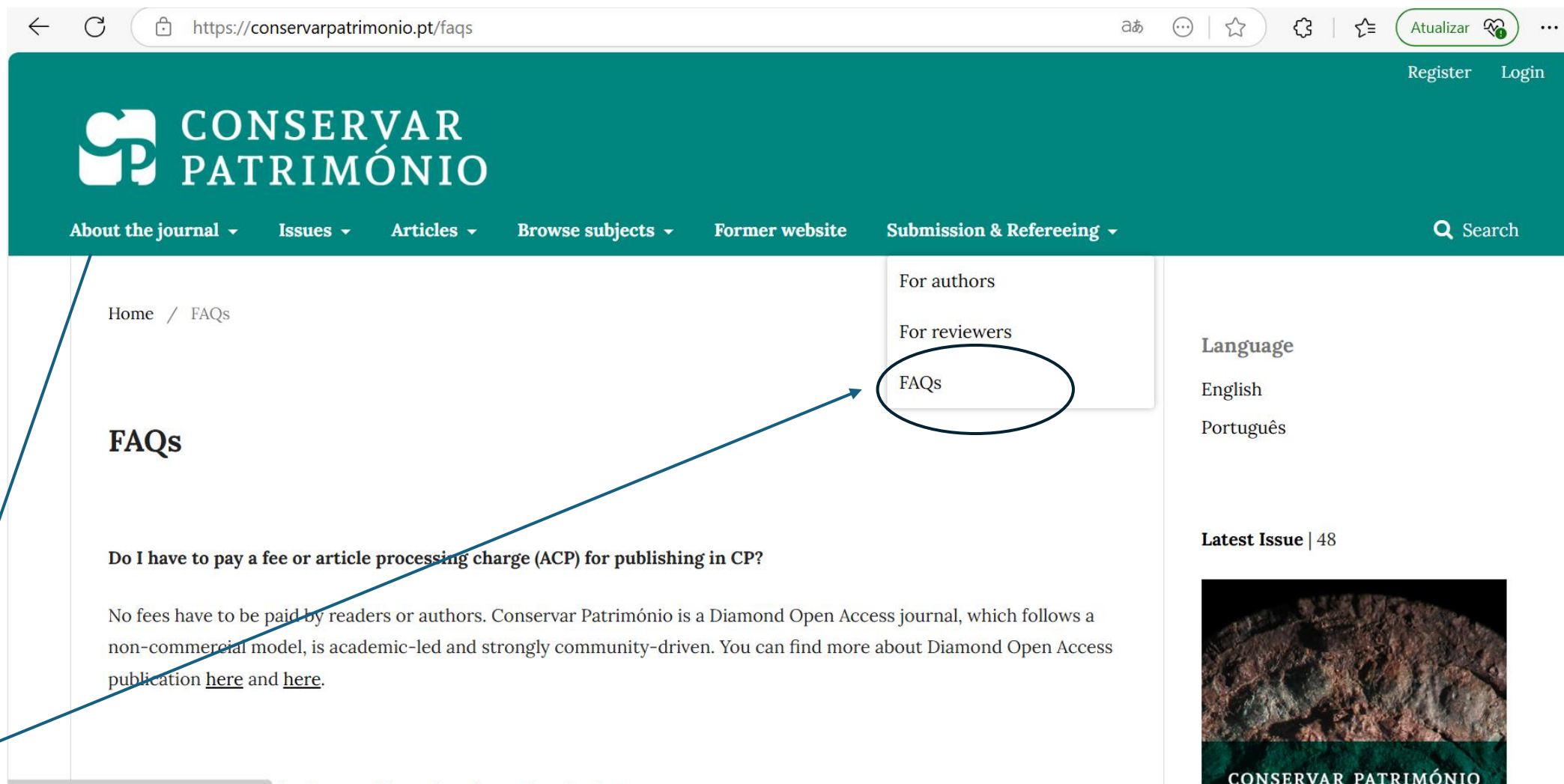
Associação Profissional de Conservadores-Restauradores de Portugal (ARP)
Rua Fialho de Almeida, n.º 14 - 2.º Esq. Avenidas Novas, 1070-129 Lisboa, Portugal

Contacto Principal	Contacto para Suporte Técnico
Conservar Património	Apoio
conservarpatrimonio@arp.org.pt	conservarpatrimonio@arp.org.pt

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- Vários emails de possíveis autores com questões sobre a revista e o processo editorial
 - Questões recorrentes:
 - Tempos de publicação
 - Pagamento de APC
 - Tipos de artigos
 - Tamanho dos artigos
- Não temos uma pessoa dedicada aos emails “secretári@”
- Criação de uma página de FAQs que agregasse informação diversa, podendo:
 - Responder a questões frequentemente colocadas por email
 - Esclarecer sobre outras questões paralelas, como p.ex. Acesso Aberto Diamante (DOA)
- Presença de páginas de FAQs na maioria das grandes editoras internacionais

Várias questões poderiam ser respondidas perante uma busca mais minuciosa do possível autor ao site da revista



The screenshot shows the website <https://conservapatrimonio.pt/faqs> in a browser. The page has a teal header with the journal's logo and name. A navigation bar below the header contains links: "About the journal", "Issues", "Articles", "Browse subjects", "Former website", and "Submission & Refereeing". The "Submission & Refereeing" menu is open, showing options for "For authors", "For reviewers", and "FAQs", with "FAQs" circled. A left sidebar lists various site sections, with "FAQs" highlighted. A right sidebar shows language options and the latest issue number. The main content area is titled "FAQs" and includes a breadcrumb "Home / FAQs". The first question is "Do I have to pay a fee or article processing charge (ACP) for publishing in CP?", followed by an answer explaining the journal's open access model.

← ↻ 🔒 <https://conservapatrimonio.pt/faqs> aа ⋮ ☆ ⚙ ☆ Atualizar 100% ...

Register Login

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About the journal ▾ Issues ▾ Articles ▾ Browse subjects ▾ Former website Submission & Refereeing ▾ 🔍 Search

Introduction
Journal information
Directory board
Editorial team
Abstracting and indexing
Metrics
Contact
Ethical guidelines
FAQs

Home / FAQs

FAQs

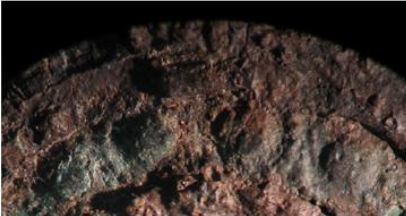
Do I have to pay a fee or article processing charge (ACP) for publishing in CP?

No fees have to be paid by readers or authors. Conservar Património is a Diamond Open Access journal, which follows a non-commercial model, is academic-led and strongly community-driven. You can find more about Diamond Open Access publication [here](#) and [here](#).

For authors
For reviewers
FAQs

Language
English
Português

Latest Issue | 48



CONSERVAR PATRIMÓNIO

[Home](#) / [FAQs](#)[For authors](#)[For reviewers](#)[FAQs](#)

Language

[English](#)[Português](#)

FAQs

Tenho de pagar uma taxa de processamento de artigos (ACP) para publicar na CP?

Do I have to pay a fee or article processing charge (ACP) for publishing in CP?

No fees have to be paid by readers or authors. Conservar Património is a Diamond Open Access journal, which follows a non-commercial model, is academic-led and strongly community-driven. You can find more about Diamond Open Access publication [here](#) and [here](#).

<https://www.scienceeurope.org/our-priorities/open-access/diamond-open-access/>

<https://www.unesco.org/en/articles/diamond-open-access-global-paradigm-shift-scholarly-publishing>

Latest Issue | 48



O que posso fazer se tiver problemas para me registar ou iniciar sessão?

What can I do if I'm having trouble registering or logging in?

Change your browser. Experience has shown us that most trouble is resolved by changing browser and cleaning the cookies before login.

Choose a password that is at least 12 characters long, using lowercase letters, uppercase letters, numbers and special characters.

Make sure you check yourself with the Author role at the bottom of your profile (by default you will only be checked as reader). Only after you have the author role are you able to submit a paper.

If you registered long ago you will have to request the renewal of your password by clicking in “forgot your password?” (if you try to log in with your usual password, you won't be able to):

1. Following the password recovery request, you will receive an email to confirm this action;
2. When you click on the link in the body of the email confirming the recovery, you will receive a second email with a temporary password;
3. You should then access the management interface with your username and the temporary password you received by email;
4. After logging in, the system will ask you to change your password. To do this, you must enter your temporary password and a new password that must be at least 12 characters long. We strongly recommend that this new password use the following sets of characters: lowercase letters, uppercase letters, numbers and special characters.



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ACCESS 



How much time does it take from submission to a decision?

Time varies highly depending on numerous factors. Nevertheless, you can find below the statistics from 2023.

Statistics from 2023

Days to First Editorial Decision*	43
Days to Accept	150
Days to Reject	130

*The number of days it takes for most submissions to receive their first editorial decision, such as desk rejection or send to review. These figures indicate that 80% of submissions reach a decision within the given number of days. This statistic attempts to describe when the majority of authors submitting to CP journal can expect a decision.

What is the rejection rate for article submissions?

Statistics from 2023

Acceptance Rate *	44%
Rejection Rate **	56%
Desk Rejection Rate	39%
After Review Rejection Rate	17%

* The percentage for the selected date range is calculated for submissions that were submitted during this date range and that have received a final decision. For example, consider the case where ten submissions were made during this date range. Four were accepted, four were rejected and two are still awaiting a final decision. The acceptance rate will be 50% (4 of 8 submissions) because the two submissions that have not reached a final decision are not counted.

Quanto tempo passa desde a submissão de um artigo até uma decisão?

Qual é a taxa de rejeição das submissões de artigos?

Estatísticas OJS/PKP

Posso publicar em qualquer língua?

Can I publish in any language?

CP publishes mainly in English, Portuguese and Spanish. But it is also possible to publish in French and Italian. We believe that many things remain unsaid (or poorly described) if written in a different language than mother tongue. Also, the development of specific nomenclature for conservation and restoration in various languages depends much on its use in publications. We are proud to say that with publications in English, Portuguese and Spanish we cover around 400 million native EN speakers, 220 million native PT speakers and 450 million native ES speakers. Nevertheless, we notice that publications in English tend to have a much larger reach than others: they tend to be most read and cited. This can be justified by the fact that around 1.35 billion people worldwide speaks English either natively or as a second language. Thus, whenever adequate, we encourage works in English for the most outreach or in other mother tongue for more local, regional or community-driven resources. We acknowledge that maintaining a multilingual journal is more difficult, but with this, we hope to contribute to safeguarding cultural and linguistic diversity.

- desenvolvimento de nomenclatura específica para conservação e restauro em várias línguas
- verificamos que as publicações em inglês tendem a ter um alcance muito maior do que as outras: tendem a ser mais lidas e citadas
- reconhecemos que manter uma revista multilingue é mais difícil (...) possamos contribuir para salvaguardar a diversidade cultural e linguística

What are the typical stages and procedures involved in the editorial and peer review process?

Initial checks and Editorial review

The journal's in-house editorial team performs an initial quality check to identify potential issues such as:

- Compliance with editorial policies and ethical standards
- Data availability
- Compliance with submission template and authors' guidelines
- Research field and aims are within the scope of the journal

After completing internal checks, each new submission is assigned to an Associate Editor with relevant expertise. The editor assesses the manuscript following the established publication criteria. The handling Associate Editor is usually a member of the CP Editorial Board, but occasionally a Guest Editor is invited to serve instead.

Submissions may be rejected or returned to authors for changes or clarifications at this stage.

Peer Review

The handling editor selects reviewers based on expertise, publication history, and past reviews, and invites them to provide feedback on the manuscript. Typically, at least two external reviewers provide feedback on the manuscript.

Editorial Decisions

The handling editor makes the final decision on each manuscript. The time to render a first decision varies depending on how long it takes for the editor to receive and assess reviews.

The editor considers reviewers' feedback and his/her own evaluation of the manuscript to reach a decision. A manuscript may be rejected, accepted in its current form, or returned with revisions request. The latter is the most frequent outcome.

Decisions are communicated to the corresponding author, along with reviewers' feedback and any other requirement from the editor, based on the publication criteria of CP.

Revisions

If the editor considers that the manuscript has the potential to be published, but requires changes, the author will be invited to revise it.

In most cases, the revised manuscript is re-assigned to the original editor. The editor may make a new decision based on his/her own assessment of the revised manuscript and the author's response to reviewers or request additional input from external peer reviewers.

Accepted Manuscripts

Once the handling editor has reviewed the scientific aspects of the manuscript and is satisfied with them, an editorial acceptance decision will be communicated. This is a provisional acceptance, pending final checks for formatting and technical requirements. Once the editor has completed the initial editing process, the manuscript will be transferred to the copyediting phase. Here, a second editor will perform the final and formal checks to ensure the manuscript meets all the requirements. Once these have been fulfilled, the manuscript will move on to the production stage. Once this has been completed, the manuscript will be made available to the public as "in press" before being published in an upcoming issue.

Quais são as fases e os procedimentos típicos do processo editorial e de revisão por pares?

Verificações iniciais e revisão editorial

Revisão por pares

Decisões editoriais

Revisões

Artigos aceites

Is there a length limit for an article?

CP does not hold strict restrictions (other than the abstract having a limit of 150 words), but there are some recommendations.

Recommendation for the Length of an Article

Main text: Less than 5,000 words (excluding abstract and references)

Abstract: Limit to 150 words

References: Limit to 50

Tables & Figures: Limit to 10

Note that large articles tend to take longer to review. Be as concise as possible in your writing.

Review articles can be larger.

Does CP journal have impact factor (IF)?

Yes, you can find updated information under the [metrics section](#) of CP. Although we are indexed by Scopus, Web of Science, Google Scholar and others, we believe that IF is not the most accurate and complete way to assess individual article impact or publishing quality. Note that IF is strongly driven by the number of citations made to very recently published articles (you can see below how IF is calculated). If in some fields this period might be adequate, we believe that in the heritage conservation field, the impact of articles among the community follows larger periods.

How to interpret IF:

A Journal Impact Factor of 1.0 means that, on average, the articles published one or two years ago have been cited one time. A Journal Impact Factor of 2.5 means that, on average, the articles published one or two years ago have been cited 2.5 times.

How IF is calculated:

$$(\text{Total number of citations from JCR year to items in "year -2"} + \text{citations from JCR year to items in "year -1"}) \div (\text{total number of citable items in "year -2"} + \text{citable items in "year -1"}) = \text{Journal Impact Factor}$$

Existe um limite de extensão para um artigo?

A revista CP tem fator de impacto (IF)?

Aproveitámos e explicamos como se calcula o IF e mencionamos que achamos que o impacto de artigos na C&R seguem períodos mais largos

Can I track how audiences are engaging with my work?

Yes. In each article page CP displays a graph showing the total number of downloads of the paper each month over the last year. It also shows, in the right column (desktop view), the cumulative number of citations to your paper from Crossref and Scopus. In addition, by clicking on the Google Scholar icon in this column you will be taken to a page where you can click on the total number of citations and view the list of papers that have cited your work. Statistics have shown that typically papers published in English and with more scientific experimental work are the most cited.

How can I search for articles on a specific topic?

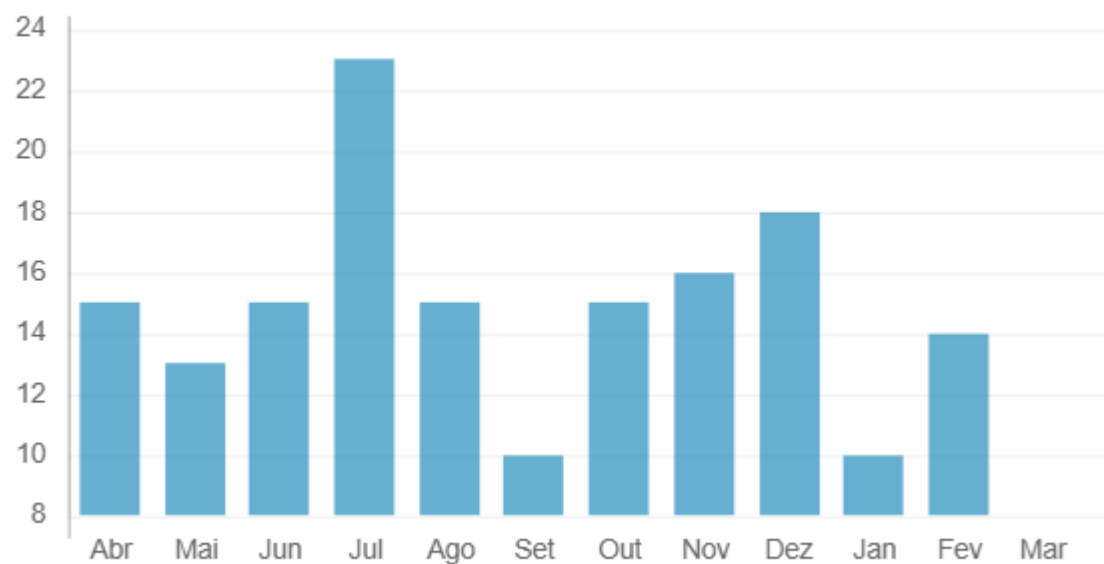
There are three ways, all of them complementary: (1) you can [browse by subject](#) in the top menu, and you will be given a list of articles published since September 2018 under that topic; (2) you can use the short list of all [published articles](#) since 2005 up to last year under the Articles > Published sub-menu; (3) you can use the [Search tool](#) on the site to search for specific words that are present in Title and Abstract of the articles published since September 2018.

Posso saber como os leitores estão a interagir com o meu trabalho?

Como posso procurar artigos sobre um tema específico?

**Posso saber como os leitores estão a
interagir com o meu trabalho?**

Downloads



Uso de plugins OJS/PKP



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About the journal ▾ Issues ▾ **Articles ▾** **Browse subjects ▾** Former website Submission & Refereeing ▾ **Search**

Home / Published

Published

Summary list of articles since 2005 (further detail)

2024

- Synthetic-coated fabrics: challenges and co
- The challenge of cellulose nitrate-coated fa
- A preliminary approach for blooming remov
- Beyond the surface: a closer look at the str
- Real or faux leather? Luxury or ready-to-w
- What smell can tell: using Magic Chemisorb
- Preliminary studies for the removal of carb

Archaeological materials and sites

Artists' materials and collections

Building materials

Display and storage

Education and training in conservation

Film and photographic materials

Glass and ceramics

Graphic documents

Historic buildings and urban settlements

Metals

Language

English

Português

Como posso procurar artigos sobre um tema específico?

- (1) Lista de artigos publicados (todos os anos)
- (2) Busca temática (categorias OJS/PKP)
- (3) Pesquisar (por defeito)

- Diminuição substancial de emails de possíveis autores com questões sobre a revista e o processo editorial
- As questões que permanecem ou não são respondidas nas FAQs ou então referem a tentativa de seguir as FAQs sem sucesso (nomeadamente para os problemas de registo e login)



<https://conservarpatrimonio.pt>