Maximum word count inclusive of footnotes, tables, captions, and references for articles is 10,000 words, for Notes 1,700 words.

CMoG Publications follows the Chicago Manual of Style, 17th edition or online.

Use American English spellings; consult Merriam-Webster online (https://www.merriam-webster.com/).

Use serial commas (Oxford commas), e.g., planes, trains, and automobiles; not planes, trains and automobiles.

Abbreviations appear without periods, e.g., USA not U.S.A., PhD not Ph.D.

“And” is preferred to an ampersand (&).

Titles of exhibitions and individual art works appear in italics.

Design titles appear in Roman type within double quotation marks.

Provide inventory/accession/object/museum numbers for objects whenever possible, for both objects discussed and comparanda.

Use BCE and CE, not BC and AD.

Dates to appear as Month Day, Year, e.g., November 5, 2021.

If using a calendar other than the Gregorian, provide the corresponding dates in the Gregorian calendar in parentheses, e.g., Rabi al-awwal 30, 1443 (November 5, 2021).

Use “about” not “circa” or “c.” in approximate dates.

Numbers one to ten are spelled out. For numbers above ten, use Arabic numerals. EXCEPTIONS:

- All centuries to be spelled out, e.g., eighteenth century NOT 18th century.
- All of the article or Note’s Figure and Table numbers to appear as Arabic numerals.
- Years always appear as Arabic numerals, e.g., 5 BCE.
- Numbers in quoted materials to appear as in the original text.

Numbers 1,000 and above should have commas.

Arabic numerals preferred to Roman (exceptions include volume introduction pages numbers and plate numbers).

Use the metric system for all measurements; unit abbreviations without a final period, e.g., The vessel measures 24 cm from top to bottom.

Decimals are preceded by a period, not a comma, e.g., 5.3 cm NOT 5,3 cm.

Do not use superscripts in ordinal numbers except in French, e.g., 15th but 15\textsuperscript{e}.

Avoid abbreviations such as “cat. no.,” “inv. no.,” and “acc. no.” when the nature of the number is unlikely to be misconstrued, e.g., in figure captions following the name of the repository or housing institution, or in text such as: “The finest example of the style is the Verzelini Glasshouse goblet in the Victoria and Albert Museum (C.523-1936).”
Headings

- All headings and subtitles appear in headline style capitalization.
- Differentiate between headings (in bold) and subtitles (in italics).

Quotations

- Use double quotation marks to indicate quotations, single quotation marks for quotations within quotations.
- Any quotation longer than five lines should be set apart as a block quotation, indented and without quotation marks.
- All quotations must cite the source: for in-text quotations provide an Author-Date full citation in a footnote; for block quotations provide author and title in parentheses in the text following the quotation and an Author-Date full citation in a footnote.

Non-English Language

- Non-English words/phrases using the Latin alphabet in the text should be italicized and followed by the English translation in parentheses. BUT if the word/phrase is regularly used in common parlance and/or scholarly literature, italics and translation are not required, e.g., terminus ante quem can be considered common enough in scholarly literature not to require italicization.
- Non-English words and phrases not in the Latin alphabet should appear in the format and order: transliteration original characters (English translation). For example, ἀγορά ἀγορά (marketplace) and 佳丽 (beautiful women).
- If you are providing a long non-English quotation in the text or a block quotation, the English translation should appear in a footnote.
- If a non-English word appears frequently in the text, it need only appear in italics the first time (unless it is a field convention to italicize it, e.g., façón de Venise, cristallo).
- Names of institutions and organizations in the Latin alphabet should appear in their original language using capitalization norms of that language, with an English translation in parentheses if the institution may be unfamiliar, e.g., Musée du Louvre, but Narodni muszej Slovenije (National Museum of Slovenia). Names not in the Latin alphabet should be translated and followed by parentheses with a transliteration and original language version.
- Retain all diacritics, including on initial vowels, e.g., Écouen, not Ecouen.

Citations and Footnotes

*A list of sample bibliographical citations and footnote format is available.*

- Citations appear in The Chicago Manual of Style’s Author-Date format in the footnotes with a Reference List at the end of the article.
- Footnotes are to be continuously numbered using Arabic numerals.
- Footnote callouts are to appear at the end of clauses and periods after the punctuation unless the footnote concerns a particular word or phrase within a clause or period, in which case it can appear at the end of that word or phrase.
The wealth generated by colonial expansion in the 18th century became a source of anxiety over the moral consequences of conspicuous consumption.\footnote{Maxwell 2020, 79.}

Reference List
PUBLICATIONS

• Provide a doi or stable URL wherever possible, e.g.,

Catalogues

• Object catalogues should be preceded by a vertical list of catalogue entry subheadings, e.g.,
  Inventory number
  Location/Provenience
  Date
  Measurements
  Condition

  *Do not repeat catalogue subheadings in individual entries.*

• The subheadings list should be followed by another vertical list of any relevant abbreviations, e.g., W.Th. = wall thickness.

• Each catalogue entry is to begin with a number and title/descriptor in bold, e.g., 1. Gladiator Cup.

• Cross-references to catalogue entries throughout the text, footnotes, and figures and tables should appear as the entry number in bold.

Figures and Tables

Image Permissions

• Request permission for a multi-language scholarly publication, worldwide distribution, print run of 500, and online for an unlimited period. CMoG is a private, non-profit institution.

• Images appearing online will not be individually downloadable.

Figure Files

• Maximum of 20 figures for articles, 5 for Notes.

• One figure can be a composite of multiple individual images but must be submitted as a finished composition.

• Images must be at a resolution of at least 300 dpi at 4 x 5 inches (10.2 x 12.7 cm)

• Submit image files in TIF or JPG format.

Figure Callouts

• Figure callouts in the text to appear in parentheses in the format: (Fig. XXX). They should appear before a comma, semicolon, colon, or period, not in the middle of a clause or period, unless relevant to a specific word or phrase.

• The approximate location of a figure relative to the text should be indicated by highlighting the figure callout where placement is desired.
Captions

- A list of figure captions numbered with Arabic numerals is to appear in the document at the end of the text body following the author information.
- A figure should be accompanied by a caption that includes the following (as far as is relevant or the information is available) and is formatted as follows:

  **FIG. XX. Creator, Title of work OR name of object. Relevant descriptive information AND/OR inscriptions. Manufacturer AND/OR Place of creation, Date of creation. Dimensions [in cm]. Present location, Inventory or accession number, Donor notation. (Photo(s) / Drawing / Graphic: Image credit)**

  **Sample captions**


  **EXCEPTIONS:**

  - If all image credits in the article are to a single individual, institution, or organization (as often happens with archaeological materials or articles focused on a collection in a single institution), it is acceptable to provide image credit information as a single acknowledgment in an unnumbered note at the start of the article, before the first footnote, rather than repeating the information in all figure captions.

  - For articles that include object catalogues, figure captions for images of the objects do not need to include information that appears in the nearby associated catalogue entry (e.g., date, source, dimensions, materials, location). Catalogue object figure captions should provide the catalogue number in bold in parentheses after the title/name of object, e.g., for an image of a flask that is catalogue object number 2, the format is: FIG. 4. Flask (2).
In figure captions, titles of works should appear in the language of the housing institution (e.g., *Meisje met de parel* instead of *Girl with a Pearl Earring*). Works can be referred to by English translations of their titles in the body of the text and the footnotes.

Image credit formats should conform to the source’s requirements.

Captions for composite figures comprised of multiple images should identify individual elements with lower case letters in Roman type inside parentheses, e.g., FIG. 1. (a) *Goblet*. (b) *Ewer*. (c) *Tazza*.

Authors are invited to submit links to additional images beyond the number of figures allowed. Creator and/or titles with date in parentheses should appear in the body of the text followed by a footnote callout with the housing institution, inventory number (if available), and URL (if available); for example:

Similar enameling by William Beilby appears in the coat of arms on the Thompson Goblet (about 1765).¹


**Tables**

- Tables to be supplied either in the text document itself OR as an Excel file. Do not submit tables as a PDF or JPG.
- Graphs may be submitted as PDFs or JPGs.
- At the end of the article text, supply a list of individual descriptive headings for each table and/or graph, e.g., Table 1: Production Volumes by Year at the Corning Glassworks.
- Table notes must be part of the table and in a series distinct from the article’s footnotes.
- Use symbols to indicate table notes unless there are more than 3, in which case, use Arabic numerals.

If these guidelines do not answer all your questions and you would like further guidance, please contact publications@cmog.org.