

## Manuscript Submission Guidelines for *THE TEXTILE MUSEUM JOURNAL*

The George Washington University Museum and The Textile Museum Washington, DC

The Textile Museum Journal *promotes high-quality academic research on the textile arts and serves as an interface between different branches of academia and textile scholars worldwide. It is devoted to the presentation of scholarly articles concerning the cultural, technical, historical, and aesthetic significance of textiles. International in scope, the journal emphasizes the geographic areas represented in The Textile Museum's collections. These textiles are drawn primarily from Asian, African, and indigenous American cultures.*

*We invite authors to submit manuscripts based on original research of a documentary, analytical, or interpretive nature. Acceptance of manuscripts for publication is based upon double-blind peer review. Articles should be both scholarly and accessible to a broad readership.*

### Submission Requirements:

- (1) A single Microsoft Word document detailing **author(s) name, institutional affiliation(s), mailing address(s), telephone number(s), email address(es), and short biography** of author(s) (250 words).
- (2) A single Microsoft Word document that combines your **manuscript text** along with any accompanying **endnotes** and **bibliography**.
  - a. On the first page of the document, please include the title of your manuscript and an abstract (no longer than 250 words). Do not include author's name, affiliation or location anywhere in the manuscript.
  - b. Manuscripts should not exceed 10,000 words (not including endnotes and bibliography).
  - c. Submissions must be in English.
  - d. Your manuscript should be formatted in 12-pt Times New Roman typeface and should be double-spaced. Endnotes and bibliography should be single-spaced.
  - e. Endnotes should conform to *The Chicago Manual of Style*, 16th edition.
  - f. Please do not embed endnotes in the manuscript.
  - g. Bibliographic entries should conform to author/date system (see *The Textile Museum Bibliography Style Guide*).
  - h. Please number your pages in the lower right-hand corner.
  - i. The document margins should be set at 1 inch. Do not justify the right margin.
  - j. For matters of spelling, punctuation, and hyphenation, please use Webster's *Third New International Dictionary*.
  - k. We encourage the use of major and second-level subheadings where appropriate.
- (3) A single Microsoft Word document that combines **all photographs, drawings, diagrams, maps etc.** referenced in your manuscript with accompanying **captions**.
  - a. These illustrative materials should be pasted into the document with captions beneath.
  - b. Your captions should be formatted in 12-pt Times New Roman typeface and single-spaced.
  - c. All illustrative materials should be numbered and designated as "Figures" (Fig.). These figure numbers should be referenced in the text of your manuscript.
  - d. Please number your pages in the lower right-hand corner.
  - e. Illustrative materials may not exceed 25 (including images, diagrams, maps, etc.)

The above (3) documents should be sent together as email attachments to [TMJournal@gwu.edu](mailto:TMJournal@gwu.edu)

**Submissions that do not follow the above requirements will not be considered for publication.**

### **Accepted Manuscripts:**

- Manuscripts accepted for publication must be revised following the suggestions of peer reviewers.
- It is the author's responsibility to obtain permissions to use copyrighted illustrations and to provide the appropriate credit-line information.

### **Please include the following when submitting your revised, accepted manuscript:**

- (1) A single Microsoft Word document that combines your **manuscript text** along with any **endnotes**.
  - a. Please follow the guidelines above for formatting your manuscript.
  - b. Make sure that your endnotes are not embedded in the manuscript.
  - c. Do not include author's name, affiliation or location anywhere in the manuscript.
- (2) Your **bibliography** should be submitted as a separate Microsoft Word document.
  - a. Please follow the guidelines above for formatting your bibliography.
- (3) A single Microsoft Word document listing all **captions** with appropriate figure numbers.
  - a. Captions should be formatted in 12-pt Times New Roman typeface and single-spaced. A single space should separate each caption.
  - b. Captions should include, when appropriate, institutional and photographer credit.
  - c. At the end of each caption, please indicate in brackets "[ ]" the preferred size of illustrations (i.e. full, half, quarter page) and any additional directions if you would like the illustrations to be grouped in a particular manner.
- (4) All **illustrative materials** in JPEG and/or TIFF format.
  - a. Illustrative materials should be grouped together into a single file labeled with your last name (ex. "Smith\_Illustrations").
  - b. Each individual illustration file should be labeled with the figure number and your last name (ex. "Fig.1\_Smith").
  - c. Illustrations should be of high quality (300 – 600 dpi) and able to fill at least a half page (about 4 x 6 inches).
  - d. Illustrations not submitted in the format indicated above will not be accepted for publication.

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Please make sure to compress your illustrative files (.ZIP) before sending. You may also choose to send your illustrative files through a secure file sharing service such as Dropbox.**

### **Additional Information:**

#### **Foreign Terms and Transliterations**

- Authors are responsible of the accuracy for their transliterations. Foreign terms and phrases must be italicized and diacritics included.
- Foreign names and titles must be fully transliterated when cited in the endnotes and in bibliography. For C14 dates, please cite the calibration table used.
- If articles use words in foreign languages where the orthography is variable or controversial (e.g. Quechua), authors should specify which system of transliteration is used.
- Exceptions include foreign words that have entered the English language. Please use *Webster's Third New International Dictionary* as the resource. These should be treated as English words, that is, not italicized and without diacritics.
- For the transliteration of Arabic, Persian and Ottoman Turkish, please use *International Journal of Middle Eastern Studies* guide: [http://ijmes.chass.ncsu.edu/IJMES Translation and Transliteration Guide.htm](http://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm)
- Authors should use *pinyin* in transcribing Mandarin Chinese.

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