



## Submission Guidelines *THE TEXTILE MUSEUM JOURNAL*

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.*

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## Submission Guidelines for *THE TEXTILE MUSEUM JOURNAL*

### 1. Submission Requirements for Abstracts:

- a) A single Microsoft Word document detailing **author(s) name, institutional affiliation(s), mailing address(es), telephone number(s), email address(es), and short biography** (100 words) of author(s).
- b) A single Microsoft Word document with the **title of your manuscript** and an **abstract**.
  - a. Submissions must be in English.
  - b. Abstracts should be no longer than 250 words.
  - c. Your manuscript should be formatted in 12-pt Times New Roman typeface and should be double-spaced.
- c) A single Microsoft Word document with **sample images (photographs, drawings, diagrams, maps, etc.)** and accompanying caption(s).
  - a. Document should contain no more than 5 images.

### 2. Submission Requirements for Manuscripts to be Reviewed:

- a) Please submit the below **(3) documents** sent together as email attachments to [tmjournal@gwu.edu](mailto:tmjournal@gwu.edu)
- b) A single Microsoft Word document detailing **author name(s), institutional affiliation(s), mailing address(es), telephone number(s), email address(es), and short biography** (100 words) of author(s).
- c) A single Microsoft Word document that combines your **manuscript text** along with any accompanying **endnotes** and **bibliography**.
  - 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.
  - Manuscripts should not exceed 10,000 words (including endnotes, captions, and bibliography).
  - Submissions must be in English.
  - Text and endnotes should conform to *The Chicago Manual of Style*, 16th edition.
  - Your manuscript should be formatted in 12-pt Times New Roman typeface and should be double-spaced. Endnotes and bibliography should also be double-spaced.
  - Please **do not embed** endnotes in the manuscript, but use superscript for the endnote numbers in the text and place endnote text at the end of the manuscript before the bibliography.
  - Bibliographic entries should conform to author/date system (see **Author Style Guide in <https://museum.gwu.edu/submit-research>**).
  - Please number your pages in the lower right-hand corner.
  - The document margins should be set at 1 inch. Do not justify the right margin.
  - For matters of spelling, punctuation, and hyphenation, please use Webster's *Third New International Dictionary*.
  - We encourage the use of major (A) and second-level (B) subheadings where appropriate. Please avoid C subheadings if possible.
- d) A single Microsoft Word document that combines **all photographs, drawings, diagrams, maps, etc.** referenced in your manuscript with their accompanying **captions**.
  - These illustrative materials should be pasted/inserted into the document with captions beneath.
  - Your captions should be formatted in 12-pt Times New Roman typeface and double-spaced.
  - All illustrative materials should be numbered and designated as "figures" (fig.). These figure numbers should be referenced in the text of your manuscript.
  - Please number your pages in the lower right-hand corner.

- Please do not include more than 25 figures for the print edition (including images, diagrams, maps, etc.) The digital edition of the journal may include more figures than the print edition. A good rule to follow that helps with a good distribution of images in the manuscript is to use one image for every 400-500 words.
- e) Do not include author's name, affiliation, or location anywhere in the manuscript or illustration document.
- f) This document is used during peer-review, editing, copyediting, and design phases of the journal and is helpful for editors and designers to see the cropping and orientation of the images.

### **3. Submission Requirements for Research Notes:**

- a) Please follow the guidelines above under **2. Submission Requirements for Manuscripts**.
- b) Research Notes should not exceed 3,000 words (including endnotes, captions, and bibliography) and 7 images.

### **4. Submission Requirements for Accepted Manuscripts:**

- a) Manuscripts accepted for publication must be revised following the suggestions of peer reviewers.
- b) It is the author's responsibility to obtain permissions to use copyrighted illustrations and to provide the appropriate credit-line information. For more information, please see our **Guide for Image Permission and Preparation** below.
- c) Please refer to this document and **Author Style Guide** (<https://museum.gwu.edu/submit-research>) for preparation of your manuscript for the volume.
- d) **Please include the following when submitting your revised, accepted manuscript:**
  - A single Microsoft Word document that combines your ***manuscript text*** along with any ***endnotes and bibliography***.
    - Please follow the guidelines above (Section 2c) for formatting your manuscript.
    - Make sure that your endnotes **are not embedded** in the manuscript.
  - A single Microsoft Word document that combines ***all photographs, drawings, diagrams, maps etc.*** referenced in your manuscript with accompanying ***captions***. Please follow the guidelines above in Section 2d.
    - 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. We will try our utmost to follow the instructions as long as the design allows. **Please keep in mind the image size requirements stated below when you are indicating preferences.**
- e) All ***illustrative materials*** in JPEG, and/or TIFF format.
  - Illustrative materials should be grouped together into a single folder labeled with your last name (ex. “Smith\_Illustrations”).
  - Each individual illustration file should be labeled with your last name and the figure number (ex. “Smith\_Fig. 1”).
  - For more information about obtaining permissions for illustrations, please see the **Image Preparation and Permission Guide** below. Please see the **Author Style Guidelines** (<https://museum.gwu.edu/submit-research>) for information on how to credit images properly.
  - When submitting images, please identify one image as a frontispiece image (Level A). This image has to be at least 8 x10 inches at 300 DPI or preferably higher. Also, please mark others as either Level B, a key image with lots of detail (4 X 6 inches at 300 DPI or preferably higher), or Level C (2 X 3 inches at 300 DPI or preferably higher).

f) All **Graphs/Bar Charts/Diagrams** in EPS format

- Please submit all graphs, bar charts, and/or diagrams as EPS files; we understand that submitting this visual data as layered Adobe Illustrator file is not possible for many authors.
- If EPS file is not practical, please have the visual data send in 400 dpi jpeg files

g) **Tables**

- All tables must have a header
- All table cells must have content, please add an em dash indicating no content
- There can be no merged content in the body of the table, so if the cell contents apply to additional rows then that information need to be repeated
- Please keep maximum widths of a table
  - A table with a caption to the side should have a maximum width of 5.3 inches
  - A table that spans the full page width should have a maximum width of 7.7 inches with the caption below it.
  - A table can have a maximum of approx. 35 lines to prevent spill to other pages

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

**You may choose 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 or WeTransfer.**

## **5. Additional Information:**

a) **Foreign Terms and Transliterations**

- Authors are responsible for the accuracy of their transliterations. Foreign terms and phrases must be italicized upon their first usage and diacritics included. Please see the **Author Style Guide** for more information on when to italicize foreign words.
- 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 manuscripts 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: <https://www.cambridge.org/core/services/aop-file-manager/file/57d83390f6ea5a022234b400/TransChart.pdf>
- Authors should use *pinyin* in transcribing Mandarin Chinese.

b) **Permissions for Reproduction**

- All permissions necessary for reproduction of illustrations, quotations, and other protected or copyrighted material, whether published or unpublished, are considered part of the manuscript and the responsibility of the author.
- Sole responsibility for obtaining and paying any fees for permission for reproductions resides with the author.
- The George Washington University Museum and The Textile Museum will provide photographs of the artworks in its own collections as appropriate, with authorization for reproduction in *The Textile Museum Journal* with fees waived.

c) **Copyright**

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- Submission of a manuscript to *The Textile Museum Journal* will be taken to imply that the manuscript reflects original research and is not being considered for publication elsewhere.
  - It is a condition for acceptance of a manuscript that the publisher retains world rights for its inclusion in that issue of the journal, but copyright for the individual contribution remains with the author.

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## Image Permission and Preparation Guide for *THE TEXTILE MUSEUM JOURNAL*

Authors are responsible for obtaining high-quality image files as well as all permissions and institutional credits for use of materials in *The Textile Museum Journal*. All associated fees for use of these materials are to be paid by the author.

- *The Textile Museum Journal* is a journal distributed digitally with a print-on-demand option by subscription or by museum membership worldwide.
- Please submit original photographic images as electronic files in either tiff, or jpeg file formats; **do not submit RAW images**, and map files as editable Adobe Illustrator vector files.
- All illustrative materials should be of high quality (300–600 dpi) and able to fill preferably at least a half page (about 4 x 6 inches). If images are smaller than these sizes, they will not be enlarged beyond their original size and will be produced not larger than column width to prevent pixilation.
- Please do not increase the size of your original files using Photoshop or other editing software. Do not submit images that are scanned or photographed from other printed sources (journals/textbooks/etc.). This will result in a moiré pattern if reprinted. If you are photographing artifacts, please photograph them on white (preferable) or a solid, contrasting color.
- Permissions obtained for copyrighted images should include the following: 1) Non-exclusive world distribution rights in English for one time, one publication; 2) the right to publish in both print and electronic editions; 3) the rights to deposit in electronic archives.
- Do not obtain permission grants that required payment of renewal fees, restrict use to a specific time period, or place restrictions on access to the material.

**If you need additional assistance, please email [tmjournal@gwu.edu](mailto:tmjournal@gwu.edu)**

**Please start requesting your images and permissions immediately. Permissions grants may take up to 6 weeks.**

### Step 1: Obtaining High-Quality Images & Permissions

#### To use images from other institutions:

1. High-resolution images can often be obtained from a museum's, gallery's, or archive's website. During this process you will likely be prompted to purchase permissions (unless the institution is willing to waive or reduce its fees and other conditions for scholarly use) before you receive the file. Today, numerous museums are making high-resolution images of works no longer under copyright and available to be used without restriction. Make sure to check the institution's website and "terms of use" to see if you need to request additional permissions.
  - a. For specific guidelines for permission letters and forms, see below.
2. You may also consider using image providers and agencies, such as Art Resource, to obtain high-quality images in the public-domain as well. Please pay close attention to conditions for use and publication when ordering these images.
  - a. The College Art Association has combined a helpful list of image banks and an overview of rights and permissions requirements: [http://www.collegeart.org/ip/ip\\_image](http://www.collegeart.org/ip/ip_image)
  - b. A list of useful providers for: 1) obtaining images for academic publishing and; 2) obtaining rights for images under copyright are provided on page 3.
3. Authors must provide a **credit line** for images. Required credit lines may be defined by the institution when permissions are granted. If no credit line is designated by the institution, please use the following format: "Courtesy of [Institution]".

#### To use images in the The Textile Museum's Collection:

1. Please email [museumreproductions@gwu.edu](mailto:museumreproductions@gwu.edu) **and** [cc](mailto:tmjournal@gwu.edu) to [tmjournal@gwu.edu](mailto:tmjournal@gwu.edu) with the accession numbers of the objects you would like illustrated. Museum staff will then provide you with the appropriate reproduction application paperwork. All reproduction fees are waived for *The Textile Museum Journal* authors. Please note that the use of The Textile Museum images is subject to availability; not all objects have been photographed for publication.

## Step 2: Assessing Copyright Status

### Copyright vs. Public Domain

1. Rules for when works enter the public domain are complicated and vary from country to country. However, in general, works created or published in the U.S. before 1923 are in the public domain. For works created after 1923, their work may be considered public domain 70 years + the lifetime of the artist or author. Works may be considered to be under copyright when the maker has been dead for 70 years or less.
2. For copyrighted material (including any diagrams, maps, drawings, etc. copied from a book), authors are expected to clear copyright by the rights holders.
3. It is the author's responsibility to verify the copyright status of any work to be reproduced. For works in the public domain, please make sure to acquire permissions from the holder of the image file.
4. For more on copyright vs. public domain please see: <http://libguides.gwu.edu/copyright>

## Sources for Obtaining Images:

### Public Domain Image Sources

- Creative Commons: <http://search.creativecommons.org/>
- Library of Congress: <http://www.loc.gov/pictures/>
- The J. Paul Getty Trust:  
<http://search.getty.edu/gateway/search?q=&cat=highlight&f=%22Open+Content+Images%22&rows=10&srt=a&dir=s&pg=1>
- Los Angeles County Museum of Art: <http://collections.lacma.org/>
- Wellcome Collection: <http://wellcomeimages.org/>
- George Washington University Museum and The Textile Museum: <https://museum.gwu.edu/collections>
- The Metropolitan Museum of Art: <https://archive.org/details/metropolitanmuseumofart-gallery&tab=about>
- Rhode Island School of Design: [https://risdmuseum.org/art-design/collection free.](https://risdmuseum.org/art-design/collection-free)
- The New York Public Library Digital Collections: <http://digitalcollections.nypl.org/>
- National Archives (NARA): <https://www.archives.gov/research>
- Smithsonian Institution Archives: <https://siarchives.si.edu/services/photograph-and-image-collections>
- Digital Public Library of America: <https://dp.la/apps/40>
- Wikipedia Public Domain Image Resources: [https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)

### Images for Academic Publishing

- IAP: Images for Academic Publishing from ARTstor: <http://internal.artstor.org>
- Getty Open Content Image Collection: <http://search.getty.edu>
- Metropolitan Museum Open Access for Scholarly Content (OASC):  
<http://metmuseum.org/press/news/2014/oasc-access>

### Clearing Houses to Obtain Rights for Images under Copyright

- Art Resource: [www.artres.com/](http://www.artres.com/)

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- Artists Rights Society (ARS): <http://www.arsny.com/>
  - Bridgeman Images: <http://www.bridgemanimages.com/en-US/>
  - Copyright Clearance Center (CCC): <http://www.copyright.com/>
  - Scala Picture Archive: <http://www.scalarchives.com/web/index.asp>

## Sample Form for Requesting Image Permissions:

**Title of Publication:** [title of your manuscript]

**Author:** [your name]

**Publisher:** *The Textile Museum Journal*, The George Washington University Museum and the Textile Museum

**Publication date:** October [issue year]

**Print run:** Print-on-Demand (subscription)

**Image Size:** [full page, ½ page, ¼ page, etc.]

**Language:** English

**Color or black and white:** Color

**Territorial distribution:** Worldwide

**Nature of publication:** Academic

**Exhibition Catalogue:** No

**Inside or cover use:** Inside

**Digital Rights:** Digital Journal (subscription)

**Term of Use:** One-time use in print and electronic editions

**Exclusive/Non-exclusive:** Non-Exclusive

**ISSN:** 0083–7407

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## Sample Art and Permission Request Letter

*Note: This letter requests both reproducible art (the high-resolution file) and the permission of the copyright holder to reproduce the work depicted. Adjust the letter as needed if requesting only one or the other.*

*Frequently, the art and permission will come from separate entities, such as a museum or archive (for an image of an object in their collections) and an artist or estate (for the permission).*

To Whom It May Concern:

I am writing to request a high-resolution image—preferably a tiff file of 8 x 10 inches (300-600 dpi or preferably higher)—of the following work in your collection:

[Insert name of artist, name of work, date, medium, dimensions, institution name, and accession number]

A [photocopy/scan] of this work is attached. I would appreciate your confirmation of the title, date, medium, and acquisition number given above.

I am also requesting from you written permission to reprint this image as one of the illustrations to my essay, [insert “Title of essay”], which will appear in *The Textile Museum Journal*, no. [insert issue #] (YEAR), a scholarly journal published by the George Washington University Museum and The Textile Museum. Access to the journal is by subscription or museum membership. The journal is distributed in both digital editions and in a print-on-demand edition.

The material is to appear as originally published [OR] I wish to modify the material as described below:

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We request non-exclusive world rights in perpetuity, to use the material as described above, in all languages, in all formats and media, and in all editions, reprints, and derivatives of the journal, whether print or electronic. We further request the right to deposit the work, as published in the journal and only as an integral part of the journal issue, in electronic archives for the purpose of preserving the scholarly record or to fulfill deposit requirements as may be mandated by laws now in place or hereinafter enacted.

If you are willing to grant this permission, please indicate how you would like the material to be acknowledged. If you do not indicate otherwise, we will use the usual scholarly form of acknowledgment, including publisher, author, title, etc.

Please indicate if you are not the copyright holder, or if additional permission is needed for world rights from another source, please indicate so.

Thank you for consideration of this request.

Sincerely,

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## Themed Proposal Guidelines for *THE TEXTILE MUSEUM JOURNAL*

*We welcome proposals for themed issue topics that are devoted to the presentation of scholarly, but also exciting and intellectually adventurous articles concerning the cultural, technical, historical, and aesthetic significance of textiles. The preferred themes are trans-regional and transcultural, covering a wide span of time and area.*

### **Submission Requirements for Themed Proposal:**

- a) A single Microsoft Word document compiling the titles and abstracts (250 words each) for each article that you are planning to include with (2) sample images.
  - Illustrations should be pasted/inserted directly into the document with captions beneath. Captions should not be double-spaced.
- b) A single 1-2 page Microsoft Word document outlining your proposal for the volume and the contribution you think it will make to existing scholarship.
  - On the first page of the document, please include a proposed title for your themed issue.
  - Your manuscript should be formatted in 12-pt Times New Roman typeface and should be double-spaced.
  - Do not include author's name, affiliation, or location anywhere in the manuscript.
  - The document margins should be set at 1 inch. Do not justify the right margin.
- c) A single Microsoft Word document compiling bios (100-word) of each contributing author.

**The above (3) documents should be sent together as email attachments to [tmjournal@gwu.edu](mailto:tmjournal@gwu.edu)**  
**Please see the [Author Style Guide](https://museum.gwu.edu/submit-research) (<https://museum.gwu.edu/submit-research>) for preparation of each manuscript for the themed issue.**

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## Book Review Guidelines for *THE TEXTILE MUSEUM JOURNAL*

*We invite authors to submit reviews of recently published books based on careful synthesis of the book's main topics and argument in a manner that is accessible to a broad readership. Reviews accepted for publication will not only summarize the content, but also explore the book's argument(s) from a scholarly perspective and explain its relevance to the field. Reviews should enlighten readers and should not include any vague criticisms or critical remarks that are not objective. Books subject to review must cover the geographic areas listed above.*

### Submission Requirements for Book Reviews:

- a) A single Microsoft Word document detailing **author(s) name, institutional affiliation(s), mailing address(s), telephone number(s), and email address(es)**.
- b) A single Microsoft Word document that includes your review with the title and publication information of the book reviewed.
  - Reviews should not exceed 300 words.
  - Submissions must be in English.
  - Reviews should be formatted in 12-pt Times New Roman typeface and should be double-spaced.
  - The document margins should be set at 1 inch. Do not justify the right margin.
  - For matters of spelling, punctuation, and hyphenation, please use *Webster's Third New International Dictionary*.

**The above (2) documents should be sent together as email attachments to [tmjournal@gwu.edu](mailto:tmjournal@gwu.edu)**