

# *Journal of Glass Studies*

## *Information for Contributors*

The *Journal of Glass Studies* is a peer-reviewed journal, created in 1959 to serve as a vehicle for scholarship in the history, art, and technology of glass. The editors of *JGS* seek previously unpublished articles of original research on topics related to the history of glass, from its beginnings to the mid-20th century, that would be of interest to an international audience of glass scholars. *JGS* does not accept articles with a primary focus on living artists or glassmakers. *JGS* appears annually, with a new volume released every fall. *JGS* publishes articles in English, French, German, Italian, and Spanish.

Articles may be up to 10,000 words (inclusive of footnotes, tables, figure captions, and reference list), with up to 20 figures and/or tables. All articles must be accompanied by a 150–200 word abstract written in English.

The Notes section consists of short notices of original research findings. Submissions for Notes may be up to 1,700 words (inclusive of footnotes, tables, figure captions, and reference list), with up to 5 figures and/or tables. Notes must be accompanied by a 100–150 word summary written in English. All Notes submissions must be received by February 28 of the year of publication.

The corresponding author will receive a PDF of their article and, upon request, one complimentary copy of the volume in which the article appears. Contributors of scholarly Notes will receive a PDF of the Notes section containing their contribution. Corresponding authors are responsible for distributing the article PDF to any co-authors and image sources.

### *Instructions for Submission*

Manuscripts and images, formatted as described below, should be submitted by email to

publications@cmog.org. Large files may be sent using an online file transfer service such as wetransfer.com, Dropbox, or Google Drive. All submissions should adhere to *The Chicago Manual of Style*, 17th edition, unless otherwise specified below. Authors writing in a language in which they do not feel strongly proficient are encouraged to have their text professionally edited prior to submission to ensure clarity and precision. Manuscripts of articles and Notes submitted to the editor will be reviewed as they are received, on a rolling basis.

### *Text*

- Manuscript files should be submitted in .doc or .docx (Word) format only. PDFs will not be accepted.
- Manuscripts should include, in order: title, abstract (150–200 words for articles; 100–150 words for Notes), text with footnotes, figure and table captions, and reference list.
- Text in Times New Roman or Calibri font, 12-point, double-spaced, with one-inch margins and left alignment.
- Articles are not to exceed 10,000 words, including footnotes, tables, captions, and references. Contributions for the Notes section may not exceed 1,700 words.
- Please do not include identifying information of the author(s) in the manuscript file in order to ensure anonymity during the peer review process. The names, affiliations, and contact information of all authors should be sent in email or cover letter to the editor along with the submission. Authors will be able to add acknowledgments after the article has been accepted for publication.

- Two-level outline is recommended. Major headings should be **bold**, and subheadings *italicized*. Do not use numbered headings.

### Figures

- Submit figures as .jpeg or .tif files. PDFs will not be accepted.
- Figures should be at least 4 x 5 inches (10 x 12.5 cm) and 300 dpi. Line drawings should be at least 600 dpi.
- Image file names should include a reference to the figure number in the text, and may include a short description, e.g., “Fig 1 Map of Italy.”
- A maximum of 20 figures for articles or 5 figures for Notes may be submitted.
- Authors may assemble multiple images (e.g., photograph and line drawings, related finds from archaeological context, or comparison of multiple objects) into a single figure. Use lowercase letters to describe multiple images within a figure, e.g., Fig. 1a and Fig. 1b.
- All figure captions must include image credit information in the format: (*Photo/Drawing/Graphic: [name of source as per their request]*). For example, (*Photo: The Corning Museum of Glass*) or (*Photo: © Trustees of the British Museum*).
- Permissions to reproduce images are not required at the time of submission. Authors are responsible for securing publication permission for images after the submission has been accepted. Image fees are the sole responsibility of the author(s).

### Tables

- Submit as .xls or .xlsx (Excel) format or .doc or .docx (Word) format.
- Name files according to the table number in the text, e.g., “Table 1 Analytical Results.”

- Tables should be numbered in a separate sequence from Figures (e.g., Table 1 and Figure 1).
- Notes to tables to be sequenced separately from notes to text. For up to three notes, use symbols; for more than three notes, use Arabic numerals.

### Review and Acceptance Process

The *Journal of Glass Studies* is a peer-reviewed journal. Manuscripts for articles and Notes are normally sent to two reviewers, including but not limited to the editorial and staff advisers of *JGS*. Reviewers are asked to comment on the suitability of the submission for publication in *JGS*, the quality and originality of the scholarship, and major omissions or errors. Reviewers may also offer suggestions for improvement of the manuscript, along with a general recommendation to accept, revise, or reject. *JGS* has a double-blind process, in which author and reviewer identities are kept anonymous from each other. Obituaries are solicited by the editor and are not peer reviewed.

If the reviewers’ comments are unfavorable, the editor will send the author(s) a notice of rejection. If the reviewers’ comments are favorable, the editor will recommend revisions to the author(s) based on reviewer feedback. Revisions may be minor or substantial. Once revisions have been received from the author and the comments from reviewers have been adequately addressed, the editors will make a final determination whether to accept the manuscript for publication.

Once an article or Note has been accepted for publication, the contribution will be assigned to a production volume. The corresponding author will receive and be required to sign a publication agreement which asserts that the work is original and has not been previously published, and that the author, as copyright holder of the article, grants The Corning Museum of Glass permission to publish, reproduce, and distribute the content throughout the world in any print or electronic medium.

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Copyedits of the article and image queries will be sent to the corresponding author in the fall, winter, or spring prior to the volume's publication in fall of the publication year. This is the last opportunity to make significant changes to the article. Authors are expected to return the edited text with any comments, approval/rejection of changes, and responses to queries within approximately one month for articles and two weeks for Notes, though the period for review may vary depending on the extent and nature of the edits and queries.

In spring or summer prior to publication, the author will receive page proofs for final review prior to publication. Authors will have one to two weeks to return page proofs.

### *Publication and Distribution*

The *Journal of Glass Studies* is published annually in the fall. Time from manuscript submission to publication of accepted articles and Notes varies. *JGS* volumes are filled in order of acceptance of the manuscript. Each volume, with table of contents and article abstracts, is announced at the time of publication on The Corning Museum of Glass website ([www.cmog.org/research/publications](http://www.cmog.org/research/publications)). Authors are responsible for printing and distributing the article or Note to their image sources.

Past volumes (Vol. 1, 1959–Vol. 62, 2020) are available by subscription on JSTOR. Individual volumes of *JGS* may be purchased at <https://shops.cmog.org>.

### *Style Guidelines*

Please be aware that the *Journal of Glass Studies* is in the process of changing its style guidelines. Accordingly, previously published volumes do not offer a model for how texts should be styled and formatted.

In general, follow the guidelines of *The Chicago Manual of Style*, 17th edition or online. Manuscripts submitted in languages other than English should follow appropriate professional editorial standards in that language regarding spelling and punctuation but should adhere to the general format for citations and references as described below. For questions and requests for a detailed guide to style and formatting, contact [publications@cmog.org](mailto:publications@cmog.org) or refer to guidelines available at <https://www.cmog.org/research/publications/journal-glass-studies>.

- Use American English spellings; consult Merriam-Webster online (<https://www.merriam-webster.com/>).
- Citations should appear in footnotes as Author Date (e.g., Krueger 2020) with the sources in a reference list at the end of the article or Note. Specific pages of a publication should be referenced by number alone, without “p.,” “pp.,” or “pages” (unless there is possibility of confusion). Page numbers appear in full, e.g., 275–281, not 275–81. Do not use ff.
- Footnotes should be numbered continuously in Arabic numerals and positioned after a period, comma, semicolon, or colon, unless addressing a specific word or phrase earlier in the sentence.
- All references from the text should be listed in a reference list, formatted according to *The Chicago Manual of Style*, 17th ed./online, Part III: Source Citations and Indexes, Chapter 15: Author-Date References. The list should be in alphabetical order by author/editor last name, with multiple works by an author in chronological order (oldest first).

- Provide a doi or URL wherever available for reference list entries.
- Do not use *ibid*, *idem*, or *eadem*; repeat author name and date.
- Use serial commas (Oxford commas) in English articles, e.g., planes, trains, and automobiles; not planes, trains and automobiles.
- Abbreviations to appear without periods, e.g., USA not U.S.A.; PhD not Ph.D.
- Use BCE and CE, not BC and AD.
- Use “about” not *circa* or *c*.
- Numbers one to ten are spelled out; above ten, use Arabic numerals.
- Use the metric system for all measurements.
- 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.
- Titles of exhibitions and art works to appear in italics.
- Figure captions for objects should include punctuation as below and as much of the following information as is relevant and/or available: FIG. XX. *Creator, Title of work or name of object. Relevant descriptive information or inscriptions. Manufacturer/Place of creation, Date of creation. Dimensions [in cm]. Present location/housing institution, Inventory or accession number, Donor notation. (Photo/Drawing/Graphic: Image credit)*
- Object catalogues should be preceded by a vertical list of catalogue subheadings (e.g., Inventory number, Location, Date, Measurements, Condition) and abbreviations. Do not repeat catalogue subheadings in individual entries.
- Each catalogue entry is to begin with a number and title/descriptor in bold.
- Cross references to catalogue entries throughout the text and footnotes should appear as the entry number in bold.
- Avoid abbreviations such as “inv. no.” and “acc. no.” when the nature of the number is unlikely to be misconstrued, e.g., in figure captions, 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).”
- A list of sample citations, figure captions, and formatted catalogue entries is available upon request from [publications@cmog.org](mailto:publications@cmog.org).