

Getty Research Institute

Manuscript Preparation Requirements

Text

- Prepare all text in Microsoft Word using embedded endnotes.
- Save each part as a separate file, using a consistent file naming system, e.g., Smith_Essay.doc, Smith_Bio.doc, Smith_Ch_1.doc, Smith_Captions.doc, etc.
- If your text includes non-Western fonts, use a Unicode font.
- GRI Publications follows the *Chicago Manual of Style*, 16th ed.
- See the **Getty Research Institute Style Guide** (next page) for a summary of important points.

Illustrations

Captions, Callouts, and Numbering

- Provide captions in a separate Word doc.
- Provide callouts for all figures in the running text, e.g., (fig. 1).
- Number figures in the order that they are discussed.
- Give each figure, table, or graph its own number. Do not nest figures, e.g., 1a, 1b.
- Do not embed images in the text.

Representations, High-Resolution Art, and Permissions

- Consult your signed agreement or contact the managing editor (Michele Ciaccio, mciaccio@getty.edu) to confirm what you need to submit.
- Review **Getty Research Institute Art and Permissions Guidelines** (separate document) for detailed information regarding what you should submit.

Getty Research Institute

Style Guide

Text

- Include an individual's full name on first mention; life dates are optional.
- For artworks that are not illustrated, identify date, location, and holding institution.
- Give title of artworks in English unless a foreign-language title is written on the work.
- Give year of publication in parentheses after book titles.
- Give foreign organizations, departments, institutions, and exhibitions in the original language.

Endnotes

- For sample citations, see the **Chicago Manual of Style Quick Citation Guide** at www.chicagomanualofstyle.org/tools_citationguide.html.
- Spell out an author's first name; do not use an initial unless the author was known by initials, e.g., T. S. Eliot.
- Give facts of publication: city, publisher's name, and date of publication.
- After giving a full citation, shorten subsequent citations to the author's last name, shortened title, and page citation; for example, Huizinga, *The Waning*, 57–65.

Captions

Captions take one of two forms: tombstone (for describing an object) or descriptive (e.g., for a documentary photograph where the photograph as an object is less important than what the photograph shows).

Tombstone

Line 1: Fig. [no.]. Full name of maker (nationality, life dates).

Line 2: *Title*, date, medium, dimensions (height x width x depth in centimeters); if bound in a book, omit date, medium, and dimensions.

Line 3: City, Institution, Inventory or Accession Number [or] Location unknown [or] From Author, *Title of Book* (City: Publisher, Year), page.

Line 4: Image source and copyright information.

OR

Descriptive

Line 1: Fig. [no.]. Description of what is being illustrated, including location and date.

Line 2: Image source and copyright information.

Other Notes:

- When the maker is unknown, the title moves to Line 1.
- Give institutions in original language: "Musée du Louvre" not "Louvre Museum."