

ACC Journal Guidelines

The following conditions are presented both as guidelines and as prerequisites for publication in the *ACC Journal*. If you have received a grant, the grant conditions remain applicable. Should you have any questions, please do not hesitate to contact a member of the Journal Committee.

The papers submitted must be based on original research. The *ACC Journal* will not accept papers that have been published elsewhere, either on paper or in electronic form.

1. Submission of a Paper

- Before submitting a full paper authors are encouraged to send a one-page synopsis of their work outlining how their paper will expand research in their area of ceramics history (e.g. unpublished objects/archaeology/documents, how it builds on previous scholarship, etc.).
- Papers considered for publication in *ACC Journal XXI* must be submitted by **January 10, 2019** (the second Friday in January).
- Please type your paper using Microsoft Word. Papers should not be more than 20 double-spaced pages (max. 5500 words), excluding notes and illustrations. Shorter papers are welcome.
- Submit your synopsis and paper via email to the ACC Journal Committee Chairman, Vanessa Sigalas, at: journal@americanceramiccircle.org

All submissions are reviewed by an editorial board. The board reserves the right to reject articles that do not fall within the scope of the *Journal's* mission, which is to promote scholarship and original research in the history, use, and preservation of ceramics of all kinds, periods, and origins. A paper will not be accepted if any of the required elements (abstract, text, biography, images and their captions) do not accompany its submission. Copyright for all papers will remain with the authors.

2. Abstract

At the beginning of the paper, write a 50- to 100-word summary of the paper's content and premise.

3. Biography

End your paper with a few autobiographical sentences (see past issues for examples).

4. Document Formatting

Please do not try to make the paper look “published” by coding in special layout and type features, or inserting images, which complicate preparing it for publication.

5. General Style / Spelling of Ceramic Terms

- Spelling should be in American English.
- Conform writing to the preferred spelling in *Merriam-Webster's Collegiate Dictionary* (11th edition) and the preferred style in the *Chicago Manual of Style* (16th edition).
- All foreign terms should be italicized unless they are in the dictionary, which indicates they have been accepted into American usage.
- Always use italics instead of underlining *except* when you are citing a source that has used underlining, as in a handwritten letter.
- If you are in doubt about the spelling of ceramic terms **not** included in *Webster's* or the *CMS*, please contact the ACC Journal Committee Chairman, at:
journal@americanceramiccircle.org

6. Endnotes

Please use endnotes instead of footnotes, but with Arabic rather than Roman numerals. All references to publications and the like should appear in full (including place of publication and publisher) only once within the notes. Subsequent references should use a short form: surname of author, short title, and page reference. Please consult the *CMS* for details.

7. Illustrations

- Illustrations are limited to 20 images per article.
- All illustrations should be in digital format.
- The image must be at least 5 x 7 inches at 300 dpi (dots/pixels per inch) *in its original form*, and at least 600 dpi for images with rasterized text (newsprint, for example) and/or

finely detailed logos and line art. If the file shows that the image is less than 300 dpi, do not simply change the dpi to 300.

- Acceptable file formats are “jpeg” (.jpg) or “tiff” (.tif).
- Files should be named with author’s last name and the relevant figure number, as shown below:

Walker_fig1.jpg [or Walker_fig1.tif]

Walker_fig2.jpg [or Walker_fig2.tif]

- Send illustrations to Vanessa Sigalas, at: journal@americanceramiccircle.org.
- Larger image files should be sent through a sharing system (e.g. WeTransfer, Dropbox, Hightail, etc.). On request, images also can be submitted on CD-ROM.
- If any illustration is not yet in hand, submit a scan or photocopy of the image and prepare its caption, so the review, editing, and design process is not stalled.
- Requesting and securing permission to reproduce illustrations is the author’s responsibility. Before submitting illustrations, permission must be secured **for both print and web publication (with no time restriction)** by the end of September 2020.
- The ACC Journal reserves the right to exclude an article from publication at any time if image rights are not properly secured.
- A log will be provided by the Journal Chair and must be completed and returned to the Chair by the end of September 2020.
- The Journal is committed to having the highest quality images possible. If you are not able to obtain these high quality images on your own or need support for their purchase, please contact the Journal Chair. Under certain circumstances, authors may apply for cost reimbursement of images (photography and/or rights).
- Complimentary copies of the Journal for image rights holders (including postage) are the author’s responsibility.
- Each author receives three complimentary copies of the Journal sent to one mailing address. Authors may purchase additional hard copies of the Journal at a reduced rate (usually 40% discount plus shipping). Please ask the Journal Chair or the ACC Administrator (acc@acc.hrcoxmail.com) for further information.

8. Captions and Credit Lines for Illustrations

When writing captions, consult the following rules for content and format. Every image should have a collection credit, a photo credit, or both. If you are submitting hand-drawn illustrations (diagrams, etc.), provide illustrator credit. The accuracy of information, specifically in regard to credit lines, is the responsibility of the author.

Caption Format

Very few captions fall into an exact format. As much as possible, however, provide information in the following order, separated by commas, followed by a period as in the examples below:

Figure number (cited within the text as Fig.)

Title or Form

Medium

Artist, Author, or Maker (please provide life dates if it is a person)

Location (includes manufactory, region, country)

Date of object. If specific date is not known, provide a circa date: “ca. 1750”; “1745–55”; “mid-18th century”

Dimensions (for ceramics only). Inches first (using fractions, not decimals), followed by centimeters in parentheses: 10 5/8 in. (27 cm). Use the abbreviations “H.” for height, “L.” for length, “W.” for width, and “Diam.” for diameter. Height precedes length, width and diameter.

Marks/Inscriptions (for ceramics only). All marks should be included. When transcribing, do so verbatim and be as precise as possible, using slashes to indicate new lines. E.g., “wykstra / G.Rapids.MicH”

Credit line. Use wording stipulated by the institution that is providing the image. Otherwise, provide the name of the institution, collection, owner, or source (if from a book). Include accession or collection numbers if available.

Photography credit. Image bank, image source, and/or photographer. Use "Courtesy of" instead of "Courtesy".

CAPTION EXAMPLES

For ceramic objects:

1. *Kansas Madonna*, terra cotta, Waylande Gregory (1905–1971), 1932. H. 14 in. (35.56 cm), W. 22 in. (55.88 cm), D. 23 in. (58.42 cm). Courtesy of Estate of Yolande Gregory.
2. Plate, soft-paste porcelain, Worcester Factory, Worcester, England, 1768–70, unmarked. Diam. 8 3/4 in. (22.4 cm). Private collection. Photo: Bonhams, London.
3. *The Draw Well*, transfer print by Robert Hancock on a Worcester soft-paste porcelain sucrier base, ca. 1770. H. 2 3/4 in. (7 cm). Photo: Courtesy of Field McIntyre.

For etchings, maps, paintings, photographs, and other two-dimensional works of art:

1. *A New Plan of Ye Great Town of BOSTON in New England in AMERICA*, black-and-white line engraving on laid paper, William Price (active 1725–69), Boston, Massachusetts, 1769. Library of Congress, Geography and Map Division, G3764.B6 1769 P.7.
2. *The Right Honourable William Pitt Esq.^r*, portrait engraving by R. Houston after William Hoare of Bath (ca. 1707–1792) and printed for J. Ryall at Hogarth's Head in Fleet Street, London, England, 1754. © The Trustees of the British Museum, London, 1902,1011.2687.
3. Henry Fonda as Tom Joad from the 1940 film version of *The Grapes of Wrath* by John Steinbeck (1902–1968). Photo: 20th Century-Fox/Getty Images, courtesy of Archive Photos/Stringer.

Timetable and Deadlines for ACC Journal, Volume XXI, for Submitted Papers

Before the end of March 2020: All papers are read by the Committee for content and clarity. The Committee gives its recommendation for the acceptance or rejection of each paper, which is conveyed to the author by the Journal Chair.

By April 1, 2020: Papers are returned to the authors with the Committee's decision as well as suggestions for revision where applicable.

By April 30, 2020: Authors send their revised papers to the Journal Chair with the suggested changes incorporated.

By May 15, 2020: Papers are sent to external readers, who are specialists on the subject of the paper. The readers will remain anonymous to the authors, as will the authors to the readers (the copy editor will have removed biographical information).

By June 30, 2020: The external readers submit their reactions and remarks to the Committee. Comments from the readers will be in the form of a letter, rather than edited corrections.

By July 15, 2020: If further changes are required, the paper is returned to its author with pertinent comments from the reader.

By August 15, 2020: The authors return their papers to the Journal Chair with the additional suggested changes incorporated. They are then reviewed by the copy editor. Image rights have to be obtained by this date. Final acceptance of a paper will only be granted if written proof of image rights has been received by the Journal Chair (a log will be provided by the Chair).

End of September 2020: The copy editing will be completed, and the papers with their illustrations are sent to the graphic designer. **All image rights must be obtained by this time.**

Final acceptance of a paper will be granted only if written proof of all image rights has been received by the Journal Chair (a log will be provided by the Chair).

Early February 2021: The authors, the Committee, and the copy editor proofread and approve the final layout.

Spring/summer 2021: The *Journal* is mailed to the authors, the ACC membership, and other subscribers.

Each author receives three complimentary copies send to one shipping address. Authors can purchase additional hard copies of the Journal at a reduced rate (usually 40% discount plus shipping). Please ask the Journal Chair or the ACC administrator (acc@acc.hrcoxmail.com) for further information.