

## SPECIFICATIONS FOR A COMPLETE SUBMISSION

The *Getty Research Journal* publishes full-length articles (approximately 5,000–7,500 words and 8–12 illustrations) and shorter notices (approximately 1,500–5,000 words and 3–7 illustrations). All word counts include endnotes.

The next deadline for submission to the journal is September 1, 2023. However, submissions are reviewed on a rolling basis, so you may submit anytime. Essays submitted in languages other than English should allow extra time for consideration.

A complete submission consists of four parts: the article, an abstract (no more than 150 words), a list of captions, and study versions of all illustrations. Submissions must be sent through [Editorial Manager](#). See below for instructions to submit through the portal. Low-resolution or study images are sufficient at the time of submission; upon acceptance, the author must submit publication-quality images and permission to reproduce them.

Please anonymize your documents before submission. Because the *Getty Research Journal* uses a double-anonymous review process, articles must not contain any first-person references or information that might identify the author to a reviewer. Do not provide acknowledgments at the time of submission. If an article is accepted, the author will have an opportunity to add these details.

Authors are responsible for the accuracy of all information, including dates and citations, which should be verified before the manuscript is submitted. All quotations in the text and notes must be free of error.



## FORMATTING YOUR MANUSCRIPT

The *Getty Research Journal* follows the *Chicago Manual of Style*, 17th edition.

Prepare all text in Microsoft Word using embedded endnotes. For non-Latin scripts (Greek, Hebrew, Arabic), use a Unicode font.

Captions for all illustrations should be listed at the end of the main text, before the endnotes.

In the main text, quotations in languages other than English should be given in English translation or paraphrased. Every quotation translated into English must be properly attributed to a translator and/or translated edition; in the case of quoted material that has already been published in translation, you must rely on the published version of the quote. If the translation of unpublished material is by the author, attribute relevant instances with the phrase “translation by the present author.”

Italics should be used for titles of books and periodicals, and terms or short phrases in a language other than English. If a word appears in Merriam-Webster’s Collegiate Dictionary, 11th edition, it does not require italics.

Follow U.S. English spelling (medieval, not mediaeval; facade, not façade).

Hyperlinks should be used judiciously, as each link will send readers away from the article at hand.

When referring to illustrations, use fig. or figs. inside parentheses (e.g., fig. 1, figs. 2–4). All images must be called out sequentially in the main text. Any subsequent references to figures are styled in the format above preceded by “see” (e.g., see fig. 1).

Endnotes should be numbered sequentially in the text with superscript numbers placed after the punctuation at the end of a sentence. Please use the conventions of the *Chicago Manual of Style*, 17th edition. For sample citations, see the [Chicago Manual of Style Quick Citation Guide](#).

Give facts of publication for each source: city, publisher’s name, and date of publication.

Spell out an author’s first name; do not use an initial unless the author is commonly known by initials, e.g., T. S. Eliot.

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.

Do not use the following abbreviations: eadem, ff., ibid., idem, loc. cit., op. cit.

Do not abbreviate titles of periodicals or series.

## ILLUSTRATION CAPTIONS

Each caption should include the following information, whenever available and appropriate, in this order:

- Figure number
- Artist name followed by nationality and life dates in parentheses
- Title (in italics), date, medium (on support, if applicable), dimensions in centimeters (h. × w. × d.)
- City of collection (if applicable), name of collection (if applicable), other collection information such as “gift of . . .,” accession number, etc. (if applicable)
- Copyright or credit-line information regarding both the photograph (i.e., “asset” or image file) and the artwork

Captions are run-in; a period separates each grouping of information.

Archival citations: When illustrating materials from large archival collections, please include box and folder numbers (or other such locators) after the accession number as appropriate.

Fig. [no.]. Description / title of archival object, medium (if applicable), date. City, Institution, Accession Number, box/folder numbers (if applicable). [Permissions and copyright information—usually dictated by the rights holder].

Give institutions in original language: “Musée du Louvre” not “Louvre Museum.”

For titles of artworks in languages other than English, supply English translations in parentheses.

For artists' nationalities and life dates, please consult the [Getty Union List of Artist Names® \(ULAN\)](#).

## STEP-BY-STEP INSTRUCTIONS FOR SUBMITTING A MANUSCRIPT VIA EDITORIAL MANAGER

Editorial Manager (EM) is a system that takes you through the submission process step by step. Depending on your technological comfort level, you may not need to consult these instructions.

1. Go to the [Editorial Manager homepage](#).
2. Click “Register Now” to set up your account. Enter the information and click “Continue.” This will be your permanent account for the *Getty Research Journal*. If you already have a User Name and Password, enter them here. Click on the button for “Author Login.”
3. In the Author Main Menu, under New Submissions, click “Submit New Manuscript.”
4. Click on the dropdown menu “Choose Article Type” and select either “Research Essay” or “Shorter Notice.” Click “Next.”
5. Enter the full title. Click “Next.”
6. Most articles are submitted by a single author. If this is the case, simply click “Next.”
7. Enter your abstract into the text box (150 words or less). You may type directly into the text box or cut and paste from a preexisting document. Click “Next.”
8. Respond the following questions and statements:
  - Has this essay been previously published?
  - Enter the word count of the main text and endnotes.
  - Enter the number of illustrations.
  - Select the language of the submission.
  - Include a brief curriculum vitae (CV). Click “Next.”
9. Enter any comments or questions to the editors (optional; you may leave this blank if desired). Click “Next.”
10. Select a region from the dropdown list, indicating the country from which you are sending your manuscript. This is for internal statistical purposes only. Click “Next.”
11. Attach your files. To do this, first choose the item type from the dropdown list (manuscript, cover letter [optional], figure, or table). After you have selected a file type, use the “Choose Files” button to select the files from your computer or drag and drop files over the folder icon in the middle of the screen. The blue status bar will indicate when the files have loaded.

Update the columns to reflect the following information:

- The “Order” column allows you to enumerate the order in which the files will appear in the PDF sent to a review. Your manuscript should be item 1, your first figure should be item

2, etc. If you adjust the order, click “Update File Order.”

- The “Item” column is where you may indicate the type of file: Manuscript, Cover Letter (optional), Figure, or Table.
- The “Description” column is where you should enter your figure numbers, e.g., “Figure 1.” If you do not indicate this, your illustrations will not have any numbering in the PDF sent to reviewers. (Filenames do not appear in the PDF sent to reviewers.)

When you are finished, click “Next.”

12. You have a second opportunity to finalize the file order in the screen called “Attach Files Order.” Click “Next.”

13. The next screen (“Summary Following Attach Files”) allows you to review the number and type of files you have uploaded. If everything appears correct, click “Build PDF for my Approval.” This will generate a PDF that you will see; this will also be the document used by the editors.

14. A screen called “Please Note” will tell you that your PDF is being built. Click on the link highlighted in blue: “Editorial Submissions in Progress.” This will take you to the next screen.

15. The next screen will refresh itself every minute or so; don’t be alarmed when it flashes. In the left-hand column of the band in the middle of the screen, click “View Submission” to see the PDF of your submission. Clicking this button will download and open a PDF.

16. If you wish to change something, click “Edit Submission.” This will take you back to the beginning of the New Submission menu. Your information will remain loaded in the system, and you can go right to the action you want (e.g., “Submit Abstract” to edit that, or “Attach Files” to add another figure). Once you have edited your submission, you will need to click through the “Attach Files” screen at the bottom of the left-hand column and select “Next” as needed until you see and click the “Build PDF for My Approval” button again. At the next screen, click “Editorial Submissions in Progress” at the bottom, which takes you to the screen where you can select “View Submission” from the left-hand column to download and check the edited submission.

17. When you are satisfied with your PDF, click the “Approve Submission” link in the left-hand column, and then click “OK.” Note: You must go through the steps above to “View Submission” in order to “Approve Submission.”

18. Congratulations! Your article has been submitted to the *Getty Research Journal*. Explore the system or log out through the button at the top right. You will receive an automatically generated confirmation message.

## HOW TO OBTAIN IMAGES AND PERMISSIONS FOR AN ACCEPTED ARTICLE

The Getty uses its open-source digital publishing tool, [Quire](#), to produce the *Getty Research Journal*. Upon acceptance, authors are responsible for obtaining publication-quality images (see below for file specifications) and permission to use them from the institution that supplied the file, along with permission from any third-party copyright holders; authors are also responsible for paying any associated fees to use this material in the *Getty Research Journal*. A sample permission request letter with appropriate language is provided below.

Allow at least 4 to 6 weeks to receive each permission grant. Image files and permissions that are not submitted on time or that do not meet the *Getty Research Journal* standards for publication in Quire could delay publication of your article.

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In most cases, you will need to obtain an image of the artwork from the museum, gallery, or archive in which the artwork is housed, either directly or through an image bank. Normally, you will be granted the use permission when you receive the image file. Sometimes the image holders will be willing to waive or reduce their fees and other conditions for scholarly use of their artworks, particularly if approached in a diplomatic way and if efforts are made to minimize any commercial impact the use may have on the work.

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**Sample letter** requesting image file & permission to reproduce it in the *Getty Research Journal*

*Note:* This letter requests both reproducible art 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).

Dear Sir or Madam:

I am writing to request a photograph (TIFF or JPEG) suitable for publication (2400px or greater on the long side preferred, 1800px minimum) of the following work in your collection:

[Insert name of artist, *name of work*,  
date, medium, dimensions, institution name, acquisition number]

A low-resolution representation 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 reproduce this image as one of the illustrations to my essay, [insert title of essay], which will appear in the *Getty Research Journal*, no. [insert issue #] (YEAR), published by the Getty Research Institute. I am requesting nonexclusive world English rights for this article and journal issue only.

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dedicated to advanced research into all forms of visual art. In light of this, I hope that you might be able to waive or reduce your usual photographic reproduction permission fee.

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[Title of requester]

[contact  
information of  
requester]

## **Image File Formats Accepted for Publication**

Following an acceptance of an article, the journal requires authors to submit image files suitable for publication, preferably JPEGs or TIFFs that are at minimum 1800 pixels on the longest side, while 2400 pixels or greater is preferred. See below for guidance according to media type.

### **Figures and Tables**

- Regular figures should be submitted in JPEG or TIFF formats.
- The larger the image, the deeper the zoom capability. We will accept images up to 10,000 pixels on the longest side, while the minimum is 1,200 pixels on the longest side. (Note that the traditional measure of DPI or PPI [dots or pixels per inch] are not as important as the overall pixel dimensions of the image.)
- Tables should be delivered in Microsoft Word, never as static image files. Tables will be rewritten in HTML to provide the best clarity, legibility, usability, and accessibility online.
- Charts and graphs should be delivered in Excel.
- Files for any diagrams or other special visuals created by the author in a software program should be submitted in their source format (e.g., Adobe Illustrator [AI] files) and as an exported placement file (JPEG, PNG, TIFF, or SVG).
- Multipart figures—e.g., figures with an (a), (b), and (c)—must be submitted as individual files. If a special arrangement is important to the image group's meaning or interpretation, a placement file reflecting the desired arrangement should also be submitted.

### **Audio and Video**

- Videos should be submitted as MP4 files.
- Audio should be submitted as MP3 files.
- For both video and audio, the journal hosts the content either on Getty servers or through a secure external account and embeds from there. The journal cannot embed third-party videos or audio hosted by an outside source; the source file is required.

- Videos must include a “poster” image, which is a static image representing the content of the video prior to users playing the video online. The poster image should follow the same guidelines as figure images (see above). It should also share the same aspect ratio of the video, usually 16:9 or 4:3.

## **ALT TEXT FOR IMAGES AND INLINE GRAPHICS**

Once an essay is accepted for publication and an author submits final illustration files, the author will also need to write and submit alt text for those images. Alt text is brief text that provides meaningful description of the visual content of an image; it is read aloud by a screen reader to ensure access for readers who may be blind or visually impaired.

See tips and examples in the brief guide to writing alt text for Getty online publications here:

<https://getty-quire-guide.netlify.app/guides/alt-text/>