

Instructions for Authors

DRESS welcomes original contributions that match the aims and scope of the journal on the understanding that their contents have not previously been published and are not submitted for publication elsewhere. All submissions will be sent to independent referees. It is a condition of publication that papers become the copyright of the Costume Society of America.

Submission

Low resolution electronic submissions should be sent to the Editor, helvenst@msu.edu. Hard copy submissions should be sent to the Editor, Costume Society of America, 390 Amwell Road, Suite 402, Hillsborough, NJ 08844, USA. Hard copy submissions must include one original and four copies of the manuscript, artwork and figure captions. Upon acceptance and following final editing, authors will be asked to provide the editor with a finalized draft on computer disk indicating type of computer and software used. Authors wishing to correspond with the Editor are also welcome to do so by e-mail. Authors should also submit a cover sheet with their name, address, phone number, fax number, e-mail address, title of the manuscript and a brief biographical statement. It is understood that the Costume Society of America will exercise reasonable precautions in handling submissions and that all submissions are the sole responsibility of the author.

Articles should not normally exceed 15-25 pages (9000-15,000 words) in length. Articles must be accompanied by a short abstract (c. 100-150 words) summarizing the contents of their paper. Articles should also be accompanied by between 5 and 7 key words to aid searchability of the article online. Any acknowledgements should be placed at the end of the article, before any Notes. The title of the paper and author(s) name(s) should appear at the beginning of the paper. All pages should be numbered. A detailed set of format guidelines can be obtained from the Editor.

All manuscripts must be written according to *The Chicago Manual of Style* (16th ed.), with Endnotes and Bibliography, as described in Chapter 14, Documentation 1: Notes and Bibliography." Other chapters in the *Manual* offer guidelines for accepted usage regarding spelling, names and terms, numbers, abbreviations, and quotations which authors should consult as needed. The following examples cover the most common formats.

Books: Rodee, Marion. *Weaving of the Southwest*. West Chester, PA: Schiffer Publishing, Ltd., 1987. Use postal codes for state abbreviations.

Edited works when no author appears on title page: Tortelli, Anthony B., ed. *Sociology Approaching the Twenty-first Century*. Los Angeles: Peter and Sons, 1991.

Edited works of a known author: Mill, John Stuart. *Autobiography and Literary Essays*. Edited by John M. Robinson and Jack Stillinger. Toronto: University of Toronto Press, 1980.

More than one volume: Arnold, Janet. *Patterns of Fashion: Englishwomen's Dresses and Their Construction*. 2 vols. London: Macmillan, 1972.

More than one volume with separate titles for each volume: Farmwinkle, William. *Humor of the American Midwest*. Vol. 2 of *Survey of American Humor*. Boston: Plenum Press, 1983.

Chapters in books: Parsons, Frank Alvah. "Characteristic Nineteenth Century Styles." In *The Art of Dress*. Garden City, NY: Doubleday, 1920.

Chapters in edited books: Gordon, Beverly. "American Denim: Blue Jeans and their Multiple Layers of Meaning." In *Dress and Popular Culture*. Edited by Patricia A. Cunningham and Susan Voso Lab. Bowling Green, OH: Popular Culture Press, 1991.

Journal articles: Jarvis, Anthea. "There was a Young Man from Bengal. . .": The Vogue for Fancy Dress, 1830-1950." *Costume* 16 (1982): 33-46.

Magazines: Nitschke, Camela. "Ribbonwork Flowers." *Threads*, May 1996, 30-35.

Newspapers: Newspaper articles generally are not listed in the bibliography. Instead, a separate section or alphabetical list may be provided for newspapers, including the relevant run of dates and edition names.

1. Albert Finnonian, "The Iron Curtain Rises," Wilberton (OH) Journal, 7 February 1990, final edition. OR
1. Editorial, Philadelphia Inquirer, 30 July 1990.

Reprint editions: Cassin-Scott, Jack. *The Illustrated Encyclopedia of Costume and Fashion: 1550-1920*. 1971. Reprint, New York: Sterling Publishing Co., Inc., 1986.

Internet: To document a file available for viewing and downloading via the World Wide Web, provide the following information:

Author's name

Title of document, in quotation marks

Title of complete work, if relevant, in italics or underlined

Date of publication or last revision

URL, in angle brackets

Date of access, in parentheses

Interviews and Personal Communications:

1. Merle Roemer, interview by author, tape recording, Millington, MD, 26 July 1973.

1. Marcus Christian, "Slave Clothing." Transcript in the Marcus Christian Collection, Special Collections, University of New Orleans,

Second citations of references: Use author's last name and a short title for second citations (e.g., Helen Bradley Foster, "New Raimants of Self": African American Clothing in the Antebellum South becomes Foster, *New Raimants of Self*).

Spelling

- Except for commonly accepted abbreviations (such as Ph.D., M.A., Dr., Mrs., etc.) spell out all words in text.
- Use "ca." for "circa."
- Write names of states out in full (they may be abbreviated in the notes and references sections only, using the two-letter postal code abbreviation).
- Write out numbers through twenty, and cite numbers greater than twenty as numerals (with commas when necessary; e.g., 2,021 people).
- Spell out centuries (e.g., eighteenth century).
- Spell out and capitalize the word "Figure" when referring to illustrations in the article (e.g., Figures 1 and 2).
- Never use contractions (e.g., write "did not" instead of "didn't").
- Punctuation precedes quotation marks and endnote numbers at all times. e.g., Her shoes were "Victorian."
- Parenthetical reference to a Figure precedes punctuation. e.g., Her shoes were "Victorian" (Figure 4).
- Italicize titles of books cited in the text.
- Always separate a book's title from its subtitle by a colon. e.g., *Edwardian Hats: The Art of Millinery*

Quotations

For an in-text quotation, single inverted commas should be used; double for a quote within a quote. To close a short quotation the quotation mark should be closed first, followed by the full stop. E.g. 'Then he asked, "Where, now?"'

For quotations longer than ten lines or not part of a sentence, omit the quotation marks and block it off by indenting five spaces and making the text single space. If the block quote starts with a new paragraph, indent an additional three spaces; if not, do not indent the first paragraph. Indent additional paragraphs within the quote three spaces.

Use ellipses (. . .) with one space between each period to indicate omissions within the quote. If an entire sentence has been deleted, add an extra period at the end of the sentence before the omitted section. Do not use ellipses at the beginning of a quotation. e.g., "Dress is the refereed journal published by the Costume Society of America. . . . The entire contents are copyrighted and may not be reproduced in any form without written permission."

Headings

Use "Headline" style in capitalizing words in a heading and separate them from the previous paragraph by four lines. Align with the left margin. Do not indent the first paragraph following a heading. Secondary headings are separated from the previous paragraph by four lines and should be centred on the page.

Dates

- Do not place an apostrophe between the numeral "0" and the letter "s" to indicate a decade: 1920s (not 1920's).
- In the text, spell out time periods: "from 1940 to 1960" (not "from 1940-1960").
- In a caption, to indicate that an item dates sometime between a set number of years, 1940 and 1960, for example, use a slash (1940/60); and to indicate that it was made over the span of several years, use a dash (1940-60).
- Write A.D. before the date (e.g., A.D. 711) and B.C.E. after the date (6,000 B.C.E.).
- In the text, use a comma between month and year (e.g., February, 1964).

Hyphens

Do not hyphenate compound words when used as a noun, but always hyphenate when used as an adjective. e.g., "a dress dating to the nineteenth century," vs. "a nineteenth-century dress." "The coat was ill fitting," vs. "an ill-fitting coat"

Treatment of Foreign Words

Italicize foreign words in text. Names of foreign institutions should be capitalized as usual (e.g., Musée de la Mode et du Costume). For titles of books in a foreign language: only capitalize the first word of the title, the first word of the subtitle (the first word following a colon), and all proper nouns. However, if the first word of the title and subtitle are modifying adjectives or articles, capitalize both the noun and its modifier. e.g., *En jupon piqué et robe d'indienne: Costumes provençaux Les Vêtements de la liberté.*

Format of captions

For an image of an object with a known maker, title, and date that is in the collection of an individual or institution: Artist, Title/description, City/country of manufacture, Date. Medium. Collection to which it belongs, Accession number.

Figure 1. Thomas Bakewell after William Hogarth, *Taking Possession of His Father's Effects*, from *The Rake's Progress*, London, 1735. Line engraving on paper. Colonial Williamsburg Foundation, 1986-21.

Figure 2. Jessie Franklin Tumer, *Tea gown*, New York, 1920s. Courtesy of the Art Institute of Chicago, Gift of Mrs. Patrick Hill, 1981.92.

Figure 3. John-Frederics, *Gone with the Wind hat*, 1939. Archives, Doris Stein Research Center, Los Angeles County Museum of Art.

Image of an object with an unknown maker:

Figure 1. Quilted waistcoat, England, 1720/50. Cotton, cord quilted to cotton using linen embroidery thread. Colonial Williamsburg Foundation, G-1971-1566.

Figure 2. Handknitted cotton stockings, New Hampshire, eighteenth century. Courtesy of the New Hampshire Historical Society, 1967.27.64a,b.

Figure 3. Man's suit, ca. 1760. Silk; velours miniature (produced in Lyon). Rhode Island School of Design, Museum of Art. Gift of the Museum Associates in honor of Eleanor Fayerweather, 82.287.2a-c.

Illustration with discursive text:

Figure 1. *American Lady corset worker on strike*, Detroit, 1937. Photograph courtesy of Women's Wear Daily/Fairchild Publications.

Figure 2. *Educated professional Muslim woman, resident of Cairo, Egypt, who chose to don the veil after making the Hajj (pilgrimage) to Mecca*, 1993. Photograph by Beverly Chico.

Illustrations culled from prior publications:

Figure 1. Jessie Franklin Tumer, *Dolman-sleeved tea gown*, United States, 1920. Detail from plate 57, *One World of Fashion*, M. D. C. Crawford (New York: Fairchild Publications, 1946).

Figure 2. *Pressing a straw hat brim*. Anna Ben-Ysuf, *Edwardian Hats: The Art of Millinery*. Reprint of *The Art of Millinery: A Complete Series of Practical Lessons for the Artiste and Amateur*, 1909 (Mendocino, Calif.: R. L. Shep, 1982): 222.