

Journal of Early Southern Decorative Arts



AUTHOR GUIDELINES

GENERAL INFORMATION

The *Journal of Early Southern Decorative Arts (JESDA)* accepts manuscripts that treat virtually any facet of decorative arts, architecture, or material culture produced in the South before 1860. The area in *JESDA*'s purview includes Maryland, Virginia, North Carolina, South Carolina, Georgia, Kentucky, and Tennessee. *JESDA* publishes articles with a focus on an object or group of objects, research notes, and book reviews. It does not publish articles of a genealogical or technical nature. Manuscripts submitted for consideration should have a clearly presented thesis that adds to our knowledge of the topic and should reflect an awareness of current and past research in the area of discussion.

ARTICLE DEVELOPMENT

1. Focus your topic. Be realistic about what you can tackle in a twenty-to-thirty-page article.
2. Be sure you have accessed all relevant published information about your topic.
3. In doing research, document everything as if you were going to publish it (recording objects; photography; listing sources, especially unpublished materials). You never know when some fact or image will be useful.
4. Have a point of view, and state it clearly in the introduction to the article.
5. Follow the style guidelines in *JESDA*'s Style Manual (below) first and then refer to the latest edition of *Chicago Manual of Style*. Pay particular attention to *JESDA*'s documentary notes/humanities style: Do not use author-date format! This is useless for the range of materials we draw on—especially unpublished materials. Also, with full documentation in notes, a separate bibliography is unnecessary.

With documentation, more is better. If unsure about the correct format, include all available information to save the editor querying or having to do research. This is especially important for unpublished materials and reprint editions.

The *Journal* uses *Random House Webster's College Dictionary* as a reference for

spelling when a word does not appear in *JESDA*'s Style Manual (below).

6. Provide black-and-white photographs of the objects you discuss (quantity is flexible depending on what the article needs), including detail shots when warranted. If you feel an object should be in color, talk to the editor to see if it would be possible. See the section on illustrations in the Style Manual below.
7. We like to include a map, preferably contemporary to the period, that shows the area under discussion. These can generally be found in state archives, historical societies, etc. We may have an appropriate map or photo of one on file, so ask.
8. Permissions. For all maps and illustrations, be sure to obtain permission (in writing) from private collectors to publish a photograph of objects in their collection. *JESDA*'s editor will help you obtain permissions from institutions.
9. We generally do not publish acknowledgments or dedications. If an acknowledgment is imperative (for example, to credit a grant or other financial support), try to integrate it into the first endnote.

Author Biographical Information and Acknowledgments

Authors should submit a brief statement regarding their training and current professional involvement, or ongoing research interest, in the field. Acknowledgments should be incorporated into the first endnote whenever possible.

Agreements with Author and the Publishing Process

Once published, all articles are copyrighted by Old Salem Inc and the museum retains all rights and privileges associated with copyright ownership. All articles undergo external, blind peer review before they can be accepted for publication. A one-time honorarium will be paid upon publication. Authors are responsible for reviewing the edited manuscript for any errors, both typographical and factual. Upon publication, authors receive six complimentary copies of *JESDA* in which their articles appear.

*Journal of Early Southern Decorative Arts***JESDA STYLE MANUAL**

Manuscripts should be submitted both as hard copy, double-spaced, and on computer disc or other electronic medium. The *JESDA* imposes no specific limitation on the length of articles or the number of illustrations, but conciseness is preferable to verbosity, and illustrations must have a clear relationship to the text.

Coding of Headings in Manuscripts

Headings in manuscripts should be coded to provide a clear hierarchy so that there is no confusion in the design stage. Coding of headers occurs prior to the heading and a backslash “/” is used to separate the code from the heading.

Examples:

- A/The American Revolution
- B/Southern Battles
- C/The Battle of Guilford Courthouse

The following are common heading codes:

CH = Article Title (ex: CH/American Military Memorials of the Eighteenth and Nineteenth Centuries)

AU = Author's Name (ex: AU/John. B. Doe)

A = A-level head (ex: A/A Brief History of Composition Ornament)

B = B-level subhead (ex: B/ Common Themes in Neoclassical Compo)

C = C-level subhead (ex: C/Urn)

Subheadings descend in alphabetical order as needed by the author

TC = Table Caption (ex: TC/Table 1: Battles of the American Revolution)

FC = Figure Caption (ex: FC/25a. Side view of Guildford County Courthouse. Photograph by author.)

APP-T = Appendix Title (ex: APP-T/Appendix 1: Chronology of the War of 1812)

N = Notes (ex: N/Endnotes)

House Style

Authors should prepare their manuscripts according to *The Chicago Manual of Style* (15th edition) unless otherwise noted here or in the following Old Salem Style Sheet. Old Salem Museums & Gardens uses the *Random House Webster's College Dictionary*, updated annually, as a reference for spelling.

Quotations

All quotations should be edited so that they pertain succinctly to the subject at hand. Quotations should be run into the text unless they exceed ten lines in length, in which case they may be set in as extracted quotes. Quotation marks should enclose all punctuation except semicolons,

question marks, and exclamation points unless a question mark or an exclamation point belongs within the quoted matter. The abbreviation mark for inches (") and feet (') should always appear inside punctuation.

Endnotes

Authors should include endnotes at the end of the text. If in doubt about how much information to include in a note, authors should provide more rather than less; this will help the editor understand the nature of the material, and any superfluous information can be deleted. Note numbers in the text should come at the end of sentences. All private correspondence and/or oral history obtained by an author must be documented as to the source. Examples of various types of endnotes are listed below (NB: Old Salem's citation style has changed over time; please use the latest examples given below and not forms found in existing Old Salem publications). For further information on endnotes, refer to *The Chicago Manual of Style* (15th edition), keeping in mind to apply the Old Salem's citation style to particular rulings as set forth by *Chicago*.

Endnotes citing a book:

single author:

1. John Bivins, *The Furniture of Coastal North Carolina, 1700-1820* (Winston-Salem, NC: MESDA, 1988), 96.

organization as author:

1. Virginia Historical Society, *Occasional Bulletin*, 27 (October 1973, 13-15).

edited volume:

1. Christopher Morris, ed., *The Journeys of Celia Fiennes* (London: Cresset Press, 1949), 240.

one volume of a multi-volume work:

1. *Dictionary of American Biography* (New York: Scribner's, 1990), 10: 360-61.

Other points on citing a book:

Separate the main title from a subtitle with a colon. A comma should always follow the next to last item in a series. Do not use the abbreviations "p." or "pp" to denote pages. When citing publishers, omit "the," "inc.," "ltd.," "& Co." Include both city and state unless it is a unique, well-known city. Use US Postal Service abbreviations for states (two letters, no periods).

Endnotes citing an article:

1. Dell Upton, "Vernacular Domestic Architecture in Eighteenth-Century Virginia," *Winterthur Portfolio* 17, nos. 2/3 (Summer/Autumn 1982): 95-119.

Wherever possible, list both the volume and issue number and the month/season and year

Endnotes citing newspapers:

1. *Richmond Enquirer*, 12 December 1852.
2. *South Carolina Gazette*, Charleston, 20 October 1740.
3. *Augusta Chronicle*, Augusta, Georgia, 30 July 1808.

Other points on citing a newspaper:

Cite the author's name and the article title when they are given. If the name of the city does not appear in the newspaper's title, list it after the title. Also, if the name of the city is not well known or is the same as that of a well-known city, the name of the state should be added after the newspaper's title.

Endnotes citing unpublished sources (dissertations, theses, journals, letters, diaries, archival materials, papers, manuscript collections):

dissertation:

1. William Siener, "Economic Development in Revolutionary Virginia: Fredericksburg, 1750-1810" (Ph.D. dissertation, College of William and Mary, 1982), 3.

thesis:

1. Bennie Brown, Jr., "Rosewell: An Architectural Study of an Eighteenth Century Virginia Plantation" (M.A. thesis, University of Georgia, 1973).

journal:

1. *Journal of the Council of the State of Virginia*, 12 July 1776-2 October 1777, 1: 148.

archival materials (such as letters, papers, etc.):

1. Robert Carter to Jno. Starke, letter, 4 September 1723, *Carter Diary and Letterbooks*, University of Virginia.
2. Thomas Harrison to James Harrison, 6 March 1837, *James Thomas Harrison Papers*, Southern Historical Collection, University of North Carolina, Chapel Hill (hereafter cited as SHC).

3. *Indenture Books for Boys and Girls, 1790-1820*, 1795-1800, 24 November 1799, 92, Charleston Orphan House, Charleston City Archives, unpublished (hereafter cited as CCA).

4. *Mary Moore Papers*, 30 July 1816-18 January 1822, 19 March 1817, Manuscripts Department, South Caroliniana Library, University of South Carolina, Columbia (hereafter SCL).

5. *Jacob Henry Papers*, 1806-1839, Manuscripts Department, Duke University Library, Durham, NC (hereafter DUL).

Other points on citing unpublished sources:

In general, citations of any papers in manuscript form should begin with the name or description of the particular item being discussed in the text, moving toward the institution where the paper was submitted or where it is currently housed.

Endnotes citing electronic sources (websites, e-mail, databases, electronic bulletin board/ mailing list):

Websites:

1. George Williams American Antiques, “Serpentine Chest of Drawers, Middle Atlantic States Circa 1790–1810.” Online: <http://www.georgecwilliams.com> (accessed 14 September 2004).

2. Andreas G. Heiss’s Website, “Anatomy of European and North American Woods—An Interactive Identification Key.” Online: http://homepage.uibk.ac.at/homepage/c717/c717189/eng/wood_eng.html (accessed 14 September 2004).

If the creator of a website or the title of the page is not obvious, adopt a generic title such as seen in the second example above.

E-Mail:

1. Thomas Jefferson, e-mail message to author, 14 September 2004.

Databases:

1. Old Salem Museums & Gardens, “Online Craftsman Database.” Online: <http://www.mesdaonline.org/> (accessed 14 September 2004).

Electronic bulletin board/ mailing list:

1. Thomas Jefferson, e-mail to Toy Directory bulletin board, 14 September 2004, <http://www.toydirectory.com/cgi-bin/ubb/Forum1/HTML/002005.html>.

2. Thomas Jefferson, e-mail to 16mm Narrow Gauge Modellers mailing list, 14 September 2004, <http://www.railserv.com/jump/jump.cgi?ID=12279>.

ILLUSTRATIONS

Illustrations should be numbered consecutively beginning with one. In the text, illustrations should be referred to as “(Figure 1),” etc. and should follow the object and not the description. Related images/detail images should be labeled as subunits; i.e., “Figure 1a” or “Figure 4c.”

example:

The watch engraved by Merriman (Figure 62) was not made in Tennessee.

Figure 6a details some of these routes.

Photographs must be sharp and well defined, preferably 8” X 10” black-and-white glossy prints. Scanned images should be at least five inches wide and captured as .tif files at 300 pixels per inch (ppi).

Authors are responsible to assist in obtaining written permission to reproduce pictorial material and to quote copyrighted sources. Works in the public domain do not need permission to reproduce, but acknowledgment of the source for such images may be required (i.e., Reproduction of image courtesy of Wachovia Historical Society). A work is considered in the public domain ONLY if it was created prior to 1923.

Captions

Captions for illustrations should be numbered consecutively beginning with one. They should be typed, double-spaced, and should include the following information, when applicable: maker or artist, formal or descriptive title, date, medium, dimensions, ownership or required credit line, and source of the photograph.

Caption formats:

for furniture:

Object [full name: dining table (NOT table, dining)] by (signed by-marked by-attributed to); place of creation [city, state (postal abbreviation)]; date [ca.-range]. Materials [woods]; dimensions [HOA; WOA; DOA]. Courtesy of-photograph by, acc. no. Comment.

for silver, other metals, glass, and ceramics:

Form [coffeepot, sugar bowl] by [made by-marked by-attributed to]; place of creation [city, state (postal abbreviation)]; date [ca.-range]. Material [if not evident from description of form (i.e., “Silver buckle”)]; dimensions [HOA; WOA; DOA or DIA]. Courtesy of-photograph by, acc. no. Comment.

for paintings and other art:

Title [*italicized*] or description by [artist] (artist's working dates); place of creation [city, state (postal abbreviation)]; date [ca.-range]. Materials [oil on canvas, watercolor, ink on paper]; dimensions [HOA; WOA]. Courtesy of-photograph by, acc. no. Comment.

for maps or art from another publication:

Title (italicized) or description from or by author, engraver; from publication [italicized] (place of publication: company, date). Dimensions [HOA; WOA]. Courtesy of- photograph by, acc. no. Comment.

for architecture:

House name or building (no italics or quotes); place [street address, city, state (postal abbreviation)]; original owner or builder if known; date [ca.-range]. Courtesy of, photograph by. Comment.

for newspaper advertisements:

Tradesman's, artisan's, firm's advertisement in newspaper name [italicized] (see endnote citation for newspapers to determine if city or state name is required), date (European style day-month-year]. Comment.

OLD SALEM STYLE SHEET

Authors should prepare their manuscripts according to *The Chicago Manual of Style* (15th edition) unless otherwise noted in the above guide or in this style sheet. Old Salem Museums & Gardens uses the *Random House Webster's College Dictionary*, updated annually, as a reference for spelling.

Old Salem Museums & Gardens Entities

Old Salem, generally; use Old Salem Museums & Gardens when specifically identifying the non-profit organization.

Museum of Early Southern Decorative Arts at Old Salem; MESDA

The Old Salem Toy Museum; Old Salem Toy Museum; the Toy Museum

The Old Salem Children's Museum; the Children's Museum

St. Philips Church

Single Brothers' House

Single Sisters' House

the Boys' School

the Girls' School

Single Brothers' Gardens

General

House or plantation names (like Monticello) should not be enclosed by quotation marks.

Dates, Numbers, & Measurements

Use European style: 5 February 1784

Date ranges: 1782-88
1782-90
1782-1820
1805-08

Spell out and lowercase centuries. Example: eighteenth century; eighteenth-century cabinetmaker

Spell out numbers from one to one hundred, and round figures (a thousand, etc.); use numerals for numbers 101 and above.

Use a comma after units of thousand, ten thousand, one-hundred thousand, etc. Example: 1,200; 12,399; 144,222

Percentages: Use numerals always and spell out “percent.” Example: 83 percent; 150 percent

Page numbers: p 45

pp 18-19
pp 67-69
pp 245-59
pp 296-303

Currency

\$5, \$40
£2.10
6 6s. 1p.

Use numerals when stating measurements: 2 feet; 4 inches; 4’ 9” ; 2 ¹/₂ inches; 4 feet

Spell out descriptions with whole numbers or fractions: one-inch board; three-eighths of an inch thick; two and a half feet in diameter; two-and-a-half-foot diameter.

Use numerals descriptions with mixed numbers: 7 ¹/₄-inch molding; 22 ³/₄ -foot wall.

Specific Word Usage and Treatments**A**

African American (no hyphen)
 Alleghany County (North Carolina)
 Allegheny and Appalachian mountains; but
 Appalachian Mountains
 alongshore
 American Indian (not Native American)
 anti-Federalist
The Magazine Antiques
 applewood
 armchair (but side chair)
 arm and side chairs
 Asiatic cholera
 Atlantic coast
 Atlantic seaboard
 axe

B

backband
 backboard
 Backcountry (noun); backcountry
 (adjective)
 back post turnings
 the Banks
 baroque
 battle of Culloden
 bedcord
 bedkey
 bed molding
 bed-molding block
 bedpost
 benchwork
 Bertie Precinct
 bespoke
 birdcage
 [is] blind dovetailed
 blind lower-door lights
 blockmaker
 blockmaking
 book-matched
 bookrest
 bootmaker
 the Boys' School

bracket-foot patterns
 Britannia ware
 broadax
 “button feet”
C
 C-scroll
 cabinetware
 cabinet warehouseman
 cabinetmaker
 cabinetwork
 cabriole-leg table
 called a swelled plain
 canceled
 candlestick
 the Capitol
 carriagemaker
 cart wheel (but a child turns a cartwheel by
 spinning from hands to feet)
 case-drawer bottoms
 cast-steel chisel
 catalog
 census: federal census; Forsyth County
 census; 1820 census of manufactures
 chairmaker
 chalk line
 chamfered-leg table
 the Cherokee, the (plural)
 the Chesapeake (both noun and adjective)
 chest of drawers
 chest-on-chest
 Chinese mullions
 Chinese trellis
 Chippendale
 chocolate pot
 Chowan River basin shop
 Christmas Day 1788
 circa (spelled out in text; “ca.” in captions)
 city cemetery
 city directory
 the Civil War
 classical
 claw-foot form
 clock and watch business
 clock sellers

clockmaker
 close-plating
 clothespress
 coachmaker
 coastal plain
 cockbeaded
 cockbeading
 coffeepot
 colonial period of design
 colonial Council
 the Commissioner for Trade and Plantations
 comptroller
 Confederate army
 copperplate
 corner chair
 corner-chair arm supports
 corner-chair splats
 Corporation of Nashville taxable property
 enumeration
 countinghouse
 “country” aspect
 the county court
 county census: Jones County census (see
 also *census*)
 cove-and-quarter round bed molding
 Craven County court
 cross stretcher
 cross-garnet
 cross-grain cut
 crosscut saw
 the Crown

D

Washington, DC
 DAR
 “Danie/Halifax”
 database
 Davidson County circuit court minutes
 deepwater (adjective)
 Delaware Valley
 delftware
 de Soto
 desk-and-bookcase
 desk-and-bookcases
 dining-room carpet

dollmaker
 door lock
 door rail
 doorframe
 doorhead
 drop leaf
 drop-leaf table
 dustboard
 dustboard construction

E

East Coast
 east Indian
 East Tennessee
 eastern Carolina
 eastern seaboard
 Edenton Customs House
 eighteenth century
 eighteenth-century style
 electroplating
 e-mail (capitalized as E-Mail)
 Empire style
 ensured (made sure of; see insured)

F

face-nailed
 fall board
 fall-board battens
 featheredge plank
 1790 federal census (see also *census*)
 the Federal period
 First Ward
 firstborn
 “fishponds”
 fitted
 flat-board construction
 flathead screw
 flatware
 flax brake
 floorcloth
 flush bead
 flush-beaded drawers
 foot dish
 footing glue blocks
 footpost
 footrail

formulas
 the Fourth of July
 froe
 fundraising; fundraiser

G

Gates Court House (a town)
 the Girls' School
 glue blocks
 glue pot
 goldware
 goldsmith
 Gothic
 gouge work
 the Governor's palace
 Guadeloupe (West Indies)
 Gunlocks

H

H hinge
 H-stretcher
 half century
 half dovetail
 half dustboard
 half pin
 half tenon
 half-dovetail joint
 a half-dozen
 handgun
 handrail
 handsaw
 harness maker
 Hayes plantation
 Haywood County census
 headpost
 headrails
 heartwood
 high-post bedstead
 Hillsborough
 hollow ware
 horse racing
 hotel keeper (use innkeeper if possible)

I

the Industrial Revolution
 "...his mother, Carlotta, and two daughters,
 Rachel and [illegible], who reside at..."
 the initials "MR"
 in situ
 insured (to hold a policy on; see ensured)
 the Internet
 an intranet
 ironworks

J

jack plane
 Jr., (no comma before)
 Jr.'s

K

keelboat
 Knox County court

L

La Salle
 ladder-back chair
 lamb's-tongues
 landholder
 landholding
 "legs"
 letter-compartment partitions
 lightwood
 linen wheel and wool wheel
 lock-joint
 longrifle
 looking-glass designs
 lot 86
 Lowcountry (noun); lowcountry (adjective)
 low-back chair
 lower Chesapeake
 lower front post turnings
 lower-door lights
 loyalist

M

Mannerist
 manuscript map
 March court 1811
 Marlborough
 Marlborough leg
 marly
 Masonic
 medieval
 the meeting (Quaker)
 Memphis city directory
 Memphis Directory
 merry-go-round
 mid-century
 Middle Ages
 Middle Atlantic States
 the middle South
 Middle Tennessee
 milldam
 Miss Betsy Martin
 mitered
 modern-day
 mortise and tenons
 mortise-and-tenon joints
 mortised and tenoned
 mountains: Great Smoky and Blue
 Ridge mountains
 Mouzan map

N

naive
 neoclassical (for 1790-1820 period of
 American decorative arts)
 the Net (short for the Internet)
 nineteenth century
 nineteenth-century style
 none ... was: "None of the silver was
 available."
 none ... were: "I saw many chairs at the sale,
 and none were worth discussing."
 the North
 North Carolina assembly
 North Carolina highway 258

northern
 northern Virginia
 northerner
 Northern Neck
 northern European
 a number of people are (not a collective
 noun)

O

ocher
 oilstone
 one dollar
 Orange County court
 Outer Banks
 oxcart

P

packhorse
 pad feet
 pad-foot table
 paintpot
 the Palace
 pearlware
 Pembroke table
 penciled
 pepperbox
 the Piedmont
 Piedmont North Carolina
 piedmont area
 pit-saw keep
 pit-sawed (verb)
 pit-sawn (adjective)
 plantation (Elmside plantation)
 Plymouth, North Carolina (in text);
 Plymouth, NC (in endnote, caption, or
 bibliography)
 popularly known as a "button foot"
 popularly known as "Queen Anne"
 the popular term for which is "Chippendale"
 pop-up books
 port books from Edenton
 Ports Brunswick and Roanoke

press-on-chest
 proclamation money
 Provincial Congress
 public square, the

Q

quarter round (noun)
 quarter-moon-shaped cuts
 quarter-sawn
 “Queen Anne”
 queen’s ware
 quit-rents

R

radii
 rear-foot direction
 Reconstruction period
 reddish brown: “The paint originally was reddish brown.”
 reddish-brown: “The reddish-brown wood was used quite often.”
 riding-chairmaker
 river: the Mississippi River
 rivers: between the Tennessee and Mississippi rivers
 roll-plate process
 rococo
 roombox
 rosehead
 Royal Governor Arthur Dobbs
 rush-bottom chairs

S

St. George’s Parish
 St. Philips Church
 saltcellar
 sash: window sash
 sawed (verb); sawn (adjective)
 a Scot; the Scots
 Scots-Irish
 Scottish (the only Scotch is whiskey, except “Scotch Pine” preferred to “Scots Pine”)
 scratch stock

seaboard
 seat-rail
 seating-chairmaker
 secretary-bookcase
 secretary-press
 a series ... has (collective noun)
 seventeenth century
 seventeenth-century style
 the Shawnee (plural)
 sherd
 shoemaker
 shop owner
 side-hung: being side-hung
 sliver plate
 silversmithing
 Simmon, 1:91, no. 1
 the Single Brothers’ House
 the Single Brothers’ Gardens
 the Single Sisters’ House
 a sizable number ... have (not a collective noun)
 slip seat
 small-urban British style
 soapmaker
 the South
 South Carolina Lowcountry
 southern
 southern Virginia
 Southerner
 Southside Virginia
 Speaker (title)
 Speaker’s chair
 spool-like
 sound toy
 Sr., (no comma before)
 Sr.’s
 the staff is waiting for lunch (collective noun)
 stand-table
 the state House of Representatives
 the State House
 still life (noun); still-life (adjective)
 stop fluting (noun); stop-fluted (adjective)
 street: Main Street
 streets: between Main and Middle streets
 supercargoes

swelled plain

T

tallcase clock

tar burner

tassel-like

tavern keeper

teaboard

teakettle

teapot

teawares

the term “joiner”

terra cotta

Thomas, sixth Lord Fairfax

the Tidewater

Tidewater Virginia

tidewater area

timepiece

tin-glazed earthenware

tinplate

tool chest

toolmaker

toymaker

travelers

turned-leg tables

tympanum (plural: tympana)

U

the unidentified “WH” cabinetmaker

Union army

US (abbreviation for United States)

V

valley: “in a small valley”

Valley: “located in the Shenandoah Valley”

veneered: “are mohogany veneered”

W

Wachovia Tract

warehouseman

wareroom

watch and clockmaker

watchmaker

website

webpage

West Tennessee

Windsor chair

Windsor chairmaker

Windsor chairmaking firm

wood screw

wool wheel

work-hardened: were work-hardened

workbench

workforce

worktable

World Wide Web

Y

yellow pine tops of desks

Miscellaneous

five-cent reward

35-mm film

fourteenth district