

MESDA Journal



STYLE MANUAL

Manuscripts should be submitted both as hard copy, double-spaced, and on disc or other electronic medium. The journal 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.

When appropriate, authors should include content that uses the features of online articles, including rich media (audio/video) and hyperlinks to online resources.

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/Urns)

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* (16th edition) unless otherwise noted here or in the following MESDA Style Sheet. The journal 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: MESDA's citation style has changed over time; please use the latest examples given below and not forms found in existing MESDA publications). For further information on endnotes, refer to *The Chicago Manual of Style* (16th edition), keeping in mind to apply the MESDA 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. Museum of Early Southern Decorative Arts, "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. Digitally born or 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.



MESDA STYLE SHEET

HOUSE STYLE

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

Use “Old Salem Museums & Gardens” (note the use of the ampersand) when specifically identifying the non-profit organization; use “Old Salem” generally

The Historic Town of Salem (the living history museum the interprets the town of Salem)

Museum of Early Southern Decorative Arts; MESDA

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
fro
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
Marborough 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
 Scotch-Irish
 Scottish (the only Scotch is whiskey, except
 “Scotch-Irish” and “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