

**Checklist/Tombstone Style**

This is the usual style for the plate section of books and, with the dimensions omitted, for gallery labels. In this format, copyright and photography credits are generally placed on a separate credits page and so are not included below.

**Modern/Contemporary Art**

Artist's name  
*Title of Work*, date  
 Medium  
 Edition [if applicable]  
 Dimensions  
 Credit Line

Ex:  
 René Magritte  
*The Listening Room (La chambre d'écoute)*, 1952  
 Oil on canvas  
 17 7/8 x 21 3/4 inches (45.4 x 55.2 cm)  
 The Menil Collection, Houston, Gift of Fariha Friedrich

Martin Wong  
*Silence*, 1982  
 Acrylic on canvas  
 56 x 31 1/2 inches (142.2 x 80 cm)  
 Courtesy of the Estate of Martin Wong and P.P.O.W Gallery,  
 New York

**“Nonwestern”**

People(s)/Culture  
 Descriptive Title, Date  
     roman with initial caps; if known, associated indigenous  
     term will be in parenthesis and italicized (parenthesis not  
     italicized)

Translated Inscription  
     formatted as “Inscribed: \_\_\_\_\_”

Period  
 Place  
 Medium  
 Dimensions  
 Credit Line

Ex:  
 Kongo peoples  
 Power Figure (*Nkondi*), 20th century  
 Republic of the Congo or Democratic Republic of the Congo  
 Wood with iron blades and nails, string, resin, feathers, and  
 glass  
 20 1/8 x 10 3/8 x 10 1/2 inches (51.1 x 26.4 x 26.7 cm)  
 The Menil Collection, Houston

Harpoon Counterweight, ca. 300–500 CE  
 Old Bering Sea III  
 Alaska, St. Lawrence Island  
 Walrus ivory  
 2 x 6 3/4 x 1 inches (5.1 x 17.1 x 2.5 cm)  
 The Edmund Carpenter Collection

**Antiquities/Byzantine**

People(s)/Culture  
 Descriptive Title, Date  
     roman with initial caps  
 Era [if applicable]  
 Place  
 Medium  
 Dimensions  
 Credit Line

Ex:  
 Cup, 2800–2200 BCE  
 Early Cycladic II  
 Greece, Cycladic Islands  
 Marble  
 3 1/4 x 5 1/4 x 5 1/4 inches (8.3 x 13.3 x 13.3 cm)  
 The Menil Collection, Houston, Gift in memory of Jermaine  
 MacAgy

Saint Stephen Protomartyr, ca. 1300  
 Byzantine  
 Constantinople or Thessaloniki  
 Tempera and gold leaf on wood  
 10 1/2 x 8 7/8 inches (26.7 x 22.8 cm)  
 The Menil Collection, Houston

**Run-in Caption Style**

This is the usual style for comparatives (figures) in books and for ephemera. In books, copyright and photography credits are generally placed on a separate credits page, but they are often included in the caption for ephemera, and so are included below.

**Modern**

Artist's name. *Title of Work*, Year. Medium, Dimensions. Credit line. Copyright. Photo Credit

Ex.:  
 René Magritte. *The Listening Room (La chambre d'écoute)*, 1952. Oil on canvas, 17 7/8 x 21 3/4 inches (45.4 x 55.2 cm). The Menil Collection, Houston, Gift of Fariha Friedrich. © 2014 C. Herscovici, London/Artists Rights Society (ARS), New York. Photo: Paul Hester

Martin Wong. *Silence*, 1982. Acrylic on canvas, 56 x 31 1/2 inches (142.2 x 80 cm). Courtesy of the Estate of Martin Wong and P.P.O.W Gallery, New York. © 2014 Estate of Martin Wong

**“Nonwestern”**

People(s)/Culture. Descriptive Title [roman with initial caps], Date. Period; Place. Medium, Dimensions. Credit Line. Copyright. Photo Credit

Ex:  
 Kongo peoples. Power Figure (*Nkondi*), 20th century. Republic of the Congo or Democratic Republic of the Congo. Wood with iron blades and nails, string, resin, feathers, and glass, 20 1/8 x 10 3/8 x 10 1/2 inches (51.1 x 26.4 x 26.7 cm). The Menil Collection, Houston. Photo: Paul Hester

Harpoon Counterweight, ca. 500–300 BCE. Old Bering Sea III; Alaska, St. Lawrence Island. Walrus ivory, 2 x 6 3/4 x 1 inches (5.1 x 17.1 x 2.5 cm). The Edmund Carpenter Collection

**Ancient/Byzantine**

People(s)/Culture. Descriptive Title [roman with initial caps], Date. Period; Place. Medium, Dimensions. Credit Line. Copyright. Photo Credit

## MENIL PUBLISHING DEPARTMENT CAPTION GUIDELINES

Ex:

Cup, 2800–2200 BCE. Early Cycladic II; Greece, Cycladic Islands. Marble, 3 1/4 x 5 1/4 x 5 1/4 inches (8.3 x 13.3 x 13.3 cm). The Menil Collection, Houston, Gift in memory of Jermayne MacAgy. Photo: Hester + Hardaway, Houston

Saint Stephen Protomartyr, ca. 1300. Byzantine; Constantinople or Thessaloniki. Tempera and gold leaf on wood, 10 1/2 x 8 7/8 inches (26.7 x 22.8 cm). The Menil Collection, Houston. Photo: Paul Hester, Houston

### Notes

#### On untitled works or works without titles

*Untitled*

If the lack of title is intentional (as in modern and contemporary western art), italicize it.

Ex.:

Lee Bontecou, *Untitled*, ca. 1958. Soot on paperboard, 30 x 40 inches (76.2 x 101.6 cm). The Museum of Modern Art, New York, The Judith Rothschild Foundation Contemporary Drawings Collection Gift. © 2014 Lee Bontecou. Digital Image © 2014 The Museum of Modern Art, New York/Licensed by SCALA/Art Resource, NY

#### Descriptive Title

If an object is given status as a work of art or is an ancient or “nonwestern” work without a title, then establish a descriptive title and set roman with initial caps. Keep the titles simple, e.g., “Figure” not “Female Figure with One Arm Missing”

Ex:

Plate with Demon. 11th century. Byzantine; found in a shipwrecked hull in the Gulf of Volos off the coast of Thessaly, Greece. Terracotta, 2 x 10 x 10 1/8 inches (5.1 x 25.4 x 25.7 cm). The Menil Collection, Houston. Photo: Hickey-Robertson, Houston

#### On titles

For foreign language titles, use the English translation with the original title in parentheses with everything in italics (including parentheses); capitalize the foreign language title according to the dictation of the language and use initial caps for the English translation

Italicize *titles*; set descriptive titles in roman with initial caps

#### On place

Go from large (e.g., country) to small (e.g., city), e.g., Indonesia (country), Papua (province), Lake Sentani (small area).

#### On dates

Use 19th, 20th, etc. (i.e., do not spell out) for centuries; use BCE and CE (not BC and AD) when applicable, unless a Christian art subject and no other culture’s art is included; if there’s a date range, do not repeat the first two digits and drop the zero if the first decade of a century, e.g., “1990–92” and “2003–4”; use “ca.” not “circa” or “c.” in captions; do not capitalize late, early, etc. in captions or running text unless they begin a sentence or, in tombstones, a line

#### On mediums

Keep it simple, e.g., “Wood” not “Plywood”

#### On dimensions

Dimensions should be formatted as H x W x D inches (H x W x D cm); use fractions for inches and decimals for centimeters; round to the nearest 1/8th of an inch and to the nearest 10th of a centimeter; generally (there are *very* rare exceptions) use inches and cm, not feet and meters

#### On credit lines

Credit lines are generally determined by the lender and, other than the below, should not be altered without permission.

Use “Gift of” not “gift of”

For institutions, the location should follow the name of the museum (if it’s not *in* the name); for private collectors, defer to their wishes.

“Private collection,” not “Private Collection”

Don’t translate foreign language museum names unless they ask us to do so

For gallery labels, it is not necessary to specify “The Menil Collection” in exhibitions that are pulled from our collection only. For exhibitions that have objects both from our collection and from elsewhere, use “The Menil Collection” (Houston, however, is not necessary)