

9 Lists

9.1 Ordered Lists

Use numerals or alphabet characters for ordered lists.

1. 2. 3. 1) 2) 3) a) b) c) I II III i ii iii

9.2 Unordered Lists

Use bullet points or hyphens for unordered lists. Stars, hearts, or other unorthodox shapes should be limited to publications aimed at children. In either case, consistent use of the same symbol is preferred. However, if a list is nested within another list, a change in symbol may be a useful visual cue to the reader.

Both of these are right:

Low-Pressure Mount

- Acrylic panel
- Backboard
 - pH-neutral honeycomb board

Low-Pressure Mount

- Acrylic panel
 - Backboard
 - pH-neutral honeycomb board
-

9.3 Series Comma

Use the series comma (Oxford comma) when listing three or more items. The Oxford comma is falling out of favor in certain circles,

but museum texts often include lengthy lists of motifs or techniques, and the Oxford comma removes any ambiguity that might be created by not using it.

Stacked Food Boxes with Camellias, a Crane, and a Tortoise

Porcelain, gold, glass, and jade were placed in the tombs of elite rulers.

The techniques are typical of the late sixteenth century, including a speckled “pear-skin” ground, designs in lacquer and gold that have been polished to a flat finish, and fine lines scratched into gold with a needle.

9.4 Use of “etc.”

When using “etc.” in a list in running text, precede and follow it with a comma. If it comes at the end of a sentence, a second period is not needed.

Common floral motifs include peonies, chrysanthemums, camellias, etc.

Write the title of all relevant books, articles, presentations, etc., in the space provided.

Japanese texts use the term *tō/nado* much more often than the term “etc.” is used in English. As noted in the *CMOS*, the term “etc.” is not typically used in formal writing in English. When possible, recast the sentence as a list of examples to avoid using the term “etc.” The terms “such as,” “including,” and “like” can often be used to achieve a similarly open-ended meaning.

Original:

Porcelain, gold, glass, jade, etc., were placed in the tombs of elite rulers.

Recast:

Valuable objects such as porcelain, gold, glass, and jade were placed in the tombs of elite rulers.
