



## GIA Monograph Submission Guidelines

### ***The GIA Monograph***

The GIA Monograph is a hardcover book in a slipcover case that details the technical analysis of the gem(s), describes the historical and/or industry context where applicable, and showcases the gem(s) through professional photography. The GIA Monograph service also includes a digital PDF of the Monograph book, provided through the client portal. The box holding the GIA Monograph and the GIA Monograph cover are handcrafted. Additionally, the pages within the GIA Monograph are bound by hand. Though Monographs are created to last a lifetime, they must be handled with care to preserve their integrity.

### ***Approval for Service***

All article(s) [submitted to a GIA laboratory location](#) for the Monograph service require prior approval from GIA as well as a recent GIA report within at least thirty days from the day of the request for the GIA Monograph service. To obtain prior approval, client must contact a Client Service Representative (CSR) at [labservice@gia.edu](mailto:labservice@gia.edu). If the article that will be the subject of the GIA Monograph is a piece of jewelry, then the predominant gem(s) in that piece of jewelry must have a GIA report.

### ***Submission***

Upon approval by GIA, the article(s) must be submitted to a GIA laboratory location along with the appropriate GIA report for the GIA Monograph service. Should the article require regrading or the article does not have a GIA report, the article can be submitted to a GIA laboratory location collectively for a GIA report as well as the GIA Monograph service. The fee for such GIA report is not included with the standard GIA Monograph service fee.

### ***GIA Monograph Procedures***

- ***Technical Content.*** At the heart of the GIA Monograph is a detailed, technical analysis of the article(s). GIA reserves the right to decide what content is included in the Monograph to present this analysis.
- ***Photography.*** In photographing the article, GIA will reproduce the article as realistically as possible with the equipment and techniques available at that time. GIA will not modify images of the article to enhance the article or to make the article appear different than how the article would appear under standard laboratory studio lighting or natural lighting conditions. No characteristics of the article will be altered to improve the appearance. It is within GIA's sole discretion to use photographs of the articles taken by a third party.
- ***Draft GIA Monograph.*** A draft of the GIA Monograph in PDF format is provided to the client for review prior to printing the GIA Monograph. Requests for changes or modifications to the content of the draft GIA Monograph may be accommodated; however, GIA reserves the right, in GIA's sole discretion, to determine what content will be included in the GIA Monograph. If, after a period of one week (7 calendar days) from the day the draft GIA Monograph is sent to the client, there is no response from the client, and other arrangements have not been made between GIA and the client in writing or via email, the GIA Monograph will be sent for printing and binding. If the client wishes for changes to be made after this one-week period, additional charges will apply as related to those edits and the reprinting and rebinding process.
- ***Printing and Binding.*** GIA Monographs are printed and bound by a third party and therefore GIA does not have full control over print quality or production time. GIA uses commercially reasonable efforts to collaborate with the printing vendor to produce a high-quality product that is sensitive to each gem's color and color description to the best of the printing vendor's ability, and within the limitations of the printing process. GIA communicates with the printing vendor on a regular basis to obtain the best possible renditions in the final GIA Monograph.

### ***GIA Monograph Fee***



The fee schedule for the GIA Monograph can be found [here](#). When the article(s) is submitted to the GIA laboratory, the initial fee is charged to the client. Upon completion of the GIA Monograph, the remaining balance is invoiced, as well as other fees such as fees related to additional copies, Fedex shipping charges (if applicable) and any other grading services that were performed.

***Intellectual Property***

- GIA retains the exclusive rights to the intellectual property contained in the GIA Monograph, including without limitation (i) the photographs and images; (ii) the technical analysis; and (iii) the written content. GIA may use the GIA Monograph, information, content, and images in any and all publications, websites, print, and media for any purpose that GIA deems appropriate in GIA's sole discretion, including furtherance of GIA's mission and/or the advertising and promotion of GIA.
- All rights are reserved by GIA. Under no circumstances may the client use any of GIA's trademark(s) or service mark(s).