

ART HISTORY STYLE GUIDELINES

Double-space all copy (text, captions, bibliography, for example). Single-space footnotes, endnotes and block quotes. Use 12-point Times New Roman type for all elements except notes, which are 10-point. Number all pages in upper right corner. Leave a margin of one inch (1") at the top and bottom, one and one-quarter inches (1¼") on the sides of the page. Do not justify the right-hand margin (align all text left).

Parts of a Research Paper:

Cover page: This gets no page number and is not counted in the page/word count. Include the following information: your name, title of paper, course number and name, professor's name, and date. This should be stapled to the rest of the paper (no binders).

Body: This is where your paper begins (this is where your page/word count begins). You should not repeat information provided on the cover page. Your paper should be well organized, including a clearly articulated introduction, body and conclusion:

Introduction and Thesis Statement:¹ Briefly but fully introduces the work or concept that is the subject of the critical analysis. Focuses attention on a well-defined and original question or problem and briefly suggests solution and supporting evidence.

Body: Paragraphs contain evidence to support the thesis statement. Each paragraph is a coherent unit with a topic idea; each sentence relates to the one it precedes and follows. The body of the paper convinces the reader of the validity of the analysis.

Conclusion: No new material or ideas are introduced. The principal arguments are summarized, referring back to the thesis statement. The successful conclusion explains how the analysis enlightens our critical understanding of the culture, period, artist, work, or monument. This is where your paper ends (this is where your page/word count ends).

Endnotes: These should follow the body of your paper (footnotes go in the body).

List of Illustrations: You may place your captions on a separate, initial page if you wish to allow more space on your illustration pages. See below for proper caption content. (Consult *The Chicago Manual of Style*, 15th ed., 12.52-12.55, and 1.44-1.47, for details.)

Illustrations: Each image should be numbered, centered and must fall within the margins.

Bibliography: This should be the last section. Write the word "Bibliography" at the top (centered) of the first page of this section. Double-space between items. The bibliography should only include sources used in the paper (not as a "see also" section). Make sure you follow the style guidelines. (Consult *The Chicago Manual of Style*, 15th ed., 16.71-16.89 and 17.1-17.359, for details)

If your paper is too thick to staple easily, staple it in two sections and use a large paper clip or clamp to hold the parts together. No fancy binders of any kind, ever, please.

The following conforms to the Chicago Style:

Footnotes and endnotes should be numbered consecutively. For periodical citations, include volume, number, and full date of the issue. Note numbers in the text should use superscript figures placed after punctuation. (Consult *The Chicago Manual of Style*, 15th ed., 16.19-16.71, and 17.1-17.359, for details.)

Quotations should only be used when absolutely needed, and must be absolutely accurate and carefully transcribed. An ellipsis (three spaced dots) indicates words dropped within a sentence (never at the start or end of a quote). A period and ellipsis indicates a deletion between quoted sentences. (Consult *The Chicago Manual of Style*, 15th ed., 11.11-11.32, for details.)

All note references to publications and the like should appear in full form (including place of publication and publisher) only once. Subsequent notes should only use shortened references: surname of author, short title, and page reference. Do not use *op. cit.* (use *Ibid.* in such cases). (Consult *The Chicago Manual of Style*, 15th ed., 16.42, for details.)

Block quotes should be used when the quote is one hundred words or more, or at least eight lines. (Consult *The Chicago Manual of Style*, 15th ed., 11.12, for details.)

Captions/Figures should be numbered consecutively as they are referenced in the text. Include full caption information, whenever available and appropriate, in this order:²

Figure number. Artist, *Title* (in italics), date, medium on support, dimensions in inches (h. x w. x d.) followed by dimensions in centimeters (1 inch = 2.54 cm). Name of collection, City of collection. Citation of image source (in parentheses)

Basic Caption Style:

3. Sandro Botticelli, *Primavera*, ca. 1482, tempera on panel, 6 ft. 8 in. x 10 ft. 4 in. (2.03 x 3.15 m). Galleria degli Uffizi, Florence (Adams, *Art Across Time*, 274, fig. 16.2)

Artist, title, date, medium, and dimensions are separated by commas, and these elements are followed by a period. Collection, city, and credit lines follow, separated by commas. After this, in parentheses comes the citation of the image source. (Remember: As with all non-original material, failure to cite the source of an image or graphic is plagiarism.) There is no terminal period, unless the basic caption information is followed by a descriptive sentence, which is only permitted in exceptional cases.

Not all images are of works of art or other objects, and therefore not all of the above data can be included for every image. E.g., works of performance art, architecture, photographs that are themselves artworks, etchings and other prints, etc., may in some cases not include dimensions or medium or other data. Other data specific to the argument of the text may be included. (Consult *The Chicago Manual of Style*, 15th ed., 12.31-12.51, for details.)

Sample Citations:

The following examples provide both endnote (N) and bibliography (B) entries in the Chicago Style. For footnotes, the note number would be superscript (4⁴ vs. 4.). Note the required type size (10 pt vs. 12 pt) and paragraph formatting (first-line indent vs. hanging indent) in the following examples.³

Book: One author

N:

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

B:

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

Book: Editor, translator, or compiler in addition to author

N:

16. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

B:

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

Chapter or other part of a book

N:

5. Andrew Wiese, "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

B:

Wiese, Andrew. "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States." In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

Article in a print journal

N:

8. John Maynard Smith, "The Origin of Altruism," *Nature* 393, no. 4 (May 1998): 639.

B:

Smith, John Maynard. "The Origin of Altruism." *Nature* 393, no. 4 (May 1998): 639–40.

Article in an online journal

Where it is necessary to break a URL or an e-mail address, no hyphen should be used. The break should be made between elements, after a colon, a slash, a double slash, or the symbol @ but before a period or any other punctuation or symbols. To avoid confusion, a URL that contains a hyphen should never be broken at the hyphen. If a particularly long element must be broken, do so between syllables according to *The Chicago Manual of Style*, 15th ed., 7.33–7.40.

N:

33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

B:

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Newspaper article

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002,...") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

N:

10. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

B:

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, June 20, 2002, Arts section, Midwest edition.

Thesis or dissertation

N:

22. M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (PhD diss., Stockholm University, 1991), 22–29, 35.

B:

Amundin, M. "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*." PhD diss., Stockholm University, 1991.

E-mail message or other personal communication

E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed...") instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

N:

2. John Doe, e-mail message to author, October 31, 2005.

Online providers of full-text journals (JSTOR or ProQuest, for example) may be treated the same as if the journal article came from Interlibrary Loan or from Torreyson Library. Only cite the journal as the source of the article, not the library or other provider of the article.

¹ Adapted from "Standards and expectations for an art history paper," Skidmore College (skidmore.edu/academics/arthistory/paperpg/expect.html).

² Adapted from "Preparing an Accepted Manuscript for Publication," College Art Association (collegeart.org/artbulletin/guidelines-accepted).

² Adapted from "The Turabian Quick Guide," The University of Chicago Press (press.uchicago.edu/books/turabian/turabian_citationguide.html).