

## Style Sheet For Art History Papers

For questions not handled by this style sheet you should consult Kate L. Turabian *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. (Chicago: University of Chicago Press, 1996). Another good resource is Webster's Tenth New Collegiate Dictionary (Springfield, Mass.: Merriam-Webster, 1993).

### **Presentation**

Papers must be typed, double-spaced, on standard 8 ½" x 11" paper. Use 1" margins all round. Use 10 or 12 pt. type. If using a word processor, do not use right-hand justification as it leads to oddly spaced words. Do not use erasable paper. Staple the paper in the top left-hand corner. Do not use plastic covers or binders. Keep a copy other than the one you submit.

Text should be double-spaced, however, long quotations should be single spaced and indented five spaces.

The paper should be written in paragraphs. The first line of each paragraph should be indented five spaces (one standard tab). There should be no additional gap between paragraphs.

### **Title Page**

The following information should be included on the title (front) page of all papers.

- Your name (or names of all group members)
- The course name and number
- The lecturer's name (Dr. Smith)
- The date the paper was due
- The title of the paper
- Nothing else

### **The Text**

Good grammar is expected of all students. Those new to writing papers should pay special attention to the following, lack of attention to which represents 90% of grammatical and stylistic errors seen in student papers:

#### **a. Spelling**

Spelling should follow the generally accepted conventions. If you do not have one, buy a good dictionary.

### **b. Correct Use of Tenses**

In general refer to actions people did in the past tense. Refer to quotations from authors in the present tense, even if the author you are referring to is a historical person.

### **c. Use of Apostrophes**

Apostrophes are not used in the plurals of words (example: “telephones” not “telephone’s.”) Apostrophes are used to indicate possession of one thing by another (example “the man’s hat.”) If the word that possesses is already plural the apostrophe goes after the “s” that was added to make the word plural (for example, “the students’ association” means the association belonging to many students, but “the student’s association” would mean some association pertaining to one particular student.)

### **d. Its and It’s**

“Its”=indication of possession, like “his” or “her”  
e.g. “the book’s cover”=“its cover.”

“It’s”=contraction for “it is”

### **e. Capitalization**

Capitalize:

1. The first word in a sentence
2. Proper nouns (i.e. names)
3. Words such as “King,” “President,” only when referring to a particular person
4. Words in titles, but not non-initial conjunctions, prepositions, or articles.

### **f. Conditional Verbs**

“He would have been elected,” not “He would of been elected.”

“She could have done it,” not “She could of done it.”

### **g. Split Infinitives**

Too many split infinitives are a sign of an uneducated writer. The infinitive of a verb is that part that expresses the meaning alone, for example, “to go,” “to sing,” “to be.” In English, the infinitive is marked by the word “to,” but in most other languages the infinitive is

just one word, for instance *pensare, spectare* (Italian), *avoir, travailler* (French), *lernen, sprechen* (German), *cantar, amar* (Spanish). For this reason, it has long been considered bad style in English to “split infinitives” with adverbs. Instead of writing “to quickly go,” or “to finally sing,” you should write, “to go quickly” or “finally to sing.”

#### **h. Use of First Person Pronouns**

A term paper is not meant to sound like a letter to a friend or a diary entry. You should avoid use of “I,” “me,” or “we,” at all times.

#### **i. “Feel” and “Believe”**

Students massively overuse these words. Your feelings are not relevant to a paper; it is your thoughts that count.

#### **j. “Being that”**

“Being that the artist was French,…” is better written “Since the artist was French,…” or “Because the artist was French…”

#### **k. Words to Avoid**

Excessive modifiers (adjectives and adverbs) can muddy your prose and lead to bad style. Be certain that each adjective and adverb that you use is adding something significant to your prose. Always check that the words you do use really mean something when you use them.

#### **l. Passive Construction**

Passive constructions lead to bad style. Here are some examples:

“The panel was painted.”

“The sculpture had been destroyed”

These sentences would be stronger and more informative if the person doing the painting and destroying was put in the picture.

“The artist painted the panel,” or “Giotto painted the panel.”

“The madman destroyed the sculpture,” or “Jack the Ripper destroyed the sculpture.”

#### **m. “That” and “Which”**

“That” and “which” are both relative pronouns. With respect to the antecedent, “that” marks a defining relative clause, and “which”

marks a non-defining relative clause. Non-defining clauses need commas, defining clauses do not. For example:

“I always buy his books that have influenced me greatly.”

“I always buy his books, which have influenced me greatly.”

Notice the difference in meaning if we substitute the defining “that” in place of the non-defining “which.” In the first sentence only the influencing books are the ones purchased. In the second sentence there is no such condition.

#### **n. Contractions**

You should never use contractions in an academic paper. It is bad style and has a negative affect on your prose. You should write out “it is” as opposed to “it’s,” and “is not” as opposed to “isn’t.”

#### **Citations and Notes**

You must indicate from where you are making any quotations you use in your paper. It is also important to cite the source of arguments and ideas when you take them from a textbook or other author. The way to do this is in footnotes (at the bottom of the page) or endnotes (at the end of the paper). If you have a word processor that puts notes at the bottom of the page use it, otherwise use endnotes; it is a waste of time to try to type footnotes on a conventional typewriter.

**Avoid quotations and paraphrases of the modern authors you consult. Sources from the period you are writing about may be quoted, but do this sparingly. It is YOUR words and thoughts that are required, and on which you will be graded. However, when and if you do paraphrase, you MUST cite the source.**

Notes should be indicated in the text by superscripted numbers, like this-<sup>1</sup>. If your equipment cannot superscript, enclose footnote numbers in brackets like this- [1]. Notes should be numbered consecutively from the beginning to the end of the paper rather than being separately numbered on each page. Even though the text of your paper is double-spaced, footnotes should be single-spaced. Leave a line between each footnote. The first line of a footnote should be indented five spaces.

The first mention of a source in the footnote or endnote should contain the following information in the order given here:

BOOK:- i) Name of author(s) ii) Title of book (underlined/italicized) iii) The edition used (not necessary for first edition) iv) City of publication v) Year of publication vii) page references.

JOURNAL ARTICLE;- i) Name of author(s) ii) "Title of article" (in quotation marks) iii) Name of journal (underlined/italicized) iv) Number of Journal v) Year of publication (in parentheses) vi) page references.

ARTICLE IN COLLECTION:- i) Name of author(s) of article ii) "Title of article" (in quotation marks) iii) the word "in" iv) Title of collection (underlined/italicized) v) The edition used (not necessary for first edition) vi) Name of editor(s) of collection vii) City of publication viii) Publisher ix) Year of publication x) page references.

Here is an example of a book with a single author:

<sup>1</sup> Irmgard Hutter, Early Christian and Byzantine (New York: Universe Books, 1971), 127.

A book with multiple authors would be:

<sup>2</sup> Nancy H. Ramage and Andrew Ramage, Roman Art, 2<sup>nd</sup> ed. (Upper Saddle River, NJ: Prentice Hall, 1996), 23.

An article from a journal would be:

<sup>3</sup> William D. Wixom, "Early Christian Sculptures at Cleveland," The Bulletin of The Cleveland Museum of Art 54 (1967), 75.

An article from a collection would be:

<sup>4</sup> Ernst H. Gombrich, "Light, Form and Texture in Fifteenth-century Painting," in Modern Perspectives in Western Art History, ed. W. Eugene Kleinbauer, 2<sup>nd</sup> ed. (Toronto: University of Toronto Press, 1989), 277.

**Note especially the use of punctuation in these references.** Note also that the place of publication is always a city, never a state or country. If the place of publication is not one of the major publishing centers (i.e. New York, London, Boston, Paris, Los Angeles, San Francisco, Chicago, etc.), indicate the city and the state. Finally, with publishers names do not include word such as "Limited," "Inc." or "Publishing Company."

Later references to the same author can just give his or her last name and the page number. Do not use “p” or “pg.” For example:

<sup>5</sup> Gombrich, 279.

<sup>6</sup> Hutter, 103.

Do not use Latin reference abbreviations such as *ibid.*, *idem*, or *op. cit.* They are unclear nowadays and look distinctly old-fashioned. Your aim is to present information as clearly as possible.

The alternative system of citation is the **parenthetical reference system** used in some other fields of academic study. It is not used in history or art history, but you may wish to investigate it for other classes.

### **Bibliography**

For a college paper your bibliography or booklist should list all the books and articles you have consulted in writing your paper. It should contain the same information as your first citation in a footnote but in a slightly different order. For example:

Gombrich, Ernst H., “Light, Form and Texture in Fifteenth-century Painting.”

In Modern Perspectives in Western Art History, ed. W. Eugene Kleinbauer, 2<sup>nd</sup> ed., 271-284. Toronto: University of Toronto Press, 1989.

Hutter, Irmgard. Early Christian and Byzantine. New York: Universe Books, 1971.

Ramage, Nancy H. and Andrew Ramage. Roman Art. 2<sup>nd</sup> ed. Upper Saddle River, NJ: Prentice Hall, 1996.

Wixom, William D., “Early Christian Sculptures at Cleveland.” The Bulletin of

The Cleveland Museum of Art 54 (1967):67-88.

In a list of sources the last name goes first. The sources are listed alphabetically in order of the authors’ last names. Books without an author are listed by the first work, excluding “the” and “a” in the title: Webster’s Ninth New Collegiate Dictionary would go under “W.” It looks better if you

indent from the second line of each entry (a hanging indent). For more information see the pages in Webster's already mentioned.

### **Citing Electronic Sources**

It is imperative that proper citation format is used with material from the Internet. Some sources will indicate citation information at the bottom of the page. If not it is **your** responsibility to find the information and correctly cite the source.

Following are two common citations, one for an individual work and one for a work within a work (e.g. an article within a journal or an entry within an encyclopedia). Remember that if there is a print version of the work you are using electronically, you must include the printed version in your citation. If there is no printed version then you may omit that portion of the citation.

#### Individual Work

Author/editor. *Title of Print Version of Work*. Edition statement (if given). Place of publication: publisher, date (if given). *Title of Electronic Work*. Medium. Information supplier. Available Protocol: Site/Path/File. Access date.

Witcombe, Christopher L.C.E. *Women in Prehistory The "Venus" of Willendorf*. Online. Sweet Briar College. Available:  
<http://www.arthistory.sbv.edu/imageswomen/willendorfwoman.html>.  
June 16, 2000.

#### Parts of a Work

Author/editor. "Part Title." *Title of Print Version of Work*. Edition statement (if given). Place of publication: publisher, date, (if given). *Title of Electronic Work*. Medium. Information supplier. Available protocol (if available): Site/Path/File. Access date.

Chapman, John. "Tertullian." *The Catholic Encyclopedia*, vol. XVI. Robert Appleton Company, 1912. *The Catholic Encyclopedia*. Online. University of Arizona. Available:  
<http://www.newadvent.org/cathen/14520c.htm>. June 16, 2000.

More thorough information regarding electronic media citation style is available at <http://www.uvm.edu/~xli/reference/mla.html>

