

DEPARTMENT OF ART HISTORY AT DARTMOUTH COLLEGE

STYLE GUIDE

This *Style Guide* is intended to give students studying Art History at Dartmouth an idea of how to format their essays. That said, students should in the first instance follow the instructions of their professors.

This guide follows, in general, the style used by the *Art Bulletin*, the major disciplinary journal in North America. For complex issues, it may help to consult *The Chicago Manual of Style*, 15th ed. (University of Chicago Press, 2003) and/or Diana Hacker's on-line *History: Documenting Sources*, which offers an introduction to CMA style. For spelling, refer to *Webster's Third New International Dictionary, Unabridged*.

TITLE

Titles should be informative and creative. For longer papers, including theses, you will want to have a separate title page (for special formatting for Honors Theses, see *The Honors Program*, document available on the Department of Art History's website). For regular papers, include the title at the top of the first page, along with the following information (if applicable): your name (or names, if it is a group project), number and name of course, name of professor, date.

TEXT

- Double-space ALL copy: title, text, quotations, notes, captions, bibliography, abstract.
- If possible, print out on both sides of the page. Use 12-point Times New Roman type (or some other serifed typeface) for all elements.
- Begin each section or element (endnotes, bibliography, etc.) on a new page.
- Number all pages.
- Leave a margin of at least 1¼ inches left and right, and 1 inch top and bottom.
- Leave words unhyphenated at ends of lines.
- Leave margins unjustified.
- Use *italic* type for titles and foreign words. You may use italics for emphasis, but sparingly. Try to avoid using quotation marks for special terms or emphasis.
- Use regular typfaces and fonts, that is, do not use boldface or other sizes or styles or font (even for titles and subheaders).
- Use only one space after periods or any punctuation; that is, do not use two spaces.

- Indent the initial lines of paragraphs 1/2 an inch.

CITATIONS AND NOTES

Notes should be numbered consecutively and appear as endnotes (footnotes may be used, but check with your instructor). Note numbers (always Arabic, not Roman numerals) in the text should use superscript figures placed after punctuation. Try to put all note numbers at the ends of sentences.

For a useful summation of Chicago Style references, consult the following URLs:

- http://www.chicagomanualofstyle.org/tools_citationguide.html
- http://www.dianahacker.com/resdoc/p04_c10_s1.html
- http://www.dianahacker.com/resdoc/p04_c10_s2.html

The first citation of a source in your notes should appear in full; subsequent references may be abbreviated. Consult *The Chicago Manual of Style*, 15th ed., 16.42, for details. Do not use *op. cit.*, but for repeated, sequential references do use *Ibid.*

Books (first reference)

First Name of Author Last Name of Author, *Title of Book* [information about editors and/or translators; book series, etc., would be included here, separated by commas] (Place of Publication: Publisher, Date), page numbers.

e.g. Jane Doe, *The Best Book Ever* (New York: Great Press, 2010), page numbers.

Books (subsequent references)

Last Name of Author, *Abbreviated Title*, page numbers.

e.g. Doe, *Best Book Ever*, 23.

Essay in Collection of Essays (first reference)

First Name of Author Last Name of Author, "Title of Essay," in *Title of Book*, ed. name(s) of editor(s) (Place of Publication: Publisher, Date), page numbers.

e.g. Jane Doe, "My Book is Great," in *Great Books*, ed. William Shakespeare (London: Another Great Press, 2007), 14–99.

Essay in Collection of Essays (subsequent references)

Last Name of Author, "Abbreviated Title," page numbers.

e.g. Doe, "My Book," 23.

Articles (first reference)

First Name of Author Last Name of Author, "Title of Article," *Name of Journal* volume number, issue number (date): page numbers.

e.g. Jane Doe, "Another Great Article," *The Royal Society of Great Things* 12, no. 3 (1995): 30–34.

Articles (subsequent references)

Last Name of Author, "Abbreviated Title," page numbers.

e.g. Doe, "Best Article Ever," 23.

BIBLIOGRAPHY/WORKS CITED

Include a bibliography at the end of your paper. Note that much of the information in a bibliography is separated by periods, not commas (as is the case with notes). You should alphabetize your bibliography by authors' last names. If an author appears more than once, entries after the first should replace the author's name with three hyphens (---).

Book

Last Name of Author, First Name of Author. *Title of Book*. Place of Publication: Publisher, Date.

e.g. Doe, Jane. *My Book*. New York: Great Press, 2007.

Essay in Collection of Essays

Last Name of Author, First Name of Author. "Title of Essay." In *Title of Book*, edited by name(s) of editor(s) [if appropriate], page numbers. Place of Publication: Publisher, Date.

e.g. Doe, Jane. "My Book is Great." In *Great Books*, edited by William Shakespeare, 14–99. London: Another Great Press, 2007.

Article in Journal

Last Name of Author, First Name of Author. "Title of Article." *Name of Journal* volume number, issue number (date): page numbers.

e.g. Doe, Jane. "Another Great Article." *The Royal Society of Great Things* 12, no. 3 (1995): 30–34.

Entry in a Catalogue

Last Name of Author, First Name of Author. "Entry Title." In *Title of Exhibition*, exh. cat., edited by name(s) of editor(s), page numbers. Place of Exhibition: Museum; Place of Publication: Publisher, date.

e.g. Doe, Jane. "A Great Work of Art." In *Yet Another Book of Great Works of Art*, exh. cat., edited by John Doe, 34–35. New York: The Cosmopolitan Museum of Art; New Haven, Elay University Press, 2007.

QUOTATIONS

- Quotations must be absolutely accurate and carefully transcribed. An ellipsis (three spaced dots ". . .") indicates words dropped within a sentence. A period and three spaced dots indicates a deletion between sentences (" . . .").

- If you are responsible for some of the translations, add at the head of the notes: "Unless otherwise indicated, translations are mine."

- Foreign-language quotations in both text and notes should be translated into English, unless the significance of the quotation will be lost. The original text may be included in a note if it is unpublished, difficult to access, or of philological relevance to the article. "Emphasis added" indicates your addition to quoted matter.

- Brackets in quoted material indicate author's interpolation; in inscriptions they indicate letters lost through damage. Parentheses indicate letters omitted as the result of abbreviation

in inscriptions.

FIGURE CAPTIONS

- Captions should be numbered consecutively. Figure numbers do not include a period. You should include full caption information, whenever available and appropriate, in this order:
 - Figure number with no period Artist, *Title* (in italics), date, medium and/or support, dimensions in inches (h. x w. x d.) OR in centimeters (1 inch = 2.54 cm). Name of collection, City of collection, Other collection information such as “gift of . . . ,” accession number, etc.

Basic Caption Style

3 Sandro Botticelli, *Primavera*, ca. 1482, tempera on panel, 6 ft. 8 in. x 10 ft. 4 in.
Galleria degli Uffizi, Florence

- 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. There is no terminal period, unless the basic caption information is followed by a descriptive sentence. There is no requirement to include photo credits.
- 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. For example, 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.

Last updated September 22, 2010