immediations Style Guide

Submissions should be 5,000-7,000 words excluding endnotes, which should be kept to a minimum and should not exceed 20% of the total word count. All articles should be preceded by an abstract in italics of no more than 200 words.

Main Text
First mention: The Courtauld Institute of Art,
from then on please refer to it as The Courtauld (i.e. with a capitalised definite article).

Acknowledgements should be kept to a minimum and precede the endnotes.

Subheadings:
- Please use sparingly.
- Subheadings should be as short as possible.
- Subheadings should appear as capitalized titles, without numbers, for example: THE MONA LISA

Spelling:
- British, rather than American, words and spelling should be used:
  - centre, colour, programme, pavement
  - not center, program, sidewalk
- Please use ‘western’ or ‘eastern’ rather than ‘Western’ or ‘Eastern’.
- Please use ‘classical’, ‘renaissance’ and ‘modernism’ rather than ‘Classical’, ‘Renaissance’ and ‘Modernism’.
- If you want to emphasize a subclause, please do as follows with –:
  In Lewes’ conception, consciousness – the awareness of oneself as a feeling being – is the product of a holistic system, with ganglia playing the crucial role of receptors.

Names and Locations:
- Scholars’ names should always be cited in full in the text when they are first mentioned, thereafter just the surname will suffice:
  - Caroline Campbell → thereafter: Campbell
  - Albrecht Dürer → thereafter: Dürer
  - There are a few obvious exceptions:
    - Dante, Einstein, Freud, Luther, Newton, Petrarch, Shakespeare.
- Place names should be given in English forms if they exist: Cologne, Florence, Rome.
In citing American cities or place names, use the standard postal style for identifying the state. In the event that none is given, the town will be assumed to be European.

- Cambridge alone will indicate the town in England; Cambridge, MA, for the US city

### Punctuation:

- Colons and semi-colons should be used sparingly.
- Use of ‘Oxford Commas’ is permitted if there is some reason why the final sub-clause is to be separated or given emphasis. For instance:
  - Unusually the artist gained some experience across the Channel, having worked in Rome, Paris, and London.
- Please refrain from using sarcastic inverted commas or italics to put emphasis on words.
  - Incorrect:
    - This aspect is crucial, because the ‘general public’ approaching the drawing…
    - This aspect is crucial, because the general public approaching the drawing…
  - Correct:
    - This aspect is crucial, because the general public approaching the drawing…

### Possessive ‘s:

- Singular nouns ending in S → the bass’s stripes.
- Plural nouns ending in S → the puppies’ bed.
- Proper names ending in ‘s’, ‘x’ or ‘z’ take an extra possessive → Rubens’s works.

### Abbreviations:

- Please use a full stop after the following abbreviations: ed., col., no., p., pp., vol.
- However, do not use a full stop after the following abbreviations: eds, cols, nos, vols, MS, MSS
- Pay careful attention to the following abbreviations (no full stops!): Dr, BA, MA, PhD
- Please do not abbreviate the following words: Professor (not Prof.), Saint (not St).
- Please do not use the following abbreviations i.e., e.g., f.i., and etc.
- Circa should be abbreviated as ca → ca 1815.
- Acronyms should be spelt out in the first instance, with the acronym in brackets
  - The United Nations (UN) introduced … → Thereafter only use the acronym: UN.

### Numbers:

- Whole numbers from zero to one-hundred should be spelt out in full, Arabic numerals should be used for numbers over one-hundred. In endnotes, Arabic numeral should always be used.
  - Main Text: Three new galleries will provide display space for over 205 paintings and drawings.
  - Endnote: 3 new galleries will provide display space for over 205 paintings and drawings.
- Exceptions include page numbers, dates and round numbers over a hundred
- ‘More than a thousand copies are known to exist’, rather than ‘More than 1000 copies are known to exist’.

- Roman numerals should be converted to Arabic, unless citing original pagination.

- Commas should be used to separate thousands: 40,123

- Page numbers should be given in full.
  - 1-2; 53-54; 203-204; 225-254 → Incorrect: 250-4.

- Cardinal numbers should always be written in full
  - Correct: the twentieth house
  - Incorrect: the 20th house

**Dates:**

- Please use AD and BC (no full stops): AD432 / 432BC
  - If you are working on cross-cultural material with different dating systems it may be more appropriate to use CE (Christian Era) and BCE: 430BCE / 305CE

- Dates follow European order → 26 March 1688

- Dates in Main Text: eighteenth century

- Dates in Endnotes: 18th century (Please note that the “th” is not in superscript, so 18th century and not 18th century.)

- Dates should only be hyphenated when used as an adjective:
  - nineteenth-century art, fifteenth-century drawing

- Numbers that identify decades do not take an apostrophe:
  - Correct: 1970s
  - Incorrect: ’70s; 1970’s

- Inclusive dates are given as 1914-1918, not 1914-8 nor 1914-18.

- Italian dates are italicised and capitalised when used as a noun
  - ‘in the Quattrocento’ (noun) or ‘in quattrocento art’ (adjective)

- Miscellaneous: ca 1611; fl. 1420-1425; d. 1987

**Quotations:**

- Please use single quotation marks throughout.

- For quotations within quotations use double quotation marks.

- Block quotations (three lines of text or more) should be indented with no quotation marks.

- Passages of exceptional length should appear in an Appendix.

- If a quotation starts/ends in the middle of a sentence then please use […] as follows:
  
  ‘[…] the paintings belonged to Egon Schiele […]’

Punctuation should be placed outside of the quotation marks, unless the end of the quotation coincides with the end of your sentence (see example below):
ORIGINAL QUOTE:
‘The curator at the Royal Academy informed visitors that the sketches belonged to Gustave Klimt, while the paintings belonged to Egon Schiele.’

Example Punctuation Outside Quotation:
As such, it has been confirmed that ‘[…] the sketches were done by Klimt […]’.

Example Punctuation Inside Quotation:
As such, it has been confirmed that ‘[…] the paintings belonged to Egon Schiele.’

➢ All quotations should be translated into English in the body of the text. Where necessary the original text can be provided in the endnotes, unless a short non-English phrase is necessary in the text. In this case, it should be cited in the original and immediately followed by a translation in brackets: ‘coram papa (in the presence of the pope)’. Thereafter it can be used in the original.

➢ Citations from non-Roman alphabets should be transliterated.

➢ Direct quotations of early texts should try to preserve the spelling, punctuation or abbreviations of the original with any alterations explained.

➢ Lines of poetry are separated by slashes (/) or double slashes (//) for stanzas.

Italics:
➢ Please do use italics for titles of works of art, books and periodicals.

➢ Any foreign words that appear in the text, but are not directly quoted, should appear in italics.

➢ Foreign place names, locations or proper nouns are not italicized.

Biography
Authors should provide a short biography of no more than 100 words that details their relevant academic and professional experience.
Images

➢ For the final submission, no more than 8 images.
➢ In the body of the text: title (date, Fig. 1) unless the date is given in the sentence.
  ▪ *Midsummer* (1887, Fig. 1)
➢ Please give titles in English.
➢ When it is necessary to refer to more than one image in the text: (Fig. 1 and Fig. 2).

Image Captions should always follow the following format:

Fig. 1: School of Raphael, *Classical or Mythological Subject*, verso, pen and ink on paper, 21.5 x 20.8 cm, The Courtauld Institute of Art, London.
© The Courtauld Institute of Art Gallery, London.

Unless specifically stated otherwise by the copyright owner:

Fig. 8: Albert Moore, *Midsummer*, 1887, oil on canvas, 158.6 x 152.2 cm, Russell-Cotes Art Gallery and Museum, Bournemouth.
Image reproduced with the kind permission of Russell-Cotes Art Gallery and Museum.

References

All references should appear as endnotes rather than footnotes, with no separate bibliography. They should be numbered consecutively and their reference numbers in the text should be placed after any punctuation. References should be kept to a minimum and should not introduce additional information.

Always provide a reference the first time in full, thereafter please abbreviate as shown below.

In case there are several references within one endnote, please separate them by semicolons, for example:

**Book ~ One Author**

First Endnote:

Thereafter: Pollan, 3.

If there is more than one book by the same author to be cited, give the date of the text’s publication in brackets after the author’s surname and before the comma [This rule applies in all cases: books, journals, reviews, blogs, websites, …]:


If there is more than one book by the same author with the same publication date distinguish between them with a letter in alphabetical order, given in the first reference and thereafter [This rule applies in all cases: books, journals, reviews, blogs, websites, …]:

Pollan (2006b), 87.

**Book ~ Two Authors**

First Endnote:


**Book ~ More than Two Authors**

First Endnote:

Thereafter: Allen et al., 17-30.

**Editor, Translator or Compiler in addition to Author**

First Endnote:

[Editor, Translator or Compiler instead of Author
– to be used in rare cases, e.g. the exceptional case of Homer below]
First Endnote:

Thereafter: Kurland and Lerner, 3.

*(If no fixed page numbers are available write ‘n.p.’)*

**Article in a Print Journal**

First Endnote:
Caroline Arscott, ‘William Morris’s Tapestry: Metamorphosis and Prophecy in *The Woodpecker*, *Art History*, 36.3 (June 2013), 608-625, 612.

Thereafter: Arscott, 612.

**Article in an Online Journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to [http://dx.doi.org/](http://dx.doi.org/) in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date.

First Endnote:


**Article in a Newspaper or Popular Magazine**

If you consulted the article online, include a URL and access date.

First Endnote:

Thereafter: Adams.
If no author is identified, begin the citation with the article title.

First Endnote:

Thereafter: ‘UK universities “face disaster within weeks” without clear Brexit plan”’

Book Review
First Endnote:

Thereafter: Coomasaru, 6.

Online Book Review
First Endnote:

Thereafter: Kamp.

Thesis or Dissertation
First Endnote:
Mihwa Choi, Contesting Imaginaires in Death Rituals during the Northern Song Dynasty (PhD dissertation, University of Chicago, 2008).

Thereafter: Choi, 91.

Paper presented at a Meeting or Conference
First Endnote:

Thereafter: Adelman.
Website

A formal citation is required. A publication date must always be given, but if one is not available write ‘n.d.’. An access date must always be given. If there is no author begin the reference with the title.

First Endnote:


Blog Entry

A formal citation is required. A publication date must always be given, but if one is not available write ‘n.d.’. An access date must always be given. Use pseudonyms where applicable and if there is no author begin the reference with the title.

First Endnote:

Thereafter: Posner.

Comment on Blog Entry

(where possible give the link to the comment)

First Endnote:

Thereafter: Jack, comment on Posner.

E-mail, Text Message, Phone Call, Interview between the Author and Subject

These must all be given in the same format.

First Endnote: Jeremy Deller in conversation with the author (30 May 2016).
Thereafter: Deller (30 May 2016).