

Writing Handout 2: Style Sheet

BLOCK QUOTES: Whenever you quote a passage that runs for more than four lines in your paper, you should set it off as a block quote:

Block quotes do not take quotation marks. They always start with a capital letter. They are indented a half inch from the left margin and are justified left (you may justify right and indent a half inch on the right also, but this is not required). Block quotes must be in the same font size as the rest of your paper. Block quotes are always single spaced. Passages shorter than four full lines in your paper should not be block quoted.

BOOK TITLES: When referring to a book title in your paper, always either underline it or italicize it. Never underline or italicize an article or chapter title. These should appear in quotation marks.

CITATION: Whenever you quote from another text, or whenever you refer to a specific idea in another text, you are required to cite your source. To fail to do so is plagiarism. Plagiarism is a serious offense. You can be fired from a job for misrepresenting someone else's ideas as your own. You can also be dismissed from college.

Citation of sources can take one of two forms.

(a) Footnotes: The most common form of citation among art historians is the footnote. Footnote numbers in the text always appear outside the period at the end of a sentence [e.g. French art.¹]. The following is the correct format for footnote citation:

Book: Eilean Hooper-Greenhill, *Museums and the Shaping of Knowledge* (London and New York, 1985), 5.

NOTE: You are not required to cite the name of the publisher, but if you do so, this is the format—(London and New York: Routledge, 1992).

Article: Mark Rectanus, "New York-Bilbao-Berlin and Back: The Global Museum and Cultural Politics," *European Studies Journal* 17 (2000), 41-66.

Essay in a Collection: Danielle Rice, "Museums: Theory, Practice, and Illusion," in *Art and Its Publics: Museum Studies at the Millennium*, Andrew McClellan, ed., (Malden, MA, and Oxford, 1995), 77-95.

Please note:

- First name comes first, followed by last name and a comma.
- Title of book or journal is always italicized or underlined.
- Publisher can be omitted, but city of publication cannot.
- City of publication and date of edition should appear in parentheses separated by a comma.

- Page number(s) are represented by numerals only. Do not use “page,” or “p” or “pp.”
- Always list a book under the name of the author, not the editor.

(b) Parenthetical citation: The citation always comes before the period and outside any quotation marks. Parenthetical citations should always appear at the end of sentences. The following is the “correct format for a book, article, or essay citation” (Crow, 5); (Hyde, 50); (Wrigley, 21).

If you use this format you are required to include a bibliography of works cited after the final page of the paper. The bibliography format is as follows:

Duncan, Carol, *Civilizing Rituals: Inside Public Art Museums* (London and New York, 1995).

Please Note: Format is the same as in footnotes except that last name comes before first name.

When writing a paper in which multiple cites from the same text are necessary, it is better to use parenthetical citation. When the title of the work to which you are referring is obvious on the basis of context, you may omit the author name from the parentheses and simply cite the page number, e.g. (5).

ELLIPSES: Use an ellipsis . . . whenever you leave out part of a quotation. A standard ellipsis has three dots, each separated by a space. When the part of the quotation you are eliding contains a period, there must be four dots in the ellipsis. Ellipses are important because if you don't use them you can be accused of distorting a quote to serve your own purposes.

FONT: Use 12 point. Do not use ornate styles. The closer it looks to print the better. Suggested: Times New Roman; Garamond.

LINE SPACING: Double space, except for block quotes and footnotes which must be single spaced.

MARGINS: Use 1.25 inch, left and right, and one inch top and bottom.

PAGE NUMBERS: You should always have page numbers except on a separate title page. A separate title page never counts as page one.

PARAGRAPHING: Spacing between paragraphs should not differ from spacing between lines. The first line of the paragraph should be indented a half inch.

QUOTATION: Never mis-quote a passage. Always give the quote exactly as it appears in the text. Exceptions: (a) you may leave part of the quotation out by using an ellipsis, (b) you may change the case of the first letter of the quotation.

QUOTATION MARKS: “There should be no spaces between the quotation mark and the first letter of the sentence. The period should go inside the quotation mark.” When using a “quoted phrase, set off by commas,” inside a sentence, the final comma should go inside the quotation marks.

SPACING: Periods, commas, colons, and semi-colons take one space only.

COMMON MINOR ERRORS

- It’s = “It is,” not the possessive of “It.”
- When using the word one’s (as in one’s obligations to one’s community), do not forget the apostrophe.
- When using a double-barrel word as an adjective, hyphenate it. When not using it as an adjective, omit the hyphen. [An adjective is a descriptive word that modifies a noun].
e.g. “Twentieth-century museums were. . .”
“In the twentieth century, museums were”
 - Note: do not use “-type” as an adjective, e.g. aristocratic-type. This is highly informal (and often improper) word usage and looks sloppy.
- Affect vs. Effect. When effect is used as a noun it means “result,” “consequence.” When used as a verb it means “to cause,” “to bring about.” When “affect” is used as a noun it means “feeling,” or “emotion.” When used as a verb it usually means “to act upon,” “change,” or “alter.” Affect is most commonly used as a verb; effect is most commonly used as a noun.
- Do not use contractions (don’t, won’t, it’s, they’re etc.). Contractions look sloppy and casual and do not usually appear in academic prose.
- Never use i.e. or etc., or e.g. in a paper. Spell it out: “that is”; “and so on”; “for example.”

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