1. Preferred Manuals and Dictionaries

For general style issues (citation, punctuation, capitalization, abbreviations, etc.), conform to *Chicago Manual of Style*, 17th ed. (CMoS).


For place names and cities, follow *Merriam-Webster’s Geographical Dictionary*, 3rd ed.

For names and dates of artists, use the Getty’s [Union List of Artists’ Names® (ULAN)](https://www.getty.edu/research/tools/vocabularies/ulan/).

2. Foreign Languages

In the text, give only the translations of foreign-language quotations and in the endnotes provide the original text and documentation for translations used. If most translations are by the author, put an explanatory note at the beginning of the endnotes to the effect that all translations are by the author unless otherwise indicated.

Short phrases or words and titles of books, articles, etc. in foreign languages must be accompanied by a translation in parentheses following the word or title in the text and the illustration list. They must be translated each time in the illustration list but only in the first instance in the text. Only short phrases or words should have translations in parentheses in the endnotes.

For the capitalization of foreign titles of books, articles, etc., use “sentence style”: capitalize the first word of the title and of the subtitle, except for German titles in which the first word and all nouns are capitalized and French titles with articles (e.g., *L’Illustration* or *Le Monde*). For the
capitalization of names of conferences, institutions, museums, etc.,
capitalize headline style as one would in English (e.g., Musée Nationale des
Beaux-Arts).

For artworks with non-English titles, list the non-English title first, italicized, with sentence-style capitalization (exceptions being German and some non-Latin languages), followed by an English translation in parentheses, italicized, with headline-style capitalization. For example: Jésus donnant les clefs à saint Pierre (Christ Giving the Keys to Saint Peter).

Authors who wish to include non-Latin characters should consult the editors for guidelines.

3. Names, Dates, Numbers, and Spelling

For French names with multiple parts (Jean-Auguste-Dominique Ingres; Charles François Daubigny), consult the Getty’s Union List of Artist Names® (ULAN) to determine whether to hyphenate when the names appear in the running text of the article and the notes. For artists whose names show several spellings or patterns of hyphenation in ULAN, be sure to select the one ULAN prefers. If a citation in the notes shows a French name hyphenated differently than ULAN’s preference, do not change the way the name is written in the citation.

American English spelling of words (e.g., analyze, honor, practice).


Life dates should be included in parentheses after the first mention of significant individuals in the main text [e.g., Berthe Morisot (1841–95)].

Numbers should be treated as follows: one to one hundred, 101 upwards, comma for four-figure numbers or larger, spell out full large numbers (e.g., ten thousand).

En dashes should be used for numerals, including dates (e.g., 1875–85) and the ISBN number of a book (e.g., ISBN 978–0–5002–3969–8).

When dates are in the same century, the number range can be abbreviated (e.g., 1875–85).

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Write out the ordinal numbers of centuries (e.g., nineteenth century).

The word chapter should be lowercase and followed by an Arabic numeral when used to refer to a specific chapter (e.g., chapter 3).

NB: The words “American” and “America” should only be used when referring to people and things from the Americas. Otherwise, be more specific about the geographic region and use, for example, United States or US, Canada or Canadian, South America or South American.

4. Dashes, Commas, Ellipses, and Quotation Marks

Em dashes and en dashes do not have spaces either before or after them.

A serial or Oxford comma must be placed immediately before the coordinating conjunction in a series of three or more terms (e.g., blue, red, and yellow).

Ellipses are constructed as three spaced periods. Do not use the word processor’s nonbreaking three-dot ellipsis character.

Apostrophes and single and double quotation marks should be directional or “smart,” as they appear in this sentence. Do not use unidirectional or “straight” marks, as they appear in this sentence.

5. References

All notes are to be in the form of endnotes and “embedded” rather than submitted as a separate file.

Endnotes should be numbered using Arabic numerals.

Do not use ibid.

Titles of books, journals, paintings, and artworks (but not titles of series) are to be in italics and

a. capitalized headline style if in English,

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b. capitalized sentence style if in a foreign language.

Titles of articles in a journal and unpublished theses and dissertations are to be in roman, in quotation marks, and

a. capitalized headline style if in English,

b. capitalized sentence style if in a foreign language.

Exhibition catalogues are treated as books, with the addition of “exh. cat.” following the title. The following are some sample entries:


Auction catalogues are treated similarly to books and exhibition catalogues, but with the addition of “auction cat.” following the title, and the lot number after the page number. E.g.,


For daily, weekly, monthly, etc. periodicals (magazines, newspapers) that the general public buys by subscription or from a kiosk, such as *Ladies Home Journal*, or *L’Illustration* (as opposed to a peer-reviewed / academic journal such as *The Art Bulletin*), the form of documentation is:

Mary Author, “Women Artists and the Cello,” *Revue de la musique*, March 24, 2000, 44. (There are no volume/issue numbers or parentheses around the date. A comma rather than a colon precedes the page number.)

Documentation for a newspaper is the same (except the page number is not required).

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The principle of citing archival documents is to go from the most specific to
the more general, i.e., cite the title of the document first, date, then the
manuscript locator (number, box, etc.), followed by the name of the
repository, and the location. For example:

Letter from John Darcy to Melanie McBride, June 16, 1862, MS 3524,
box 6, Darcy Papers, John Darcy Archive, Cambridge, MA.

For an article in an online journal, follow the CMoS guidelines and include
a DOI (Digital Object Identifier) if the journal lists one. A DOI is a stable ID
that links directly to the source. For example:

Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an
Evolving Social Network,” American Journal of Sociology 115 (2009): 411,
https://doi.org/10.1086/599247.

See below for additional information about citing DOIs.

Only if no DOI is available, use a URL and include an access date if the
publication date is not available or when sites tend to change rapidly (e.g.,
Wikis). Hyperlink the URL by using Microsoft Word’s hyperlink function
(in the “Insert” menu, choose “hyperlink” and follow instructions).

Do not use p. and pp. for page references.

Use a full reference the first time a work is cited, following the CMoS.
Thereafter, abbreviate the reference to author’s last name(s), short title,
page. Avoid using ibid., per CMoS 17 ed.

A short reference, for example, might look like:

Smith, Expressionism, 87 [for a book]; or Doe, “Realism in Context,” 61
[for an article].

6. Links, hyperlinks, and DOIs

For formatting links in your text, use Word’s hyperlink function (in the
“Insert” menu, choose “hyperlink” and follow instructions). Check all links
prior to submission.

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Linking to different sites, including websites, blogs, journal articles, books, etc.:

Authors should link to websites, blogs, and journal articles when digital sources or digital versions of print sources were consulted. According to CMoS guidelines, the citation must indicate the type of source (either the print book or a digital copy of the book) that the author used for research. However, if an author cites a digital version of a book or journal also available in print, they must cite both the digital and print versions.

The citation should include the name of the page consulted, name of the website as a whole, the publication date (or modification or access date if no publication date is provided), followed by the URL. Note that only one date should be provided, with preference for publication dates.

Linking to subscription sites:

Authors may cite online versions of encyclopedias, such as Grove and Oxford, even if they are subscription sites.

Authors may link to paywall and subscription sites, if that is what they used for their research, but they must indicate in parentheses at the end of their citation [login required] as a courtesy to readers. For example:


Authors are encouraged to link to abstracts on paywall and subscription sites so as to avoid violating copyright or breaking through paywalls. For example:


Authors should not use any link to their institution’s website or proxy for any material that is available on a more accessible database, such as JSTOR. For example, you may NOT use links that include an institution’s name and proxy (e.g.,

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Linking to DOIs:

_NCAW_ is a member of Crossref, a DOI (Digital Object Identifier) registration agency. Membership requires that authors include DOIs in citations whenever possible. Use the website [https://www.crossref.org](https://www.crossref.org) to find DOIs for articles. Authors must use DOIs that begin with https://doi. DOIs come at the end of a citation. For example:


Authors may not link to images because these links are usually fragile.

7. Illustrations and Captions

Illustration references in the text should appear as: (fig. 0) or (figs. 0, 0). Do not use “and” between multiple figure numbers.

Submit a list of illustrations in the following format:

Fig. 0, Artist, Title of Work [in italics, if appropriate], date. Medium [no dimensions]. Collection, City [in English without state or country]. Photography credit.

NB: Even if the name of the collection and the name of the photography credit are identical, both need to be cited in the caption.

If an artwork is in the public domain, indicate this status with a statement after the collection/location information:

Fig. 0, Artist, Title of Work [in italics, if appropriate], date. Medium [no dimensions]. Collection, City [in English without state or country]. Artwork in the public domain; photograph [or image] courtesy of name of individual, museum, gallery, or other institution with URL for artwork embedded in name [if available].

Or

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Fig. 0, Artist, Title of Work [in italics, if appropriate], date. Medium [no dimensions]. Collection, City [in English without state or country]. Artwork in the public domain; available from: name of website with URL for artwork embedded in name [if available].

While the majority of the works of art published in *NCAW* are in the public domain, the list of illustrations must differentiate between a copyright in an artwork and a copyright in a photograph (or image) of an artwork that may or may not be in the public domain.

If an image is an illustration from a book, use the following format:

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Fig. 0, Artist [if available], Title of Work, date. Medium. Published in [note-style citation of publication with page number or n.p. if there is no page number].
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Titles of artworks, books, articles, etc. in foreign languages should be translated. For artworks, the original title and the translated title should appear in italics. For books and articles, the original title should be in italics and the translated title in roman, as follows:

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Fig. 6, Antoine-Valentin Jumel de Noireterre, *Bataille de Balaklava, 35 octobre 1854* (Battle of Balaklava, October 35, 1854), 1859. Oil on canvas. Châteaux de Versailles et de Trianon, Versailles. Photo © Paris—Musée de l’Armée, Dist. RMN-Grand Palais / Hubert Josse.
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Fig. 20, Antoine-Patrice Guyot (designer) and Charles Motte (lithographer), *Hêtre (Beech Tree)*, ca. 1818. Lithograph. Published in *Collection de tous les arbres propres au dessinateur de paysages* (Collection of All the Trees Necessary for Drawing Landscapes) (Paris: Chez Guyot, 1818), n.p.
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If an artwork has two makers, include the roles of each in parentheses after the name as exemplified here:

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Fig. 1, Victor Collodion (designer) and F. Walters (lithographer), *Covent Garden Theatre: “Collodion,”* 1873. Lithographic show bill. British Library, Evanion Collection, London. Artwork in the public domain; image courtesy of the British Library.
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When illustrations are not of individual works, but, as in an exhibition review, of the installation or some other aspect of the exhibition, an

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appropriate descriptive caption should be included in the list of illustrations. For example:

Fig. 2, Advertisement for Easy Virtue (Lichte Zeden) at the entrance to the exhibition space, Van Gogh Museum, Amsterdam. Photograph by the author.

Fig. 3, Installation view showing the wide selection of works on paper and the entry into the next section of the exhibition. Image © RMN-Grand Palais (Musée d’Orsay) / Sophie Crépy.

Fig. 6, From left to right: Mademoiselle Dihau at the Piano, 1870. Oil on canvas. Musée d’Orsay, Paris. The Cellist Louis-Marie Pilet, ca. 1868–69. Oil on canvas. Musée d’Orsay, Paris. Musicians in the Orchestra (Portrait of Désiré Dihau), ca. 1870. Oil on canvas. Fine Arts Museums of San Francisco, San Francisco.

NOTE: If all images are from one source, that source may be indicated at the beginning of the list of figures. For example: All photographs provided courtesy of the Museum of Fine Arts, Boston.

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