

Stylesheet

General:

For general style issues (documentation, punctuation, capitalization, abbreviations, etc.), conform to Chicago Manual of Style, 15th ed. [CMS]. Exceptions and some reminders are given below.

For general spelling and determination of whether a term is to be considered foreign, follow Merriam-Webster's Collegiate Dictionary, 11th ed.

For artist's names, refer to The Grove Dictionary of Art (on-line or paper versions).

For place names, follow Webster's Geographical Dictionary, 3d ed.

Foreign languages:

In the text, give translations of all foreign-language quotations and in the notes provide 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. If authors feel it is important to also present a text in the original language, they may do so in a note.

For the capitalization of foreign titles of books, articles, etc., use "sentence style": capitalize the first word of the title and the subtitle, except for German titles in which the first word and all nouns are capitalized.

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).

References:

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

Titles of books, journals, and theses are to be in italics, not underlined. Titles of articles in a journal are to be in roman, in quotation marks, not underlined. Do not use p. and pp. for page references. Convert ampersand to "and" but retain numerals in titles (e.g., 19th-Century Art)

Use a full reference the first time a work is cited, following the CMS. Thereafter, abbreviate the reference to author/short title, page. An abbreviated reference, for example, might look like:

Smith, *Expressionism*, 87, for a book, or
Doe, "Realism in Context," 61, for an article.

Exhibition catalogues are treated as books. Following are some sample entries:

Robert Rosenblum, Mary Anne Stevens, and Ann Dumas. *Art at the Crossroads*. Exh. cat. (New York: Solomon R. Guggenheim Museum, 2000), 123.

Paul Atterbury, ed. *A. W. N. Pugin: Master of Gothic Revival*. Exh. cat. New York: Bard Graduate Center for Studies in the Decorative Arts (New Haven: Yale University Press, 1995), 27.

Paris, Pavillon des Arts. *Narcisse Díaz de la Peña, 1807–1876*. Exh. cat. (Paris: Pavillon des Arts, 1968), 35.

When citing web site articles, use standard reference style followed by full retrieval information. For example:

Otto Lee, "Jules Verne Style." *Journal of Decorative Arts* 8, no. 3 (Fall 2000), 23–45. Retrieved on 9 January 2002 from <http://www.jda-shu.edu/journal>.

Book reviews:

The following information, in the format shown, shall accompany all book reviews, including exhibition catalogue reviews

Author,
Title [in italics].
vols. City: Publisher, year.
pp.; # b/w illustrations, # color illustrations.
Retail price: (cloth: # paperback: #)
ISBN #

When citing from the book under review, cite pages in the text as (00) after the quoted passage, but before the end punctuation of the sentence. Do not use endnotes for this purpose. Use same reference style as for articles. Quotations from sources other than the book under review are given full endnotes.

Exhibition reviews:

The following information, in the format shown, shall accompany exhibition reviews.

Title of exhibition [in italics]
Name of museum
Dates of exhibition

If the show is traveling to multiple sites, please list each one separately, beginning with the date of the first venue.

Figures and Captions:

Figure references in the text should appear as: (fig. 00).

Submit a list of illustrations in the following format:

Fig. 00, Artist, Title of Work, date.
Medium [no dimensions].
Collection.
Photography credit

NOTE: If all photographs 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.

Xeroxed images are to be included in the original manuscript. For publications, all images must be submitted electronically in jpg or gif format. They should be no larger than 500 pixels x 500 pixels in size (about 5" x 5") and no smaller than 150 x 150 pixels (about 2" x 2"). Resolution of images should be no greater than 72 ppi (pixels per inch). Filenames are to be no longer than 8 characters (excluding the extension), all lowercase letters, and only letters or numerals (no spaces, capital letters, dashes) and the extension should indicate the type of image file. For example: figure01.jpg or figure01.gif