**Writing: style sheet**

**Overall Format**

Your text should be double-spaced (but footnotes should be single-spaced), leaving 1” margins on top, bottom, and both sides of the page.

Include a title page with your name, the course number and name, and the title and date of the paper. Staple or bind the pages firmly together, and be sure to proofread your paper before handing it in.

As a general rule, the titles of works of art, like the titles of books, are italicized: Michelangelo’s *David*, Caravaggio’s *Conversion of St. Paul*. The names of buildings and some other objects are left in roman letters: Sistine Chapel, Lincoln Cathedral, Lindisfarne Gospels, Book of Kells. When in doubt, look to see how your textbook deals with the work you are referring to, or with similar works. If your paper includes illustrations, they should be properly identified using captions or with a separate list of illustrations. Identify the work *and* specify the source from which your illustration is taken in the same way that you would specify the source of a quotation in a footnote [see below]. For example:


Figure 2. Lincoln Cathedral, Angel Choir looking northeast, begun 1256. After Christopher Wilson, *The Gothic Cathedral* (London: Thames and Hudson, 1990), p. 184, fig. 135.

If you are using images from ARTstor, please refer to ARTstor’s “help” page about citations:


**Footnotes**

Use footnotes to identify the sources you have drawn on in preparing your paper. This means not only the sources of quotations but also the sources of all opinions or interpretations that are not your own, whether quoted, paraphrased, or summarized. The footnote number should come at the end of the sentence for which a citation is needed. If all the material in a paragraph is derived from a single source, put your footnote at the end of the paragraph. If a single sentence or paragraph contains material from a number of sources, they may all be cited in the same footnote, separated by semicolons. Footnotes should be numbered consecutively throughout the paper (see examples below).
A footnote should give the reader the information he or she needs to locate the source you are citing. This information will normally include the author’s name, the title of the book or article, the date of publication, and the page numbers you are referring to. For books, cite the edition (if later than the first), the place of publication, and the publisher. For articles, cite the name of the journal and the volume number. Titles of books and journals should be italicized; titles of articles should be placed in quotation marks. If you refer to the same source more than once, citations after the first should be abbreviated. Electronic sources should be clearly identified. Look over your footnotes and ask yourself: “Could I track down this reference with the information given?”

Clear and accurate footnotes are important. They underpin your argument and they open your research to verification. They should take your reader directly to your sources—and what your reader finds there should be exactly what you said is there. If you borrow ideas or information, give credit where credit is due. This is not only honest but prudent: you will not want to be held responsible if a source you trusted turns out to be wrong.

**Bibliography or List of Works Cited**

In a short paper that cites comparatively few sources and identifies them fully in footnotes, a bibliography at the end of the paper is redundant. In a paper that cites many sources, on the other hand, a bibliography is needed to give your reader a clear overview of your sources.

Since a bibliography is ordered alphabetically, authors are listed last name first. (Do not invert first and last name in footnotes, or in the case of a second author, as in the case of the volume listed in the bibliography by Haskell and Francis Nicholas Penny.) Works for which no author is named should be listed under the first substantive word of the title.

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3. Hacker, p. 179. (If your paper cites more than one work by a given author, you will need to choose abbreviations that make it clear which work you are citing: Baxandall, Patterns, pp. 12-40; Baxandall, “Language,” p. 455.)

4. Guidelines are given in Hacker, pp. 185-7; or see Mary Lynn Rampolla, *A Pocket Guide to Writing in History*, 3rd ed. (Boston: Bedford/St. Martin’s, 2001), pp. 80-82, 92-3. Electronic sources, like any other, should be used with caution: see Hacker, pp. 102, 104; Rampolla, pp. 19-20.

5. Also, when full publication information is supplied in a bibliography, footnotes usually should be streamlined. A bibliography with full entries for Hacker and Baxandall would allow footnote 2 above to be reduced to: Hacker, *A Pocket Style Manual*, pp. 169-94; Baxandall, *Patterns of Intention*, pp. 12-40.
An entry in a bibliography differs in several ways from a footnote citation: the form is a hanging paragraph (first line flush with left margin, subsequent lines indented); publication information is not put in parentheses; and the entry for an article gives the page numbers for the entire article, not just for the portion cited in your text. Here are some examples (again, pay attention to the punctuation):


