

STYLE SHEET FOR COLNAGHI STUDIES JOURNAL

Spelling:

- British, rather than American, words and spelling should be used
 - centre, colour, programme, analyse, pavement; not center, program, analyze, sidewalk
- Please use Oxford Commas
 - The artist traveled to Rome, Paris, and London.

Dates:

- Dates follow European order
 - 26 March 1688
- Dates should be written out in full
 - eighteenth century, not 18th century
- Dates should be hyphenated if used as adjectives
 - 'in the nineteenth century' or 'in nineteenth-century art', but not 'in the 19th century'
- Cardinal numbers should not be abbreviated with 'th' or 'st'
 - "the twentieth house" not "the 20th" house"
- Numbers that identify decades do not take an apostrophe and can be abbreviated in the second instance
 - '1970s' or 'in the 1970s and '80s', but not '1970's'
- Inclusive dates are given as 1914-1918, not 1914-8 nor 1914-18

Numbers:

- Whole numbers from zero to one-hundred should be spelt out in full, numerals should be used for numbers over one-hundred
 - Three 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 a 1000 copies are known to exist'
- Roman numerals should be converted to Arabic, unless citing original pagination
- Page numbers should be given in full
 - pp.1-2; pp.53-54; pp.203-204; pp.225-254.

Quotations

- For quotations use double quotation marks
- Block quotations (three lines of text or more) should be indented with no quotation marks
- Indicate a break in the text thus ... (ellipsis) with a single space on either side. If ... comes at the end of a quotation add an additional point, with the endnote number outside:¹
- Lines of poetry are separated by slashes (/) or double slashes (//) for stanzas

Quotations from Foreign Languages:

- All quotations should be kept as brief as possible and 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 preserve the spelling, punctuation or abbreviations of the original with any alterations explained

Italics:

- Italics, rather than underlying or bold-type, are used for emphasis. Any such emphasis in a quote should be indicated as such in the related endnote
 - See Smith, 1936, at n.36 above, p.22, my italics

- 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 italicised

Subheadings:

- Please use sparingly, if at all
- Subheadings should be as short as possible
- Subheadings should appear as capitalized titles, without numbers
 - THE MONA LISA

Locations:

- Where more than one location has the same name, this should be clarified.
- 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
- Standard English names for foreign cities should be used
 - Florence, not Firenze

Miscellaneous

- 'Saint' should be spelt out.
- Acronyms should be spelt out in the first instance, with the acronym in brackets
 - 'The United Nations (UN) introduced ...' Thereafter they can be abbreviated.
- Scholars' names should always be cited in full in the text when they are first mentioned, thereafter just the surname will surface
 - 'According to Dale Kent ...' and subsequently 'According to Kent ...'
- Sentences should not end on a preposition. With the exception of 'and', all conjunctions should be preceded by a comma.
- General acknowledgements should be kept brief and appear in the first endnote.
- Use double quotation marks except where quotation marks occur within quotation marks, in which case use single quotation marks for those occurring within the double quotation marks

IMAGES

Illustrations:

- Refer to the illustrations in the text thus: (fig. 1) at the end of the sentence, before the final full-stop.

Captions:

- Captions and photographic credits should be provided as a separate list.
- Captions should follow the following format: Artist, *title*, date, materials, location.

REFERENCES

- The referencing style used here is based on the 'Notes and Bibliography' format of *The Chicago Manual of Style* – a brief summary of the style is listed below.
- For more detailed examples or for any further queries please search the Manual online at: www.chicagomanualofstyle.org
- References should be kept to a minimum and should not introduce additional information.
- All references should appear as endnotes rather than footnotes, with no separate bibliography

Brief Summary of essential formatting from The Chicago Manual of Style

Books

One author:

First Endnote:

Michael Pollan, *The Omnivore's Dilemma: A Natural History* (New York: Penguin, 2006), pp. 99–100.

Thereafter:

Pollan, *Omnivore's Dilemma*, p. 3.

Two or more authors:

First Endnote:

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), p. 52.

Thereafter:

Ward and Burns, *War*, pp. 59–61.

For four or more authors, list only the first author, followed by *et al.* (“and others”):

First Endnote:

Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

Thereafter:

Barnes et al., *Plastics . . .*

Editor, translator, or compiler instead of author

First Endnote:

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), pp. 91–92.

Thereafter:

Lattimore, *Iliad*, p. 24.

Editor, translator, or compiler in addition to author

First Endnote:

Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), pp. 242–255.

Thereafter:

García Márquez, *Cholera*, p. 33.

Chapter or other part of a book

First Endnote:

John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), p. 77.

Thereafter:

Kelly, “Seeing Red,” p. 81–82.

Chapter of an edited volume originally published elsewhere (as in primary sources)

First Endnote:

Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), p. 35.

Thereafter:

Cicero, “Canvassing for the Consulship,” p. 35.

Preface, foreword, introduction, or similar part of a book

First Endnote:

James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Thereafter:

Rieger, introduction, xxxiii.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

First Endnote:

- 1.) Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
- 2.) Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

Thereafter:

- 1.) Austen, *Pride and Prejudice*.
- 2.) Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Journal article

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

First Endnote:

Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): p. 440.

Thereafter:

Weinstein, "Plato's *Republic*," pp. 452–53.

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/> 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 only if one is required by your publisher or discipline.

First Endnote:

Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): p. 411, accessed February 28, 2010, doi:10.1086/599247.

Thereafter:

Kossinets and Watts, "Origins of Homophily," p. 439.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

First Endnote:

- 1.) Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, p. 68.
- 2.) Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Thereafter:

- 1.) Mendelsohn, "But Enough about Me," p. 69.
- 2.) Stolberg and Pear, "Wary Centrists."

Book review

First Endnote:

David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Thereafter:

Kamp, "Deconstructing Dinner."

Thesis or dissertation

First Endnote:

Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

Thereafter:

Choi, "Contesting *Imaginaires*."

Paper presented at a meeting or conference

First Endnote:

Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

Thereafter:

Adelman, "Such Stuff as Dreams."

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

First Endnote:

1.) "Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

2.) "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

Thereafter:

3.) "Google Privacy Policy."

4.) "Toy Safety Facts."

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

First Endnote:

Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

Thereafter:

Jack, comment on Posner, "Double Exports."

E-mail or text message

E-mail and text messages may be cited in running text:

("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note. John Doe, e-mail message to author, February 28, 2010.

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426)