

Chicago Style Guide for Research Papers

ARH 141 Spring 2024

Overall Formatting

- Times New Roman, size 12 font, double-spaced, default margins (1”), white paper
- Indent for each paragraph (tab) and do not add extra lines between paragraphs
- Include a title page for your paper
 - Center the title of your paper on the title page, one third of the way down
 - Include your name, the class (ARH 141 Intro to Modern Art), my name (Professor Bal), and the date, two thirds of the way down the page
- Include page numbers in the right hand corner (1, 2, etc.) starting on the first page *after* the title page
- If you are quoting something 5 or more lines long, indent the quote and make it single spaced instead of double spaced
- We are using the Notes-Bibliography format from the Chicago Manual of Style
 - Footnotes can be added using Insert>Footnote in Microsoft Word (put them at bottom of the page and numbered 1, 2, 3, etc)
 - Bibliography should be its own page, at the end, titled “Bibliography”
- If you reference a work of art and want to include a digital image of it at the end, create a page titled “Images” after the bibliography and label each
 - Refer to the artworks in your paper by Fig. 1, Fig. 2, etc (e.g. Michelangelo’s *David* exhibits an excellent understanding of human anatomy (Fig. 9).)
 - Caption artworks in the Images page with the following format:
 - First Name Last Name, *Artwork Title*, Year, materials, dimensions, Gallery or Museum, City.
Fig. 1: Jasper Johns, *Numbers in Color*, 1965, encaustic and collage on canvas, 5’6-1/2” x 4’1-1/2”, Albright-Knox Art Gallery, Buffalo.

Footnotes and Bibliography

Your bibliography lists all the sources used to write your paper. This might include book chapters, articles from JSTOR or other resources, exhibition catalogues, etc. As you mention facts or quotations from these sources *within* your paper itself, you should use footnotes to make note of which source you are referring to and what specific page number (if applicable) you got this information from. NOTE: If you mention a source more than once, start with the full footnote (the longer one) when you first mention the source. Any time you mention the source after the first time, you can use the shortened footnote instead.

For anything not covered here, use <https://www.chicagomanualofstyle.org/>.

Examples below taken from *Chicago Manual of Style Online* and [Colorado State University's Art History Writing Guidelines](#).

For a Book with One Author...

Bibliography

Format: Last Name, First Name. *Title*. Publisher Location: Publisher, Year Published.

Example: Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Footnote

Format: First Name Last Name, *Title* (Publisher Location: Publisher, Year Published), Page Number(s).

Example: Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Shortened Footnote

Format: Last Name, *Title*, Page Number.

Example: Smith, *Swing Time*, 320.

For a Book with More Than One Author...

Bibliography

Format: Last Name, First Name and First Name Last Name. *Title*. Publisher Location: Publisher, Year Published.

Example: Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Footnote

Format: First Name Last Name and First Name Last Name, *Title* (Publisher Location: Publisher, Year Published), Page(s).

Example: Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened Footnote

Format: Last Name and Last Name, *Title*, Page(s).

Example: Grazer and Fishman, *Curious Mind*, 37.

For a Book Chapter in an Edited Book...

Bibliography:

Format: Last Name, First Name. "Chapter Title." In *Book Title*, edited by Editor's Name, Page Number Range. Publisher Location: Publisher, Year Published.

Example: Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Footnote:

Format: First Name Last Name, "Chapter Title," in *Book Title*, ed. Editor's Name (Publisher Location: Publisher, Year Published), Page Number Range.

Example: Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened Footnote

Format: Last Name, "Chapter Title," Page Number.

Example: Thoreau, "Walking," 182.

For a Journal Article...

Bibliography

Format: Last Name, First Name. "Article Title." *Publication* Volume Number, Issue Number (Month Year): Page(s).

Example: Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

Footnote

Format: First Name Last Name, "Article Title," *Publication* Volume Number, Issue Number (Month Year): Page(s).

Example: Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

Shortened Footnote

Format: Last Name, "Article Title," Page(s).

Example: Satterfield, "Livy," 172–73.

For an Essay in a Museum Catalogue...

Bibliography

Format: Last Name, First Name. "Essay Title." In *Title of Catalogue*. exh. cat., Publisher
Location: Publisher, Year Published, Page(s).

Example: Maurer, Evan M.. "Dada and Surrealism." In *Primitivism in Twentieth Century Art: Affinity of the Tribal and the Modern*. exh. cat., New York: The Museum of Modern Art, 1984, 535-94.

Footnote

Format: First Name Last Name, "Essay Title," in *Title of Catalogue*, exh. cat. (Publisher
Location: Publisher, Year Published), Page(s).

Example: Evan M. Maurer, "Dada and Surrealism," in *Primitivism in Twentieth Century Art: Affinity of the Tribal and the Modern*, exh. cat. (New York: The Museum of Modern Art, 1984), 535-94.

Shortened Footnote

Format: Last Name, "Essay Title," Page(s).

Example: Maurer, "Dada and Surrealism," 534.

For a Magazine or News Article...

Bibliography

Format: Last Name, First Name. "Article Title." *Publication*. Date Published. URL.

Example: Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html> .

Footnote

Format: First Name Last Name, "Article Title," *Publication*, Date Published, URL.

Example: Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017,
<https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Shortened Footnote

Format: Last Name, "Shortened Article Title."

Example: Manjoo, "Snap."

When Should I Cite/Footnote Something?

Whenever you are using information in your paper that you didn't know previously, or that doesn't represent your own original thoughts and analysis. Always cite direct quotations from a source (article, catalogue, or anything else) but also if you paraphrase (reword or put in your own words) someone else's ideas about an artwork, artist, or anything else you are discussing.

Think of your paper like a conversation with other writers, researchers, and people who care about art and art history. You are *contributing* to that conversation by reading what other people have said, understanding their ideas, and then building on those ideas to develop your *own* ideas, analysis, opinions, and observations. Let readers know how other people have contributed to your understanding of the artwork by citing them—then add your original thoughts too. You would want someone to acknowledge your ideas and work—citations are all about making sure we give credit to others. If you aren't sure whether you need to cite something, lean on the side of being extra careful and cite it just in case.

If you have more questions about this – how and when to cite, and what counts as plagiarism — please always ask!