COLNAGHI STUDIES JOURNAL STYLE SHEET

Spelling

British, rather than American, words and spelling should be used, except in instances of s versus z, where z is preferred

- centre, colour, programme, pavement; but analyze not analyse

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"

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

Titles of Artworks

Titles of paintings and sculptures should be italicized and follow standard capitalization rules; i.e. nouns, verbs, or words over five letters should be capitalized, as well as any initial article

Traditional names for artworks and official names of buildings or other architectural monuments are capitalized, but not italicized: e.g. Albani Tomb, Baptistry of Pisa, Cathedral of Saint John the Divine

Generic and descriptive words for artworks and buildings are lowercased: e.g. cathedral of Milan, (but Milan Cathedral), tomb of Cardinal Albani

Quotations

For quotations the body of the text
should 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,
unless a short non-English phrase is necessary,
in which case the original should immediately be
followed by a translation in parentheses. When
translated text is including in the body of the article,
the original text should be provided in the endnotes,

- *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 to
preserve the spelling, punctuation or abbreviations
of the original, with any alterations explained

Italics

The journal recommends avoiding marks of emphasis
unless the author feels these are absolutely necessary,
in which case Italics, rather than underlying or bold-
type should be used. 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 italicized

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 suffice.

- '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, which
should ideally come within the body of the text.
Footnotes within titles are discouraged.

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.

The journal recommends that authors do not use
the first person, unless absolutely necesscary.

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, medium and materials, dimensions, and location, with place listed prior to institution. Although editors encourage the inclusion of dates and measurements, the will only appear in captions if authors provide them.

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

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*, eds. 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*, eds. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, eds. 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), pp. xx–xxi.
Thereafter:
Rieger, introduction, p. xxxiii.

Exhibition Catalogues
First Endnote:
Xavier Salomon, *Veronese*, exh. cat. (London: National Gallery, 2014), pp. 20-35.
Thereafter:
Salomon, *Veronese*, p, 38.

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, and please include an access date. 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 28 February 2010, http://press-pubs.uchicago.edu/founders/.

Thereafter:

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

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, including an access date.

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 28 February 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 27 February 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 and an access date. If no author is identified, begin the citation with the article title.

First Endnote:

1.) Daniel Mendelsohn, "But Enough about Me," *New Yorker*, 25 January 2010, p. 68.
2.) Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," New York Times, 27 February 2010, accessed 28 February 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*, 23 April 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, 21–24 November 2009).

Thereafter:

Adelman, "Such Stuff as Dreams."

Archival documents

When a document needs to be transcribed in full, it can be included as an appendix to the article, which will be accessible through the journal on the Colnaghi Foundation's website. For references to the document within the text, citations to the document can be styled as below.

First Endnote:

Oxford, Bodleain Library: Ms. Ital. 29 c. 4, fol. 3r.

Thereafter:

Bodleain: Ms. Ital. 29. c. 4, fols. 6v-8r.

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of 19 July 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 11 March 2009, http://www.google.com/intl/en/privacypolicy.html.

2.) "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed 19 July 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 23 February 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. (The access date should be listed before the URL; see examples elsewhere in this guide.)

First Endnote:

Jack, 25 February 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, 21 February 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, 28 February 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)