

Aspectus Style Guide, 2019-2020

TEXT

Spelling

- British, rather than American, words and spelling should be used
 - E.g. Centre, colour, programme, pavement; not center, color, program, sidewalk
- Use of 'Oxford Commas' is permitted if there is some reason why the final sub-clause is to be separated or given emphasis
 - E.g. 'Unusually the artist gained some experience across the Channel, having travelled to Rome, Paris, and London.'

Punctuation

- Apostrophes to indicate the possessive case for singular nouns ending in 's':
 - E.g. 'the bass's stripes'
- Apostrophes to indicate the possessive case for plural nouns ending in 's':
 - E.g. 'the puppies' bed'
- It is conventional to put an 's' at the end of proper nouns ending in 's', apart from Classical names
 - E.g. Dickens's novel vs. Vitruvius' architectural plans

Dates

- Dates should follow European order without the commonly
 - E.g. 26 March 1688
- Dates should be written out in full
 - E.g. Eighteenth century, not 18th century
- Dates should be hyphenated if used as adjectives (please use the '-' hyphen)
 - E.g. 'in the nineteenth century' or 'in nineteenth-century art', but not 'in the 19th century'
- Cardinal numbers should be spelt out and should not take the ordinal form (st, th, rd)
 - E.g. 'the twentieth of March' not 'the 20th of March'
- Numbers that identify decades do not take an apostrophe and can be abbreviated in the second instance
 - E.g. '1970s' or 'in the 1970s and '80s', but not '1970's'
- Inclusive dates are given as 1914–1918, not 1914–8 nor 1914–18 (please use the 'en dash' '-').
- Italian dates are italicised and capitalised when used as a noun
 - E.g. 'in the *Quattrocento*' or 'in *quattrocento* art'

Numbers

- Whole numbers from zero to one-hundred should be spelt out in full, numerals should be used for numbers over one-hundred
 - E.g. 'Three new galleries will provide display space for over 205 paintings and drawings'
- Exceptions include page numbers, dates and round numbers over a hundred
 - E.g. 'More than a thousand copies are known to exist', rather than 'More than 1000 copies are known to exist'
- Commas should be used to separate thousands, hundred-thousands, millions, et cetera

- E.g. 40,123 not 40123 or 40.123
- Roman numerals should be converted to Arabic, unless citing original pagination. Names of monarchs and rulers should be given in Roman numerals.
 - E.g. Henry VIII
- Page numbers should be given in full (please use the en dash ‘–’)
 - E.g. 1–2; 53–54; 203–204; 225–254

Quotations

- Use double quotation marks (""") for speech and quotations from articles and books and single quotation marks (") for a quotation within speech.
- Block quotations (three lines of text or more) should be indented with no quotation marks
- Indicate a break in the text with an ellipsis (...) with a single space on either side. Do not use ellipses at the beginning or the end of a quotation
- Punctuation should be placed outside quotation marks
- Lines of poetry are separated by slashes (/) or double slashes (//) for stanzas

Quotations from Foreign Languages

- All quotations should be 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
- Passages of exceptional length should appear in an Appendix
- 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

- Italics, rather than underlying or bold-type, are used for emphasis. Any such emphasis in a quotation should be indicated as such in the endnote
 - E.g. See Smith, 1936, at n.36 above, p.22, my emphasis
- 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
- Subheadings should be as short as possible
- Subheadings should appear as capitalised 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

Acknowledgements:

- Acknowledgements should be kept to a minimum and precede the endnotes

Miscellaneous:

- i.e., e.g., and etc. should be avoided in the text
- When separating a word or sub-clause with a dash, the em-dash (—) should be used on either side of the word or sub-clause
 - E.g. The president's nephews—sons of his late brother—are deceased.
- Colons and semi-colons should be used sparingly
- Truncations are followed by a full stop, but abbreviations are not, unless the abbreviation is the plural of a truncation
- 'Mr' is not followed by a full stop, but abbreviations are (e.g. 'Prof.' rather than Professor) 'ed.' is followed by a full stop, as is its plural 'eds.'
- 'Saint' should be spelt out rather than 'St'
- Acronyms and initialisms should be spelt out in the first instance, with the acronym in brackets. Thereafter they can be abbreviated
 - E.g. 'The United Nations (UN) introduced ...'
 - Scholars' names should always be cited in full in the text when they are first mentioned, thereafter just the surname will suffice

IMAGES

In Text Citation

- In the body of the text: title (Fig. 1, date) unless the date is given in the sentence
- Please give titles as they appear in their institution rather than their common name
 - E.g. *Officers and Men of the Company of Captain Frans Banning Cocq and Lieutenant Wilhelm van Ruytenburgh*, known as *Night Watch*

Illustrations' captions:

Should follow the following format: Artist's name (last name, first name), *Title*, Date, Medium, dimensions (in metric). City, Collection. If copyright considerations apply, these appear at the end of the caption.

- E.g. Office of John Soane, *Goose-Pie House, Whitehall*, c.1815, pencil, ink, and watercolour, 19cm x 38cm. London, Sir John Soane's Museum. Courtesy of the Trustees of the Sir John Soane's Museum

REFERENCES

- All references should appear as endnotes rather than footnotes, with no separate bibliography
- References should be kept to a minimum and should not introduce additional information
- The University of York's History of Art Department and, subsequently, its postgraduate journal uses the Chicago referencing style. Please follow the link below for full information on how to employ and adhere to this style when formulating your references:
 - <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/study/integrity/referencing-styles/chicago/>