LAYOUT FOR DISSERTATIONS

To see previous examples of BA dissertations in History of Art, look in the Dissertations section of the Library’s Digital Collections.

1. **Title Page:** give title, your examination number, word count and year of graduation as shown in the two alternative examples below. Identify your dissertation as either ‘BA Dissertation (History of Art)’ or ‘BA Dissertation (Curating)’ as appropriate for your degree.

2. **Table of contents:** dissertations should include a formal contents list as in a book (see example below). It’s up to you whether or not you subdivide your chapters into sub-sections (the example given does).

3. **List of abbreviations (if relevant):** if you use any abbreviations in the text and/or in the footnotes, list them here (see example below). Put abbreviations in alphabetical order and, opposite, the full version which you are abbreviating. Keep the abbreviations sensible, and where there seems to be a generally accepted form, use it.

4. **List of Illustrations:** see the example list given below, which compiles a range of different kinds of objects. For artwork captions, aim to include (where known/relevant) maker, title, date; materials, dimensions; current location; and finally the source of the image, whether taken from the internet, scanned from a book, downloaded from a database, or taken by yourself. If the photo is your own, include in your caption ‘Photo: author’. Different kinds of objects/illustrations often demand different kinds of information, so there may be cases where you should look for examples in publications within your field and use your judgment. Consistency and attention to detail is the most important factor.

5. **Text of the Essay/Dissertation:** 12-point font, double-spaced; format and footnote references according to the Chicago Manual of Style. Search for the Chicago Manual online guide via the York library catalogue YorSearch to see the full contents. Insert a page break to start each chapter.
6. **Appendices (if relevant):** use these to give additional information or evidence (such as a catalogue or an extended transcription from a primary source) which is too bulky for footnotes and inappropriate in the text. Most undergraduate dissertations do not include appendices, but if you feel one is relevant to your topic, talk to your supervisor to obtain permission. Appendices should only be used for factual information that is absolutely necessary to support the text of your essay/dissertation.

7. **Bibliography:** formatted according to Chicago Manual of Style. As far as possible, you should cite each of the items listed in your bibliography somewhere in your footnotes: if it’s important enough to appear in your bibliography, it should be important enough to be cited somewhere in your text. Make sure that all works cited in the footnotes appear in the bibliography.

8. **Illustrations:** these should be numbered (Figure 1, Figure 2, etc.), captioned and clearly reproduced (sharp quality, not too small). Use colour images wherever possible. The illustrations should be placed in a group at the end of the dissertation rather than interspersed throughout. See the ‘List of Illustrations’ for caption format.
Example Title Page: History of Art degree

BA Dissertation (History of Art)

Title

examination number

Department of History of Art
University of York

wordcount
year of graduation
Example Title Page: Curating and Art History degree

BA Dissertation (Curating)

Title

examination number

Department of History of Art
University of York

wordcount
year of graduation
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**Example Abbreviations List**

**LIST OF ABBREVIATIONS**

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<th>Description</th>
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<tr>
<td>GAA</td>
<td>Gemeentearchief, Amsterdam (Municipal Archives, Amsterdam).</td>
</tr>
<tr>
<td>JJC</td>
<td>John Johnson Collection, Oxford.</td>
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Example Illustrations List

LIST OF ILLUSTRATIONS


2. Hans Holbein the Younger, The Knight from Pictures of Death, 1538. Woodcut, 64mm x 49mm. London, British Museum. Photo: British Museum online collection, 1895,0122,814.


5. Ticket of Anthony and Mary Warde, 1684. Letterpress, 15.8cm x 10.1cm (whole sheet), 9.6cm x 5.1cm (printed area). Oxford, JJC. Photo: courtesy of JJC.


7. Map of Gandhara in Asia, Gandhara from the mid-1st century CE to mid-5th century CE. Image:

8. Coin of the Indo-Greek king Menander: bilingual with Greek (left) and local Kharoshthi script (right), Bactria, 160-130 BCE. Current location and dimensions
unknown. Photo:


17. San Giovanni in Fonte Baptistery, Naples, c. 315CE. Photo: courtesy of Dr Jane Hawkes.
