

All of your assignments, from discussion posts to writing assignments, should be written in formal academic prose. Think of it as the opposite of informal speech. Academic writing has certain conventions, and they are summarized in this document.

Academic writing guidelines

- < Use first person point of view sparingly: I, me, we, our, us, etc. "I" is acceptable when you are making a strong claim, such as "I would argue that..." NEVER use second person (you) ap c
- wordiness. Do not use filler words, such as: just, even, very, really, etc. Avoid filler phrases, such as: the fact that, at that point in time, in other words, etc.
- o Do not editorialize your writing. Avoid words like: unfortunately, virtually impossible, well worth, obviously, hopefully, fortunately, invaluable, undoubtedly, assuredly, literally, etc.
- o Use the right word for the right shade of meaning and do not use pretentious words just to impress readers, such as "utilize" instead of "use." Other common examples: plethora, elicit, ensue, illustrative. If you use words your reader might not know, explain them.
- o Do not use slang or other informal diction (marked on papers as "coll." or colloquial).
- o Write out all contractions. Example: "cannot" instead of "can't."
- o "To be" verbs—is, are, was, were, etc.—should be used sparingly. Avoid starting a sentence with "there is...", such as "there is a dog in this painting." Instead, make the subject active, such as "the dog in this painting is..."
- o Just do it! Rule: After the introduction, do not make announcements, such as "this paper will," "in this paper I will," "I decided to write about...", or "I chose to go to x art museum...". Instead of signaling, just do it!
- o Don't give readers commands, such as "Be sure to", or any similar sentences.
- o Do not use passive voice in your writing. Be concise and clear. Passive voice makes the sentence too wordy. Use active voice in clear, precise, and concise sentences.
- < Always, always, always credit ideas to their authors and distinguish your voice from that of your sources.
 - o Direct quotes should be rare.
 - o Indirect quotes—i.e., information taken from a source that has been paraphrased into your own words—still need to be cited. Just because it isn't a

Working with sources is an important aspect of academic writing.

For books, use the library catalogue at the link below by clicking on the tab for "books & journals":

<https://www.valdosta.edu/academics/library/>

For other book sources, and for articles, use the Art research guide that the library provides:

<https://libguides.valdosta.edu/art>

that the artist wrote in a primary source. Interpretations are original work and belong to the

<

Review the plagiarism po

Regardless of the type of quotation, each quotation needs its own reference listing the source and the page number for the quotation.

Chicago styleThe citation format used in art history is called the Chicago style. It is named after the University of Chicago Press. The press requires submissions to be formatted in this particular style, and it publishes a guide to the style called **The Chicago Manual of Style**

- ◁ You may also use the Turabian style in place of the Chicago style; Turabian is a simplified version of the Chicago style.
- ◁ See Sayre, pp. 88-91, and the library's Citation Guide for more information on the Chicago style.
- ◁ A footnote to Kleiner's discussion of Caravaggio would look like this.⁷

How to make a footnote:

You create one in Microsoft Word by going to the "Insert" menu and selecting "Insert footnote" (on a Mac; procedure is similar on a PC).

Do not use the footer and type footnotes directly into the footer—because footers are designed to repeat information from page to page, and you need a method that will allow for different information on each page.

How to format a footnote:

Footnotes use commas to separate the parts of the entry. These parts should always include the author's name, the title of the source, the publication location and date, and the page number for the specific quotation.

- ◁ For more specific formatting information, consult the sources listed above, and the Chicago Manual of Style Online at <http://www.chicagomanualofstyle.org/home.html>
 - See especially their quick guide
- ◁ Different kinds of sources require different kinds of citations. For instance, a website would have a different citation format.

Works Cited: The last page of your paper should be a "Works Cited" page, listing any publications cited within the footnotes of the paper.

- < This page should list ONLY publications that you cited in the paper—meaning, that you used for direct or indirect quotations.
- < Sometimes a "bibliography" may be used in addition to, or rather than, a Works Cited page. A bibliography can include sources not being cited, as it is not simply a list of works cited in the paper. You might use a bibliography after a Works Cited page to show off any sources that you consulted, but did not cite within the paper. This kind of bibliography will show your teacher that you are aware of the source and did consider using it.
 - o A bibliography might also be used at the beginning of a project to show sources that will be considered for use later in the paper. If asked to do an "annotated bibliography," that means to include short descriptions of each source. See examples at end of document in bibliography and other resources section.
- < Entries in a works cited or bibliography list must be arranged alphabetically by last name. Entries should not be numbered.
- < Single space each entry, but double space between entries.
- < See examples on following page.

How to format references on a Works Cited page:

- < In the Chicago style format for a Works Cited entry, use periods to separate the parts of the entry. These parts should always include the author's name, the title of the source, the publication location and date, and only for articles, the page numbers of the entire article.

Examples:

Book citations

Sample:

D'Alleva, Anne. **Look! The Fundamentals of Art History**, 3rd edition. Upper Saddle River: Pearson, 2010.

Formula:

Author last name, author first name. **Title in italics** Edition number, if given on copyright page.
City of publication: Name of publisher, copyright year.

Article citations

Sample:

Soth, Lauren. "Van Gogh's Agony." **The Art Bulletin** 68, no. 2 (1986): 301-13.

Formula:

Author last name, author first name. "Article title in quotation marks." **Journal title in italics** volume number, issue number (publication year): page numbers for entire article.

Article or chapter in an edited book

Sample:

Courbet, Gustave. "Statement on Realism" [1855]. In **Art in Theory 1815-1900**, ed. Charles Harrison and Paul Wood, 372-374. Oxford: Blackwell, 1998.

Formula:

Author last name, author first name. "Article title in quotation marks" **Book**

Kleiner, Fred S. *The Elements of Writing*. 13th ed. Boston: Worth/Cengage, 2010.

Harrison, Charles, and Paul Wood, ed. *Art in Theory 1900-1990: An Anthology of Changing Ideas*. Oxford: Blackwell Publishers, 1992.

Sayre, Henry M. *Writing About Art* 16th ed. Upper Saddle River NJ: Prentice Hall, 2008.

University of Chicago Press. *The Chicago Manual of Style Online*
<http://www.chicagomanualofstyle.org/home.html> (accessed April 4, 2010).

Cioffi, Frank L. *The Imaginative Argument: A Practical Manifesto for Writers*
 Princeton: Princeton University Press, 2005.

Lamott, Anne. *Bird by Bird: Some Instructions on Writing*. Anchor, 1995.

Strunk, Jr., William, and E. B. White. *The Elements of Style* 4th ed. New York: Longman, 2000.

Turabian, Kate L. *Chicago Manual of Style* 6th ed. Chicago: University of Chicago Press, 2010.

Academic Support Center: <https://www.valdosta.edu/academics/student-success-center/>
 A wonderful resource to help you with your writing. You can attend topic-based sessions or meet with an individual tutor. Tutors can meet with you online or face-to-face. This is your best resource for grammar and structure issues. [This is an example of an annotation.]

The Chicago Manual of Style Online.

https://www.chicagomanualofstyle.org/tools_citationguide.html

This is the place to go for questions about footnotes and formatting references in the Chicago style. Notice the distinction between two forms of the Chicago style: Notes and bibliography, or author-date. Art history uses the notes and bibliography option.

Purdue OWL (Online Writing Lab). <http://owl.english.purdue.edu/owl/>

This is the best online resource for questions about grammar and writing. It's the kind of site where you can look up the rules of comma usage. [This is another example of an annotation.]

[Sample Cover Page for a paper longer than 5 pages]

Title [first part can be poetic]:

2nd part of title should specify artist/works that are addressed in the paper

Name of student

Course number and title

Professor of course

Date submitted

[Sample header for a paper that is 5 pages or less]

Name of student

Course number and title

Professor of course

Date submitted

Title of paper

Essay begins here, with each paragraph indented one tab. The first paragraph is
W K H L Q W U R G X F W L R Q < R X U R S H Q L Q J L V \ R X U I L U V W P R Y H
attention. It is common to begin with description of an artwork and then set up the issue
being addressed in the paper. The introduction can vary from one paragraph long to
three paragraphs long depending on the length of the paper, but it should always
include a thesis that states what you will argue in the paper. I recommend using a

Sample Outline

Title of Paper

I.aper

V. Conclusion

- A. Summary of argument and stakes
- B. Closing: what this argument contributes to the field or makes possible