

## REFERENCE BOOKS AND VOCABULARIES

### Primary source

*The Chicago Manual of Style*, 17<sup>th</sup> edition. Where the *Chicago Manual of Style* (*CMS*) permits flexibility, please maintain internal consistency. Some commonly used sections of the manual are:

Accents (diacriticals), 11.21, 11.72	Plurals, 7.5–15
Acronyms, 10.2–10	Quotation marks, 6.9–11, 7.57, 8.177, 13.9–10, 13.13–20, 13.30–31, 13.36
Dashes, 6.78, 6.85, 6.93	Serial commas, 6.19
Ellipses, 13.50–58	<i>sic</i> in brackets, 13.61
Epithets (nicknames), 8.34, 8.35, 8.48	Time 9.29–30, 9.32–34, 9.37–38
Hyphens, 6.76, 7.81–89	Titles (nobility), 8.32
Initials (names), 7.66, 8.4, 10.4, 10.12	Titles (publications), 8.168–171, 11.6, see also <b>Capitalisation in titles</b> below
Names of places, 8.44–59	
Numbers, 9.2, 9.5–8, 9.14, 9.18	

### Names of places (in order of authority)

*Oxford Dictionary of National Biography*  
*Merriam-Webster's Biographical Dictionary*  
*Merriam-Webster's Geographical Dictionary*, 3rd edition

### Terminology relating to objects, artists, and ideas important to art, architecture, and material culture

[Union List of Artist Names](#), The Getty Research Institute  
[Art & Architecture Thesaurus](#), The Getty Research Institute

## FURTHER STYLE NOTES

(including some exceptions to the *CMS*)

### Bibliographies

A full, alphabetically ordered bibliography must be provided with all articles. As defined by the *CMS*, a full bibliography includes all works cited, whether in text or in notes, other than personal communications. Please refer to the *CMS* for the correct way to format bibliographic entries. However, for electronic resources, please use DOIs (digital object identifiers) if available, rather than URLs. As the DOI points to all available formats simultaneously, it is not necessary to specify *which* electronic format is cited – for example, PDF or HTML.

## Capitalisation in titles

Use “headline style” for English-language titles but “sentence-style” for foreign-language titles. See the *CMS* sections 8.157–161.

## Dates

Use British date style: 26 February 1796; on 26 February. If giving just the month and year: February 1796. For approximate dates, use “about” in text but “ca.” in parenthetical references or notes. Note: 185 BC and 849 BCE (with SMALL CAPS) (and when necessary: AD 849)

## Figures

Figures consist of anything that is not the written text of the article. This includes illustrations of art works, as well as charts, maps, interactive data visualisations, video or audio files, musical scores, and so on. Figure references should generally appear at the end of the related sentence, with a full stop after the parentheses, unless placement in the middle of a sentence is required for clarity (fig. x).

## Foreign languages

Use italics for individual words or phrases that either do not appear in the *Oxford English Dictionary*, or do appear there but are likely to be unfamiliar to readers. Certain terms, even if familiar, may also appear in italics to emphasise a foreign origin or the special status of elitist associations (such as *beau monde*). Note that isolated proper nouns (such as the name of a foreign institution) and quoted material in a foreign language are not set in italics.

## Money

For clarity and consistency, use symbols and figures for American dollars, British pounds, and European euros, with full stops after shillings and pence (no commas). For large amounts, “million” and “billion” are preferable to many zeros (£2 6s.; 3s. 9d.; \$180; €5 billion). For currency from other nations, because the currency symbols may be less familiar to readers, use “lire” or “francs” etc. (38 francs; 29.4 billion lire).

## Names

Use the full name of every person in first reference. Subsequent references may give only the individual’s last name, or another shortened form. Exceptions arise when an individual has not been mentioned for several pages, or if there is more than one person in the essay with the same shortened form.

## Source citations

For your initial submission, please use the endnote function that comes with your word-processing program. Insert endnote references following the closing punctuation of a sentence; do not use mid-sentence notes. Do not use two note markers in the same position; instead, include the information within one note but in separate paragraphs. Please refer to the *CMS* for the correct way to format source citations. However, for electronic resources, please use DOIs (digital object identifiers) if available, rather than URLs. As the DOI points to all available formats simultaneously, it is not necessary to specify *which* electronic format is cited – for example, PDF or HTML.

## Sample citations and references

Sample formatting for sources as referenced in the notes and bibliography are given below. For full details, please refer to the *CMS*.

### Notes

Amanda Vickery, *The Gentleman's Daughter: Women's Lives in Georgian England* (New Haven, CT\*: Yale University Press, 1998), 133–34, 147–49, 151, 164–68.

\*only mention the first place of publication

John Brewer and Roy Porter (eds.), *Consumption and the World of Goods: Consumption and Society in the Seventeenth and Eighteenth Centuries* (London: Routledge, 1993).

Frank Trentmann and Vanessa Taylor, “From Users to Consumers: Water Politics in Nineteenth-Century London,” in Frank Trentmann (ed.), *The Making of the Consumer* (Oxford: Berg, 2006), 53–79.

T.H. Breen, “An Empire of Goods: The Anglicization of Colonial America, 1690–1776,” *Journal of British Studies* 25, no. 4 (1986): 467–99.

A.E. Weed, *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 35 mm film, from Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*, MPEG video, 2:19, <http://lcweb2.loc.gov/ammem/papr/nychome.html>. Accessed 6 February 2018.

### Bibliography

Vickery, A. (1998) *The Gentleman's Daughter: Women's Lives in Georgian England*. New Haven, CT: Yale University Press.

## Style Guidelines for *British Art Studies*

Brewer, J. and Porter, R. (eds.) (1993) *Consumption and the World of Goods: Consumption and Society in the Seventeenth and Eighteenth Centuries*. London: Routledge, 1993.

Trentmann, F. and Taylor, V. (2006) "From Users to Consumers: Water Politics in Nineteenth-Century London." In Frank Trentmann (ed.), *The Making of the Consumer*. Oxford: Berg, 53–79.

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### **Spelling**

Given that *British Art Studies* is co-published from London and New Haven, authors may use either British (-our, -ise, -mme, -st) or American (-or, -ize, -m) spellings in their contributions, but not both. In quoted material, spelling will be left unchanged.