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| **ESSENTIAL EDITORIAL RULES** |
| **BOOKS**  How to quote books in the final bibliography  **Lukacher 2006**  B. Lukacher, *Joseph Gandy. An architectural visionary in Georgian England*, London, 2006.  B. [first name abbreviated] Lukacher [surname in full], *Joseph Gandy. An architectural visionary in Georgian England* [title of book in *italics*], London [place of publication only, omit publishing house], 2006 [year of publication]. [full stop at the end, this is valid for all references below]  **Dézallier d'Argenville 1745-62**  A. Dézallier d'Argenville, *Abrégé de la vie des plus fameux peintres*, 4 vols, Paris, 1745-62.  A. Dézallier d'Argenville, *Abrégé de la vie des plus fameux peintres*, 4 vols [always insert number of volumes if it is a multivolume publication; insert number of volumes before the place of publication; vols does not need a full stop at the end as it is a contraction not an abbreviation], Paris, 1745-62 [give first and last year of publication of volumes].    How to quote books in a footnote  Lukacher 2006, p. 54.    Dézallier d'Argenville 1745-62, vol. 2, pp. 154-56.  If you quote more than one reference in the same footnote, they should be separated by a semicolon and arranged in chronological order: Dézallier d'Argenville 1745-62, vol. 2, pp. 154-56; Lukacher 2006, p. 54. |
| **EDITED BOOKS**  How to quote edited books in the final bibliography  **Frederiksen and Marchand 2010**  R. Frederiksen and E. Marchand (eds), *Plaster casts. Making, collecting and displaying from classical antiquity to the present*, Berlin and New York, 2010.  R. Frederiksen and E. Marchand (eds) [names of all editors followed by (eds) to specify that they are the editors of the edited book; also in this case eds is not followed by a full stop as it is a contraction], *Plaster casts. Making, collecting and displaying from classical antiquity to the present*, Berlin and New York, 2010.  How to quote edited books in a footnote  Frederiksen and Marchand 2010, p. 610. |
| **CHAPTERS IN EDITED BOOKS**  How to quote chapters in edited books in the final bibliography  **Dorey 2010**  H. Dorey, ‘Sir John Soane’s casts as part of his Academy of Architecture at 13 Lincoln’s Inn Fields’, in R. Frederiksen and E. Marchand (eds), *Plaster casts. Making, collecting and displaying from classical antiquity to the present*, Berlin and New York, 2010, pp. 595-609.  H. Dorey, ‘Sir John Soane’s casts as part of his Academy of Architecture at 13 Lincoln’s Inn Fields’ [title of the essay in the edited book not in *italics* and within single inverted commas], in R. Frederiksen and E. Marchand (eds), *Plaster casts. Making, collecting and displaying from classical antiquity to the present*, Berlin and New York, 2010, pp. 595-609 [insert number of pages of the essay within the edited book].  How to quote chapters in edited books in a footnote  Dorey 2010, p. 598. |
| **ARTICLES**  How to quote articles in the final bibliography  **Harris 1987**  E. Harris, ‘Velázquez and Murillo in nineteenth-century Britain: an approach through prints’, *Journal of the Warburg and Courtauld Institutes*, vol. 50, no. 7, 1987, pp. 148-63.  E. Harris, ‘Velázquez and Murillo in nineteenth-century Britain: an approach through prints’ [title of the article not in *italics* and within single inverted commas], *Journal of the Warburg and Courtauld Institutes* [name of the Journal in *italics* and Capitalised], vol. 50 [always insert volume number], no. 7 [insert issue number if it is specified on the journal], 1987 [insert date, no place of publication or publishing house needed], pp. 148-63 [insert pages of the article within the journal].    How to quote chapters in edited books in a footnote  Harris 1987, p. 149. |
| **EXHIBITION CATALOGUES**  How to quote exhibition catalogues in the final bibliography  **Jordan 1985**  W.B. Jordan (ed.), *Spanish still life in the Golden Age*, exh. cat., Fort Worth (Kimbell Art Museum) and Toledo OH (Toledo Museum of Art), 1985.  W.B. Jordan (ed.) [name of editor or editors of the exhibition catalogue], *Spanish still life in the Golden Age*, exh. cat. [specify that it is an exhibition catalogue], Fort Worth (Kimbell Art Museum) and Toledo OH (Toledo Museum of Art) [place or places of exhibition venue], [no need for place of publication or publishing house] 1985.  How to quote exhibition catalogues in a footnote  Jordan 1985, p. 105, no. 34 [specify page number and catalogue number of the painting, sculpture etc. that you are quoting]. |
| **ONLINE ARTICLES**  How to quote online articles in the final bibliography  **Trentinella 2003**  R. Trentinella, ‘Roman Portrait Sculpture: The Stylistic Cycle’, in Heilbrunn Timeline of Art History, New York, The Metropolitan Museum of Art: <http://www.metmuseum.org/toah/hd/ropo2/hd_ropo2.htm> (October 2003) [accessed 24-01-18].  How to quote online articles in a footnote  Trentinella 2003  If there is no author, shorten the title of the essay:  **Antonine Dynasty 2000**  Department of Greek and Roman Art, ‘The Antonine Dynasty (138–193)’, in Heilbrunn Timeline of Art History, New York, The Metropolitan Museum of Art: <http://www.metmuseum.org/toah/hd/anto/hd_anto.htm> (October 2000) [accessed 24-01-18].  And in footnote:  Antonine Dynasty 2000 |
| **CAPTIONS FOR IMAGES**    Fig. 1: Gustav Klimt, *The Kiss*, 1907-8, oil and gold leaf on canvas, 180 x 179 cm, Össtereichische Galerie Belvedere, Vienna  Gustav Klimt [author, when known], *The Kiss* [title in italics, when known], 1907-8 [date/s, when known], oil and gold leaf on canvas [medium/s and support], 180 x 179 cm [size, not necessary for buildings], Össtereichische Galerie Belvedere [current location, museum, gallery, collection, etc. When the current location is unknown put: current location unknown], Vienna [location, city]  Always insert images at the end of your essay, numbered 1-. When you refer to them in the text of your essay put (fig. 1) etc. |