

FOOTNOTES See also <http://www.wisc.edu/writing/Handbook/DocChicago.html>

CITATIONS: EVERY paper (and proposals) must have many correctly formatted humanities-format footnotes (or endnotes), NOT "Scientific" or "MLA" format. Cite all your sources for all ideas and quotes. They are proof that you did research. Footnotes or endnotes are not just for quotes, but are signs of acknowledgment to those who influenced your thinking. You do NOT need to cite uncontested facts such as dates or names, but you DO need to cite sources of evidence and interpretations. Failure to cite your intellectual & factual debts is PLAGIARISM.

QUOTES: Put all direct quotes in quotation marks, followed by a footnote.

Even when you properly give credit for a quotation, you are not off the hook for thinking and writing. That is no substitute for reading, analyzing, figuring it out, synthesizing, and recasting the ideas to fit your particular "thesis." You should never quote an author unless it is absolutely necessary for the point you are making. Keep quotes to a minimum: quote only important sources such as primary sources. Reserve quotes for primary sources of evidence. If the client, architect, or contemporary observer had something to say about the building, which you see as a piece of evidence supporting your point, then by all means quote it.

Rather than quoting the interpretations of historians and critics, learn what they say, integrate it into your own thinking, and if it's particularly unique to those authors cite them as an influence. But do not use their words--you're the historian now. As a general rule, try not to quote secondary sources, especially general surveys like Curtis (paraphrase instead!)

Be sure to EXPLAIN all quotes: do not let them stand alone and think they are self-explanatory. Use quotes to reinforce your argument, not make the argument.

For all quotes over three lines please single-space and block-indent the whole quote.

IDENTIFY AUTHORS: Be sure to preface a quote with the basic information needed for the reader to understand who is saying this and what their authority is: "The architectural historian, William Curtis maintained that ..." or "William Morris, the nineteenth-century social critic, wrote that..."

Full names only need to be written out once, after that use LAST NAMES only.

FOOTNOTE FORMAT: Historians (you!) use an established system of citation called the "Chicago Style" (or sometime "Turabian") for notes (footnotes at the bottom of the page or endnotes at the end of the paper, the choice is yours). Consult the required book by Barnet (avail. in bookstore!) and earlier handouts for details.¹

Basic formats for cites are as follows: book², chapter in an edited book³, journal article⁴, book review⁵ (note EXACT punctuation!!!)...

Examples (first is full cite, next is abbreviated cite):

- | | |
|------------------|--|
| Book: | 1. William Curtis, <u>Modern Architecture Since 1900</u> . (New York: Prentice-Hall, 1996), p.34. |
| | 2. Curtis, <u>Modern Architecture</u> , p.342. |
| Edited Book: | 3. Ulrich Conrads, ed. <u>Programs & Manifestoes</u> . (Cambridge, MA: MIT, 1960), p.100. |
| | 4. Conrads, <u>Programs</u> , p. 34. |
| Ed'd Bk Chapter: | 5. Andrew Scharf, "Constructivism," in <u>Concepts of Modern Art</u> , ed. N. Stangos (London: Thames & Hudson, 1974), pp.138. |
| | 6. Scharf, "Constructivism," p.139. |
| Journal Article: | 7. R.H. Bletter, "Expressionism & New Objectivity," <u>Art Journal</u> 43:2 (Summer 1983): 110. |
| | 8. Bletter, "Expressionism & New Objectivity," p. 112. |

All footnotes must cite SPECIFIC PAGE #'s where you found the exact information you are referencing.

After the first full citation to a book or article, you should abbreviate all subsequent references!⁶

All cites should be at the end of a sentence, following the period and the quotation mark, written in superscript Arabic numerals.⁷ If using footnotes, the cite and note must be on the same page (some school computers have trouble with this).

Never have more than one footnote at any one place: a single footnote can refer to several different quotes or ideas within a single sentence. If you are citing multiple sources that influenced a particular section of your paper--not quoting their work but acknowledging it--you may combine cites into a single block footnote at the end of a paragraph. E.g. If you are citing a bunch of biographical facts about an architect, put a footnote after the first sentence of the facts and let the reader know where you found the evidence, and where s/he can find out more info. If you use someone else's interpretation or idea, you must give them credit.

Do NOT use MLA format or "scientific notation" (Barnet, 40).

¹ Sylvan Barnet, A Short Guide to Writing About Art 7th ed. (New York: Longman, 2003), pp.284-290.

² Book Author, Book Title (Place: Publisher, Date), pp.pages.

³ Chapter Author, "Chapter Title," in Book Title ed. Book Editor (Place: Publisher, Date), pp.pages.

⁴ Article Author, "Article Title," Journal Title vol.#, no.# (Date): pages.

⁵ Review Author, review of Book Title by Book Author, in Journal Title vol.#, no.# (Journal Date): pages.

⁶ Barnet, pp.284-290.

⁷ Arabic numerals are the numbers 1,2,3,4... NOT i, ii, iii, iv... (that's Roman)

DECIPHERING MY COMMENTS

- W.C. "Word Choice": the word you selected is awkward or not quite accurate. Select a better word; perhaps use your thesaurus
- awk. "Awkward": word, phrase, sentences or section is awkward or vague. Reword, rethink and make more accurate and to the point.
- this is "Vague": word, phrase, sentence or section is vague, or awkward. Reword, rethink and make more accurate and to the point.
- ¶ "Paragraph": break paragraph here. Make sure your paper is structured into a series of coherent paragraphs, each with begin-middle-end, about 1/3 - 1/2 p. long
- cf. "Compare": "see also"... (from the Latin *confere*)
- e.g. "For Example": (from the Latin *exempli gratia*)
- i.e. "That is": "also"... (from the Latin *id est*)
- w/ "With"
- (all of) "Word/letter Order": switch order of words or letters for correct grammar and spelling
- to really be "Split Infinitive": avoid split infinitives, put adverbs before or after infinitive
- p.v. "Passive Voice": avoid passive voice. Make sure your verbs have agents, and that inanimate objects avoid too much agency
- ref.? "Referent?": avoid too many direct and indirect objects ("it" "they"...). Make sure each object has a clear referent. When in doubt, write it out.
- sp.? "Spelling": check spelling
- tense "Tense": Make sure your verb tenses are correct. History is usually written in the past tense. Le Corbusier is dead and does not "DO" anything anymore...
- rec.? "Necessary":
- colloq. "Colloquial": avoid colloquial phrases or tone of voice. Use academic, professional prose.
- ~~was so~~ "Delete": delete these words...
- is
it not
^ "Insert": insert letters or words at this point
- was great.* "Footnote": all direct quotes must be footnoted, as well as all ideas and interpretations taken from any source other than your own imagination.
- expl. "Explain": Interesting idea, but needs more explanation, a bit vague or unclear as you have it.
- ↪ "Transition": the transition from one sentence to another, or one paragraph to another seems rough or not continuous. Make sure your paper and argument flow logically and continuously into each other. Avoid abrupt changes of topic or ideas!
- ↕ "Spaces" or "Margins": avoid extra spaces in your paper, especially between paragraphs. Close up all unnecessary spaces. Margins should be no larger than 1" on any side!