

FOOTNOTES, BIBLIOGRAPHY & FORMAT REQUIREMENTS

CITATIONS: EVERY paper (and proposals) must have many correctly formatted humanities-format footnotes (or endnotes). 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 as well as 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 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.

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!!!)...

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) pages.

³ Chapter Author, “Chapter Title,” in Book Title ed. Book Editor (Place: Publisher, Date) 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)

ANNOTATED BIBLIOGRAPHY: EVERY term paper must have a correctly formatted *annotated* bibliography, indicating all the sources you used in your paper, (even if not cited in your notes), listed *alphabetically* by author's last name. A good bibliography lets the reader know where to go for more information on the topic of your paper. *Annotate* your bibliography with one to three sentences on the merits of the source for your project.

For this class it must include at least 10 (TEN) separate items. Every paper must include at least one recent journal article (cf. Avery Index, RILA, Art Index, etc) and one primary source.

Bibliographies are formatted slightly differently than footnotes! For correct formatting see Barnet book.⁸

Book Format: Author, Book Title. Place: Publisher, Date.

Curtis, William. Modern Architecture Since 1900. New York: Prentice-Hall, 1996

Edited Book: Author, ed. Book Title. Place: Publisher, Date.

Conrads, Ulrich, ed. Programs & Manifestoes. Cambridge, MA: MIT, 1960.

Chapter: Chapter Author, "Chapter Title," in Book Title, ed. Book Editor. Place: Publisher, Date, pp#.

Scharf, Aaron. "Constructivism," in Concepts of Modern Art, ed. N. Stangos. London: Thames & Hudson, 1974, pp.138-140.

Journal Article: Author, "Article Title," Journal Name vol.# (Date): pages.

Bletter, R.H. "Expressionism & New Objectivity," Art Journal 43:2 (1983): 18-19.

ABSOLUTE & UNBENDING FORMAT REQUIREMENTS

COVER PAGE: Format a separate title page. The title page should include the title of your paper in the middle, and then lower down, set off, your name, the name of the class, and the date.

PAPER TITLE: The TITLE is your first chance to sparkle, to show some creativity as well as to let the reader know immediately the general gist of your topic. Often titles have two parts: first a catchy phrase, then a colon (:), then a subtitle that is more explanatory.

NEATNESS: All papers should be typed, *double spaced* (except footnotes & bibliography, which are single spaced), printed *single-sided*, *10-12 point* simple font, *white* paper, *1" margins* max. If you used lots of whiteout, hand in a clean xerox. Indent paragraphs 0.5", no extra lines between paragraphs. Sticking out does not help; this is not a graphic design project, but a college-level research paper.

STAPLE: Just staple your paper in upper left corner. Do not bind your work by folding over the corners, using a paper clip, plastic cover, folder, binders, etc. All these invite lost pages.

PAGE #'s: Place page numbers on every page, except title page and first page

LENGTH: Follow the assignment, not much more, definitely no less. Endnotes, footnotes, bibliography, illustrations, cover page are EXTRA, and are not part of the official paper length.

SPELLCHECK / PROOFREAD / GRAMMAR: Run the spell check, put the paper through a computer grammar check, and read the hard copy out loud to yourself (even on rough drafts!!). If English is your second language consider having a friend proof-read it for you or use the CMU writing help center.

KEYED ILLUSTRATIONS: Most papers can be made stronger through a judicious use of illustrations to reinforce your argument. Diagrams, photos, maps are usually invaluable parts to understanding the built environment and should be included in your paper. They may be appended at the back of the paper or integrated into the body of the text. If you talk about a building or plan in your paper, provide an illustration to help the reader. Add an informative caption to the picture. Key the illustrations into your text (e.g. [Fig. 1]). Provide a list of illustrations with the books or sources from which you got them.

⁸ Barnet, pp.290-292.