NATIONAL ART SCHOOL ⌐⌐ Style Guide

Table of Contents

General page formatting

- Use a readable font such as Times New Roman 12 pt.
- Use margins of at least 2.5cm on all sides of the page. The default margin settings of Microsoft Word are usually fine.
- Text should be left-aligned rather than justified: the right margin should look ragged.
- Use double or 1.5 spacing for the main text with one space after punctuation between sentences. Spacing can be found via the *Format* menu and choose *Paragraph*:
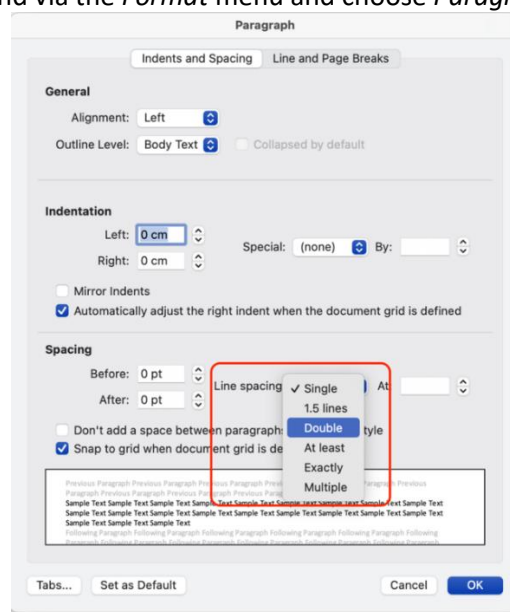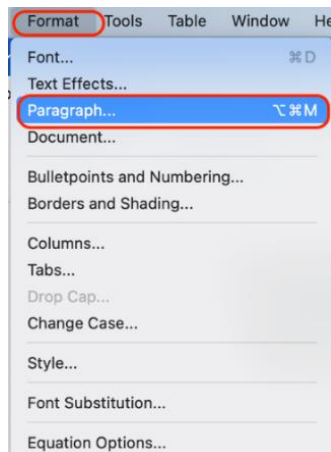
- Use single spacing for footnotes and bibliographies.
- Each new paragraph should begin with an indent. Use the return button to start a new line then the tab button to format the indent.
  Alternatively, you can space paragraphs without indenting. Add a single line between paragraphs by pressing return twice.
- Set your document language to English (AUS) via *Review> Language* to avoid a US spell check. With any titles, use the spelling of the language in which it is written.
- Include page numbers in postgraduate writing, beginning with the Arabic numeral "1" on the first page of the text. Use the *Insert > Page Number* function in Microsoft Word.

Headings and Subheadings
- Headings and subheadings should NOT be used in undergraduate essays, but can be helpful in organising postgraduate writing when used sparingly. Using Headings allows you to generate a Table of Contents in an exegesis.
- Levels of subheading can be differentiated by font size, use of boldface or italics, and placement on the page, usually either centred or flush left.

Capitalisation
- Titles mentioned in the text, footnotes, and bibliography are capitalised "headline-style," meaning the first words of titles and subtitles and any important words thereafter should be capitalized:
Example:
  - *Aboriginal Enterprises: Negotiating an Urban Aboriginality*

Italics
- Italics should be used in-text for titles of published books, titles of journals, artworks, series of artworks, and exhibitions.
- The following do NOT use italics: titles of articles and book chapters. These should be placed in double quotation marks.
- Italics should be used for foreign words or phrases in an English sentence:
Example:
  - The artists worked *en plein air* to create vivid impressions.

Quotations
- Use double quotation marks for a direct quotation rather than italics. Unless part of the original quoted text, subsequent punctuation should be placed outside of the end quotation mark.
Example:
  - The Antipodeans strove to avoid the ascendancy in Australia of "a provincial form of American abstract expressionism".[1]
- If the quotation contains a quotation, use single quotation marks for the inner quotation.
Example:
  - "It was about the year 1913 when the first glimmerings of what is now called 'modern art' came to Sydney", according to Roland Wakelin.[2]
- A prose quotation of three or more lines should be "blocked" or indented (use the tab button) from the main text and single spaced. A block quotation does not have quotation marks.
- The quotation should be introduced with a complete sentence ending with a full stop or independent clause ending with a colon.

- Leave an extra line space before and after the quotation.

Example:

o Robert Hughes remained unconvinced of the merit of Australian art produced prior to the Heidelberg School:

> There is little in the history of Australian art between 1788 and 1885 that would interest a historian, except the way that painters, set down in an environment for whose forms their training had not prepared them, accommodated themselves to it. But the struggle between schema and things seen only becomes dramatic when it happens in the mind of a great painter. There was no Australian Delacroix.[3]

Like Smith, Hughes believed that Australian art didn't truly begin until the end of the nineteenth century with the Australian Impressionists.

Numbers and Dates

- Use words for numbers one to ninety-nine in your text; from 100 upwards use figures. Round numbers above 100 may be expressed in words when not part of a series.
- Use the metric system for measurements. Write out centimetre in the text but abbreviate it to cm. in footnotes and image captions.
- Write decades as 1980s or 80s NOT as 1980's or '80s.
- Use 'from 1924 to 1928' not 'from 1924–8'; 'between 1924 and 1928' not 'between 1924–8'.
- Centuries should not be capitalised. Use a hyphen for the adjectival form:

Example:

  o twentieth century (noun); twentieth-century movement (adjective)

- When including the title of a publication in the body of your text, please include the date of publication afterwards:

Example:

  o Denise Mimmocchi's *Sydney Moderns* (2013) or Denise Mimmocchi's *Sydney Moderns*, 2013, …

Voice

- Voice shows whether the subject acts (active voice) or is acted on (passive voice)—that is, whether the subject performs or receives the action of the verb.

Example:

  o Peter Doig painted *Grande Riviere*. (active voice)
  o *Grande Riviere* was painted by Peter Doig. (passive voice)

Example:

  o I will examine the theme of identity in self-portraiture. (active)
  o The theme of identity in self-portraiture will be examined (passive)

- Use active voice where possible. It makes your writing stronger and more direct.

Personal pronouns

- Academic writing generally employs the third-person point of view.
Example:
  - An analysis of Otobong Nkanga's *Solid Manoeuvres* (2015) reveals the impact of colonial geology on the supply chain of everyday commodities.
- However, the first-person point of view can be employed to emphasise agency and improve clarity, especially when writing about your own artistic practice.
Example:
  - I examine how artmaking can resemble stratification, permeability, and flow through experimental drawing techniques and installation strategies.
- When using the first person, avoid prefacing statements with "I think," "I feel," or "I believe". Personal belief or opinion is generally not sufficient in academic writing; you need evidence of some kind to convince your reader.
- When referring to a person who does not identify with a gender-specific pronoun, *they* and its forms are often preferred. Like singular *you*, singular *they* takes a plural verb.
Example:
  - They employ a variety of mediums in their work.
- A number of other gender-neutral singular pronouns are in use. In general, a person's stated preference for a specific pronoun should be respected.

Postgraduate extras

Creating a Table of Contents

When writing your exegesis, format your chapter headings using the Word *Style Headings.* For example, *Heading 1* for Chapter headings and *Heading 2* for sub-headings. These also allow you to navigate through your document viewing the side Navigation pane (go to *View> Navigation pane*). You will see a 'binder menu' on the left of the page which allows you to click on different sections of your document.
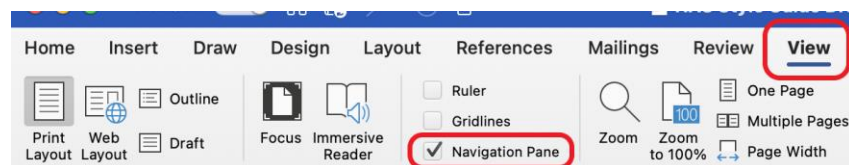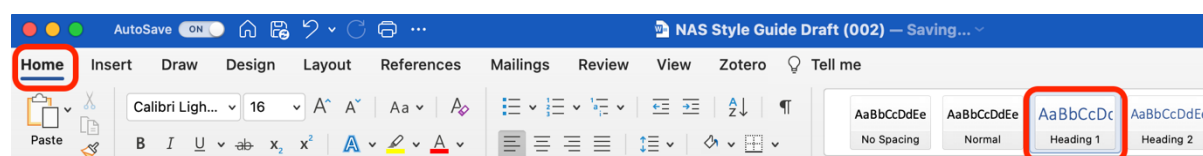
When you are ready to create your table of contents list at the front of your document, place the cursor in the correct position and use the *References* tab > *Table of Contents*. Choose the style you prefer, and Word will create the list automatically, drawing from your Headings.
You can update the list by clicking on the table, then choosing *Update Table* from the drop-down menu.
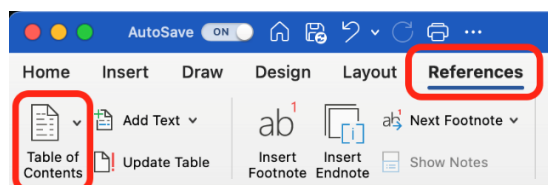

Images, Image Captions and Image List

When inserting images, you can use a Table. This allows images to move with the text and maintain position in the body of the text as well as captions (see below).
Create a table with a single box, insert your image and remove borders if desired. Both images and captions can be centred in the table.

Caption your images by using the *References* tab > *Insert Caption,* or right click on the image> *Insert Caption.*
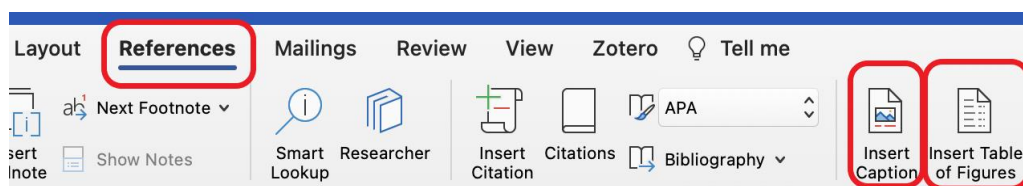
Write your caption as required, using the Chicago referencing guide. Usually: **Artist name, title of artwork, date of production, media, size, collection/copyright/image attribution details.**
https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec235.html

To create your **image list**, place the cursor in the place you want the list, use the *References* tab again and choose *Insert Table of Figures* (see above)*.* Word automatically creates the list for you from your captions.

Page Breaks

Use page breaks between pages when you want that text to always start on a new page. E.g., title page, abstract page, image list, new chapter, bibliography.
With the curser in the correct place, go to *Insert > Page Break* to create the new page.