

## *Print Quarterly House Style*

### Copy-editing of Manuscripts

#### General

Use -ize not -ise spelling, and British spelling and punctuation generally. Punctuation therefore falls outside quoted matter and article/chapter titles: ‘Van Gogh at Arles’, *Art Journal*. The exception is when the quoted material is a complete sentence: ‘It was the end of an era.’ See also Spelling List below.

#### *Capitals*

Names of artistic movements and styles are capitalized: Abstract Impressionism, Symbolism, Expressionism, Classical, Romantic, etc., including in foreign languages: Art informel, Xylos, Die Brücke, etc.

Job titles such as Director, Curator, Head of ... are capitalized.  
Emperor, King, when a specific person.  
Holbein the Elder, Brueghel the Younger, Henry Ford II.

General references in body text to appendix, preface, introduction, of a book are lower case, but capitalized when specific: ‘in the Appendix to this catalogue...’

#### *Artistic terms*

Replace ‘copper plate’ with ‘plate’ unless type of matrix is being discussed; ‘copy’ of a print with ‘impression’; ‘cut’ to ‘incised’ or ‘engraved’ in the case of *intaglio* prints; ‘made’ to ‘pulled’ or ‘printed’ when describing a print; and ‘paraphe’ to ‘mark’.

All inscriptions and signatures on prints are italicized.

#### *Illustrations*

Figure numbers are lower case and in parens: (fig. 34). When a figure no. is quoted in body text as part of a sentence, use ‘fig.’ not ‘figure’: ‘As shown in fig. 23, the folds of the garment ...’

Where two sets of information are in a parens, separate them by a semi-colon: (1870; fig. 226); (fig. 225; K308).

Watermark names are in italics with first letter capitalized, e.g. *High Crown*; can abbreviate to ‘Wmk’ in parens.

#### *Possessives*

For possessives, add ’s to words ending in ‘s’ including French, e.g. James’s print, Rubens’s art, Groux’s life, except for Classical names like Mars’, Venus’, also Jesus’, Moses’, and some ‘z’-sound name endings like Bridges’ (see *Hart’s Rules*).

#### *Lists*

Try to avoid lists within body text and rewrite as ‘First’, ‘Second’. Where a list is unavoidable, use 1. 2. and not 1) 2). Extended lists at end of an article are in smaller font, flush left, and sometimes (according to type) prefaced by a closed hyphen

*Preferred style*

Change ‘which’ to ‘that’ in dependent clauses.

Change i.e. to ‘that is’ in body text and footnotes, and e.g. to ‘for example’.

Delete comma after a date at beginning of sentences: ‘In 1985 he went to Paris ...’;

Space initials: L. A. Waldman not L.A. Waldman, and use full points.

Compound ‘well’ words are not hyphenated except when adjectival. Well known, well respected, well represented, etc.

‘Century’ is lower case when adjectival: ‘Eighteenth-century prints’.

US states: full out in text, ‘Kentucky’, but KY after city in parens and captions.

Use ampersands for company names: ‘AM & D Edizioni’.

Websites are roman, underlined, and ‘online’ not ‘on-line’. Use ‘accessed’ for dated references to a website.

**Titles of Prints, Books, etc.**

All titles of prints, paintings, books (except for the Bible, the Koran) and films are italicized, as are titles of a portfolio, series or suite of prints.

In book titles, change a comma or full stop to a colon when it separates the main title from the subtitle, e.g. *Rembrandt: The Dutch Master*, and capitalize first word of a subtitle, including ‘A’ or ‘The’.

Journal references as in: M Bury, ‘Raphael and Marcantonio’, *Print Quarterly*, XXIII, 2006, pp. 202–03. Delete issue nos.

Chapter titles, like journal articles, are roman, single quotes; capitalize main words, but not ‘under’, ‘during’, ‘after’, ‘below’, etc.

Exhibition titles are roman, single quotes.

Conference and seminar titles are roman, single quotes.

Unpublished dissertations or theses are roman, single quotes, except for German ones, which are in italics.

Subsection titles and encyclopaedia entries are roman, single quotes, main words capped.

Short poem titles are roman with single quotes, longer poem titles are in italics.

Names of pubs are in roman.

### **Quotations**

Single quote marks for quotations and double for quotes within quotes.

Use spaced, three-dot ellipses; add a fourth dot after quote mark at the end of a sentence.

For quotations in prose, or from letters or poetry that are more than *c.* 40 words, indent the text without line spaces before or after, and delete quotation marks. If there are several consecutive verses of poetry, insert a line space between verses.

### **Foreign languages**

Foreign titles of books or prints are usually followed by an English translation in parens, in roman with single quotes. *Die Maler auf der Reise* ('The Artists on their Journey').

Names of French institutions and museums are capitalized, English style, e.g. Bibliothèque Nationale, Musée des Beaux-Arts, Musée d'Art Moderne, Société de ...

French accents: Etats-Unis, Ecole, Editions, are acceptable without accents whether or not the whole word is capitalized.

For French words in capital letters (mostly in Note titles) use accents only for people's names. Thus, SOCIETE or ECHELLE are acceptable but CÉCILE retains its accent. Similarly for Spanish, Polish, etc.

le père and le jeune are roman, lower case, e.g. Dubois le jeune.

In general, foreign-language sentences or quotations are in roman with single quotes.

Italicize unusual single foreign words or phrases unless they have become mainstream, such as 'entente'. Check with *Oxford Writers' Dictionary*.

### **Dates, Numbers, Pages**

All numbers from one to twenty are written in full in body text; 21 upwards in numerals. This applies to indeterminate higher numbers, e.g. 'about 50 copies'.

Chapter numbers in body text are written out: 'in chapter four'.

Reduce all date and higher page ranges to two digits with en-dash:

Years: 1998–99; 2001–02; 2008–09, but 1999–2000;

Page nos.: pp. 344–45, 101–04; 11–12, 21–22, 121–22;

Close up 'f' or 'ff': pp. 23ff.

For day, month, year: 3 August 1961.

Replace 1961/62 with 1961–62 unless there is a clear crossover between two years.

Always use ‘between 1961 and 1963’, not ‘from 1961–63’.

the 1950s, 1960s when plural, not adjectival.

‘The 1950s and 1960s’ is preferable, but if necessary abbreviate to the ’50s and ’60s.

Write decade in full only when metaphorical: the Roaring Twenties, Swinging Sixties.

Insert comma in higher nos.: 1,000; 10,000.

If a numbered list is necessary, use 1. 2. etc., not 1) 2).

nos. 80 and 81 (not 80, 81), but nos. 80, 81, 84 and 87.

States of prints: state I, II, IV etc.

Plate nos. are roman in body text: plate XVII (but ‘plate no. 17’ in captions).

Part I, Part II, of a book; e.g. Hollstein, Part I.

Part I:I for a subsection.

Table A

Volume I, II, IV, etc. in body text, book details and footnotes (but 2 vols., 3 vols., in book publishing details).

For volume nos. in repository or library refs, use small caps, e.g. ‘B.XVI.424.16’.

60<sup>th</sup> anniversary, the 10<sup>th</sup> Duke of ...

When catalogue nos. are cited from a *catalogue raisonné* or book under discussion, write as ‘cat. no. XX’ (usually in parens), or ‘his [or her] cat. no. XX’.

## **Currencies**

Close up type of currency: CHF55, NZ\$100, CND\$, AU\$.

For older or less common currencies use numerals: ‘8 *guilders* and 10 *stuivers*’, especially when several prices are quoted; also 3s 6d, 10 francs, but *lire* is italicized.

## **Abbreviations**

No full points in Dr, Mr, UK, USA, etc.

USA is the country, and US the adjective.

Washington, DC; Philadelphia, PA.

John Constable RA

BA, PhD

## Book Reviews

The order of book details is: author, title [or title, edited by], exhibition catalogue, city of exhibition, museum/gallery, exhibition dates, place of publication, publisher, year of publ., XX pp., XX col. and XX b. & w. ills., €/£/\$XX [or hb €XX, pb €XX]. E.g.:

Ellis Tinios, *Japanese Printmaking*, Amsterdam, Hotei Publishing, 2004, 272 pp., 10 col. and 35 b. & w. ills., €50.

*James Barry (1741–1806): 'The Great Historical Painter'*, edited by Tom Dunne, exhibition catalogue, Crawford Art Gallery, 22 October 2005–4 March 2006, Kinsale, Gandon Editions, 2005, 224 pp., 233 col. and 20 b. & w. ills., €40.

Where there are more than three editors or authors, give the first, followed by *et al.*

Edited by, compiled by, translated by, are written in full even in Footnotes.

Change foreign book details to English, e.g. München to Munich, 'tome' or 't.' to vol., in publication details but not, of course, in titles.

Retain 'exhibition catalogue' as part of book details in a Review, but delete it from Note and Footnote entries. Delete ISBN numbers.

City and date are written without a comma in parens (Berlin 1994), usually after a book reference; but note Washington, DC 1983; Dallas, TX 2002. Parens are not used in Footnotes.

Always identify whether Cambridge, UK or Cambridge, MA.

When more than one city of publication, separate by 'and': New Haven and London (not New Haven/London).

Use closed en-dash for exhibition dates: 24 February–30 June 2008.

If exhibition details are long and detailed, separate by a semi-colon from the place name that begins the publishing details.

## Footnotes

Reduce authors' first names to initials; delete comma between city and date of a publication; avoid using parens.

Delete the word 'vol.' in book and journal references and list only the volume no. in roman numerals and small caps, with year of publication:

J. G. Trapp, 'Petrarch's Laura: The Portraiture of an Imaginary Beloved', *Journal of the Warburg and Courtauld Institutes*, LXIV, 2001, pp. 112–13.

No need to give total no. of vols. in multi-volume references.

Delete 'exhibition catalogue' and name of museum or gallery where show held.  
Delete issues nos. and season in periodical and journal entries.  
No page nos. are necessary for *The Illustrated Bartsch* references.

Replace 'cf.' with 'See'.

Short titles: use *op. cit.* with author's surname, e.g. Baer, *op. cit.*, p. 76; and for titles if no author given.

Use *ibid.*, *idem/eadem* where appropriate.

If several references in a single footnote constitute a list or sequence, separate by semi-colons.

Abbreviate edition to edn., reprinted to repr.

'chapter four, five' in footnotes as in body text.

No indents for quotations, poems, etc. in footnotes. If necessary, use a forward slash to mark new lines.

### **Notes Section**

The Note title is capitalized and indented, followed by a full stop; text begins on same line.

Place/gallery/date of an exhibition precede place/publisher/date of a book.

Incorporate any footnotes into the body text.

Avoid indenting quotations unless they are very long.

Author's name at end is in small caps, run on from body text.

### **Captions**

Artist's name [or 'Anonymous Artist'], title of work, date [only if precise; omit if *c.*], artistic medium, size in mm, repository in parens, with city before museum or gallery [Madrid, Biblioteca Nacional], or credit source in parens with first word capped.

Moshe Hoffman, *Olive Trees*, 1966, woodcut, 200 x 690 mm (Collection Bruria Hoffman).

Style for credits in parens: (Photo courtesy the a Artist) [not 'of the Artist']; (Photo courtesy Pat Gilmour); (Private collection); (Collection Reba and Dave Williams) [not 'of Reba ...].

Add US states where relevant: XX Museum, Denver, CO.

Delete 'The' in an institution's name unless integral to it, e.g. London, Tate Gallery; Glasgow, Hunterian Art Gallery, but The New York Public Library.

Convert all image sizes to mm.

plate 7, 8, etc., e.g. William Blake, *Illustrations of the Book of Job*, plate 7, engraving, trial proof, first state ... (Note difference from 'plate VII' in body text).

Where relevant, put source in parentheses after the medium, e.g. 'engraving (Baer 1847)' or (B.xv.344.358)

## Spelling List

Abbé (when specific)	Duc de ...
Admiral, General, etc.	
Ambassador, First Secretary, etc.	e-mail
adviser (not advisor)	embassy (unless specific)
aka	ex-libris
among (not amongst)	Fellow of
analyse	focusses, focussed
appendixes (not appendices)	
Art informel; or abbrev. to Informel	hand-coloured
art work (generally)	handmade
artwork ( in specific contexts)	high quality (even when adjectival)
avant-garde	
	interpretative (not interpretive)
BA, MA	inter-war
Beaux-Arts	japonisme
Bible, but biblical	jnr. (for junior in names)
black and white (hyphenate when adjectival)	journal, except for 'this Journal' ( <i>PQ</i> )
blockbook	judgement
blockcutter	
block-prints	lesser than (even when adjectival)
borderline	letterpress
	lower class (hyphenate when adjective)
Cinquecento	Ltd (not Ltd.)
Classical	Metalcut
the Continent; Continental	mind-set
Comte de ...	MoMA
co-ordinate, co-exist, co-operate, etc.	multifaceted, multimedia
Communist Party, Communism, otherwise communist, socialist	multi-plate
copper-plate	Museum (when specific)
cross-hatching	
Curator (when specific)	naïve
	Neoclassical; Neo-Renaissance
Director (of gallery or museum)	the Netherlands
Draughtsman (not draftsman)	Northern Europe,
drypoint	Northern Renaissance
	Old Master

one third, two thirds	single sheet (hyphenate when adjectival)
online	snr. (for senior in names)
the opposition (political)	Society of (Painter Etchers, etc.)
Oriental	sociopolitical
paper-mill	soft ground, but soft-ground etching
per cent	Southern Europe
PhD	St (for Saint)
photolithography	St Christopher, but St. Galle (Fr.)
photorealism	steel-engraving
Plate I, II	still life, still lifes
platemark	stock list
post-war	subheading, subsection, subtitle
President (of a Society)	subhuman
printmaker	subject-matter
print publisher	sugar-aquatint, sugar-lift
Print Room, when specific	
print-seller	Thirty Years' War
print shop	title-page
print splitting (no hyphen)	title-plate
	Tsar (not Czar)
Quattrocento	upper class (hyphenate adjective)
red chalk (red-chalk when adjectival)	Victoria and Albert Museum; V&A in footnotes
re-edit	
reuse	website
Revd (for Reverend)	the West Coast (of the USA)
Revolution (as in French, Russian)	while (not whilst)
rôle	woodblock,
screenprint (unless essential to the context do not use silkscreen)	woodcut, woodcutter
Scripture, but scriptural	wood-engraving
Seicento	woodworm
shelfmark	World War I, II
	wormhole

Anglicize foreign spelling of towns, e.g. Munich not München, Zurich not Zürich. Lyons for Lyon, Rheims for Reims, Basel for Basle.

### **Italicized Words**

*aizuri-e, chiaroscuro, chine collé, cliché-verre, Commedia dell'arte, corpus, cum, delineavit, de luxe, excudit, ex voto, fl. (for florin), folio, fol. 31r, fol. 3v*

*gesso, grisaille, ibid., idem, intaglio, intarsia, invenit, kabuki, lavis, livres [money], lire, macchiaiolo*

*octavo, oeuvre, op. cit., opus, peintre-graveur, pentimento, pochoir, putto, quarto, recto, remarques, [sic], scudi, sculpsit, st. (stuivers), tachisme, tusche, velin, verso, ukiyo-e*