**How to write an art history paper**

Paper structure:

1) Introduction: Compose a thesis statement. This explains your main idea and outlines your methodology. The paragraph guides your reader into the body of the paper. Use the thesis statement as a kind of “roadmap” to tell the reader what’s coming and how it will be organized. Subsequent points should tie back to this thesis statement Declare that you have noticed something about the art, building, artist, architect, or whatever your focus is for your analysis. Then, "frame" your thesis. Tell your reader about discovering information that can help us understand a work of art/building better. If you are focusing on artworks, remember to put the artist's name/artists' names, the title(s) of the work(s) and the date (s) in the first paragraph. You can refer to the title(s) alone thereafter.

2) Body: Describe and point out what you want the reader to notice. If you are going to include the artist's/architect's biography, begin with a short summary. Most of your paper should be about the art, not the life of the artist or architect. If you are having trouble with organizing your paragraphs: Try summarizing (in notes to yourself or in an outline) the topic of each paragraph in a single sentence. This will allow you to see whether you’re dealing with more than one topic in a given paragraph, and whether you’re dealing with the same topic in multiple places. It can also help you see your structure and improve the overall organization and flow.

Make sure your arguments are constructed in a parallel fashion: Establish a sequence of information. Consider the paragraph a unit of information. Each paragraph should discuss one topic within the quantity of information you plan to cover. Write about the connections between what you described in these analyses and what you declared in the thesis statement. When you have analyzed all the examples, synthesize: compare and contrast.

3) Conclusion: Reiterate the thesis. Remind your reader about your findings in a summary sentence or two. Persuade the reader that you have demonstrated that your thesis is sound based on your findings.

See also: http://arthistory.about.com/od/arthistory101/a/how\_to\_write\_a\_paper.htm

**Basic format requirements**:

Papers are typed, printed on white paper, and double-spaced with one-inch margins on one side of 8-1/2 x 11 inch paper in 12-point type, Times Roman, WORD document. Do not justify the right-hand margin.

Papers start with a separate, unnumbered title page. The title page includes your name, date, and the title of the paper. The title page does not count in the overall page count.

Pages must be numbered consecutively. Page one begins on the page following the title page.

*Place the images at the end of the paper, one per page after the endnotes. Copy and paste the images into your WORD document. Place the full citation below the image.*

Do not indent paragraphs. Drop a line between paragraphs.

Papers are stapled or secured. No plastic binders or covers should be used.

Endnotes: Chicago Style Manual.

See also:

http://www.chicagomanualofstyle.org/tools\_citationguide.html

http://library.concordia.ca/help/howto/citations.html

Any arguments, ideas, and insights of others, as well as direct quotations and paraphrases of another scholar’s words or ideas from articles, books, or any other source require a citation in an endnote. In other words, if you take wording, phrases, whole passages, ideas, or the logic of an argument from someone else you must acknowledge your source. To not do so is to plagiarize, a serious academic offense.

Notes: Endnotes follow the last text line of your paper. Endnotes are flush left, single-spaced, with one blank line between entries. Endnote numbers in your text must be consecutive and indicated in superscript (a raised number: 5 ). The note number usually comes after the final punctuation of the sentence.

Quotations: Do not rely excessively on direct quotes (quoting someone word for word*). Keep quotes to no more than two sentences.* Try to interpret and analyze the issues in your own words whenever possible. Use direct quotes when they add colour, state a point eloquently or emphatically, or when what someone says is the direct focus of your discussion. Quotes should support your own statements, not replace your own thoughts or observations. There should be a good reason for using a quote; don’t use one just because it sounds better than what you can write. Try not to end a paragraph with a block quotation.

Other Issues:

-Give full names of artists the first time they are mentioned; thereafter, last name only.

-Titles of artworks should be capitalized and italicized.

-Exhibition titles and titles of exhibition catalogues should be italicized.

-Give the full name and place for museums or collections, i.e., National Gallery of Art, Washington, D.C.

-Whole numbers from one through ninety-nine are spelled out. Numerals are used for larger numbers.

-Centuries and decades can either be spelled out or denoted through numerals. Twentieth century and 20th century are both correct. Do not use apostrophes when noting a decade or century. “The 1950’s were marked by consensus.” is incorrect. “The 1950s were marked by consensus.” is correct.

-“e.g.,” means “for example,” while “i.e.,” means “in other words.”

-Place the illustrations at the end of the paper. The citation is placed under the image and includes the following: figure #, artist’s name or culture, title or description of work, date, medium, dimensions if known, and location.

-Cite a source (i.e., a web address or a book) for your illustrations.

- References to illustrations should be made in the text of your paper in the following form:

(Fig. 1), (Fig. 2), etc.

-Sample reference to an illustration: Michelangelo’s *David* exhibits an excellent understanding of human anatomy (Fig. 9).