

# Visual Arts Research Style Sheet

Last updated February 2022

## General

Use *Publication Manual of the American Psychological Association*, 7th edition

Use *Merriam-Webster's 11th Collegiate Dictionary*

- **Abstracts** (in italics) are *sometimes* used for articles in VAR (not for “interludes,” introductions, forewords, etc.). Should be less than 200 words. No heading is used (don’t label it “Abstract”); Abstract is followed by keywords. The Abstract should not be identical to sections of the article text. The Abstract should reflect the purpose and content of the study/research in the article. It should summarize the different sections presented in the article and their key points, and present the results/conclusions that have been drawn. Do not use text citations in the Abstract: an Abstract is a standalone document meant for a database, which would not give access to the corresponding References list.
- **Acknowledgments** (optional) appear in a separate section before Notes entries and References; code as *text* font (not Notes font)
- **Affiliation of author:** (university name) appears below the author’s name after the title. *Author contact information (address, e-mail, etc.) is not published*
- **Figures:** Figure 1. Caption has an initial cap and ends with a period.  
**Callouts** in text: (see Figure 1), coded between paragraphs as <insert **Figure 1** about here>
- **Dimensions:** 8.5 × 11 in. (width × height)
- **Epigraph:** no quotation marks, not in italics, source line below quote, give author’s *full* name followed by year and page number in parentheses, corresponding to Refs. entry
- **Figure caption for artwork (title of artwork is fully capitalized):** Figure 1. Steven Mann, 2010, Forgotten Cities [Silver print. 27 × 50 in.]. Gallery if exhibited.
- **Headings:** do not call the introduction “Introduction”—i.e., do not use the heading “Introduction”; do not number or letter the headings
- **Keywords** are used (<KW><SC>KEYWORDS:<NM> Word, word, word, word)
- **Pronouns:** use the singular “they” (them, their) as a gender-neutral pronoun\*

[OLD WAY: A researcher’s career depends on how often he or she is cited.]

\*NEW WAY: A researcher’s career depends on how often they are cited.

\*I don't know who wrote this note, but they have good handwriting.

- **Tables:** Table 1. Caption (Title) Is Capitalized (no period after caption)
- **Titles in text and TOC: capitalization:** capitalize all words of *four letters or more*; capitalize both words in hyphenated compound (*except* in Reference titles); **typeface** for

**title of artwork** or **title of an art exhibition** is italics, and titles of artwork are fully capitalized in text and in captions; the title of a video game or website name is *not* in italics; title of a project not in italics

- **Verbs:** Past tense is preferred to report on the findings in a study
- **Website names in text: set roman (not italics):** Google, YouTube, Flickr, Facebook

## Grammar and Copyediting

### Abbreviations

- Use ampersand (&) in References list and parenthetical material—but not in running text
- Spell out all but the most common acronyms and abbreviations at first mention
- Spell out names of months in References date citation
- Avoid the use of contractions in text (unless to spell out a contraction sounds awkward)
- Time: Use a.m. and p.m. (6:45 p.m.; 5 a.m.)
- Units of measure: (no period following) ft, lb, min, hr, ft, cm, kg; (period following) in. 5 cm 5 min

### Numbers and dates

- Spell out numbers one through nine except for when there are back-to-back modifiers: ten 7-point scales; use numerals for numbers 10 and above
- Spell out a number that begins a sentence or title
- Use numerals for time, age, dates, money (2 weeks, age 7, \$50)
- 1980s, mid-1980s, 1960s; *or* the sixties; 55 BC and AD 1900
- *Centuries:* 20th century, 21st century
- 1980-1983 (use hyphen and *do not* abbreviate as 1980-83); hyphen between numbers will be automatically changed to en-dash
- **percent:** 10% (use numeral and % symbol)
- (use comma) 1,368; \$5,000
- (no comma) p. 1368; 1368 Main Street
- 25 million
- **age** 65, a 5-year-old (noun, adj.), he is 5 years old
- use numerals for measurements: time, dates, length
- pp. 380-389 (do not drop out digits)
- Spell out **ordinals** (e.g., “third”) first up to ninth, except in References edition (3rd ed.): **grades** in school: use words for grades one through nine, then numerals: first grade, 11th grade
- dimensions: 8½ × 11 in.
- 2:30 p.m.
- 100°F

### Punctuation

- Use serial comma (a, b, and c)

- No periods in upper case acronyms or abbreviations (FBI, URL); exception, U.S. (adjective only), but UN
- No periods after measurement abbreviations: cm, ft, hr, lb, min, ml; *but use period for in.*
- No periods after URL in References
- Use single quotes inside double quotes “quote inside quote”; avoid using single quotation marks as “scare quotes” or to denote a word as a word
- *No comma* before or after II or “Jr.” when it follows a name as a suffix (e.g., Martin Luther King Jr. is my hero.)
- After a colon, *capitalize* the first word beginning a complete sentence.
- Hyphens are used before a capitalized word, or to prevent mispronunciation (anti-American, non-science, co-morbidity) or misreading (anti-intellectual), or to emphasize the prefix
- NO HYPHEN used after an adverb ending inly+ participle or adjective: “mildly amusing”

## References

- Section subhead is “References”
- References section follows Notes section (if both are used)
- Use sentence style capitalization for article and book titles: *The tale of two cities*
- *No quotes* around article or chapter titles
- Spell out journal titles in full, *including* “The”
- Use US Postal service state abbreviations (*except* if the publisher is a *university* whose name includes the name of the *state*, don't repeat the *state* in the publisher location); spell out names of countries outside the United States; *except* for **Canadian** location, include postal province abbreviation and no country name
- Use initials with a space between them (Key, J. S.)
- When the same author appears for different works more than once in the References, continue to write out his/her name and arrange entries by year of publication
- If same author has more than one source from the same year, use, for example, 2001a, 2000b, etc., arranging alphabetically by title
- Use all digits (use hyphen although it will be changed to an en-dash in typesetting) in page ranges (pp. 136-149)
- No Refs. entry needed for Bible—use text citation: 1 Cor. 13:1 (Revised Standard Version)
- (in press) use for forthcoming work
- (n.d.) no date available
- (2nd ed.)
- Put translations of titles in brackets
- *More than 20 authors*: list first 19, then use ellipsis before last author name:

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Nelson, T. P., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., . . . Lee, L. H.

## References, sample entries:

*Book: no location (no city or state) given for publisher*

Gutmann, A. A., & Thompson, D. D. (1996). *Democracy and disagreement*. Harvard University Press.

Wilson, B. A., Alderman, N., Burgess, P. W., Emslie, H. C., & Evans, J. J. (1996). *The behavioural assessment of the dysexecutive syndrome*. Thames Valley Test Company.

*Translated book and reprint:*

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814)

*text citation for this work:* (Laplace, 1814/1951)

*Introduction*

Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Allyn and Bacon.

*Chapter (and subsequent edition in first example):*

Raz, N. (2000). Aging of the brain and its impact on cognitive performance: Integration of structural and functional findings. In F. I. M. Craik & T. A. Salthouse (Eds.), *Handbook of aging and cognition* (2nd ed., pp. 1–90). Erlbaum.

O’Neil, J. M., & Egan, J. (1992). Men’s and women’s gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

*Edited book:*

Irwin, R. L., & de Cosson, A. (Eds.). (2004). *A/r/tography: Rendering self through arts-based living inquiry*. Pacific Educational Press.

*Edited book with author:*

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). Anchor.

*One volume of a multi-volume work (with translator):*

Foucault, M. (1998). *The history of sexuality: Vol. 1. The will to knowledge*. (R. Hurley, Trans.). Penguin Books.

*A volume of a set:*

Given, L. M. (2008). *Sage encyclopedia of qualitative research methods* (Vol. 1). Sage.

*Article (doi is optional):*

*Journal:*

Darwall, S. L. (1977). Two kinds of respect. *Developmental Psychology*, 88(5), 136-149.

*Special issue of a journal:*

Carpenter, B. S., II, & Tavin, K. (Eds.). (2012). The graphic novel and art education [Special issue]. *Visual Arts Research*, 38(1).

*Magazine/Newspaper—print version:*

Wallis, C. (1996, June 24). Faith and healing. *Time*, pp. 58-64.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

*Online newspaper/magazine/journal (treat title of article—set roman--and title of newspaper or journal—set italics--as you would its print version)\*:*

McClendon, B. (2021, August 17). The smooth compromise: How Obama's iconography obscured his omissions. *The Guardian*. <https://www.theguardian.com/us-news/2021/aug/17/smooth-compromise-obama-iconography-obscured-omissions-pete-souza>

Boaz, D. (1997, April 25). Privatize marriage. *Slate*. <http://www.slate.com/id/2440/>

Eitz, M., Hays, J., & Alexa, M. (2012). How do humans sketch objects? *ACM Transactions on Graphics*, 31(4), 1-44. <https://doi.org/10.5406/visuartsrese.44.2.0053>

*Article with more than 20 authors (write out first 19 authors in References, then use ellipsis, followed by final author):*

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Nelson, T. P., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., . . . Lee, L. H.

*Encyclopedia entry:*

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Encyclopedia Britannica.

*Web document: [“Retrieved from” is no longer used unless there a retrieval date is relevant—usually when a source is (n.d.)]*

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *Guide to citation*. <http://owl.english.purdue.edu/owl/resource/560/01/>

*Blog post/website page [webpage title is in italics; website name set roman]\**

Egoyan, M. (2007, August 29). *Embodiment, identity and presence in Second Life--New wine or new bottles?* Embodied Research Group [Blog post]. <http://embodiedresearch.blogspot.com/2007/08/embodiment-identity-and-presence-in.html>

McCombes, S. (2020, June 19). *How to write a problem statement*. Scribbr.  
<https://www.scribbr.com/research-process/problem-statement/>

Betts, J. (2020, July 18). *APA format and citations*. Bibliography.com.  
[www.bibliography.com/apa/apa-format-and-citations/](http://www.bibliography.com/apa/apa-format-and-citations/)

*Government document:*

U.S. Department of Labor, & Moynihan, D. P. (1965, March). *The Negro family: The case for national policy*. Office of Policy Planning and Research.  
<https://web.stanford.edu/~mrosenfe/Moynihan%27s%20The%20Negro%20Family.pdf>

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclock/>

*Instagram (content of the post up to the first 20 words)*

Art Hoe Collective [@arthoecollective]. (2015, November 10). *November: Photo and film. Lani @lani.p /She/Filipino/black/a few months ago I came across a video of Kathleen Cleaver talking* [Video]. Instagram.  
<https://www.instagram.com/p/97XECIDaoG/>

*Twitter*

Jarmon, R. [ReninaWrites]. (2016, February 7). *I am trained to see what others are invested In Forgetting*. Twitter.  
<https://twitter.com/ReninaWrites/status/696328164570767360>

*Artwork (if displayed in a major museum—otherwise use only text citation: name of artwork mentioned in text, and in parentheses, last name of artist, year, Internet link if available). Use city and state after museum name in the Reference if citing physical location:*

Kahlo, F. (1931). *Frida and Diego Rivera* [Oil on canvas]. Museum of Modern Art, San Francisco, CA.

Duveneck, F. (1872). *Whistling boy* [Painting]. Cincinnati Art Museum, Cincinnati, OH.  
<http://www.artstor.org>

Dali, S. (1931). *The persistence of memory* [Painting]. Museum of Modern Art, New York, NY.

*Art Exhibition:*

*Design for eternity: Architectural models from the ancient Americas* [Exhibition]. (2015–2016). The Met Fifth Avenue, New York, NY.  
<https://www.metmuseum.org/exhibitions/listings/2015/design-for-eternity>

Martinez, J.-L., & Douar, F. (2018–2019). *Archaeology goes graphic* [Exhibition]. The Louvre, Paris, France. <https://www.louvre.fr/en/expositions/archaeology-goes-graphic>

*Motion picture (use country of origin):*

Grunstein, P. (Producer), & Schnabel, J. (Director). (2007). *The diving bell and the butterfly* [Motion picture]. United States: Miramax.

*Television series episode*

Friedman, M. (Writer), & Filkin, D. (Director). (1980). The power of the market [TV series episode]. In M. Latham (Producer), *Free to choose*. Video Arts TV in association with WQLN.

*YouTube video*

Bloomberg QuickTake. (2020, July 1). *How to build a city around bikes, fast* [Video]. YouTube. <https://youtu.be/h-I6HFQXquU>

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTYfxMs>

*Unpublished master's thesis (or doctoral dissertation; title is in italics): no city or state*  
Hannigan, S. (2005). *One man's experience of accessing affect through body-base movement and multi-modal arts* [Unpublished master's thesis]. La Trobe University.

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

*Unpublished paper from Presentation, Conference, Symposium, etc. (published paper would be cited like a journal or book chapter):*

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent learning solutions* [Conference session]. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL.

*Unpublished report: pdf file online:*

Seidel, S., Tishman, S., Winner, E., Hetland, L., & Palmer, P. (2009). *The qualities of quality: Understanding excellence in arts education* [Report]. <https://www.wallacefoundation.org/knowledge-center/Documents/Understanding-Excellence-in-Arts-Education.pdf>

*Legal citation [in text use italics for case name] but set without italics in Notes or Refs:*

Lizzio v. Lizzio, 618 N.Y.S.2d 934 (Fam. Ct. Fulton Co. 1994).

Brown v. Board of Educ. 347 U.S. 483 (1954).

Mental Health Systems Act, 42 U.S.C. § 9401 (1988).

## In-Text Citation

- Use *et al.* even at first mention, for three or more authors: (Jones et al., 2012, p. 56)
- List a series of author citations within one set of parentheses in *alphabetical order* (Billmeyer, 2014; Freedman, 2003; Duncum, 2009)
- Okay to use “et al.” in running text
- (Jones, 2001, p. 56); (Jones, 2012, 2015); (Smith, 1997a, 1997b); (Smith & Jones, 2001)
- (Smith, 1999, Chapter 3)
- (Johnson et al., 2003, pp. 67-69)
- (Jones, 2002, p. 9): later citations to same author in same paragraph use only (p. x) and *no year*
- Secondary sources: (as cited in Currie et al., 2009, p. 8)
- To indicate a paragraph number [optional] for an online citation, use “para.” *commonly not necessary and very cumbersome for long online articles*
- **Studies of reading in childhood have produced mixed results (Albright et al., 2004; Gibson, 2011; Smith & Wexwood, 2010).** Authors should be listed in *alphabetical order* within the citation.
- **Smith and Wexwood (2010) reported an increase in the number of books read, whereas Gibson (2011) reported a decrease. Albright et al. (2004) found no significant results.**
- Cite personal communication in text but not References: **My grandmother’s advice was, “Never pass up a chance to eat, sit down, or use a clean restroom” (S. Dean, personal communication, May 14, 1980).**
- For a passing reference to a website in text, the URL is sufficient; no Reference list entry is needed: **Gussie Fink-Nottle has set up a discussion forum for newt fanciers (<http://gfnnfg.livejournal.com/>).**
- Classical works unknown date—use translation date: (Aristotle, trans. 1931)
- Original pub. date included: James (1890/1983)
- Use indented text block for quotes of *40 or more words* (sometimes shorter quotes can be set off to make them stand out), and omit start and end quotation marks; citation follows period.
- Callouts in text: (see Figure 1) (Table 3)
- *Scriptural*: 2 Corinthians 11:29-30

## Endnotes

- Section subhead is “Notes”
- Notes section precedes References section (if both are used)
- Capitalize titles mentioned in endnotes and enclose them in quotes if they are article or chapter titles
- **Social media when cited only in Endnotes:**
  1. Fatimah Nyeema Warner [Noname], June 18, 2020, Song 33 [YouTube video]. <https://www.youtube.com/watch?v=NFp1eW2bihg>.



2. [RudyFrancisco], October 5, 2014, *I'm still learning to love the parts of me that no one claps for*. Twitter. <https://twitter.com/RudyFrancisco/status/518670864720859136>.

### **Endnotes and References Both Used**

- Notes section precedes References section
- A source (usually one that has no known author or date) such as a website or webpage might be cited only in Notes.
- Capitalize titles mentioned in endnotes and enclose them in quotes if they are article or chapter titles
- *Book or article cited in Notes, referring to a References entry:*
  1. \_ Moore (1999).
  2. \_ See Rawls (2001).
  3. \_ See Kleingeld (2000, p. 46); and Keller (2005, p. 3).
  4. \_ See also Musqueam Indian Band, Musqueam declaration, 1976, [https://www.musqueam.bc.ca/wp-content/uploads/2018/06/musqueam\\_declaration.pdf](https://www.musqueam.bc.ca/wp-content/uploads/2018/06/musqueam_declaration.pdf).

### **Book Review**

Publication information at beginning of review (no city or state):

<RPI>Flávia Bastos & Enid Zimmerman (Eds.). *Connecting Creativity Research and Practice in Art Education: Foundations, Pedagogies, and Contemporary Issues*. National Art Education Association, 2015.

<AA>*Reviewed by Nigel Meager*

<AN>*University of Cambridge*

