DRAWING MATTER STYLE SHEET

**Text**

Put all figure references as: Fig.1 (cap. F, stop after Fig, no space before number).

For refs to two or more, put Figs 2 & 3 (no stop after Figs, as it is a contraction, not an abbreviation; and use ampersand with spaces before and after it).

Use -ise, -isation etc. rather than -ize, -ization.

Quotations: if the quote includes the full stop at end, put closing quote mark outside the punctuation; if the quote is a partial sentence, the closing quote mark goes inside.

e.g.

‘The present fell forward and backward into a tumult of “de-differentiation”, to use Ehrenzweig’s word for entropy.’

medicinal plants, or the ‘life-giving “milk” that was thought to drip from the stalactites in limestone caves’.

Use single quotes, with double within if applicable.

Numbers: spell out up to and incl. ten, thereafter figures.

**Captions**

Fig.1 etc. as above. Include artist/author, title, date of work, medium, size (where known), location/owner/origin, and then any further info, with a stop at the end. Use c. [italics] closed up to dates where necessary.

e.g.

Fig.10 William Kent, *Alexander Pope in His Grotto*, *c.*1725–30. Pencil, pen and ink, brown wash, 22 x 18.5cm. Devonshire Collection, Chatsworth.

Fig.12 ‘Installation of Walzer Plate (sound lens) apparatus’, Harvey C. Hays, ‘Detection of submarines’, *Proceedings of the American Philosophical Society* 59, 1 (1920), 20.

[Here the date is the date of the work in which this drawing appeared, not the actual date of the work, so it goes in brackets.]

Measurements: close up ‘cm’ etc. to figures.

**Notes**

Do not use p. or pp. for page refs, just the page number(s).

Web refs: put ‘accessed’ info at end of note after html address, in square brackets, as: [accessed xx.xx.22]. with stop after the closing bracket.

e.g.

<http://www.vesuvius.tomgidwitz.com/html/2__the_engineer.html> [accessed 11 June 2020].

Author cited more than once: just use the surname and *op. cit*. [italics, and space between] for citations after the first. If there is a comma following *op. cit.* it must not be italic.

For articles and essays within a book, use lower-case initials for all words (except the first of course, and proper names – and German has cap. for all nouns). Use initial caps for main words in a book title.

If more than one title is cited by the same author, use a short form of the relevant publication and *op. cit*.

e.g.

4 Federico Bellini, *Le Cupole di Borromini: La ‘Scienzia’ Construttiva in Età Barocca* (Milan: Electa, 2004), 110, n.26.

16 Bellini, *Le Cupole*, *op. cit.*,102–104.

Place of publication followed by colon, then publisher, comma, date – all this goes within brackets.

e.g.

Joseph Connors, ‘Die Revolution des Graphits’, in *Von Bernini bis Piranesi: Römische Architekturzeichnungen des Barock*, ed. Elisabeth Kieven and Joseph Connors (Stuttgart: Hatje, 1993), 33–38.

Initial caps for author’s name: D.A. Prince (closed up, and with full stops).

Use trans. not ‘translation’; ed. not ‘edited by’; eds for more than one editor.

US states: use MA, PA, CA etc., not Mass., Penn., Calif.

Runs of page numbers or dates: use an en dash, not a hyphen: 224–25; 1824–25.

Repeat the penultimate number: 182–83, 180–82. But, for numbers ending in 00, repeat the whole number: 200–203.