

NOTES ON WRITING AND ARTICLES

The guidelines for specific entries provide a key to the information we are looking for; what follows here refers to presentation norms and style.

- Avoid repeating information after it has been presented once.
- The text should be concise and compact. Avoid superlatives and wordiness.
- Information is selected, not comprehensive, except for the list of represented artists.
- Articles can and should address the broader significance of a person's or institution's work but must remain objective.
- It is fine to gather factual information from companies, but do not seek approval of your finished entry from company staff.

Other general rules:

- Use American English (color and program, not colour and programme). The style sheet is the Chicago Manual of Style.
- Retain non-English letters such as á, ç, ø, ß, but use a common font.
- Each article should use past tense consistently; avoid switching except when the chronology of past and current conditions makes the necessity obvious.
- There are no footnotes.

STYLE SHEET: QUICK GUIDE TO COMMON ISSUES

Institutional names

- Provide the full business name in the original language (also for names in non-Latin alphabets), e.g. Hugo Helbing Kunsthandlung und Kunstantiquariat. Within the text an abbreviated version may appear, e.g. Hugo Helbing or Helbing.
- If an institution uses non-standard spacing or punctuation, use it, e.g. ART.FAIR. Use an ampersand (&) if and only if the institution does.
- If a name is descriptive, provide an English translation followed by the original name, e.g. Antiques Export Fund / Антикварный экспортный фонд.

Place names and addresses

- If a building has a name, include it.
- Provide addresses according to standard local style, using common abbreviations for "street," "avenida," etc. Historical postal codes may be omitted. Give city names in the national language.

Historical data

- In the address: provide city names as they were at the time.
- In the text: use city names as they existed at the time which an entry describes, and the current name in parentheses, e.g. "Leningrad (St. Petersburg)" for a Soviet-era subject. English place names should be used where they exist (Warsaw and Munich, not Warszawa and München). Include language-specific marks in city names if there is no English name (Düsseldorf, Wrocław).

Italics and Quotation marks

- The titles of artworks, exhibitions, films, books, journals, etc. should be italicized.
- Quotation marks are double, e.g. “We do not comment on our consigners.”

Dates

- Dates to be written as: 3 July 1902
- Months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sep., Oct., Nov., Dec.
- Date ranges to be written with an en-dash, no spaces: 1930–40, 1941–present
NB: Do not express a date range with a slash because in English that means “or,” not “through,” e.g. 1901/02 means “1901 or 1902,” indicating uncertainty.

Numbers

- The numbers one through nine are spelled out as words, all others are given in digits: eight sales, 13 prospective buyers.
- Numbers of four or more digits contain commas: 2,250
- 1990s, not nineties; in the 1950s and '60s; 1956–62
- 1st half of the 20th c.; 2nd, 3rd, 4th, etc.

Currency

- CHF: Swiss francs – EUR: Euros – GBP: British pounds – USD: US dollars
- further currencies: first spell it out and introduce the currency code, e.g. “Russian rubles (RUB),” then use the code only
- abbreviate millions, e.g. 1.14m EUR

Transliteration

- For the subject of an entry:
 1. If an institution established its own translation / transliteration from a foreign language or non-Latin alphabet, use it as the preferred name, e.g. AS Russian Antique Salon. For all other transliterations, use the Library of Congress guide for the preferred name. Include the Greek or Cyrillic originals and other transliterations under “additional names” to improve searchability, e.g. AS Российский антикварный салон, AS Rossiiskii antikvarnii salon.
 2. If a person established her/his own transliteration, use it as the preferred name, e.g. Wassily Kandinsky. For all others, use the Library of Congress guide. Include other transliterations and the original under “additional names” to improve searchability, e.g. Василий Кандинский, Vasilij Kandinskij, Vasilii Kandinskii.
- In the text: use Library of Congress transliterations.

Bibliography entries

- Primary sources: in-house publications, autobiographies, interviews with protagonists
- Secondary sources: scholarly publications, journalism, popular publications
- List in alphabetical order by authors’ or editors’ last names; abbreviate editor and editors (ed.), translator (trans.), illustrator (ill.), introduction by (intro.).
- Provide original titles; use Library of Congress transliteration where necessary.

Book: Garstang, Donald, ed. *Art—Commerce—Scholarship: A Window onto the Art World; Colnaghi 1760 to 1984*. London: P. & D. Colnaghi & Co. Ltd., 1984.

Book section and/or series: Karentzos, Alexandra. "Incorporations of the Other—Exotic Objects, Tropicalism, and Anthropophagy." In *Art History and Fetishism Abroad: Global Shiftings in Media and Method*, ed. Gabriele Genge and Angela Stercken, 251–270. Image 54. Bielefeld: transcript, 2014.

Exhibition catalog: *Schwerpunkte: 30 Neuerwerbungen aus der Sammlung Hanna Bekker vom Rath*. Exhibition catalog. Wiesbaden: Museum Wiesbaden, 1988.

Auction catalog: Christie's. *Catalogue of Ancient Chinese Enamels, Bronzes, Carvings in Jade, and Porcelain, Collected during the Two Years' Occupation of Tiensin, All from the Summer Palace and Peking*. London, 20 and 21 July 1863.

Article in a journal: Barker, Joanne. "Indian™ U.S.A." *Wicazo Sa Review* 18, no. 1 (Spring 2003): 25–79.

Article in a magazine: Dorment, Richard. "The Great Room of Art." *The New York Review of Books*, 13 June 2002, 32–36.

Article in a newspaper: Bahners, Patrick. "Die Gurlitt-Aufklärer." *Frankfurter Allgemeine Zeitung*, 12 Jan. 2014.

Article published online: Perlson, Hili. "Auction of Internment Camp Art Sparks Widespread Outrage." *artnet News*, 14 Apr. 2015.
<https://news.artnet.com/market/japanese-american-outrage-over-internment-camp-auction-287817>.

Conference presentations: Verlaine, Julie. "Un marchand d'art parisien a New York: L'aventure de la Louis Carré Gallery, 1949–1952." Paper presented at the conference *Les relations culturelles internationales au vingtième siècle*, Université Paris I, BNF, May 2006.

Thesis: Williams, Reba White. *The Weyhe Gallery Between the Wars, 1919–1940*. PhD diss., New York University, 1996.

Website: It is never sufficient to provide only a URL; as far as they can be determined, the full facts of publication should be recorded. The URL (including <http://> or <https://>) appears with an access date if the article has none. For example:

"Auktionshäuser in Berlin." *German Sales 1901–1945: Art Works, Art Markets, and Cultural Policy*. <http://www.arthistoricum.net/themen/portale/german-sales/auktionshaeuser-a-z/auktionshaeuser-deutschland-a-z/berlin/>. Accessed 28 Sep. 2017.

We make an exception when a website belongs to the subject of an entry, i.e.:
<http://www.thierrygoldberg.com/>.

Archival Reference:

Cite full archival references, including the name of the archive and (if available) folder and/or document numbers, dates of documents, etc.:

Gilbert McKicken to Alexander Morris, 29 November 1881, Glasgow (Scotland), Document 1359, fol. 1r, Alexander Morris Papers, MG-12-84, Provincial Archives of Manitoba, Winnipeg, Canada.

All information, especially if critical of the subject of a given entry, must be based on verifiable factual evidence.