



## Stylesheet

B.A. and B.A. (Hons) History of Art  
B.A. and B.A. (Hons) History of Art with Fine Arts  
B.A. and B.A. (Hons) Fine Arts

This style guide is intended for the presentation of undergraduate assignments and dissertations in History of Art, and for the theoretical part of assignments and dissertations in History of Art with Fine Arts and Fine Arts. Adherence to the department's house style is **mandatory** and is taken into consideration when assessing the work submitted.

All dissertations submitted are to follow strictly the norms detailed in this style guide. Students are urged to familiarize themselves with this style guide early in the course and to adopt it whenever possible when writing essays and other assignments.

No style sheet can answer every query that might arise when writing a dissertation. Where the style sheet fails to offer guidance, consult the supervisor. The most fundamental rule to keep in mind is consistency of style.

## Practicalities

---

### Research Topic of Dissertation

At the start of the second semester of the second year following consultation with academics within the department, students are to submit a short proposal including the title of the dissertation. Research proposals will thereafter be approved by the department. Supervisors and research topics cannot be changed without the department's permission.

Students should try to avoid subjects of a contentious nature where conclusions are likely to be speculative due to the lack of evidence or hindsight.

## **Period of Study**

Although registration for the dissertation is done in the third year of study, students are strongly advised to start work on it as early as possible during Year 2, and in particular to take advantage of the summer recess following their second year of studies.

## **Supervision**

Students are to consult their supervisor regularly, and to provide a programme of works at the start of each semester.

The supervisor's role is to guide and coach the student in research, methodology, and other skills, as well as to discuss content and interpretation, but it is obviously not their role to proofread the dissertation or correct errors of grammar or syntax.

Students are to abide to the deadlines submitted in their programme of works and the supervisor is expected to read and make remarks on each chapter of the dissertation submitted, following which it is the student's responsibility to make the suggested changes and corrections. If the student does not abide to the programme of works, the supervisor will refer this to the department. Towards the end, the student may submit the whole draft of the dissertation in time for the supervisor to be able to give his final advice before the 15 May.

No consultation with the supervisor is to be sought after 15 May of the third year, that is, two weeks prior to the deadline for submission.

## **Length**

Dissertations are expected to be of 15,000-18,000 words for History of Art and 8,000 to 10,000 words for History of Art with Fine Arts (in addition to the final project), exclusive of the footnotes, bibliography, and appendices.

## **General Presentation of the Dissertation**

---

### **Spacing**

All paragraphs must be indented, except the first. One-and-a-half spacing must be used in the text.

All paragraphs and figures must have a minimum of 6 pt and a maximum of 10 pt between them. Although the space can be anywhere between 6pt and 10 pt, it must be consistent throughout the text.

## **Margins**

Students are advised to set the left and the right margins to at least 3cm (but not more than 4cm) to allow enough room for binding. The other margins (top and bottom) are to be set to 2.55cm.

## **Spelling**

The British spelling of the English language must be used throughout the text, and students are required to abide by the Oxford English Dictionary (also available online on <http://en.oxforddictionaries.com>).

Students are to keep in mind that, when citing information from different sources, the original spelling of the title should be respected (and left in the original language, for example American English, Italian, Latin etc...).

The capitalising of most major words in a title is a practice common of the English language, and may be used. However, students are to note that this is not the practice for Romance languages (Italian, French, Spanish) where only names of places and people are capitalised. In German, proper nouns are always capitalised. When in doubt, students are to quote the title as it appears in the source.

## **Font and Font Size**

The font throughout the text should be Times New Roman.

It is advised that the font size be set to 12 throughout the text. A larger size can be used for the headings and sub-headings – the most important thing is that there is consistency throughout the text.

## **Quotations**

Direct quotations are to be placed within single quotation marks. Quotations of more than thirty words should be single-spaced and form a distinct paragraph without indentation. No quotation marks are to be used in such cases.

Double quotation marks are to be used for a quote within a quote.

Students are reminded not to quote extensively from secondary sources, especially at postgraduate level, and that any direct quotations, no matter how small, must be acknowledged.

## **Italics**

Italics is to be used only for: (i) book, journal, and newspaper titles; (ii) words in a language that is different from the rest of the text; (iii) the names of works of art; (iv) to emphasize a word or phrase (very sparingly).

## Dates

When mentioning dates, the format is to be: day, month, year (without commas). For decades, the format is to be 1650s, or fifties if the century is clearly identifiable. Approximate years should be referred to as c. 1750.

25 December 1930

Centuries are to be written in full form and students are to remember to hyphenate accordingly when the century is used as a descriptive adjective.

The painting dates to the seventeenth century.

It is a seventeenth-century painting.

Students may also make use of the terms 'Trecento', 'Quattrocento' etc... but are to keep in mind that these are to be capitalised and not written in Italics. Furthermore, the terms are not to be confused: 'Trecento' is the fourteenth century, 'Quattrocento' the fifteenth etc...

## Structure

The following structure should be followed in the dissertation:

- i. Title-page, including the full title of the dissertation, the candidate's name, and month and year of submission
- ii. Dedication (if any)
- iii. Declaration of Authenticity
- iv. Preface, introducing the dissertation and stating its purpose, ending with a list of acknowledgements (the acknowledgements may also be presented separately from the preface)
- v. Table of Contents
- vi. List of Abbreviations
- vii. List of Plates
- viii. List of Figures
- ix. Introduction
- x. Main body of text (divided into chapters)

*History of Art with Fine Arts and Fine Arts students are to refer to Appendix I for a more detailed breakdown.*

- xi.** Conclusion
- xii.** Bibliography
- xiii.** Plates
- xiv.** Appendices

Changes in the format of the structure must be discussed with your supervisor. Some of the sections are defined more clearly below.

## **Front Page**

The front page is to include the title, your name and surname, and the month and year of submission at the bottom.

The statement below is to be included at the bottom, before the date:

*A dissertation submitted in part fulfilment of the requirements for the Degree of Bachelor of Arts (Honours) in History of Art presented in the Department of Art and Art History, Faculty of Arts, University of Malta*

## **Declaration of Authenticity**

The statement below is to be used, and is to be signed at the bottom:

*I, the undersigned, \_\_\_\_\_ declare that this dissertation is my original work, gathered and utilised especially to fulfil the purpose and objectives of this study, and has not been previously submitted to any other university. I also declare that the publications and archival material cited in this work have been personally consulted.*

---

*Name and Surname*

## **Table of Contents**

It is advised that students prepare a built in (automatic) table of contents by setting the format of the headings and sub-headings at the onset, since this will be required later on when preparing the final version of the dissertation for the University of Malta library.

The library has prepared a set of guidelines for the students to follow. These can be accessed online: <http://www.um.edu.mt/library/dissertations/etdguidelines>

## Page Numbering

All the pages in the dissertation must be numbered, starting from the preface onwards. Roman numerals are to be used for the preface, up until the list of figures (or the last page before the Introduction). From the Introduction onwards, pages are to be numbered using Arabic numerals. Page numbering is to be continuous from the Introduction up until the end of the dissertation.

## Images and Illustrations

It is usually easier if the illustrations are bound together at the end of the text, though candidates may, if they feel it beneficial, embed illustrations within their text.

### Photography

Great care should be taken to present clearly legible and sharp images. It is essential for art history students to understand that photographic capture of works of art is an indispensable research task.

### Figures

The insertion of images as figures within the text should be restricted to essential comparative works and should, as far as possible, not disrupt or fragment the flow of the text.

Whilst formatting, students may wish to place their figures in tables (with invisible borders) in order to restrict their movement within the page.

### Plates

Full page plates (placed at the back) should form the photographic narrative of the dissertation. Students should be selective in what they present.

### Captions

In the case of paintings, captions for figures and plates are to take the format of name and surname of the artist, title of the work in italics, date and location.

Guido Reni, *The Massacre of the Innocents*, 1611, Pinacoteca Nazionale, Bologna.

If the image is a detail, this is to be specified in the caption.

Guido Reni, *The Massacre of the Innocents* (detail), 1611, Pinacoteca Nazionale, Bologna.

Students are reminded to be consistent throughout the dissertation when adding captions to any type of image whether it is a painting/graph/map/table etc...

When referring to buildings, students are to specify the viewpoint of the photograph, when necessary.

## Measurements

Measurements should be added where possible.

Measurements should always be in metric units. The format should be height x width. If needed, the depth can be added after the width. In some cases, only the height/width will be needed.

## Appendices

Appendices are not mere addenda to the dissertation. The insertion of data sheets, documents or otherwise, should be the result of selective study in which the candidate presents data, which is essential to the context of the dissertation. Students should not use the Appendices as an excuse to add on information or images.

Appendices are to be captioned accordingly (as images if they are images, or as manuscripts if they are so, etc...)

## Footnotes and References

---

These support the research and are a very important part of the dissertation. Students are advised to take detailed note of each and every source and not to leave the adding of references till the end.

The references are to be added to the bottom as footnotes and not at the end of the chapter as endnotes, and are to be continuous throughout the dissertation.

Arabic numbers (and not roman numbers) are to be used for the footnotes.

Footnotes are to be single-spaced and are to be set to Times New Roman, font size 10.

## Books

Name of the author (name and surname) of the book, the title (in italics), place of publication, publisher, date of publication, and the page number/numbers - in that order.

Keith Sciberras, *Baroque Painting in Malta*, Valletta, Midsea Books, 2009, 50.

If initials are used instead of a name, a space has to be left after each initial, for example: J. N. Kelly

## Articles in Journals

Name of the author (name and surname) of the article, the title of the article (within single quotes), the title of the Journal (italics), volume (in small Roman figures), number, year of publication (within brackets), and page number/numbers.

Students are reminded to specify both the month and the year in cases where the journals where the pagination is not continuous over a whole year.

Carl Goldstein, 'Studies in Seventeenth Century French Art Theory and Ceiling Painting,' *The Art Bulletin*, xlvii, 2 (1965), 231.

### Chapter in a collective work

Name of the author (name and surname) of the chapter, the title of the chapter (within single quotes), the title of the collective work (italics), name of the editor/s followed by (ed.) or (eds.), place of publication, publisher, date of publication, the page number/numbers.

Renata Ago, 'Five Industrious Cities', *Painting for Profit*, Richard E. Spear and Philip Sohm (eds.), New Haven and London, Yale University Press, 2010, 257.

### Newspapers

The name of section, the newspaper (italics) is to be cited, along with the date of the issue and the page number/numbers. If citing a feature article, letter, or other contribution of some importance follow the style of journals.

Obituaries, *The Times of Malta*, 4 December 1950, 12.

### Manuscripts and Archival Sources

The references may vary according to the collection or the nature of individual manuscripts. However, candidates are to cite the official name or abbreviation of the Archive (abbreviations are to be included in the front, before the list of plates and figures – see Structure), the paper series/volume number, followed either by folio number/s (f. or ff.), authorship, names of correspondents and date, etc., according to the nature of the manuscript.

Notarial Archives Valletta (NAV), R11, Notary Tommaso Agius, Volume 6A, ff. 1376v – 1377r.

The above reference can be abbreviated as follows:

NAV, R11, Notary Tommaso Agius, Volume 6A, f. 1376v.

Another example is the below:

Archivium Archiepiscopale Melitense (AAM), VP 22, Bishop Michael Molina, 1678-1680, ff. 626v-627r.

After a document has been cited once, use the abbreviated form for subsequent references. As a rule, the footnote must make it possible for the reader to trace the document.

When in doubt, candidates are to consult the supervisor.

## Dissertations and Theses

Name of the author (name and surname) of the dissertation/thesis, the title of the dissertation/thesis (within single quotes), the name of the Department/Institute/Faculty under which it was submitted, the university, the year of submission, the page number/numbers.

Giulia Privitelli, 'Imagines ad Maiorem : Principis et Cardinalis Gloriam: An Analysis of the Decorative Programme of Verdala Palace, Buskett, Malta', unpublished M.A dissertation, Department of History of Art, University of Malta, 2015, 45-47.

## Electronic Sources

The format is to be the same as with printed material, but followed by date of retrieval, the name of the website, and the full webpage address.

If the sources being consulted are available in print (for example, articles consulted on JSTOR or on Google Books), the webpage address is not to be included. The webpage address should only be given for e-journals and other information (content from websites, etc...) which is only available online.

Leonardo, Michelangelo, Raphael around 1500, 1 September – 28 January 2018, National Gallery, London. Retrieved on 20 September 2017 from <https://www.nationalgallery.org.uk/whats-on/exhibitions/leonardo-michelangelo-raphael-around-1500>.

Keith Christiansen, *Artemisia Gentileschi: Esther before Ahasuerus*, New York, The Metropolitan Museum of Art, 2014. Retrieved on 17 February 2017 from <http://www.metmuseum.org/art/collection/search/436453>.

## Notes

### References to Successive Editions of a Publication

If the publication has several editions, the date of the edition being used is to be quoted since pagination may vary between different editions.

## Successive References

When referring to a work already cited, use the shortest abbreviated form. The author's surname followed by page numbers is normally sufficient, for example:

Merridale, 212-22.

Hoppen, 116.

If there is more than one author with the same surname, include initials to distinguish between them, for example:

T. Merridale, 162.

A. Merridale, 162.

If you are using more than one work by the same author, put the date of publication in brackets to distinguish between works, for example:

Merridale (2000), 162.

If there is more than one author with the same surname and with a publication dating to the same year, the date of publication is to be added in brackets to distinguish the works, for example:

T. Merridale (2000), 162.

A. Merridale (2000), 162.

If the author has more than one publication dating to the same year, they are to be numbered in Roman numerals in superscript, for example:

A. Merridale (2000<sup>i</sup>), 162.

## Additional Information

Note that all words in the title except prepositions and conjunctions should start with capital letters.

When citing a place of publication, always cite a city and not a country. If two cities or towns are cited, use both of them. If three or more are used, just use the first.

In the footnotes, Students are reminded to make use of phrases like 'for further discussion see...' rather than repeating information that is not directly related to their area of research.

Footnotes are normally placed at the end of the sentence, with some exceptions (for instance, when footnoting a list).

Latin terms like 'op. cit' or 'loc. cit' 'ibid.' are not commonly used anymore and should be avoided.

## Bibliography

---

A bibliography is a list of works of quoted sources. Any sources not quoted in the dissertation are not to be included in the bibliography.

The bibliography is to be classified according to the nature of the sources, in the following order:

### Primary documents

This is to be sub-classified as Manuscripts, Printed Documents (such as government reports, statistics, etc...), Newspapers, Oral Testimonies etc...

Each sub-section is to be classified separately, for example manuscripts from different archives are to be divided into sections as per archive and arranged in alphabetical order.

### Secondary Works

These are to be listed in alphabetical order according to author's surname. Students are to note that here the surname precedes the name. This list includes articles in journals or chapters in collective works (listed by the author of the chapter or article) and unpublished dissertations.

Each source is to include the surname of the author and the date of publication on the first line as follows:

Butler (1954).

Butler Alban, *The Lives of the Father, Martyrs and other Principal Saints*, London and Dublin, Virtue and Company Limited, 1954.

## Submission of Dissertation

---

Unless stated otherwise, all students will be required to submit 4 printed soft (spiral) bound copies of the dissertation to the departmental administrator by the stipulated deadline (towards the end of May). A PDF (.pdf) and WORD (.doc or .docx) version of the dissertation is also to be forwarded to the secretary. This can be done via email, via Wetransfer ([wetransfer.com](http://wetransfer.com)).

### Format of Printed Version

The dissertation must be printed on A4 paper, on both sides (back to back), in good quality colour, and spirally (soft) bound.

## Requests for Extension

Any requests for extension are to be forwarded to the Head of Department. Students making a request for extension are to provide all the necessary documentation supporting their request. Once and if there is departmental approval of the extension, the student is to make a formal request to the Student Requests' Committee.

## Viva Voce Examination

The viva voce examinations are normally held towards the first or second week of July. Students are advised to leave all of the June examination session free (including the last week of June) and the first two weeks of July free until the date of the viva voce examinations is confirmed.

## Final Version of the Dissertation

Once the corrections recommended during the viva voce examination are carried out, all students will be required to submit 2 hardbound copies (dark blue cover, gold text) and a PDF version of their dissertation, as per university regulations.

The front cover is to include the title (top, centre) and the name, course and month and year and submission at the bottom right.

## Marking Criteria and Grade Descriptors

The criteria adopted for the marking of the dissertation is as follows:

Presentation and academic writing: 20%

Content and research methodology: 80%

The grade descriptors for all study-units, including the dissertation, are as follows:

Descriptor	Mark Range	Grade
<i>Work of exceptional quality</i> Exceptional performance showing comprehensive understanding and application of the subject matter. Evidence of extensive additional reading/research/work.	90%-100%	A+
<i>Work of excellent quality</i> Superior performance showing a comprehensive understanding of the subject matter. Evidence of considerable additional reading/research/work.	80% - 89%	A

<i>Work of very good quality</i> Performance is typified by a very good working knowledge of subject matter. Evidence of a fair amount of reading/ research/work.	75% - 79%	B+
<i>Work of good quality</i> Above average performance, with a working knowledge of subject matter. Evidence of some reading/research/work.	70% - 74%	B
<i>Work of average quality</i> Considerable but incomplete understanding of the subject matter. Evidence of little reading/research/work.	60% - 69%	C+
<i>Work of fair quality</i> Basic understanding of the subject matter. No evidence of additional reading/research/work.	55% - 59%	C
<i>Work of rather low quality</i> Minimal understanding of the subject matter, with no evidence of additional reading/research/work.	50% - 54%	D+
<i>Marginal Pass</i> Marginal performance, barely sufficient preparation for subsequent courses in the same area.	45% - 49%	D
Narrow failure that however is not compensated by good performance in other units.	35% - 44%	F
Unsatisfactory, failing work in a non-compensatable study-unit.	0% - 44%	F
Unjustified absence for an assessment, or failure to hand in assigned work on time, or ineligibility to take assessment due to unapproved absence from lectures. Shall be considered as F with 0 marks in the calculation of the average mark.	0%	F

The grade descriptors above are an extract from the General Regulations for University Undergraduate Awards, retrieved on 8 November 2019. Students are advised to always consult the updated regulations available online on the University of Malta website: <https://www.um.edu.mt/about/governance/statutesregulationsbyelaws/general>

## Other Queries

---

Any other queries, if not addressed by the supervisor, may be forwarded to Head of Department.