

# SENIOR HONORS THESIS IN HISTORY OF ART

## FORMATTING GUIDELINES FOR THESIS AND PRESENTATION

(last updated June 2020)

These guidelines shall serve as addendum to the Department of History of Art's website, explaining the procedures, deadlines, and awards associated with senior honors projects. They shall explain in greater detail the particular questions arising around the formats of both the oral and written components of honors in the History of Art. The Undergraduate Chair will notify all honors students in any given year regarding particular deadlines, and this document shall serve as a general guideline. Please contact the Undergraduate Chair for any further questions. And please consult: <https://www.sas.upenn.edu/arhistory/undergraduate/honors>

**A.** The **honors thesis colloquium** will be scheduled for a date in early to mid-December, around the time fall-semester classes end. Honors students are required to attend the entirety of the event, schedule permitting. Advisors shall be present, introduce their advisees, and provide feedback. Each presenter shall be allotted 30 minutes total. Students should therefore prepare a presentation of about 15 minutes in length, leaving roughly 15 minutes for questions & answers. The presentation should introduce the audience to the main object(s) of study, the main line of argumentation, and perhaps include a few open issues/questions. Final format and content of the presentation shall be determined in close collaboration with the advisor.

**B.** The final format and content of a senior honors thesis in History of Art are subject to the advisor's guidance, but—roughly speaking—theses tend to be between **25-35 pages in length (or ca. 7,000 - 10,000 words) incl. endnotes or footnotes**, but not including an appendix of a full bibliography and images with captions. But the length may vary and should be discussed with the advisor. Please submit double-spaced, and use any 12-point font and formatting/citation style (*Chicago Manual of Style* preferred), as long as students use it consistently. Please see the detailed formatting guidelines below.

**C.** Thesis writers are required to meet with the Undergraduate Chair at least once per semester to give an update on their progress, and attendance at group meetings organized by the Undergraduate Chair to discuss presentations/theses is strongly encouraged. Thesis writers should also schedule at least one meeting with a librarian at the Fisher Fine Arts Library by the beginning of November, to help with research and help navigate the manifold online (and book-shelved) possibilities for identifying the most important primary and secondary sources.

**D.** As students prepare the thesis, they should keep a close eye on the annually changing deadlines for the departmental **David M. Robb Prize** and the University's CURF awards

(like the **Rose Awards**), please see links below. Different due dates will apply if a student wants to be considered for these awards: Usually, honors theses to be considered for these awards will be due around the end of March. And if a student decides not to be considered for these awards, the final thesis-draft shall be due at the end of classes. Please contact the Undergraduate Chair for details.

<https://www.sas.upenn.edu/arthistory/david-m-robb-thesis-prize>

<https://www.curf.upenn.edu/content/rose-award>

### **E. Final Submission and Formatting of the Thesis:**

#### **Submission/Printing:**

- Please submit final thesis via email to advisor *and* undergraduate chair.

If printing your thesis in addition to online submission, the following applies:

- White paper, 8 1/2 x 11 inches in size, 20 lb. bond or heavier stock must be used.
- Make two exact copies of the thesis. Submit one copy of the thesis to your advisor. Keep one copy for yourself.

#### **Formatting:**

**Fonts:** Any 12- point font. Chapter headings and subheadings may be larger.

#### **Margins:**

- Use one-inch margins on all sides. The left-hand margin may be one-and-a-half inches wide to accommodate your binding method.
- Place page numbers in the upper right-hand corner within these margins.
- All text, including notes and page numbers, must be inside these margins.

#### **Line spacing:**

- The text must be double-spaced. Footnotes/endnotes and long quoted passages should be single-spaced.
- The title page and preliminary pages are treated in special format; see below.
- If you have any hand-written insertions, these must be done in permanent ink.

#### **Sequence of Thesis Materials:**

1. **Preliminary Pages**, in the following order:
  - A. Title Page should include the title of the thesis, your name, the date of submission, your advisor's name. Include this statement on the lower third of the page:

Submitted in Partial Fulfillment  
Of the Requirements for the Degree of Bachelor of Arts  
With Distinction in the Major Subject  
Department of the History of Art

- B. Acknowledgment(s) page. Optional. Double-spaced.
- C. Table of Contents. A consecutive listing of chapters or major headings with page numbers; also include the page number for the additional sections (illustrations, the appendix (if included), and the bibliography. Double space between these elements.
- D. List of Tables (as necessary), with titles and page references.
- E. List of Illustrations, with titles and page references.
- F. Preface. Optional.

**Note:** The preliminary pages should be paginated using small Roman numerals (i, ii, iii, iv, v, and so on). These may be placed at the bottom of the page. The title page counts as page i, but do not print a page number on this page. Begin the pagination with the next page (acknowledgments page, if you have one, or the table of contents).

## 2. Text.

- Notes: You may use footnotes or endnotes. Endnotes may be placed at the end of chapters or at the end of the entire text. Discuss with your advisor.
- Pagination: Use Arabic numerals for these pages, starting with page 1 as the first page of the text. Usually the first page of a chapter either does not have a page number or that page number is placed at the bottom of the page. All succeeding pages usually have the page number in the upper right corner, within the margins.

**Note:** All pages through the text, and including the end material (appendices, illustrations, and bibliography), should be numbered consecutively in Arabic numerals.

3. **Appendices**. Optional. [If you think you have material you want to include here, please discuss that idea with your thesis advisor.]

4. **Illustrations**. You must include all illustrations you discuss.

- In most cases, good quality scans/digital imagery will be acceptable, but this must be discussed with your thesis advisor.
- Illustrations should be neatly prepared, with full captions that include the name of the artist, title of the work, present location, date, and an acknowledgement of the source of the image. In some cases your advisor may ask that you include additional information.

5. **Bibliography**. Discuss the format of the bibliography with your advisor.

6. **Other materials**. If you have additional materials, such as online or physical components that fall outside the standard essay format, please consult with your advisor as to how to include these.

**Note:** These guidelines adapt the University's standards for dissertation submission (available at: [https://guides.library.upenn.edu/dissertation\\_manual/formatting](https://guides.library.upenn.edu/dissertation_manual/formatting)).

**Format Style of notes, bibliography, and other elements:**

- Use one of the two following standard style manuals, in consultation with your advisor:
  - Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*
  - University of Chicago Press, *Chicago Manual of Style*.

You may also wish to consult the standards for the fields of art history and architectural history, among other sources your advisor can recommend:

- *Art Bulletin*, Submission and Style Guidelines at:

<https://www.collegeart.org/publications/preparation>

- *Journal of the Society for Architectural Historians* at:

[https://www.sah.org/docs/default-source/misc-resources/2012-guidelines-for-authors-submitting-to-jsah-and-jsah-online\\_sced.pdf?sfvrsn=4](https://www.sah.org/docs/default-source/misc-resources/2012-guidelines-for-authors-submitting-to-jsah-and-jsah-online_sced.pdf?sfvrsn=4)

**The thesis must adhere to the University's Code of Academic Integrity, see:**

<https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>