

FATE in Review

Style Guide and Notes for Contributors

REVISED 2021

All articles are peer-reviewed by a panel of associate editors and readers. You will be notified of the status of your article (accepted, revise to resubmit, or rejected) in the fall. Written comments by reviewers will also be included to guide any revisions.

Overview

Articles should:

- Be sent as a normal MS Word document or translatable format, not a PDF.
- Be original and not under consideration by any other publication.
- Be concerned with teaching the foundations of art and design. The editorial staff reads these terms broadly but feel free to contact the editor if you have content questions.,
- Be between eight and twelve double-spaced pages (approximately 2500-4000 words) in length. Suggested 11-12pt font.
- Be written in a clear and concise style, avoiding jargon. Use non-racist, non-sexist language and plurals (they) rather than he/she, unless identifying a specific individual.
- Be accompanied by a cover page consisting of the following information as you'd like it published: title, author's name, institution, title or posit, email address, and word length of the article. In order to provide anonymity in the refereeing process, only the title should appear on the manuscript itself.

Format

The following should be noted:

1. Use Foundations instead of Foundation, unless indicated by a specific title.
2. Figures, tables, illustrations, etc. are welcome, but may not necessarily be used. They should be clearly printed and numbered consecutively in an addendum, with a placeholder in the body text/article. All photographs of artworks should include the artist's name, title, and photography credit, noted in the addendum. Permission to use the photograph is the responsibility of the author. The source must be indicated, and when these appear on a separate sheet or file, clear indication must be given as to where they should be placed in the text.
3. Double space and do not justify the text.
4. Margins should be at least one inch all around.
5. Pagination should be continuous.
6. Quotations should be used sparingly and be identified by quotation marks; longer quotations (3 lines or more) should be indented without quotation marks.
7. Words in languages other than English should be inserted in the text and italicized.

8. Acronyms should be avoided where possible. When their use is unavoidable because of repetition, the title should be written in full in the first instance following in parentheses. For example: The College Art Association (CAA).
9. Employ the Oxford comma. (Ex. one, two, and three)
10. Distinguish between the em dash (—) and hyphens (-) properly.
11. Single space after periods and colons.
12. Contributors are responsible for obtaining permission to reproduce copyrighted material.
13. All bibliographical references, citations, and informational notes should be listed as endnotes. They must be identified by a superscript numeral and adhere to the Chicago Manual of Style.

For example:

A Book

Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, (Place of Publication: Publisher's Name, Date of Publication), Page or Pages.

³ James Elikins, *Why Art Cannot Be Taught*, (Urbana and Chicago: University of Chicago Press, 2001), 102-107.

An Article

Note Number. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): Page or Pages.

⁴ Linda Weintraub, "Maximizing Art's Mark/Minimizing Art's Footprint," *FATE in Review* 30, (2008-2009): 4.

References to Websites should name the author if available, title of the page in quotation marks, title or owner of the site, URL (not underlined and black), and date accessed in parentheses.

⁵ Kate Sutton, "Immaculate Conceptualism: Moscow 09.30.13," ArtForum Diary, <http://artforum.com/diary/archive=201309> (accessed May 01, 2014).

Style

The following considerations should also be noted:

1. Double-check artist and institution names, as well as proper nouns. Is it the South Carolina School of Art or The South Carolina School of the Arts?
2. Images: if including images, make sure they are clear, high-resolution, properly lit and well-composed. Do not embed images in the text; include them in an addendum after the article (see Format #2 above). Images should be:
 - 1000 pixels along the longest dimension, at 300 DPI
 - JPEG file format
 - If multiple images are used, send as a separate attachment or use Dropbox or Google Drive.
3. Vary your sentence construction. Be wary of art-speak and grand statements.
4. Watch for repetition of words, especially frequently used words like “work”.
5. Reread and revise. A concise and well written article, even if slightly under the recommended word count, may be considered more favorable for publication than a lengthy article needing substantial revision. Bigger is not necessarily better.
6. Capitalization of any foreign names should follow the traditions of its country of origin.
7. Spell out numbers under 10, use numerals for 10 and over. If a number begins a sentence, spell it out or change the structure of the sentence.
8. Dimensions are given in the following order: height by width by depth
9. Use numerals with dates, percentages, ratios, time, etc. For example, 75 percent, December 4, 8pm, 15 inches.
10. Use ‘s for all proper names, including names ending in s:
 - Marcel’s food
 - Degas’s dancers
 - Paris’s streets
11. For collective nouns ending in s, only an apostrophe is required:
 - The students’ artwork

Submissions

Submit an email of your article to Michael Kellner mkellner@ccad.edu. You will receive confirmation of your submission.

Please use “FATE in Review” as the subject for all correspondence. Attached documents should be in Microsoft Word format with “.doc” or “.docx” at the end.