Students should regard the Senior Project as an opportunity to put into practice concepts and methodologies that they have acquired as art history majors at Allegheny College. The Senior Project involves the application of meticulous research to the study of a single art object (including, but not limited to, painting, drawing, the graphic arts, sculpture, architecture, and photography), a limited selection of an artist’s oeuvre, or that examines a closely defined problem or topic in art history. The writing of the Project should exemplify the criteria of the clear articulation of analysis and ideas, a focused attention on issues of historical and critical context, and some original thinking about the chosen subject. Students should expect to work closely and meet regularly with their major advisor on all aspects of the Project.

I. **Topic**

   A. A Senior Project in art history should consider a single work of art or a narrowly defined body of works. Works should be considered in their historical context. Authors should develop a point of view based upon critical and theoretical insights gained through research in primary and secondary sources. A paper of 60-100 pages, including bibliography and illustrations, should suffice to cover the topic in appropriate depth.

   B. A single Senior Project may be submitted to meet the requirements in a joint or double major in art history. Procedures and expectations for the proposed project should be approved by both departments.

II. **Timetable**

   A. Each senior is required to submit a Senior Project Proposal that includes an outline of the scope of the project, a preliminary bibliography, and a projected thesis. These documents will be reviewed by the Art Department faculty. The student then defends and discusses this proposal in front of the Senior Project Board. This Board must contain two art historians and one additional faculty member from the Art Department. Exceptions can be made with the approval of the Art Department.

   B. The Senior Project is normally carried out over the entire course of the senior year. In the Fall, the senior enrolls in Art 600, Senior Project I: Art History, for 2 semester credit-hours, Credit/Non-Credit. In this course, the student prepares the proposal, thesis and preliminary bibliography and begins work on the project. The review board will convene with the student to discuss and approve the proposal before the last day of the semester. In the Spring, the student enrolls in Art 610, Senior Project II: Art History, for 4 semester credit-hours, which includes the writing and completion of the senior project.

   C. A timetable for submission of the Senior Project and its defense should be part of the Proposal. Throughout the course of the Project, the student is expected to consult the Advisor / First Reader regularly, on a schedule to be determined between them. Each semester, the Art Department establishes a deadline for the receipt of the completed project. The student can plan a deadline earlier than that date.

   D. The Senior Project Board expects to have at least a week to review the completed project, and the defense of the project should take place during the last week of classes. It is the responsibility of the student to schedule the time and date of the oral defense of the Project, which lasts for one hour. The Art Seminar Room (Doane Arts 103) must be booked through the Art Department Secretary.
III. Grading

A. The student receives two grades for the Senior Project. Art 600, taken on a credit/no-credit basis, is considered successfully completed when the Board accepts the student’s Proposal.

B. The grade for Art 610 is the grade for the Senior Project itself and is determined by the Senior Project Board. It will be based on the student's extent of research, quality of execution and presentation of the Senior Project itself (80%), and the oral defense of the project, which is expected to exhibit knowledge of the field (20%).

C. The student will not receive a final grade for the Senior Project until Pelletier Library has indicated to the Art Department that the project has been successfully uploaded into the DSpace archive (See VI. below).

IV. Format

A. Writing in art history generally follows the Chicago Manual of Style and The Elements of Style by Strunk and White. Early consultation of such guides can reduce the need for rewriting.

B. All manuscripts must be in English, typewritten, double-spaced on one side of the paper only, on sheets 8 1/2" x 11" of regular weight, with left margins of 1 1/4" (for binding) and 1" on all other sides.

C. Number all pages in the upper right-hand corner, starting with the first page of Chapter I as page 1. Preceding pages should be numbered in lower case Roman numerals, with the unnumbered title page counting as i.

D. Material to be printed in italics should be underlined in the typescript only if italic printing is not available. This includes titles of works of art, titles of books, poems and periodical publications, and technical terms or phrases in a foreign language. It does not include direct quotations in a foreign language, foreign titles preceding proper names, place names, names of buildings or words anglicized by usage.

E. Foreign language quotations of more than a line or two in the text of the manuscript should be translated into English unless the language per se is of direct importance; the original text may be included in a footnote only if it is unpublished, difficult of access or of philological relevance to the paper.

F. The completed work should contain the following, in this order:

1. Title Page (see page 6)
2. Preface (with acknowledgements)
3. Table of Contents
4. List of Illustrations
5. Text
6. Endnotes (if applicable)
7. Bibliography
8. Illustrations.

G. Footnote or endnote references in the text should be clearly designated by means of superior figures placed after punctuation. As in the Chicago Manual of Style, all references to publications should be cited in full at the first appearance in each chapter. The most important principles to keep in mind in composing references are clarity and consistency.

H. At the end of the paper, a single bibliography should give the full form of all references consulted.
I. Referring to Works of Art:

1. Goldman gives the following common-sense advice about citing works of art in a paper:

   a. Whenever an art object or monument is mentioned, the author should provide as complete identifying information as possible. A reference to "Bellini’s Madonna" is useless (which Madonna painting by which Bellini?). The ideal citation, usually placed in a footnote so as not to interrupt the text with technical details, gives the full name of the artist, the title of the work, the date assigned to it, the material or technique (oil on canvas, fresco, bronze, lithography, mixed media) and its dimensions, and the present location of the work:


2. Some works, of course, do not need such ample documentation. Michelangelo need not be referred to by his full name; the cathedral at Chartres need not have its material or technique cited; the dimensions of a manuscript miniature probably will not be essential; citing the location of the Louvre is unnecessary. ¹

V. ILLUSTRATIONS

A. Although high quality illustrations are of vital importance to the full understanding of the thesis, their value must be weighed against the trouble and expense of obtaining them. Illustrations made part of the final Project must be legible, archivally stable, and fully acknowledged.

B. The most desirable illustrations are high quality photographs made from the original object and reproduced on archival quality papers. However, with our current word-processing technology, the easiest way to illustrate your work will probably be with high quality digital images.

C. In general, color reproductions are desirable, but not always necessary to illustrate your thesis. They are more expensive to copy and might not be available in high quality or true colors. A good black and white photograph might actually be better in showing detail.

D. Under some circumstances, which must be approved by the Project Board, a set of slides or original drawings may be submitted in lieu of photographs.

E. Illustrating your Project may be time-consuming and you should consult with your advisor at a very early phase in order to accommodate the inevitable problems. There are many possible sources for high-quality digital images, including electronic databases and online web resources (although many online images are not suitable for printing). Please consult with your advisor for technical specifications. Assistance in creating your own digital images from books is available through the Learning Commons, where they have workstations, the Instructional Technologist, and student assistants to help you. It will take time to select images, acquire high quality digital copies, and incorporate them into your project. It is a good idea to begin this process at least a month ahead of the project due date.

F. Pictures, like texts, are copyrighted. Your free use of them as illustration is generally permissible under “fair use” guidelines because your work is undertaken for educational and scholarly purposes and circulated only within Allegheny College. If you have other plans for your work, please take this into consideration as you obtain illustrations. For example, in order for the electronic version of your Senior Project archived in DSpace to be distributed outside of Allegheny College, you must obtain permission to use third party copyrighted material (See VI below).

G. Picture sources must be acknowledged. In the list of illustrations, you must provide a full caption for each figure, including the source from which the picture was taken and the copyright holder. Not every image cited in the text need be illustrated, but every one cited should be fully referenced in a footnote, as discussed above.

VI. Copies

A. For purposes of evaluation and defense, each member of the Senior Project Board should receive a copy of the manuscript with illustrations. The final, corrected copy of the Project, to be retained by the Art Department, should contain the best quality illustrations. If color illustrations are included, the reading copies can be black-and-white versions.

B. The Art Department will pay for the printing at the Allegheny College Printshop of the original and readers’ copies of the senior project. Please consult with the Printshop to determine the date by which your project must be submitted in order to have the completed copies at the Art Department deadline. The Printshop will also provide you with their technical requirements.

C. It may be appropriate to make additional copies of your project for the College Library and interested parties. Some funds are available for this purpose. Please consult your advisor at an early stage for consideration of this possibility.

D. Art History Senior Comprehensive Projects will normally be permanently archived in the Allegheny College DSpace managed by Pelletier Library. The student is responsible for preparing the electronic file according to the published specifications and uploading it to DSpace. The student should bring a completed “PERMISSION FORM FOR DISTRIBUTION OF SENIOR PROJECT” to the oral defense of the project to receive the signature of the Senior Project Director. The student will not receive a final grade for the Senior Project until Pelletier Library has indicated to the Art Department that the project has been successfully uploaded.

E. Allegheny College Policy states: “As a condition of the degree award, the College has the royalty-free right to retain, use and distribute a limited number of copies of your senior project. In accordance with this policy the College has the right to electronically archive, convert, or copy your senior project to ensure its future preservation and accessibility. The College also has the right, at the discretion of the faculty, to make the project available to current faculty, students and appropriate staff. You retain the right to determine whether the project may be made available outside Allegheny.” ([http://dam.allegheny.edu/srproj.html](http://dam.allegheny.edu/srproj.html))

F. Students should consult with their Project Advisors as they decide how widely their Senior Comprehensive Projects should be distributed outside of the College. In particular, the student’s rights to distribute the project in its entirety might be limited by the use of third party copyrighted materials such as illustrations. If permissions to use third party copyrighted materials cannot be obtained, it would be an acceptable alternative to distribute a version of the Senior Comprehensive Project that does not include the illustration section (See IV.F.8 above).

G. In rare circumstances, the Art Department reserves the right to deny permission for a Senior Project to be archived in DSpace, on the recommendation of the Senior Project Board, and in accordance with established departmental policy.
VII. FUNDING OPTIONS

A. Two options for funding are available:

1) Kleeman Fund. Applications are received at the start of each semester for ambitious projects. The Kleeman Fund Grant is a competitive grant for which a proposal is required. See department faculty or the dept. website for details on the fund and the application process.

2) Class of 1939 Funds. Up to $250 is available through this fund. A letter outlining your project and detailing a budget should be sent to the Dean of the College, along with a letter of support from your project advisor.

VIII. ADDITIONAL RESOURCES FOR RESEARCH

A. There are several publications that are useful in researching and preparing a paper in art history. Please note that our discipline has not accepted the parenthetical style of citation that is approved by the MLA. The Chicago Manual of Style includes guidelines for almost every conceivable situation that might occur in the writing of the senior project.


Revised: March 2010
Title of Art History Comprehensive

Submitted to the Art Department, Allegheny College,
in partial fulfillment of the requirements for
the Degree of Bachelor of Arts

Name of student

Date of submission

Project Board:

________________________________
Printed name of primary advisor

________________________________
Printed name of board member

________________________________
Printed name of board member

Pledge:

________________________________
Name of student