

ART 287 Portfolio & Resume Preparation

5a. Portfolio text formatting examples

These are examples for how to format your titles and captions. Choose an approach and be consistent. You will copy/paste this information from your list.

Once it is pasted into InDesign you will format the type using Paragraph Styles in one of the following formats.

The March of Time

Charcoal on Paper, 16 x 20 inches,
Drawing I, Fall 2013.

The March of Time

Charcoal on Paper
16" x 20"
Drawing I
Fall 2013

The March of Time

Charcoal on Paper, 16 x 20 inches,
Drawing I, Fall 2013.

The March of Time, Charcoal on Paper, 16 x 20 inches, ART 121 Drawing I, Fall 2013.

The March of Time, Charcoal on Paper, 16 x 20 inches, ART 121 Drawing I, Fall 2013.

Pick one of the above.

- Note a visual hierarchy is established.
- **Once you pick or establish one format, be consistent.** Always capitalize properly, and **be consistent** – those are the most important things.
- Consider italics choice for titles, which comes from the Modern Language Association (MLA) guidelines.

Capitalization Standards Per the MLA:

- Capitalize: The first letter of every word is capitalized
- Do Not Capitalize - Articles, Conjunctions, and Prepositions
 - Articles = "a," "an," and "the"
 - Conjunctions = "for," "and," "nor," "but," "or," "yet," and "so"

- Prepositions = words such as "on," "above," "below," "to," "throughout"
- The first word is always capitalized, regardless of if it is an article or preposition.

Note that sometimes these conventions are not followed in other style formats like AP or APA, which may only capitalize the first word. Other usages such as databases may capitalize the entire title of an article or book. I believe MLA is best for artists to use in most cases, unless instructed otherwise. Use the MLA style rules above for our class.

Formatting Options for Titles

A title can be formatted three ways:

- Italics
- Quotation Marks
- No Mark

The following rules generally apply:

- Italicize large works or works that contain other works.
- Use quotation marks on shorter, smaller works.
- Use no mark for sacred texts, laws, acts, treaties, or declarations, numbered musical compositions

Examples:

Italicize:

Paintings, Sculptures, Drawings, Photographs, Books, Anthologies, Novels, Magazines, Journals, Movies, TV Shows, Radio Programs, Web Sites, Long Poems, CDs or Albums.

Use Quotation Marks:

Short Stories, Essays, Chapters, Articles, TV Episodes, Individual Web Pages, Short Poems (in a collection), Individual Songs (on a CD or Album), Lectures.