

**Producing Written Coursework
Indus Valley School of Art and
Architecture:**

A Liberal Arts Guide, 2012

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Please note: This document is intended to be used as a guide – it simplifies and explains the MLA format (**footnotes**) for referencing and essay writing, (which can be further researched online). You will not need to memorise all of its information, but you should try to format your coursework

with as much consistency to this guide as possible. The more competently you can follow this format, the more successful you will be in your writing.

PRESENTATION:

Formatting:

All written coursework should be:

word processed in Times New Roman/Times, font size 12.

- double spaced.
- printed on A4 white paper, one side per sheet.
- on numbered pages.
- named and dated.
- stapled into page order.

[Avoid using cover sheets – give your name, the title of the course and your department at the top of the first page of text. Cover sheets do look nice, but they're an unnecessary waste of paper.]

- your bibliography should be written in the same format as the main text.
- footnotes are in the same font, but are smaller – around font size 10.

Language:

The Indus style is British English, (standardise, humour, centre rather than standardize, humor, center, etc.). Please set your document-writing programmes to British English (rather than American English) and stick to this form of spelling throughout your assignments and dissertations.

You can write in Urdu if you *really* struggle with English, (though English is generally preferred). Speak to your teachers and supervisors if you want to write in your mother tongue.

Titles:

- If you refer to the title of a book, play, long poem, TV programme, newspaper, magazine or journal, italicise the title:

A Case of Exploding Mangoes (novel), *Twelfth Night* (play), *The Waste Land* (long poem), *Coke Studio* (TV show), *The Herald Tribune* (newspaper), *Vogue* (magazine), *Third Text* (journal publication), etc.

When discussing topics related to art and art history, the titles of artworks and of exhibitions are italicised, for example:

Rashid Rana's *Desperately Seeking Paradise* (2007-8) was presented in the exhibition, *The Rising Tide* in Karachi in

2011.

(Note that the date of the artwork should always be given after the title when it is first mentioned in a text. In all future mentions you don't need to give the date again.)

- Titles/headlines for short stories, short poems, and articles in books, newspapers or journals should be in quotation marks:

'Hansel and Gretel' (short story), 'Sonnet 12' (short poem), 'Power cuts continue in Karachi', (headline), 'Antagonism and Relational Aesthetics' (academic essay), etc.

Names:

Always refer to authors, artists and figures of authority by their surname. The first time that you name someone, give the full name, and in all following uses, use the surname:

As we can see in Artemisia Gentileschi's portrayal of Judith, the violence of the scene is heightened by her being actually depicted in the process of cutting off Holofernes' head. Gentileschi's painting is unusual, as many artists have preferred to depict the scene *after* the

violence had ended, with Judith holding the severed head in her hands by the hair.

Or:

Reading Siddiqui's article helps us to confirm that Karachi's urban sprawl is not wholly random in its development.

Quotations:

- Quotations of less than four lines should run into the main body of your texts, be enclosed by **single** quotation marks, and are ALWAYS footnoted. For example:

The building, described as the 'eighth wonder of the world'⁵ by John Smith...

- When quoting from an original source or text, even if you find grammatical errors, spelling problems or mistakes in the text, **do not** correct these in your quotes. Keep all quoted text exactly as you read it in the original source.

- If you need to shorten a quotation use three full stops.

Full quote - 'The co-ordinated attendance by the eight top diplomats, including the US ambassador Robert Ford and representatives from France, Germany, Canada, Japan, the Netherlands and the EU, is the most public show of international support for the protesters yet.'²⁸

Quote is reduced as follows: 'The co-ordinated attendance by the eight top diplomats... is the most public show of international support for the protesters yet.'²⁸

- If you need to take out more than a sentence, then indicate this by using four full stops.

- Quotations should not be italicised, underlined, or otherwise altered. If you want to italicise a part of a quotation to emphasise an important point, acknowledge your change by writing [my emphasis] within square brackets after the quote. For example:

As Peter Beaumont argues in the *Guardian* newspaper,

'The dispiriting reality is that the west, even as it has *preached the virtues of western democracy to other countries*, has been moved inexorably towards an ever more procedural and debased version of democracy.'¹⁷
[my emphasis].

- If you include a long quotation (of four lines or more) you should indent your quote, remove the quotation marks and give it its own paragraph as follows:

The co-ordinated attendance by the eight top diplomats, including the US ambassador Robert Ford and representatives from France, Germany, Canada, Japan, the Netherlands and the EU, is the most public show of international support for the protesters yet.¹⁸

If you separate a long quote by indenting it, your quote does not need quotation marks. Begin your next paragraph after the quote. Only include quotes that last more than 8-10 lines in your essay if they're very important to your argument in their entirety.

- Make sure that your quotes are relevant and introduced to the reader effectively. Always discuss what you have quoted. It is not enough to just drop someone else's writing into your text and then ignore it.

PLAGIARISM:

WHAT IS PLAGIARISM?

- **Copying and pasting** *anything* without referencing or citing the original source is plagiarism – even just a few words of someone else's text in your document without a reference will get you a fail grade. Phrases, sentences, paragraphs, whole texts written by other people: just don't do it.

How to avoid it: Turn the selection of the text you want to use into a proper quote, and add in a footnote to acknowledge the original source. Or hone your paraphrasing skills – make sure you aren't using the original author's text verbatim without referencing it or rephrasing it fully. If you are paraphrasing someone's text, then *always* credit their work by acknowledging the writer by name and adding in a footnote.

- Using/being inspired or by **other people's ideas** without

acknowledgement. Taking influence from others without acknowledging their influence on you is considered plagiarism – you're stealing someone else's thoughts.

How to avoid it: Academic writing is about being influenced, becoming informed and being able to play lots of different opinions off each other. If someone has influenced your thoughts *then say so* – use their name, cite their writing and add a footnote. Don't just pass it off as your own.

- **Bad paraphrasing** leads you into the plagiarism trap. If most of your essay is paraphrased (rewritten pieces of other people's texts) and contains no independent thought then you will get a low grade or a fail grade. Making a collage of other people's texts – even if you are crediting them – shows no independent thought and is basically an exercise in copying.

How to avoid it: When you reference someone's writing then develop your thoughts in relationship to it, (or against it). Always remember to maintain your own argument.

- **Forgetting footnotes** is plagiarism. You cannot say, "according to John Smith", or "some commentators argue

that...". This is unreliable writing.

How to avoid it: Always add a footnote that informs your reader where the information is coming from.

- **Thinking that you can only make the mistake of plagiarism from books** is a problem. You can make the mistake of plagiarising clips from YouTube, conversations with people, leaflets, magazine articles. If your ideas have come from somewhere, then you should be able to acknowledge it.

- *How to avoid it: If in doubt, give a reference. See the footnoting guidelines below and remember that it's not just texts you have to acknowledge.*

REFERENCING

WHEN TO USE FOOTNOTES:

- Footnotes are used to demonstrate to the reader where a **quote** or **citation** has come from. Footnotes go the bottom of the page in which the quote or citation has been written. Sometimes source material goes at the end of a document as **Endnotes**. Footnotes are generally better, but if you want to use endnotes, then do so.

- **After** the quote or citation that is being used, you input a footnote, (a small, raised number in the body of the text), which corresponds to the footnote/endnote at the bottom of your page/document, (where you input the necessary information about the source).

- Both footnotes and endnotes can be added into your Word document by going to:

Insert > Footnote > OK

- Both **quotations** and **citations** should be referenced with footnotes. A quotation is where you extract some words or sentences from someone else's text (as described above), and a citation is when you refer to someone else's work, but don't quote from it directly, for example:

The narrative reminds me of Freud's analysis of dreams³ at this point...

The writer has referred to Freud's writing and ideas, so Freud needs to be credited with a footnote:

³ Sigmund Freud, *The Interpretation of Dreams*, etc...

Sometimes it's difficult to know when a fact or citation should be footnoted. Use your discretion and think carefully. If you say:

Karachi is the financial and commercial capital of Pakistan.

... you will not need to footnote the statement because it's recognised as a fact. But if you want to say:

Karachi's economic output accounts for 20% of the total GDP of Pakistan, well ahead of Lahore and Faisalabad.⁴⁵

... then you will have to footnote the statistic because it's clearly come from another source. More specialised facts generally require a footnote so the reader knows where they have come from, and so that they can refer to this source themselves if they wish to.

Similarly, you could say that:

Pakistan was created at Partition in 1947.

... and you wouldn't need a footnote because it's a widely known fact. But if you said that:

Pakistan was created at Partition in 1947 and the violence that took place when Hindus, Muslims and Sikhs migrated, is one of the principal reasons why Indo-Pak tensions have since deteriorated.⁴⁶

... then your writing would benefit from a footnote that refers to a text backing up your statement. If your statement has come from a secondary text, then you absolutely need to credit that text with a footnote.

Sometimes you might want to expand a point that has been made in your text but that you don't have the space for it in your word-count. It might be a point that would create a diversion in your writing that you don't want. It's therefore fine to put extra notes and analysis in the footnotes, though only when it's very necessary. It's not acceptable to write an essay on the page and another one in the footnotes, but you can use this option from time to time.

WRITING FOOTNOTES:

Footnotes from a book:

If you are quoting from a book written by one person (a monograph), then use the following format:

³ Dean MacCannell, *Empty Meeting Grounds: The Tourist Papers* (London: Routledge, 1992), pp120-121.

Author: First name followed by second name.

Book title: Full title, in italics.

Place of publication, publisher and date of publication: in brackets.

Page number: followed by a full stop.*

*NB: When the quote runs over two pages of the source text, then try to remember to write pp instead of p. This indicates that you're looking at more than one page for your citation or quote.

Footnotes from a book written by two or more people:

⁵⁶ Michael Hardt and Antonio Negri, *Empire*. (Cambridge, Massachusetts and London: Harvard University Press,

2000), p156.

Author: First names followed by second names, in alphabetical order according to surnames.

Book title: Full title, in italics.

Place of publication, publisher and date of publication: in brackets.

Page number: followed by a full stop.

A modern re-issue of an old work:

Some of your references might come from old books that have been reprinted again and again. If you only acknowledge the printing date of the copy you are reading then your information will be inaccurate. Check the front page for the first publication date, and acknowledge this as follows:

¹² Guy Debord, *The Society of Spectacle*, 1967, trans. Donald Nicholson Smith, (New York: Zone Books, 1995), p20.

Note that the date of the original publication follows the title, and the new publication date follows the publisher's name.

Also note how in this example, the translator of this book has also been acknowledged. Follow this format when quoting

from a text that has been translated.

Footnotes for an article in a book:

If you are quoting from an edited book or reader with more than one writer, then you would specify the title of the essay you are referencing, along with the editors of the book. Use the following format:

³ Griselda Pollock, 'Holocaust Tourism: Being There, Looking Back and the Ethics of Spatial Memory', *Visual Culture and Tourism*, eds. David Crouch and Nina Lubben, (Oxford and New York: Berg, 2003), p175.

Author: First name followed by second name.

Essay title: Full title, inside quotation marks.

Book title: Full title, in italics.

Editors: Full names, in alphabetical order according to surname.

Place of publication, publisher and date of publication: in brackets.

Page number: followed by a full stop.

Footnotes for an article in an academic journal or magazine:

³ Fredric Jameson, 'On Magic Realism in Film', *Critical Enquiry* 12 (Winter 1986): 302-3.

or, if the text has come from a website:

³ Fredric Jameson, 'On Magic Realism in Film', *Critical Enquiry* 12 (Winter 1986): 302-3.

<http://www.mediafire.com/?nhjxidicmod> [Date accessed: 20th November 2011].

Author: First name followed by second name.

Essay title: Full title, inside quotation marks.

Journal title: Full title, in italics. Followed by issue number

Date of publication: In brackets.

Page number: after a colon, followed by a full stop.

[and/or]

Web address: If it's come from the Internet.

Access date: Date you downloaded or read the article, in square brackets and followed by a full stop.

Footnoting a text quoted in another text:

Sometimes you find the perfect quote or reference *inside*

someone else's text. If you can track down the original source and read it, then do try to do this, but if you have to footnote the quote as it stands in the other text, then use the information that you have in that text's footnotes or bibliography:

Graham Bell and William Coldstream, 'A Plan for Artists', quoted in Bruce Laughton, *William Coldstream*, (New Haven and London: Yale UP, 2004), p200.

Author/s: First name(s) followed by second name(s).

Original essay/book title: Full title, inside quotation marks, (if information is available).

Author: Author of text you have taken the quoted quote from, first name followed by second name, preceded by phrase 'quoted in'.

Book title: Title of book you have been using, in italics.

Place of publication, publisher and date of publication: in brackets.

Page number: followed by a full stop.

Footnotes for a website:

Often when you use an Internet source, the information you need for the footnote is not immediately clear. Use as much information as you can find, and as the Internet is constantly

changing, (with pages being edited or removed daily), it is important for you to tell the reader *when* you read the page you're referencing.

³³ Roger McNamee, 'Six ways to save the internet', Ted Talks Online, (Posted: November 2011).
http://www.ted.com/talks/roger_mcnamee_six_ways_to_save_the_internet.html [Last accessed: 20th November 2012]

Speaker/narrator: First name followed by second name, (if you don't have the name, write something like 'name unknown').

Talk/article title: Full title, inside quotation marks, (if there isn't a clear title, then just say what it is – give as much information as you can find).

Website title: Blog/website/company/online publication title.

Date of upload: In brackets, (try to find the date of the upload – usually it's visible somewhere on the page – if it's not, just write 'upload date unknown').

Website: Full URL followed by the date that you accessed the page, in square brackets, and followed by a full stop.

Footnotes for an article in a newspaper:

³⁴ Ben Lewis, 'How the contemporary art bubble burst'.
The Times, (May 13th 2009), p23.

or, if the article has come via the Internet:

³⁴ Ben Lewis, 'How the contemporary art bubble burst'.
The Times, (May 13th 2009).
http://entertainment.timesonline.co.uk/tol/arts_and_entertainment/visual_arts/article6275738.ece [Last accessed: 30 June 2010].

Author: First name followed by second name.

Article title: Full title, inside quotation marks.

Newspaper title: Full title, in italics.

Date of publication: In brackets.

Page number: after a colon, followed by a full stop.

[and/or]

Web address: If it's come from the Internet.

Access date: Date you read and quoted the article, in square brackets and followed by a full stop.

Footnotes for an interview:

If you're conducting primary research then you will be writing your research up in your texts. Even if you conducted an interview, when you cite or quote from that interview you

must consider the rules of good referencing. When citing a point you might say something like:

As Arif Hassan mentioned when interviewed for this assignment, the problem is "endemic across the city".⁵⁴

Use double quote-marks as you're representing speech and follow that quote/citation with a footnote:

Footnote:

⁵⁴Arif Hassan interviewed 15th November 2010. [Interview was conducted in person, and was recorded and transcribed].

Interviewee: First name followed by second name.

Date of interview: Full date.

Practical information: Interview conducted, recorded, etc.

It is good practice to inform the reader how an interview was conducted, (email/Skype/in person/via telephone), and to also let them know how it has been recorded, (from notes/recorded and transcribed, etc.,) so that they have a sense of how reliable your quotes are. If you've transcribed the interview from a video or a recording, they will believe in your quotes much more than they would if you were taking notes throughout the conversation or working from memory.

Translations: You may be conducting your interviews yourself and interviews are often bilingual and spoken in one or more language. If your interviewee has used a few Urdu words or sentences here and there, then put those words and sentences into italics and translate those words in brackets afterwards. If your interview is almost entirely in Urdu, then keep the interview in Urdu, but translate the sections that you explain or write about in your essay or dissertation into English, (in the above format – in Urdu first, and then followed by the English translation). If it's half and half, then consider translating it into English. Whatever you do, when you're transcribing the interview make sure it's clear to your reader whether you have been translating pieces of the text, indicating which sections have been translated sections with an underline if necessary. Just be logical and consistent!

Miscellaneous footnotes:

Sometimes you will find yourself needing to footnote an unusual source such as a pamphlet, leaflet, guide, correspondence, or piece of archive material. Compile the footnote with as much information as you have available, and

think logically about what will help the reader understand the nature of the source that you are using. With materials like this, to some extent you will have to make up your own formatting rules. Just include as much information as possible and order it in a clear manner that's consistent with your other footnotes:

²³ Personal email correspondence with Salima Hashmi: dated 2nd December 2010.

²⁴ Quoted from 'Yes We Khan!', PTI Karachi Jalsa Leaflet, Pakistan Tehreek-e-Insaf party, Pakistan. Leaflet collected 25th December 2011.

Quoting dissertations:

Sometimes you will find useful material from your predecessors at Indus who have written dissertations on topics relevant to your research. If you do take ideas or quotes from this resource, then like anything else, you should acknowledge it:

⁴⁵ Salima Khan, 'Truck Art in Baluchistan', (Indus Valley Dissertation, 2010). p25.

Author: First name followed by second name.

Dissertation title: Full title, inside quotation marks.

Indication that it is a dissertation and date: In brackets.

Page number: after a comma, followed by a full stop

Repeating footnotes:

After the first footnote you derive from a text, you can reduce all future footnotes from the same text in the following way:

³ Pollock, 'Holocaust Tourism', p177.

⁴ MacCannell, *Empty Meeting Grounds*, p122.

Author: Surname only.

Source title: Essay title in quotation marks/book title in italics, only.

Page: Followed by a full stop.

BIBLIOGRAPHY

Every text that you footnote must be acknowledged in a bibliography at the end of your assignment or dissertation. This allows the reader to evaluate your reading and research matter quickly and easily. You don't include primary research in your bibliography – so don't put your interviews in here. Only include texts in the bibliography that you've actually cited in the essay – you can't just stick everything you've read in here.

The format of the bibliography is basically the same as footnotes, but with a few format changes.

Your bibliography should be arranged in alphabetical order.

EXAMPLES:

Monograph:

Culler, Jonathan. *Framing the Sign: Criticism and its Institutions*. Oxford: Basil Blackwell, 1988.

Author: Surname name followed by first name.

Book title: Full title, in italics.

Place and publisher of publication: no brackets.

Date of publication: Preceded by a comma, and followed by a full stop.

Book written by two or more people:

Hardt, Michael and Antonio Negri, *Empire*. Harvard University Press: Cambridge, Massachusetts and London, 2000.

Authors: Surname followed by first name for first author and then all subsequent names the 'right' way around.

Book title: Full title, in italics.

Place of publication, publisher: No brackets.

Date of publication: Preceded by a comma and followed by a full stop

Translated/reissued monograph:

Eco, Umberto. *Faith in Fakes: Travels in Hyperreality*.

1986. (trans, William Weaver). London: Minerva, 1995.

Author: Surname name followed by first name, and followed by a full stop.

Book title: Full title, in italics.

Original publication date: Followed by a full stop.

Translator's name: In brackets.

Place and publisher of publication: no brackets.

Date of reissue: Preceded by a comma, and followed by a full stop.

An edited book:

Bonami, Francesco and Judith Nesbit, eds. *Examining Pictures, Exhibiting Paintings*, ex. cat., Museum of Contemporary Art, Chicago, May-June 1999; Whitechapel Art Gallery, London, July-Sept 1999, 1999.

Editors: First editor - surname name followed by first name; all other authors - first name followed by surname. Also followed by a full stop.

Book title: Full title, in italics, preceded by 'eds'.

Place and publisher of publication: In brackets.

Date: Preceded by a comma, and followed by a full stop.

Or, for a single-edited book:

Van Eck, Trisha, ed. *Universal Experience, Art, Life and the Tourist's Eye*, exh. cat., Museum of Contemporary Art, Chicago, in association with D.A.P; Hayward Gallery, London; MART, Rovereto, Italy, New York, 2005.

Editor: Surname name followed by first name, and followed by a full stop.

Book title: Full title, in italics, preceded by 'ed'.

Place and publisher of publication: If it's an exhibition catalogue, there might be a few places of publication.

Date: Preceded by a comma, and followed by a full stop.

A website:

McNamee, Roger. 'Six ways to save the internet', Ted Talks Online. (Posted: November 2011).

http://www.ted.com/talks/roger_mcnamee_six_ways_to_save_the_internet.html [Last accessed: 20th November 2011]

Speaker/narrator: Surname followed by first name, (if known).

Talk/article title: Full title, inside quotation marks,.

Website title: Blog/website/company/online publication title.

Date of upload: In brackets.

Website: Full URL followed by the date that you accessed the

page, in square brackets, and followed by a full stop.

Journal/magazine article:

Barrett, David. 'Flown in, Zoned out', *Art Monthly* 268. (July-August 03): 28-30.

Author: Surname name followed by first name.

Article title: Full title, inside inverted commas.

Magazine/journal title: In italics, followed by issue number (if applicable), followed by a full stop.

Date: Inside brackets, followed by semicolon.

Page numbers: Whole article page-to-page, followed by a full stop.

Or

Griffin, Tim. 'Global Tendencies: Globalism and the Large Scale Exhibition - Panel Discussion'. *Artforum*, (November 2003).

www.findarticles.com/p/articles/mi_m0268/is_3_42/ai_110913973/ [Last accessed: 20th November 2010].

Author: Surname name followed by first name, and followed by a full stop.

Article title: Full title, inside inverted commas.

Magazine/journal title: In italics, followed by issue number (if applicable), followed by a full stop.

Date: Inside brackets, followed by semicolon.

Website: Full URL, followed by access date inside square brackets.

Newspaper article:

Lewis, Ben. 'How the contemporary art bubble burst'. *The Times*, (May 13th 2009): 23.

or, if the article has come via the Internet:

³⁴ Ben Lewis, 'How the contemporary art bubble burst'. *The Times*, (May 13th 2009).
http://entertainment.timesonline.co.uk/tol/arts_and_entertainment/visual_arts/article6275738.ece [Last accessed: 30 June 2010].

Author: First name followed by second name, and followed by a full stop.

Article title: Full title, inside quotation marks.

Newspaper title: Full title, in italics, followed by a comma.

Date of publication: In brackets, followed by a full stop.

Page number: after a colon, no 'p', followed by a full stop.

[and/or]

Web address: If it's come from the Internet.

Access date: Date you read and quoted the article, in square brackets and followed by a full stop.

Miscellaneous references:

Again, there might have to be some references that you might have to improvise on, (pamphlets, etc.). Model your bibliography reference on the footnote reference you have decided on, and stay consistent with the rest of the bibliography. (You don't have to add email correspondences into the bibliography – they can stay in the footnotes.)

A dissertation:

Khan, Salima, 'Truck Art in Baluchistan', (Indus Valley Dissertation, 2010).

Author: Surname followed by surname.

Dissertation title: Full title, inside quotation marks.

Indication that it is a dissertation and date: In brackets, followed by a fullstop.

ILLUSTRATIONS:

Used well, illustrations can be very helpful. However, the source of any image must be noted.

You can put your illustrations within the body of your writing, or at the end of your document. If you decide to compile your illustrations at the end of your text, then number each image, (Figure 1; Figure 2; etc..) and when you refer to each image then mention the figure number within your writing. For example:

As we can see in Rashid Rana's *Desperately Seeking Paradise*, (Figure 12), the use of reflection as a device to engage the viewer...

Beside or beneath the image, (wherever it is found in your document), you should include as much information as you can about it. You don't need to provide a reference link to the website you might have downloaded it from unless it's a reputable image-hosting website such as Getty/Museum of Modern Art, etc., who claims to own the rights to the image. After all, most of the images online aren't 'owned' by whomever runs the particular website that they are featured on. Only refer to the website when you're sure that that website 'owns' the copyright to the image you're using.

If you have taken the image from an individual, an archive, or a reputable source, then you should write 'Courtesy', for example:

James Turrell, *Wedgework IV*, 1974. Installation at Hayward Gallery, London, 1993. Courtesy, Hayward Gallery, London.

Mahbub Shah, '*Historical' mispronounced sounds Sounds like 'Hysterical'*', 2001. 40.6 x 30.5 cm. Courtesy, Devi Foundation, New Delhi.

Roohi Ahmed, *Karachi: Mera hi to hai*, 1999. Pencil, ink, watercolour, wax and PVA on gypsum board. 76 x 46 cm. Collection, Durriya Kazi. Photo credit, Mahmood Ali Ahmed.

Photographer unknown, *Ritual Bathing at the Native Jetty Mandir*, 1950. Karachi. Courtesy, White Star (Pvt)., Ltd, Karachi.

Images aren't usually catalogued and indexed as well as texts are, so sometimes you only have limited information for your captions. This is fine, just do your research and try to find as many details as you can.

Artist/photographer name: First name followed by second

name.

Artwork/photograph title: Full title, in italics.

Date of artwork production/image taken: Followed by a full stop.

Material of artwork/format of photograph: If known.

Size of artwork/photograph: If known.

Place of image: If necessary: gallery, city, country, etc.

Collection of: Owner of the original image.

Courtesy of: Followed by place of person/organisation/archive, and followed by a full stop.

Photographer of artwork: If known.

You might take images yourself, in which case, say so:

Entrance gates to Zamzama Park, Karachi. 20th
November, 2011. Photo: author's own.

Flesh out your caption with as much information you can.

Because image-rights and ownerships are often difficult to find, and the information about the media/size/place of artworks and photographs isn't immediately clear, then you may have to be more logical than formal about your image captioning; just find out all that you can, and arrange your information with consistency and intelligence.

Only include information that you have/can locate. Don't make anything up.