

WORKS + WORDS BIENNALE 2026

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Submission guidelines Academic essay

Deadline: 15 January 2026

Words are an important dimension of the biennale, and the inclusion of an academic essay is part of the contribution for all the participants. The essay should be a written reflection on the research questions, of which the work is also a part. It will be published in a not yet defined format and will be part of the symposium and exhibition. It will not be subject to peer review.

The essay should be between 1,800 and 2,500 words, including references.

Documents

All text files should be submitted separately as Word documents (.doc or .docx) using a 12-point, 1,5 line spacing, serif font (i.e. Times New Roman). The required files are as follows:

- Essay (1,800 and 2,500 words, including references)
- Captions
- Bibliography (alphabetically ordered)
- Images (one file per image) .jpeg or .tiff at 300dpi. Line drawings should be .eps files at 1200dpi. Images to be 30 cm in the long axis. Color images should be saved as RGB. B/W images should be saved as grayscale. Please name files with your last name and number of figure, i.e. "Trempe_Figure_01.jpeg"
- Biography of authors (max. 100 words)
- Copyright permissions, if applicable

Style

The Chicago Manual of Style (CMS), currently in its 18th edition (with some exceptions)

Language

Use UK spelling, where applicable.

Title and subheadings

In titles or headings, do not capitalize articles (a, an, the) or prepositions fewer than five letters (i.e. "with").

Subheadings in one level only, written in small caps.

Spelling, punctuation, and typography

- Serial comma (Oxford comma) is used.
- Use an en dash with spaces (–) for breaks in sentences.
- Avoid abbreviations like *e.g.*, *cf.*, *ibid.*, or *i.a.* – spell them out.
- Italicise concepts for emphasis upon first mention.
- Italicise titles of artworks, books, journals, exhibitions, and foreign words.
- Use double quotation marks (66-99) only for quotations, followed by a footnote. Within double quotes, single quotes are used (6-9).
- Place note references after the period where possible.
- Short quotes (<300 characters) are in-text with quotation marks.
- Long quotes (>300 characters) are placed in separate italicized paragraphs without quotation marks.
- Refer to illustrations using square brackets [ill. 1], placed inside the sentence or before the period.
- Quotes should be in the original language or article language. If self-translated, indicate in the note.
- Use [...] for ellipses in quotes.

Endnotes

Endnotes should be formatted according to CMS with a few exceptions:

- Do not abbreviate page ranges (e.g., write 315-316, not 315-16).
- Use hyphen (-) for page ranges.
- Do not use *ibid.*, *op. cit.*, *pp.*, *p.*, *f.*, or *ff.*

Below, please find a brief list of common endnote formats and examples. See also the CMS quick guide:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

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Book

Notes (first citation)

1. Zadie Smith, *Swing Time* (Penguin Press, 2016), 315-316.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (Simon & Schuster, 2015), 12.

Shortened notes (later citations)

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

Biography

Smith, Zadie. *Swing Time*. Penguin Press, 2016.

Chapter in edited volume

Note

1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177-178 (167-195).

Shortened note

2. Thoreau, "Walking," 182.

Biography

Thoreau, Henry David. "Walking." In *The Making of the American Essay*. Edited by John D'Agata, 167-195. Minneapolis: Graywolf Press, 2016.

Journal article

Note

1. Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (2016): 170 (165-176).
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978-2014," *Journal of Human Capital* 11, no. 1 (2017): 9-10 (1-34).
3. Peter LaSalle, "Conundrum," *New England Review* 38, no. 1 (2017): 95 (95-109).

Shortened notes

4. Satterfield, "Livy," 172-173.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

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Biography

Satterfield, Susan. "Livy and the Pax Deum." *Classical Philology* 111, no. 2 (2016): 165-176.

Website

Notes

1. "Privacy Policy," *Privacy & Terms*, Google, last modified April 17, 2022, <https://www.google.com/policies/privacy/>.
2. "About Yale: Yale Facts," Yale University, accessed May 1, 2022, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

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Shortened note

4. Google, "Privacy Policy."
5. "Yale Facts."
6. Bouman, "Black Hole."

Biography

Google. "Privacy Policy." *Privacy & Terms*. Effective November 15, 2023. <https://policies.google.com/privacy>.

List of archival or documentary sources (if applicable)

List of archival or documentary sources in alphabetical order must be numbered and used exclusively for referring to archives, libraries, institute, sources, etc.

For example:

City, Archive, Collection, Series – IV –, Folder – Fldr. –, File – F. –
Copenhagen. Royal Danish Library. Kay Fisker. B. 402, ff. 40-45.

Illustrations and captions

All illustrations (images, photographs, line drawings, and tables) must include a caption and be cited in the text of the article as figures. Captions are intended to briefly describe an illustration and provide a source credit. They should not include bibliographic information, which should instead be included in a note.

Citations for figures in the text occur within a sentence. If not constructed as part of a sentence, the citation comes in parentheses at the end of the sentence, before the period. The word “figure” is capitalized and the text cites the figure using a cardinal number.

Ex. For the purpose of this game, we have simply invented a riverbank site that is largely vacant at the start (Figure 1).

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All captions should appear at the end of the manuscript, preceding the endnotes. Captions should include the word “Figure” and its number in boldface, followed by the designer (if known), the name of the building or object, location, date, brief description (if necessary), and source (using the wording prescribed by the copyright holder, if necessary).

Authors are responsible for editing and copyright clearance.

Ex. (Images or photographs from projects)

Figure 3. University of Minnesota students experiment in a “Materials as Probes” workshop. (Image © KieranTimberlake.)

Figure 10. Al-Sawaber complex with façade alterations. (Photograph by author.)

Ex. (Artwork); for works cited online, add a URL.

Figure 12. Julie Mehretu, *Stadia II*, 2004, ink and acrylic on canvas, 107 3/8 x 140 1/8 x 2 1/4 in (272.73 x 355.92 x 5.71 cm), Carnegie Museum of Art, Pittsburgh, PA.

Ex. (Reproduction of artwork)

Figure 7. Robyn Kahukiwa, *Whakapapa Birth & Death*, 2005, in Ron Brownson, ed., *Art Toi: New Zealand Art at Auckland Art Gallery Toi o Tāmaki* (Auckland: Auckland Art Gallery, 2011), 298.