JHP AUTHOR'S STYLE SHEET

GENERAL

- **File format**: Microsoft Word™ in .docx format
- **Line spacing**: double-spaced throughout body, bibliography, and endnotes
- **Font**: Times New Roman, 12 point throughout body, bibliography, and endnotes
- **Headings**: numbered sequentially with Arabic numerals

> Level 1 heading: 4. Defeating the Deceiving God Argument
> Level 2 heading: *4.1. Dialectical Skepticism*

- **Endnotes** (not footnotes; they will appear as footnotes in print, however): **must be fewer than 350 words each**
- **For Greek**, use Unicode
- **Spelling**: Use American English spelling only
- **Quotation marks**: Please follow American (*not* British) conventions regarding quotation marks and placement of punctuation marks. Use single quotes to indicate that a word is being mentioned: for example, (a) He used the term 'belief.' (b) I know what 'thinking' means.

- **Please include the following information at the very beginning of your text:**
    - ♦ Running Head (RH): the abbreviated title that will appear on the recto pages in print
    - ♦ Author byline (BIO): Jane Smith is Professor of Philosophy at Somesuch University
    - ♦ Abstract of about 100 words
    - ♦ List of keywords: capitalize the first word only and use commas, not semicolons

- If applicable, **acknowledgments** should appear in the final endnote, appended to the final sentence of the paper.

CITATIONS

With minor exceptions and additions (noted below), the *Journal* follows the 17th edition of the *Chicago Manual of Style* (*Chicago*) for all aspects of manuscript preparation, including rules regarding grammar, punctuation, spelling, names & terms, numbers, and non-English languages.

For detailed rules regarding construction of notes and bibliographies, consult chapter 14 of *Chicago*. While the short guide in *Chicago* 14.23 explains how to cite the most common sources, authors should consult 14.208–34 for information regarding formatting for online content, unpublished manuscripts, theses, informally published material, manuscript collections, articles from online databases, and the like.

Bibliography

Citations are to appear in an abbreviated format in endnotes gathered at the end of the paper (they will appear as footnotes when published). The endnotes are to be supplemented by a separate section at the end of the paper entitled "Bibliography," in which complete bibliographic information and abbreviations for books with longer titles are provided for all works cited. Only in cases where the title of a text is referred to by an acronym or a truncated abbreviation should the short-form citation of the title be given in square brackets at the end of the entry.

Bibliography entries

Aristotle. *Categoriae et Liber De Interpretatione*. Edited by L. Minio-Paluello. Oxford: Clarendon Press, 1949. [*Cat.*]

———. *Nicomachean Ethics*. Translated with notes by Terrence Irwin. Indianapolis: Hackett Publishing Co., 1999. [*EN*]

Radcliffe, Elizabeth. "Hume on the Generation of Motives: Why Beliefs Alone Never Motivate." *Hume Studies* 25 (1999): 101–22.

Wood, Allen. *Kantian Ethics*. Cambridge: Cambridge University Press, 2008.

Endnote entries

Radcliffe, "Hume on the Generation of Motives," 110.

Wood, *Kantian Ethics*, 34.

You should only use an acronym or truncated abbreviation in citing a work if it is the standard convention to do so. For example, 'GP' is standard for *Die philosophischen Schriften von Gottfried Wilhelm Leibniz*, ed. C. I. Gerhardt.

Citations appearing in endnotes should normally feature the author's last name, the title, and page- and/or section-numbers.

Text citations: In-text & endnote and when to use
In-text citations

In-text citations should be used (i) only for primary texts and (ii) as the primary means of documenting primary texts, to avoid excessive endnote citations.

> Example: Thus, Locke describes judgment and knowledge as "two Faculties, conversant about Truth and Falsehood" (*Essay*, IV.xiv.4, 653).

Endnote citations
Endnote citations should be used (i) for all secondary texts, (ii) for directing the reader to related primary texts (e.g. of the cf. & see variety), (iii) for discussions of primary texts that would clutter the main text's exposition, and (iv) for documenting long original-language quotations.
>Example: Similar claims are found at *Essay*, III.ix.21, 488; and Draft B, §32, 141.
>Example: Leibniz also has plenty to say *against* the sort of voluntarism required by the denial of WM. See, for starters, *D* 2/AG 36.

Shortened citations to multivolume works
For shortened citations of multivolume works, *JHP* allows one of two systems of citing volume and page number, depending on whether volume number is given in Roman or Arabic numerals; when there is a choice, use Arabic.

1. Roman: period follows Roman numeral; page number follows period without spacing.
   >Example: AT III.23 (AT = *Oeuvres de Descartes*, ed. Adam and Tannery)
2. Arabic: colon follows Arabic numeral; page number follows colon without spacing.
   >Example: G 2:195 (G = *Spinoza Opera*)

♦ Please note that the abbreviation for multivolume works is not italicized in endnote (or in-text) citations.
♦ No comma follows acronym abbreviations for multi-volume works (e.g. AT III.23), but a comma does follow shortened-title abbreviations for single-volume works (e.g. Locke, *Essay*, III.2.1).

Citations to book, chapter, section, subsection, page number, etc. within a work
It is standard to refer to some philosophical works by the organizational scheme established by the author. In an endnote, the title of the work (usually abbreviated) is followed by a comma (unless the abbreviated title is an acronym, in which case no comma is used), and then the citation is given. **The citation scheme must be made clear in an endnote with the first reference to the work**.
>Example:
>**First endnote citation**: *Essay*, book II, chapter viii, section 8. Citations from this work are according to book, chapter, and section number in Peter Nidditch's edition published by Oxford.
>**Subsequent endnote citations**: *Essay*, II.viii.9.

If a page number is given in addition to these divisions, it is separated by a comma and a space, and your explanation of the citation method should reflect this as well.
>Example: Hutcheson, *System*, I.ii.7.iii–viii, 122–34.

<u>Combined references to the translation and the original text</u>

Authors choosing to refer to both the original language edition of a work and a translation should follow these rules:

1. Abbreviated titles must be used for each edition.

2. In both in-text and endnote citations, the **original language version of the text should be cited first**, separated by a forward-slash from the translation. Note that there is no intervening space on either side of the forward slash.

Example 1: "Furthermore, *Dasein* is an entity which in each case I myself am" (*SZ* 53/*BT* 78).

Example 2: Europe was in danger, Husserl said repeatedly (e.g. Hua. VI.348/*Crisis*, 299), and his aim was to secure philosophy "in times of danger" (Hua. VI.510/*Crisis*, 392).

SPECIAL ISSUES OF FORMAT

1. Titles within titles: un-italicize title within title.
2. Authors should strive for gender neutrality in pronoun usage, following the techniques outlined in *Chicago* 5.255.
3. Variables (objects, times, persons): no quotes, italicize.
4. References to years: range **1787–90**; decade **1780s**. "**'80s**" is also acceptable in certain cases, e.g. "**1960s, '70s, and '80s.**"
5. Acronyms for titles should be italicized: ***Nicomachean Ethics* (*NE*)**; acronyms for multivolume works should not: ***Kants gesammelte Schriften* (Akademie-Ausgabe) (AA)**
6. When the original language is referenced in a quote from a text translated into English, the original language is set in italics and inside parentheses, should the original language appear outside the quote marks, but inside square brackets, should the original language appear inside the quote marks.
    a. Example 1: "Universals are principles of cognizing [*principia cognoscendi*]."
    b. Example 2: Heidegger distinguishes between 'Being' (*das Sein*) and 'being' (*das Seiende*).
7. **Do not use contractions!!** (e.g. "don't do it")
8. Abbreviations such as 'e.g.,' 'i.e.,' 'viz.' should occur in endnotes and parentheses only. In the main text, spell out 'for example/for instance,' 'that is,' 'namely' etc. (see *Chicago* 10.42).
9. Unlike *Chicago* style, abbreviations like 'e.g.' and 'i.e.' should not be followed by a comma in the *JHP*.
10. **Caps in original quotes**:
    JHP **AVOIDS** *introducing* square brackets, for example, {He holds that "[t]he will is the person" (83).}
    JHP **ALLOWS**, for example, {He holds that "The will is the person" (83).}
    JHP **PREFERS** constructions that leave no doubt about the original, for example, {He

holds, "The will is the person" (83).}

11. *JHP* PREFERS the active voice when possible

12. **Do not** begin or end a quote with ellipses, and **do not** place brackets around ellipses. **Exception**: Ellipses may appear at the end of a quote in cases where the sentence is deliberately incomplete (See *Chicago* 13.55).