

# JHP AUTHOR'S STYLE SHEET

(Updated October 2024)

## GENERAL

- **File format:** Microsoft Word™ in .docx format
- **Font:** Times New Roman, 12 point throughout body, bibliography, and endnotes
- **Line spacing:** double-spaced throughout the entire MS; no extra line spaces between paragraphs
- **Alignment:** Left-align all text; do not use full justification
- **Indenting:** Every paragraph except the first paragraph of a new section should be indented ½-inch.
- **Headings:** these should be numbered sequentially with Arabic numerals. Do not use bold.  
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
- **Block quotations and numbered lists:** Indent ½-inch. Use block quotations only for passages longer than 100 words
- **Quotation marks:** Please follow American (*not* British) conventions regarding quotation 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.

## CITATIONS

With minor exceptions and additions (noted below), the *Journal* follows the 18th 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 chapters 13–14 of *Chicago*. While the short guide in *Chicago* 13.21–26 explains citing the most common sources, authors should consult 14.103–32 for information regarding formatting for online content, unpublished manuscripts, theses, informally published material, manuscript collections, articles from online databases, and the like.

### **Bibliography and Abbreviations**

Between the body of the paper and the endnotes, include a separate section entitled “Bibliography.” Provide complete bibliographic information for all works cited. Multiple entries by the same author should be arranged alphabetically A to Z. For primary sources with longer titles, provide abbreviations or acronyms in square brackets. When using acronyms or truncated abbreviations, use standard conventions; for example, ‘GP’ is standard for *Die philosophischen Schriften von Gottfried Wilhelm Leibniz*, ed. C. I. Gerhardt. The endnotes (which should be after the Bibliography) will use shortened versions of the titles of any secondary sources with especially long titles; however, those shortened versions do not need to be listed in the Bibliography.

### **Examples:**

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

———. *Nicomachean Ethics*. Translated with notes by Terence Irwin. Hackett, 1999. [EN]

Ashworth, E. Jennifer. “Analogy and Metaphor from Thomas Aquinas to Duns Scotus and Walter Burley.” In *Later Medieval Metaphysics: Ontology, Language, and Logic*, edited by Charles Bolyard and Rondo Keele. Fordham University Press, 2013.

Leibniz, Gottfried Wilhelm. *Die Philosophischen Schriften*. Edited by C. I. Gerhardt. 7 vols. Berlin: Weidemann, 1875–90. [GP]

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

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

### **Endnote Entries**

The endnotes will appear as footnotes when published. 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. When endnotes cite secondary sources, use shortened versions of titles and provide the author’s last name, the shortened version of the title, and page- and/or section-numbers. Do not use *Ibid*.

**Examples of endnote citations of type (i):**

Radcliffe, “Hume on the Generation of Motives,” 110.

Wood, *Kantian Ethics*, 34.

**Examples of endnote citations of type (ii):**

Similar claims are found at *Essay*, III.ix.21, 488; and Draft B, §32, 141.

Leibniz also has plenty to say *against* the sort of voluntarism required by the denial of WM. See, for starters, *D 2/AG* 36.

**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.

**Examples of in-text citations:**

Thus, Locke describes judgment and knowledge as “two Faculties, conversant about Truth and Falsehood” (*Essay*, IV.xiv.4, 653).

Aristotle holds that there is no common notion of ‘good’ (*EE* I.8; *NE* I.6).

**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 any citations. Only abbreviations or acronyms for single-volume works should be italicized.
- ◆ No comma follows acronym abbreviations for multivolume works (e.g. AT III.23), but a comma does follow shortened-title abbreviations for single-volume works (e.g. *Essay*, III.2.1).
- ◆ There should be no space between volume and page numbers in a citation.

**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 a citation, 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 other

citation elements are given. **The citation scheme must be made clear in an endnote with the first reference to the work.**

**Example:**

**First in-text citation:** (*Essay*, book II, chapter viii, section 8).

**Endnote to first in-text citation:** Citations from this work are according to book, chapter, and section number in Peter Nidditch's edition published by Oxford.

**Subsequent in-text citations:** (*Essay*, II.viii.9).

If a page number is given in addition to these divisions, it follows a comma and space, and your explanation of the citation method should reflect this as well.

**Example:**

(Hutcheson, *System*, I.ii.7.iii–viii, 122–34).

**Combined references to the translation and the original text**

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 any 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.

**Examples:**

“Furthermore, *Dasein* is an entity which in each case I myself am” (*SZ 53/BT 78*).

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).

**Numbers**

Inclusive numbers must be given according to the rules laid out in *Chicago* 9.63.

**Examples:**

3–10, 71–72, 96–117, 100–104, 1100–1113, 101–8, 808–33, 1103–4, 321–28, 498–532

Inclusive numbers **must** be conjoined with an en dash, not a hyphen: so, do this: <101–8>, not this: <101-8>.

## SPECIAL ISSUES OF FORMAT

1. Authors should strive for gender neutrality in pronoun usage, following the techniques outlined in *Chicago* 5.265–66. Note that *Chicago* style permits use of the singular ‘they’ (5.265–66).
2. Variables (objects, times, persons): no quotes, italicize.
3. References to years: range **1787–90**; decade **1780s**. “’80s” is also acceptable in certain cases, e.g. “**1960s, ’70s, and ’80s.**”
4. Acronyms for titles should be italicized: *Nicomachean Ethics (NE)*; acronyms for multivolume works should not: *Kants gesammelte Schriften (Akademie-Ausgabe) (AA)*
5. 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.

Example 1: “Universals are principles of cognizing [*principia cognoscendi*].”

Example 2: Heidegger distinguishes between ‘Being’ (*das Sein*) and ‘being’ (*das Seiende*).
6. **Do not use contractions!!** (e.g. “don’t do it”)
7. 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* 10.48).
8. Unlike *Chicago* style, abbreviations like ‘e.g.’ and ‘i.e.’ should not be followed by a comma in the *JHP*.
9. **Capital letters in original quotes:**

*JHP AVOIDS* introducing square brackets, for example, <He holds that “[t]he 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).>
10. *JHP* PREFERS the active voice when possible.
11. **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* 12.64). Please do not use the Microsoft Word™ ellipsis function; instead, use three spaced periods.