

# JHP AUTHOR'S STYLE SHEET

## GENERAL

- File format: Microsoft Word™ in .doc or .docx format
- Margins: 1 inch all around; gutter 0, header/footer 0.5 inches
- Line spacing: exactly 24 point throughout body and endnotes
- Font: Times New Roman, 12 point
- Paragraphs: left-justified (*not* centered), first line of section or subsection *not* indented, but first line of remaining paragraphs in section or subsection *indented*, no extra space between paragraphs
- Headings: 2 return-spaces before, centered, 1 return-space after; Arabic numerals; no boldfacing, no italics; headline-style capitalization (i.e. first letters only for nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions (see *Chicago* 16<sup>th</sup> edition 8.157))
- Subheadings: 2 return-spaces before, left-justified, 1 return-space after; Arabic numerals; italics; no boldfacing; provide a title for subheading; headline-style capitalization (i.e. first letters only for nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions)
- Spacing between all words, punctuation marks, etc. is *no more than one space*
- Endnotes (not footnotes): must be fewer than 350 words each; Arabic numerals
- Bibliography: first line of each entry left-justified; additional lines of each entry hanging 0.5” (see examples below)
- For Greek, use Unicode

## First Page Information

- Please include biographical information as follows (left-justified, top of page):  
BIO: Jane Smith is Professor of Philosophy at Somesuch University
- Include paper title (headline-style capitalization, no boldfacing, no italics)
- Include the abstract:  
Abstract: In this paper I argue that . . .
- Include keywords (capitalize the first word only and use commas):  
Keywords: Kant, a priori, transcendental idealism, cognition, object
- No endnotes are to be attached to the first page information, but must instead occur in the main body of the paper

## CITATIONS

The *Journal* follows the 16<sup>th</sup> edition of the *Chicago Manual of Style (Chicago)*. For detailed rules regarding construction of notes and bibliographies, consult chapter 14 of *Chicago*.

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 and Abbreviations,” in which complete bibliographic information and abbreviations (if used) are provided for all works cited. In both the endnotes and the bibliography, use the same font and spacing as main text.

The bibliographic information should include the author’s last name, first name (or initial, but **only in cases where the author publishes under initials**), title of work, the place of publication and the publisher, and the date of publication, followed by the abbreviation (if any) being used [*in brackets*] and italics, using double-quotation marks for abbreviated essay titles. Format should be Hanging by 0.5". Please follow this format exactly, including punctuation between elements:

Example:

Garber, Daniel. *Descartes’ Metaphysical Physics*. Chicago: University of Chicago Press, 1992.  
[*Metaphysical Physics*]

\*For works with especially long titles, you should use an abbreviated title in your endnotes; if the title is already short, you do not need to abbreviate.

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

When you do use an abbreviation, please follow these two rules:

(1) Avoid using acronyms unless they are standard conventions (e.g. ‘GP’ is standard for *Die philosophischen Schriften von Gottfried Wilhelm Leibniz*, ed. C. I. Gerhardt)

(2) Avoid providing identical abbreviated titles for different works having the same or similar titles.

Citations appearing in endnotes should normally feature the author’s last name, the title, and page- and/or section-numbers. The first mention of an author in the endnotes should include the author’s first name as well. All subsequent references should give the last name only. If in the body of your text a direct reference to the author precedes the quote for which the endnote citation is given, the author’s name may be omitted from the endnote, but in no case may the title of the work be omitted. For further guidelines on citations to page- and section-numbers, see below.

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 multi-volume 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). See ISSUES OF FORMAT 8 below.

#### 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 a footnote 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.

#### 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 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.
3. No commas separate acronym abbreviations from page numbers, but commas do separate shortened-title abbreviations from page numbers.

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. *Crisis*, 299/Hua. VI.348), and his aim was to secure philosophy “in times of danger” (*Crisis*, 392/Hua. VI.510).

## General Citation Formats

### A. Authored Books

*Bibliography entry:*

Harte, Verity. *Plato on Parts and Wholes: The Metaphysics of Structure*. Oxford: Clarendon, 2002. [*Parts and Wholes*]

*Endnote citation:*

Harte, *Parts and Wholes*, 273–81. (N.B.: **en-dash between page numbers, and not a hyphen**)

### B. Edited or Translated Books with No Author

*Bibliography entry:*

Apelt, Otto, ed. *Aristotelis quae feruntur De plantis, De mirabilibus auscultationibus, Mechanica, De lineis insecabilibus, Ventorum situs et nomina, De Melisso, Xenophane, Gorgia*. Leipzig: Teubner, 1888. [MXG]

*First endnote citation:*

Apelt, MXG 980b3.

*Subsequent endnote or in-text citations:*

(MXG 980b3)

### C. Edited or Translated Books with Original Author

*Bibliography entry:*

Adorno, Theodor W., and Walter Benjamin. *The Complete Correspondence, 1928–1940*. Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge, MA: Harvard University Press, 1999. [*Correspondence*]

*Endnote citation:*

Adorno and Benjamin, *Correspondence*, 122–48.

### D. Articles in Edited Books

There are different ways of citing articles in edited books, depending on whether multiple articles from the same edited book are referenced in the author’s paper.

(i) *Bibliography entry if there is a citation of only a single contribution from an edited, multi-author book:*

Curley, Edwin. “Hobbes versus Descartes.” In *Descartes and His Contemporaries: Meditations*,

*Objections, and Replies*, edited by Roger Ariew and Marjorie Grene, 97–109. Chicago: University of Chicago Press, 1995.

\* Note that the page range of the article must be given *after* the editors.

*Endnote citation:*

Curley, “Hobbes versus Descartes,” 98.

(ii) *Bibliography entry if there are several contributions from an edited, multi-author book:*

\* The editor of the multi-author book receives a separate bibliographic entry; the publication details of the book appear with the editor’s entry; the full-page range of the article must be given after the title of the multi-author book:

Marenbon, John. “Life, Milieu, and Intellectual Contexts.” In Brower and Guilfooy, *Companion*, 13–44. [“Life, Milieu”]

Jacobi, Klaus. “Philosophy of Language.” In Brower and Guilfooy, *Companion*, 126–57. [“Language”]

Brower, Jeffrey E., and Kevin Guilfooy, ed. *The Cambridge Companion to Abelard*. Cambridge: Cambridge University Press, 2004. [*Companion*]

*Endnote citation:*

Marenbon, “Life, Milieu,” 36.

### Journal Articles

\* Please supply only the volume number of the journal (i.e. leave out the issue number)

*Bibliography entry:*

Devereaux, Daniel, and David Demoss. “Essence, Existence, and Nominal Definition in Aristotle’s *Posterior Analytics* II 8–10.” *Phronesis* 33 (1988): 133–54. [“Essence”]

*Endnote citation:*

Devereaux, “Essence,” 151.

## **PUNCTUATION AND QUOTATIONS**

Quotation marks: Please follow American (*not* British) conventions regarding quotation marks.

1. Use double quotes

a. for titles of essays, poems, plays, etc. (Use single quotes for titles within double-quoted titles.)

b. for direct quotations of sentences, phrases, or, in some cases, words.

Example: Linguistic “parameters,” says Chomsky, are the basis of UG.

c. to indicate a word is being used in a special (e.g. metaphoric, metonymic,

obscure) sense.

Example: One could hardly say he “understood” the argument’s thrust.

2. Use single quotes

- a. for quotes within quotes.
- b. to indicate that a word is being mentioned.

Examples: (a) He used the term ‘belief.’ (b) I know what ‘thinking’ means.

Extended (or block) quotations should be spaced like the main body of the text, and are left-justified. To clarify where a block quote starts and ends, please insert <ext> and </ext> tags at the beginning and end of each quote. There should be one double-spaced-sized gap between the body of the text and the <ext> and </ext> symbols. The source of a block quotation should be given in parentheses after the final punctuation mark of the quoted material.

Example:

<ext>

Furthermore there are other remarks in those writings that suggest, if only weakly, a genuine distinction between motion and rest. In the *Rules*, for example, ‘rest’ is listed as a simple nature, and distinguished from the simple nature of motion (AT X.420). (Garber, *Metaphysical Physics*, 163–64)

</ext>

Note the spacing before <ext> and after </ext>

**Quotes in foreign languages:** both in the body of the paper and in footnotes, quotes in foreign languages that are cases of use should *not* be italicized (see *Chicago* 13.71-75). Quotes of foreign words that are cases of mention should be italicized and without quotation marks.

Citations follow appropriate formatting.

1. Example 1 (use): Fichte says, “Ich finde mich als wirkend in der Sinnenwelt. Davon hebt alles Bewusstseyn an” (SW IV.3).
2. Example 2 (mention): Fichte’s use of the term *Sinnenwelt* is significant.

**Periods and commas** precede closing quotation marks. Colons, semicolons, question marks, and exclamation points all follow closing quotation marks unless a question mark or an exclamation point belongs within the quoted matter.

1. For example:
  - a. Who said, “The unexamined life is not worth living for a human being”?
  - b. Crito asked Socrates, “How shall we bury you?”

**Commas:** *Chicago* calls for the serial comma. See 6.18.

1. Example 1: She had read Plotinus, Porphyry, Iamblicus, and Plutarch.
2. Example 2: Descartes, Leibniz, and Spinoza are known as rationalists.

**Ellipses:** see *Chicago* 13.48–52.

Insert full spaces before, after, and between the periods: “xxxx . . . xxxx” and **not** “xxxx . . . xxxx”

Part of sentence before deletion constitutes a complete sentence: use 4 dots with no initial space: “xxxx. . . . xxxx”

#### ABBREVIATIONS

1. No italics, no comma follows: **viz.**; **cf.**; **esp.**
2. No italics, no comma precedes: **et al.**; **etc.**
3. No italics, no comma follows: **i.e.**; **e.g.**
4. Internal footnote references: **n. x.**
5. In endnotes, volume = **vol(s).**; chapter = **ch(s).**; edition = **ed.**; revised = **rev.**; reprinted = **repr.**; circa = **ca.**; paragraph = **para.** or ¶; section = **sect.** or §; editor(s) = **ed.**; translator(s) = **trans.**
6. No use of **p.** or **pp.**
7. No use of **f.** or **ff.**
8. No use of **sic.**
9. No use of **ibid.** or **op. cit.**

#### ISSUES OF FORMAT

1. Titles within titles: un-italicize title within title.
2. No title should be in both italics and quotation marks.
3. Generic pronoun usage—“he or she,” exclusive male or exclusive female, male/female alteration, etc.—should vary according to each author’s preference. However, “s/he” is unacceptable.
4. Variables (objects, times, persons): no quotes, italicize.
5. Initial textual (substantive) reference: full name, last name only thereafter. Exceptions are names of renowned figures, e.g. Descartes, Kant.
6. External and internal references (in the main text) to chapters and sections: no caps, Arabic numerals, “**chapter 6**”; “**section 5**.”
7. References to years: range **1787–90**; decade **1780s**. “**’80s**” is also acceptable in certain cases, e.g. “**1960s, ’70s, and ’80s.**”
8. Acronyms for titles should be italicized: *Nicomachean Ethics (NE)*; acronyms for multivolume works should not: *Kants gesammelte Schriften (Akademie-Ausgabe) (AA)*
9. Use italics
  - a. for book, magazine, or journal titles

- b. for emphasis
  - c. for foreign words or phrases. Exception: foreign words or phrases common in English are **not** italicized. E.g. ‘a priori,’ ‘qua,’ ‘prima facie,’ etc.
10. 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*).
11. **Do not use contractions!!** (e.g. “don’t”)
12. Possessives: the *Chicago* rules on possessives have changed in the 16<sup>th</sup> edition (see especially 7.15–18). Two changes are noteworthy: possessives of words and names ending in an unpronounced ‘s’ and possessives of names such as ‘Parmenides’ now are given with an apostrophe-s.
- a. Example 1: Descartes’s three dreams
  - b. Example 2: Socrates’s companion