

Style requirements for the paper

You should follow the Chicago Manual of Style, when referring to books, articles or other publications. It is not allowed to have any references in text, but only as footnotes. A short guideline is attached below.

- **Title of the paper:** 12 PT., bold, capital letters, 1.5 line spacing.
- Please use Times New Roman, 12 font
- Name of first author, Institution, Location.
- Name of second author, Institution, Location.
- For each author (not more than two lines): contact address, e-mail, some words describing the experience and the scientific/professional affiliation: Times New Roman, 10 pt., line spacing 1.0.

Requirements for paper:

- Margins: 3 cm left, 2 cm top, bottom and right.
- Please use Times New Roman style, 12 PT., line spacing 1, Justified.
- Do NOT use indentation or spacing for text
- Do NOT insert Page numbers of Headings
- The papers should have between 4000 and 8000 words, appendices and bibliography excluded.

All charts and figures (except Tables) should be in a “stable” format. Ideally these should be transformed in PDF format and copied back in the Word doc.

Articles must include an **abstract of approximately 150 words**.

Make absolutely sure that all reference information is complete.

The general format for reference should be footnotes plus a bibliography section at the end of the document, which should include the bibliography, i.e. works used yet not mentioned in the text.

For quotes over three lines in length, indent, single-space, and do not use quotation marks.

Italics should be used for the titles of publications, such as books and journals, as well as for non-English words which are not commonly used.

All manuscripts must be formatted according to *The Chicago Manual of Style*, 14th edition. Please find below condensed Chicago Style guidelines. With questions, please contact the editors.

Tables

Tables should be formatted in the: Table normal format

No shadings should be used

Chicago Style: Condensed Guidelines

Spelling

Use American spellings.

Possessives

Add "s" in possessives of names or words ending in "s" but not in plural possessives, or names of more than one syllable with an ending pronounced *eez*, or for Jesus.

Examples: Thomas's, Descartes's, the Joneses', Jesus', Euripedes'

Prefixes

Close up compounds beginning with commonly used prefixes like "post," "inter," "non," etc.

Examples: postwar, interwar, interrelated, and nonexistent.

Punctuation

Use a comma before conjunctions in lists of three or more items: wine, women, and song; booze, boys, and badinage.

Add a space after initials in people's names: A. F. Smith.

Use one space after all full-stops and colons.

Place commas and stops inside quotation marks. Semi-colons, colons, question marks, and exclamation marks are placed outside quotation marks.

Use double quotation marks (") for quotations in the text. Use single quotation marks (') only for quotations within quotations.

Superscript numbers follow all punctuation.

Capitalization

Capitalize all proper nouns but lowercase short references and generic terms. Capitalize titles that precede the name, but lowercase titles that follow names or without names.

Examples: I went to the Atlantic Ocean. The ocean was warm.

President Bush is a cretin. The president has said many stupid things.

Title and Subtitles

Use headline style: capitalize the first and last words of titles and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions; lowercase all articles, coordinating conjunctions, and prepositions.

Examples: Down and Out in Florence and Bucharest, Guidelines for Treating Degenerative Conditions: The Preferences

Footnotes and Bibliography:

!!! Both the first and last name of the authors should be presented.

Here are the forms to use for references appearing in footnotes:

F – How it appears in Footnotes

B – How it appears in Bibliography

Book

F: Bernard M. Levinson, *Deuteronomy and the Hermeneutics of Legal Innovation* (New York: Oxford University Press, 1997), 240-45.

Short form to be used in subsequent citations: Levinson, *Deuteronomy*, 245.

B: Levinson, Bernard M. *Deuteronomy and the Hermeneutics of Legal Innovation*. New York: Oxford University Press, 1997.

Edited Book

F: Peter Brown and Henry Shue, eds., *Food Policy: The Responsibility of the United States in Life and Death Choices* (New York: Free Press, 1977), chap. 3.

Short form to be used in subsequent citations: Brown and Shue, *Food Policy*, chap. 3.

B: Brown, Peter and Henry Shue, eds. *Food Policy: The Responsibility of the United States in Life and Death Choices*. New York: Free Press, 1977.

Chapter in Edited Book

F: Alan Ryan, "Liberalism," in *A Companion to Contemporary Political Philosophy*, ed. Robert Goodin and Philip Pettit (Oxford: Basil Blackwell, 1993). 24-60.

Short form to be used in subsequent citations: Ryan, "Liberalism," 58.

B: Ryan, Alan. "Liberalism," in *A Companion to Contemporary Political Philosophy*, ed. Robert Goodin and Philip Pettit. Oxford: Basil Blackwell, 1993.

Article in Journal

F: Lance Banning, "Jeffersonian Ideology Revisited: Liberal and Classical Ideas in the New American Republic," *William and Mary Quarterly* 43 (Jan. 1986): 12-16.

Short form to be used in subsequent citations: Banning, "Jeffersonian Ideology Revisited," 15.

B: Banning, Lance. "Jeffersonian Ideology Revisited: Liberal and Classical Ideas in the New American Republic," *William and Mary Quarterly* 43 (Jan. 1986): 12-16.

Article in a Magazine

F: Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow," *New York Times Magazine*, 20 October 1985, 42.

B: Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, 20 October 1985, 42.

Article in Encyclopedia (Unsigned Article)

F: Columbia Encyclopedia, 5th ed., s.v. "cold war"

Electronic Document

F: Rosabel Flax, *Guidelines for Teaching Mathematics K-12* (Topeka: Kansas State Department of Education, 1979) [database on-line]; available at www.....com, in ...

B: Rosabel Flax, *Guidelines for Teaching Mathematics K-12*. Topeka: Kansas State Department of Education, 1979. Database on-line. Available at www.....com, in ...

Institution or Association as authors

F: American Library Association, Young Adult Services Division, Services Statement Development Committee, *Directions for Library Service to Young Adults* (Chicago: American Library Association, 1978), 25

B: F: American Library Association, Young Adult Services Division, Services Statement Development Committee. *Directions for Library Service to Young Adults*. Chicago: American Library Association, 1978.

Editor or Compiler as "Author"

F: Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225

B: von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

Book in a language other than English, Translation supplied

F: Martin Buber, *Das Problem des Menschen* (The problem of man) (Heidelberg: Lambert Schneider Verlag, 1848), 35.

B: Buber, Martin. *Das Problem des Menschen* (The problem of man). Heidelberg: Lambert Schneider Verlag, 1848.

Dissertation

F: Andrew J. King, "Law and Land Use in Chicago: A pre-history of Modern Zoning" (Ph.D. diss., University of Wisconsin, 1976), 32-37.

Short form to be used in subsequent citations: King, "Law and Land Use," 33.

B: King, Andrew J. "Law and Land Use in Chicago: A pre-history of Modern Zoning" (Ph.D. diss., University of Wisconsin, 1976).

Works by the same author (in Bibliography)

B:

Eliot, T. S. *Murder in the Cathedral*. New York: Harcourt, Brace, 1935.

Subsequent works

_____. *The Sacred Wood: Essays on Poetry and Criticism*. London: Methuen, 1920.

For further information contact the Editorial Board.