

|   |           |
|---|-----------|
| <b><u>GENERAL INFORMATION</u></b>                         | <b>3</b>  |
| <u>Types of Manuscripts</u>                               | 3         |
| <u>Consideration</u>                                      | 3         |
| <u>Authorship</u>   | 4         |
| <u>Disclosure of Competing Interests and Funding</u>      | 4         |
| <u>Ethical Approval</u>                                   | 4         |
| <u>Patient Consent</u>                                    | 4         |
| <b><u>SUBMITTING A MANUSCRIPT</u></b>                     | <b>5</b>  |
| <u>Brief Covering Letter</u>                              | 5         |
| <u>How to Submit a Manuscript Using Editorial Manager</u> | 5         |
| <u>New Authors</u>  | 5         |
| <u>Registered Authors</u>                                 | 5         |
| <u>Retrieving or Changing User Name or Password</u>       | 5         |
| <u>Step-by-Step Instructions</u>                          | 5         |
| <b><u>FORMATTING AND STYLE</u></b>                        | <b>8</b>  |
| <u>Font, Margins, and Spacing</u>                         | 8         |
| <u>Headings</u>   | 8         |
| <u>Title Page</u>   | 9         |
| <u>Language</u>   | 9         |
| <u>Abbreviations and Punctuation of Certain Words</u>     | 10        |
| <u>Abstracts in Other Languages</u>                       | 10        |
| <u>Drug Names</u>   | 10        |
| <u>Punctuation</u>  | 10        |
| <u>Commas</u>   | 10        |
| <u>Periods</u>  | 10        |
| <u>Ellipses</u>   | 10        |
| <u>Semicolons</u>   | 10        |
| <u>Colons</u>   | 10        |
| <u>Hyphens</u>  | 11        |
| <u>Dashes</u>   | 11        |
| <u>Single Quotations Marks (Apostrophes)</u>              | 11        |
| <u>Double Quotation Marks</u>                             | 11        |
| <u>Block Quotations</u>                                   | 11        |
| <u>Numbers</u>  | 12        |
| <u>Numbers and Ordinals (spelled out)</u>                 | 12        |
| <u>Numbers and Ordinals (in figures)</u>                  | 12        |
| <u>Percentages</u>  | 12        |
| <u>Sums of Money</u>                                      | 12        |
| <u>Time of Day and Years</u>                              | 12        |
| <b><u>IN-TEXT CITATIONS</u></b>                           | <b>13</b> |
| <u>General</u>  | 13        |
| <u>One Author</u>   | 13        |
| <u>No Date or In Press</u>                                | 13        |
| <u>Two Authors</u>  | 13        |
| <u>Three Authors</u>                                      | 13        |
| <u>Four or More Authors</u>                               | 13        |
| <u>Same Authors, Same Year</u>                            | 13        |
| <u>Same First Author, Same Year</u>                       | 13        |
| <u>Multiple References</u>                                | 13        |

|  |           |
|--|-----------|
| <a href="#">Direct Quotations</a> .....                | 13        |
| <a href="#">Single Page</a> .....                      | 13        |
| <a href="#">Multiple Pages</a> .....                   | 13        |
| <a href="#">Non-Consecutive Pages</a> .....            | 13        |
| <a href="#">Multiple References</a> .....              | 13        |
| <a href="#">Un-Paginated Electronic Work</a> .....     | 13        |
| <a href="#">Personal Communication</a> .....           | 13        |
| <a href="#">E-Mail Message</a> .....                   | 13        |
| <a href="#">Section Number</a> .....                   | 13        |
| <a href="#">Equation</a> .....                         | 13        |
| <a href="#">Volume Referenced</a> .....                | 13        |
| <a href="#">Volume Plus Page</a> .....                 | 13        |
| <b><a href="#">REFERENCES</a>.....</b>                 | <b>14</b> |
| <a href="#">Academic Journals</a> .....                | 14        |
| <a href="#">One Author</a> .....                       | 14        |
| <a href="#">With DOI</a> .....                         | 14        |
| <a href="#">2–6 Authors</a> .....                      | 14        |
| <a href="#">6+ Authors</a> .....                       | 14        |
| <a href="#">Online</a> .....                           | 14        |
| <a href="#">No Issue</a> .....                         | 14        |
| <a href="#">Month as Issue</a> .....                   | 14        |
| <a href="#">Season as Issue</a> .....                  | 14        |
| <a href="#">No Volume</a> .....                        | 14        |
| <a href="#">ePub Ahead of Print</a> .....              | 14        |
| <a href="#">Forthcoming</a> .....                      | 14        |
| <a href="#">No Date</a> .....                          | 14        |
| <a href="#">Public Media</a> .....                     | 15        |
| <a href="#">Newspaper</a> .....                        | 15        |
| <a href="#">Magazine</a> .....                         | 15        |
| <a href="#">Online</a> .....                           | 15        |
| <a href="#">Unsigned</a> .....                         | 15        |
| <a href="#">Book Review</a> .....                      | 15        |
| <a href="#">Presentation</a> .....                     | 15        |
| <a href="#">Website</a> .....                          | 15        |
| <a href="#">Weblog</a> .....                           | 15        |
| <a href="#">Comment</a> .....                          | 15        |
| <a href="#">Books</a> .....                            | 16        |
| <a href="#">One Author</a> .....                       | 16        |
| <a href="#">2–6 Authors</a> .....                      | 16        |
| <a href="#">6+ Authors</a> .....                       | 16        |
| <a href="#">Multiple Editions</a> .....                | 16        |
| <a href="#">Electronic</a> .....                       | 16        |
| <a href="#">Online</a> .....                           | 16        |
| <a href="#">Translated</a> .....                       | 16        |
| <a href="#">Editor or Translator as Author</a> .....   | 16        |
| <a href="#">Editor or Translator with Author</a> ..... | 16        |
| <a href="#">Chapter</a> .....                          | 16        |
| <a href="#">Preface or Forward</a> .....               | 16        |
| <a href="#">Thesis or Dissertation</a> .....           | 16        |

# GENERAL INFORMATION

The *Journal of Bioethical Inquiry* (*JB*) is an international, multidisciplinary, peer-reviewed journal that publishes rigorous, scholarly papers and commentary across the range of issues that arise within the field of bioethics.

The *JB* welcomes both reports of empirical research and articles that increase the theoretical understanding of medicine and healthcare, the health professions, and the life sciences. The *JB* is also open to critical reflections on medicine and conventional bioethics; the nature of health, illness, and disability; the sources of ethics; the nature of ethical communities; possible implications of new developments in science and technology for social and cultural life and human identity; and the impact of social policies and current world events on health, welfare, and systems of power.

Contributions discussing bioethical issues in different geographical and cultural settings are strongly encouraged as are perspectives that are less commonly represented in existing journals in the field.

The *JB* will consider contributions from any relevant discipline, including Philosophy, Bioethics, Anthropology, Cultural Studies, Disability Studies, Economics, Environmental Sciences, Feminism, Gay and Lesbian Studies, History, Law, Linguistics and Discourse Analysis, Literature and Literary Studies, Psychology, Public Health and Epidemiology, Social Theory, and Theology and Religious Studies.

We encourage authors to write in a style that is accessible to readers from disciplines other than their own.

## Types of Manuscripts

The journal welcomes manuscripts in the following areas:

- **Original Research**
  - Including empirical and theoretical research and conceptual reflections
  - Recommended length: 7,000–7,500 words
- **Review Articles**
  - Recommended length: 5,000 words
- **Critical Commentary**
  - On articles published in the *JB*
  - Recommended length: 2,000 words
- **Critical Perspectives and Opinion Pieces on Issues of Contemporary Interest**
  - Recommended length: 2,000–3,000 words
- **Case Studies and Case Studies Responses**
  - Recommended length: 2,000–3,000 words for Case Studies; 1,000–1,500 words for Case Responses
- **Book, Film, and Art Reviews**
  - Recommended length: 1,500 words
- **Letters to the Editor**
  - Recommended length: 500–1,000 words

## Consideration

Manuscripts submitted to the *Journal of Bioethical Inquiry* must be offered exclusively to the journal. Submission of a manuscript implies that the work described:

- Has not been published before;
- Is not under consideration for publication anywhere else; and
- Its publication has been approved by all co-authors, if any, as well as by the responsible authorities—tacitly or explicitly—at the institute where the work has been carried out.

The publisher will not be held legally responsible should there be any claims for compensation.

If a submitted article overlaps considerably with previously published articles or articles concurrently submitted elsewhere, copies of these should be included with the submitted manuscript.

## Authorship

Authorship should be based on substantial contribution to:

1. Conception and design of the article or acquisition, analysis, and interpretation of data;
2. Drafting of the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Conditions (1), (2), and (3) must all be met by each author. Participation solely in the acquisition of funding or the collection of data does not justify authorship. Each author must also be prepared to take public responsibility for the article. The order of authors should be the joint decision of all authors.

## Disclosure of Competing Interests and Funding

Authors are required to indicate whether they have any financial or professional relationships that may pose a competing interest.

A competing interest exists when professional judgement concerning a primary interest (such as patients' welfare or the validity of research) may be influenced by a secondary interest (such as financial gain or personal rivalry). It may arise when authors have a financial professional interest that may influence, probably without their knowing, their interpretation of their results or those of others.

So that we make the best decision about how to handle a paper, we should know about any such competing interests authors may have. We are not aiming to eradicate dualities of interests, as these are inevitable, and we will not reject papers simply because of a duality of interest. However, we will make a declaration about whether or not competing interests exist.

Authors also are required to declare all sources of funding for their research. Authors must describe the role of study sponsor(s), if any, in the study design; in data collection, analysis, and interpretation; and in the writing of the article. They also should state whether the supporting source(s) controlled or influenced the decision to submit the final manuscript for publication. If sponsor(s) had no such involvement, this should be stated.

## Ethical Approval

All experimental investigations involving human subjects must include a statement in the "Methods" section that subjects gave their informed consent. The name of the ethics committee that approved the study also must be stated in this section. Additionally, the manuscript should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Helsinki Declaration (1964, last revised in 2000) of the World Medical Association. Do not use patients' names, initials, or hospital numbers, especially in any illustrative material.

When reporting experiments on animals, indicate whether the institution's or the National Research Council's guide for, or any national law on, the care and use of laboratory animals was followed.

Studies involving Aboriginal or Torres Strait Islander subjects or any Indigenous populations also must state that they have been approved by the relevant local Indigenous representatives.

## Patient Consent

Case reports must preserve patient anonymity; any identifying information should not be published unless it is essential for understanding the case.

Authors also must provide a signed statement (to be downloaded during the manuscript submission process) from the patient(s) or their surrogate giving permission for the publication of any identifying material. Where authors do not wish to include a signed patient consent to publish in the *Journal of Bioethical Inquiry*, reasons in support of this decision must be provided in a letter accompanying the manuscript.

# SUBMITTING A MANUSCRIPT

All submissions to the *Journal of Bioethical Inquiry* are completed using [Editorial Manager](#), Springer's fully web-enabled online manuscript submission and review system. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. It also offers authors the option of tracking the progress of their manuscripts in real time. For more information about submitting manuscripts using Editorial Manager, please see below.

Editorial Manager supports a wide range of submission file formats, including: Word, WordPerfect, RTF, TXT, LaTeX2E, and TeX (for manuscripts) and TIFF, GIF, JPEG, EPS, PPT, PICT, Excel, Tar, and Postscript (for figures). (PDF is not an acceptable file format.)

NOTE: By using Editorial Manager, it is NOT necessary to submit the manuscript also in printout + disk. If you encounter any difficulties during the submission process, please contact [Bronwen Morrell](#), the *JB*I's Managing Editor.

## Brief Covering Letter

Authors will be asked to submit a covering letter with each manuscript. This should detail:

- Why the article should be published in the *Journal of Bioethical Inquiry* (in brief, a few lines only), and
- Confirmation that the manuscript content (in part or in full) has not been submitted concurrently or published elsewhere.

## How to Submit a Manuscript Using Editorial Manager

The online manuscript submission system for the *JB*I can be found [here](#). See below for a step-by-step guide for submitting new or revised manuscripts.

### New Authors

If you are a **NEW AUTHOR** and have never submitted a manuscript to the *Journal of Bioethical Inquiry* before, you first will need to register in the system. Once on the [Editorial Manager home page for the \*JB\*I](#), click the "Register" link located in the upper, left-hand corner of the screen and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. You also will receive an assigned user name and a password. To change your user name and password: Log into the system and select "Update My Information" in the upper, left-hand corner of the screen.

You may log into the system at any time by returning to the [JB](#)I Editorial Manager home page and clicking the "Login" link located in the upper, left-hand corner of the screen. Enter your user name and password, and then click the "Author Login" button.

### Registered Authors

Once you are registered or if you are a **RETURNING AUTHOR**, do not register again. Simply return to the [JB](#)I Editorial Manager home page and click the "Login" link located in the upper, left-hand corner of the screen. Enter your user name and password, and then click the "Author Login" button.

### Retrieving or Changing User Name or Password

- To change your user name and password: Log into the system and select "Update My Information" in the upper, left-hand corner of the screen.
- If you have forgotten your password, click the "Login" link and then click the "Send Username/Password" link.

## Step-by-Step Instructions

1. In the "Author Main Menu," you may submit a new manuscript or a revised manuscript. When submitting a manuscript, Editorial Manager will ask you to indicate the "Article Type." From the pull-down menu, select the appropriate category and then click "Next":
  - **Original Research** (most non-solicited manuscripts will fall into this category)
  - **Editorial**
  - **Letter to the Editor**
  - **Critical Perspectives**

- **Recent Developments** (short and often invited articles, particularly regarding the law)
  - **Symposium** (invited/non-invited manuscripts that meet scope of an upcoming symposium)
  - **Special Issue** (invited/non-invited manuscripts that meet scope of an upcoming special issue)
  - **Case Studies** (including responses to published Case Studies, aka “In That Case”)
  - **Book Review; Film Review; Art Review**
2. On the following screen, enter the full title of the manuscript into the text box and then click “Next.”
  3. If there are co-authors, click the “Add Author” button.
    - A pop-up screen will appear; enter the appropriate information into the text boxes.
    - Click “Submit” if there is only one co-author or “Submit and Add Another Author” if more.
    - Once all authors have been added, click “Next.”
  4. On the following screen, enter the abstract for the manuscript into the text box and then click “Next.”
  5. On the following screen, enter four (4) to six (6) descriptive keywords for the manuscript (using MeSH terms from Index Medicus) into the text box and separate these with semicolons (;). Also, please enter the manuscript’s total number of words. When finished, click “Next.”
  6. On the following screen, click the “Select Classifications” button.
    - A pop-up screen will appear.
    - Identify your manuscript’s areas of interest and specialization by selecting one or more of the classifications from the “Discipline” and “Issues” lists.
    - To expand and view these lists, click the “Expand All” link or “+” sign next to the terms “Discipline” and “Issues.” (You also may enter search terms into the “Search” text box and then click the “Search” button.)
    - Select as many classifications as appropriate by clicking on the box next to each item. Selected items will be indicated with a check mark.
    - Then click the “Select->” button to move the desired classifications into the large input box on the right-hand side of the screen.
    - Once finished, click the “Submit” button. The selected classifications should now appear as a list in Editorial Manager. Click “Next.”
  7. On the following screen, answer the questions in the text box and then click “Next.”
  8. If you wish to alert the editorial office of any special information or requirements regarding your manuscript, enter this information in the text box on the following screen. If there are none, simply indicate this in the text box. Then click “Next.”
  9. On the following screen, you will be asked to upload your manuscript in (at least) three separate parts: a covering letter, a title page with author contact information, and the manuscript itself. (You also may upload figures, tables, etc., here.)
    - It is easiest if you already have these separate documents created.
    - To submit each document, first select the document’s type in the “Item” pull-down menu (for example, “Covering Letter”).
    - In the “Description” text box, you may add brief additional information, if desired. (If not, leave the pre-filled description that appears.)
    - Then click the “Choose File” button and locate the appropriate file you wish to attach.
    - Click the “Attach This File” button.
    - Repeat these steps for all parts of your manuscript. (The screen refreshes itself each time you select a new “Item” type, so please give it a few seconds. You also may need to click on the “Choose File” button again.)
    - When finished, click “Next.”
  10. You will receive a summary of your attached files. If this is correct, click the “Build PDF for My Approval” button. If not, click the “Previous” button.
  11. On the following screen, you will need to click the “Submissions Waiting for Author’s Approval” link, which will redirect you to a different screen in Editorial Manager.

- Here you may view, edit, approve, or remove your submission and/or send an e-mail to the Editorial Office or the Handling Editor.
  - Click on the appropriate link for each.
  - Once you are satisfied with your submission, click the “Approve Submission” link.
12. Click on the “Main Menu” link to return to the author main menu.
  13. Click on the “Log Out” link in the upper, left-hand corner of the screen to log out of the system.
  14. You may log into the system at any time by returning to the [JBI Editorial Manager home page](#) and clicking the “Login” link located in the upper, left-hand corner of the screen. Enter your user name and password, and then click the “Author Login” button.

# FORMATTING AND STYLE

Ensuring your paper conforms to *Journal of Bioethical Inquiry* style will increase the speed of the copy-editing process and reduce time to publication. Please follow all instructions carefully.

*JB*I style is based on *The Chicago Manual of Style* and uses the author–date referencing system. Because of our publisher’s guidelines, papers should **NOT** include more than six (6) footnotes.

Please follow *The Chicago Manual of Style* and these guidelines when formatting, punctuating, and writing your manuscript. Failure to do so can result in the delay of publishing your paper.

Please note that the *JB*I now publishes all papers using **Oxford’s “British & World English” for spelling and hyphenation** (see <http://www.oxforddictionaries.com/>) but punctuates according to *The Chicago Manual of Style* (e.g., double quotation marks, periods and commas inside quotation marks, etc.). Please consult both references (and this *JB*I manual) for assistance.

Lastly, **please ensure** that in-text citations and references are formatted as indicted in this manual. All titles in references should employ “Sentence case,” all journal references should include **both volume and issue number**, and all journal titles should be **spelled out** and **copied verbatim**.

The information/examples included herein are taken from these sources (with modifications):

University of Chicago. 2003. *The Chicago manual of style: The essential guide for writers, editors, and publishers*, 15<sup>th</sup> ed. Chicago: University of Chicago Press.

University of Chicago. 2010. *The Chicago manual of style: The essential guide for writers, editors, and publishers*, 16<sup>th</sup> ed. Chicago: University of Chicago Press.

University of Melbourne. 2010. *Australian guide to legal citation*, 3<sup>rd</sup> ed. Melbourne: Melbourne University Law Review Association, Inc., in collaboration with the *Melbourne Journal of International Law*, Inc.  
<http://mulr.law.unimelb.edu.au/go/AGLC3>.

## Font, Margins, and Spacing

Please save your manuscripts as a Microsoft Word .doc file (not .docx) and use:

- Times New Roman, 12-point font
- 1 space (not two) following ending punctuation between sentences
- 1.5 line spacing
- Left-justification (“align text left”)
- Standard/reasonable margins
- 1 space before and after ellipses but no (0) spaces before and after en- and em-dashes

## Headings

Use title case and capitalize the principal words, including prepositions and conjunctions of four or more letters.

Also, please note: the word “is” is a verb and should be capitalized in titles.

- Manuscript Title (bold)  
Example: **Art and Bioethics: Shifts in Understanding Across Genres**
- Section Heading 1 (bold)  
Example: **Arts and Bioethics Programs**
- Section Heading 2 (plain text)  
Example: Arts and Bioethics Program, Croatia 2008
- Section Heading 3 (italics)  
Example: *The Exhibition*



## Title Page

The title page should be formatted as follows; failure to conform may delay publication of your article:

[issue]

[category] **Add Category Name Here**

[title] **Add a Main Title Here Using Title Case**

[subtitle] **If Applicable, Add a Subtitle Here Using Title Case**

[author(s)] **First A. Last; First B. Last**

[author details]

**F. A. Last** [corresponding author]

Name of Affiliated Organization

Address

City, State/Province Postal Code COUNTRY

e-mail: xxxxx@www.edu

**F. B. Last**

Name of Affiliated Organization

Address

City, State/Province Postal Code COUNTRY

e-mail: yyyyy@zzzz.edu

**Abstract** Add full abstract in here. Abstracts should be about 150–200 words.

**Keywords** XXXXXX; XXXXXX; XXXXXX; XXXXXX; XXXXXX; XXXXXX

Keywords should be separated by a semicolon and employ “Sentence case.”

For example: Bioethics; Informed consent; End-of-life issues; Advance directives

## Language

The *JB* now publishes all papers using Oxford’s “British & World English” for spelling and hyphenation (see <http://www.oxforddictionaries.com/>) but punctuates according to *The Chicago Manual of Style* (e.g., double quotation marks, periods and commas inside quotation marks, etc.). Please consult both references (and this *JB* manual) for assistance.

Please use Oxford Dictionaries: British & World English (<http://www.oxforddictionaries.com/>).

1. Always use the **first accepted spellings** of words per the Oxford dictionary.  
(Please note, you likely will have to look up many words. Please consult the print or online version of the Oxford dictionary, and do not rely on Microsoft Word’s spelling.)
  - a. For example, “recognize” instead of “recognise” as per <http://www.oxforddictionaries.com/definition/english/recognize?q=recognise>, etc.
2. Hyphenate compound words according to whatever the Oxford dictionary suggests.  
(Again, you likely will have to look these up. Please do not rely on Microsoft Word’s spelling.)

**NOTE:** Keep original spelling in all direct quotes and references.

## Abbreviations and Punctuation of Certain Words

Use abbreviations sparingly, stating in full at first use.

- The *Journal of Bioethical Inquiry* (*JB*) is an international, peer-reviewed publication.
- healthcare (one word)
- well-being (hyphenated)
- U.S. or U.K. is an adjective, not a noun (e.g., U.S. courts tend to ... vs. courts in the United States ...)
- *CMOS* (as of 16<sup>th</sup> edition) prefers web, website, web page, e-mail, and so forth (with a lowercase “w” and “e”)
- Exception: capitalize World Wide Web and Internet (see *CMOS* § 7.76, 16<sup>th</sup> edition).
- the three Rs; the 1600s (not the 1600’s); the 1990s (not the 1990’s); the ’80s (not the 80’s)

## Abstracts in Other Languages

Articles and abstracts must be in English, but the journal accepts additional abstracts in other languages of the author’s choice. Such abstracts are optional and must be provided by the authors themselves. Authors need to certify that they are a faithful translation of the English original, and they must be supplied in Unicode (see [www.unicode.org](http://www.unicode.org) for details), especially if using non-Roman characters. Abstracts in other languages will carry the following disclaimer:

This abstract is provided by the author(s) and is for convenience of the users only. The author certifies that the translation faithfully represents the version in English, which is the published Abstract of record and is the only Abstract to be used for reference and citation.

## Drug Names

Drugs should be referred to by their generic, not their proprietary, names.

## Punctuation

### Commas

Use the serial comma throughout (except when it is not used in the original text of direct quotations or in titles cited in references). Commas always go inside quotation marks.

- I bought sugar, flour, and milk at the store.
- He likes apples, macaroni and cheese, and quinoa.
- When asked about the concept of “informed consent,” the patient indicated she had never heard of this term.

### Periods

Periods always go inside quotation marks.

- When asked about the concept of “informed consent,” the patient said she did “not understand this term.”

### Ellipses

Add a space before and after an ellipsis.

- Here is an example of ... an ellipsis.

### Semicolons

Do not capitalize the first word after a semicolon.

- Bioethics is interdisciplinary; however, it is rooted in ...

### Colons

Capitalize the first word after a colon if it is a proper name or the colon introduces a series of sentences or questions (see *CMOS* § 6.64).

- The key to NGO success: genuine international work.
- The recession has hit hard: five banks failed today.
- Some bioethicists have earned star-status: Arthur Caplan often is interviewed by national news media.
- Bioethicists have several choices: Should we be relegated to reactionary roles? Or should we secure the barn door before the horse has run wild?

## Hyphens

Hyphenate phrasal adjectives (see *CMOS* § 7.90).

- a dog-eat-dog competition
- nineteenth-century song-and-dance numbers
- A well-trained athlete is essential for any team.
- He was a well-rounded student.
- Scientists have engaged in a century-old debate.

Do not hyphenate when modifier comes after the verb.

- Mark is an athlete who is well trained.
- The neighbourhood is middle class.

Do not hyphenate if phrase begins with an -ly word.

- a sharply worded reprimand
- *but* ... a not-so-sharply-worded reprimand

## Dashes

Do not add spaces before or after en- and em-dashes. En-dashes are slightly longer than hyphens; em-dashes are slightly longer than en-dashes.

Use en-dashes for duration (date, time, and page spans).

- The years 1992–1998 were prosperous.
- The conference will take place April 7–10.
- Please see pages 23–25 for detailed information.

Use em-dashes for accentuated appositives (i.e., text dashes).

- In the history of philosophy, it is clear that not everyone has been thought equally capable—or capable at all—of reasoning.

## Single Quotations Marks (Apostrophes)

Use “smart” single quotation marks (i.e., curved appropriately to the right or the left). Use apostrophes for abbreviations where applicable. Use single quotation marks within quotations.

- The '60s or the 1960s (not the 60's or the 1960's)
- *but* ... She minded her Ps and Qs.
- “This is the ‘bi-part’ soul to which the narrator refers” ...

## Double Quotation Marks

Use “smart” double quotation marks (rather than “non-curved” quotation marks). Use double quotation marks throughout a manuscript (except for apostrophes and quotes within a non-block quote). Place commas and periods inside quotation marks. Place colons, semicolons, questions marks, and exclamation points outside quotation marks, unless a question mark or exclamation point forms part of the quoted matter.

Place quotations less than forty (40) words in quotation marks.

- In Dupin, there is “a peculiar analytic ability” (Poe 1989, 9).

## Block Quotations

For quotations forty (40) words in length or longer.

- Do not use quotation marks;
- Place in a new paragraph;
- Indent the entire paragraph on each side; and
- Use double quotation marks for direct quotes within the block (if there are any).

## Numbers

### Numbers and Ordinals (spelled out)

Spell out numbers and ordinals zero through one hundred. Hyphenate twenty-one through ninety-nine; all others leave open.

- The party included eight people.
- The ninth century; the twenty-first century ...
- Robert stole second base at the top of the eighth inning.
- Three new parking lots will provide spaces for 540 cars.

Spell out an approximate number if it can be expressed succinctly.

- Nearly a thousand, half a million, about four hundred ...
- The building is three hundred years old.
- A millennium is a period of one thousand years.
- An estimated fifty million Americans lack insurance.

Spell out fractions standing alone.

- A two-thirds majority is required.
- Of the participants, about a third had stage-four breast cancer.

Spell out numbers, no matter how large, when they begin sentences.

- One hundred and ten candidates were accepted.
- *Exception:* 1999 was a very good year.

### Numbers and Ordinals (in figures)

Use figures for numbers and ordinals above one hundred.

- The population of our village now stands at 5,893. The city's population is about 575,000.
- She found herself in 125th position out of 360.
- Use 21 million, not 21,000,000 (don't carry beyond two decimals)
- In the United States, 48.37 million individuals lack insurance.

### Percentages

Except at the beginning of a sentence, percentages are usually expressed in numerals with the word "per cent" spelled out.

- Of the participants, 36 per cent had stage-four breast cancer.
- With 90–95 per cent of the work complete, we can relax.
- Fifty per cent of marriages end in divorce.

Avoid successive numerals in a single expression. Rephrase the sentence if long numbers are awkward.

- fifteen six-inch boards

### Sums of Money

- \$3; US\$22.5 billion; €39 million; C\$300; NZ\$749

### Time of Day and Years

- Her day begins at five o'clock. Her day begins at 5 a.m.
- The meeting continued until half past three.
- The meeting began at 9:45 a.m. and was adjourned by noon.
- The 1890s marked a crucial time in U.S. law.
- Second Wave Feminism began in the '60s.
- May 26, 2008, was a sad day for film buffs.
- On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him.

## In-Text Citations

Include page numbers for all direct quotations. If a source does not have page numbers (e.g., a website, etc.), indicate the paragraph number instead: (Smith 1998, ¶6). For long un-paginated sources, indicate the paragraph number under a specific section heading: (Jones 2004, ¶3 under “Methods”).

### General

| Type  | Example   |
|---|---|
| <b>One Author</b>   | (Smith 1998)  |
| <b>No Date or In Press</b>  | (Smith n.d.) or (Smith forthcoming)   |
| <b>Two Authors</b>  | (Smith and Jones 2000)  |
| <b>Three Authors</b>  | (Smith, Jones, and Johnson 2007)  |
| <b>Four or More Authors</b>   | (Smith et al. 1998)   |
| <b>Same Authors, Same Year</b>  | (Smith and Jones 2000a, 2000b)  |
| <b>Same First Author, Same Year</b><br>(Include secondary authors as needed <i>or</i> add shortened title in quotation marks) | (Smith, Jones, et al. 2007)<br>(Smith, Williams, et al. 2007)<br>(Smith et al., “Giant Snails,” 2007)<br>(Smith et al., “Foreign Invaders,” 2007) |
| <b>Multiple References</b>  | (Smith 1998, 2001; Jones 2004)  |

### Direct Quotations

| Type                                | Example   |
|-------------------------------------|---|
| <b>Single Page</b>                  | (Smith 1998, 22)  |
| <b>Multiple Pages</b>               | (Smith 1998, 22–23)   |
| <b>Non-Consecutive Pages</b>        | (Smith 1998, 22–23, 35)   |
| <b>Multiple References</b>          | (Smith 1998, 22; Jones 2004, 5)   |
| <b>Un-Paginated Electronic Work</b> | (Smith 1998, ¶6)<br>(Smith 1998, para. 6)<br>(Smith 1998, under “The Battleground”)<br>(Jones 2004, ¶3 under “Methods”) |
| <b>Personal Communication</b>       | (John Smith, pers. comm.)   |
| <b>E-Mail Message</b>               | (John Smith, e-mail message to author, February 28, 2010)   |
| <b>Section Number</b>               | (Smith 1998, sec. 24)   |
| <b>Equation</b>                     | (Smith 1998, eq. 87)  |
| <b>Volume Referenced</b>            | (Smith 1998, vol. 2)  |
| <b>Volume Plus Page</b>             | (Smith 1998, 2: 345)  |

# References

Authors' first names should be abbreviated. Only the initials of the first author should come *after* the last name; all others should precede last names (see below).

Do not add parentheses around dates.

All titles in references should employ "**Sentence case**." Do not add quotation marks around journal titles.

All journal references should include **both volume and issue number**, and all journal titles should be **spelled out** and **copied verbatim** (including a "The" if that is part of the journal's official name).

## Academic Journals

| Type                       | Example   |
|----------------------------|---|
| <b>One Author</b>          | Smith, J.M. 1998. The origin of altruism. <i>Nature</i> 393(1): 639–640.  |
| <b>With DOI</b>            | Friedman, J.W., and C. Mezzetti. 2001. Learning in games by random sampling. <i>Journal of Economic Theory</i> 98(1): 1–25. doi:10.1006/20002694.   |
| <b>2–6 Authors</b>         | Bodenheimer, T., K. Grumbach, and R.A. Berenson. 2009. A lifeline for primary care. <i>The New England Journal of Medicine</i> 360(26): 2693–2696.  |
| <b>6+ Authors</b>          | Owen, G.S., G. Szmuckler, G. Richardson, et al. 2009. Mental capacity and psychiatric in-patients: Implications for the new mental law in England and Wales. <i>The British Journal of Psychiatry</i> 195(3): 257–263.  |
| <b>Online</b>              | Fanelli, D. 2009. How many scientists fabricate and falsify research? A systematic review and meta-analysis of survey data. <i>PLoS One</i> 4(5): e5738. doi:10.1371/journal.pone.0005738.  |
| <b>No Issue</b>            | Loomis, C.C. 1960. The structure and sympathy in Joyce's "The dead." <i>PMLA</i> 75: 149–151.   |
| <b>Month as Issue</b>      | Muldoon, D.D. 1987. Daily life of the mountain rapper. <i>Journal of the West</i> 26(March–April): 14–20.   |
| <b>Season as Issue</b>     | Myers, N., and R. Tucker. 1960. Deforestation in Central America: Spanish legacy and North American consumers. <i>Environmental Review</i> 19(Spring): 55–71.   |
| <b>No Volume</b>           | Meyerovitch, E. 1959. The Gnostic manuscripts of Upper Egypt. <i>Diogenes</i> , no. 25: 84–117.   |
| <b>ePub Ahead of Print</b> | ten Have, M.T., A. van der Heide, J.P. Mackenbach, and I.D. de Beaufort. 2012. An ethical framework for prevention of overweight and obesity: A tool for thinking through a programme's ethical aspects. <i>European Journal of Public Health</i> . ePub ahead of print, August 8. doi:10.1093/eurpub/cks052. |
| <b>Forthcoming</b>         | Smith, J., and B. Jones. Forthcoming. Article title goes in here. <i>Journal Name</i> 13(2).  |
| <b>No Date</b>             | Cherry, K. No date. How to become a psychologist. About.com. <a href="http://psychology.about.com/od/careersinpsychology/ss/become-a-psychologist.htm">http://psychology.about.com/od/careersinpsychology/ss/become-a-psychologist.htm</a> . Accessed April 6, 2011.  |

## Public Media

| Type                | Example  |
|---------------------|--|
| <b>Newspaper</b>    | Niederkorn, W.S. 2002. A scholar recants on his “Shakespeare” discovery. <i>The New York Times</i> , June 20, Arts section, Midwest edition, 1a–2a, 4a.  |
| <b>Magazine</b>     | Martin, S. 2002. Sports-interview shocker. <i>The New Yorker</i> , May 6, 10–12, 15.   |
| <b>Online</b>       | Reeves, J. 2001. A weighty issue: Ever-fatter kids. Interview with James Rosen. <i>Time</i> , March 14. <a href="http://www.time.com/time/nation/article/0859910244300.html">http://www.time.com/time/nation/article/0859910244300.html</a> . Accessed April 3, 2010.  |
| <b>Unsigned</b>     | <i>The New York Times</i> . 2002. In Texas, ad heats up for race for governor. July 30, 5b.  |
| <b>Book Review</b>  | Gorman, J. 2002. Endangered species. Review of <i>The last American man</i> , by E. Gilbert. <i>The New York Times Book Review</i> , June 2, 22–23.  |
| <b>Presentation</b> | Doyle, B. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.  |
| <b>Website</b>      | Google. 2009. Google privacy policy. Last modified March 11. <a href="http://www.google.com/intl/en/privacypolicy.html">http://www.google.com/intl/en/privacypolicy.html</a> . Accessed June 2, 2013.  |
| <b>Weblog</b>       | Posner, R. 2010. Double exports in five years? <i>The Becker-Posner Blog</i> , February 21. <a href="http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html">http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html</a> . Accessed January 11, 2011. |
| <b>Comment</b>      | Leppeck, C. 2008. The orphanage. <i>Chaosicon Blog</i> , comment posted June 11. <a href="http://www.chaosicon.com/blog">http://www.chaosicon.com/blog</a> . Accessed March 20, 2012.  |

## Books

| Type                                    | Example   |
|---|---|
| <b>One Author</b>                       | Doniger, W. 1999. <i>Splitting the difference: Gender and myth in Ancient Greece and India</i> . Chicago: University of Chicago Press.  |
| <b>2–6 Authors</b>                      | Laumann, E.O., J.H. Gagnon, R.T. Michael, and S. Michaels. 1994. <i>The social organization of sexuality: Sexual practices in the United States</i> . Chicago: University of Chicago Press.   |
| <b>6+ Authors</b>                       | Churchill, R., P. Ferguson, S. Godinho, et al. 2013. <i>Teaching: Making a difference</i> . Sydney: John Wiley & Sons.  |
| <b>Multiple Editions</b>                | Kerridge, I., M. Lowe, and C. Stewart. 2009. <i>Ethics and law for the health professions</i> , 3rd ed. Annandale, NSW: Federation Press.   |
| <b>Electronic</b>                       | Austen, J. 2007. <i>Pride and prejudice</i> , Kindle ed. New York: Penguin Classics.  |
| <b>Online</b>                           | Kurland, P.B., and R. Lerner, eds. 1987. <i>The founders' Constitution</i> . Chicago: University of Chicago Press. <a href="http://press-pubs.uchicago.edu/founders/">http://press-pubs.uchicago.edu/founders/</a> .                            |
| <b>Translated</b>                       | Bourdieu, P. 1990. <i>The logic of practice</i> . Translated by R. Nice. Stanford: Stanford University Press. Originally published as <i>Les sens pratique</i> (Paris: Les Éditions de Minuit, 1980).   |
| <b>Editor or Translator as Author</b>   | Lattimore, R., trans. 1951. <i>The Iliad of Homer</i> . Chicago: University of Chicago Press.   |
| <b>Editor or Translator with Author</b> | Bonnefoy, Y. 1995. <i>New and selected poems</i> . Edited by J. Naughton and A. Rudolf. Chicago: University of Chicago Press.   |
| <b>Chapter</b>                          | Wiese, A. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In <i>The new suburban history</i> , edited by K.M. Kruse and T.J. Sugrue, 99–119. Chicago: University of Chicago Press. |
| <b>Preface or Forward</b>               | Rieger, J. 1982. Introduction to <i>Frankenstein; or, The modern Prometheus</i> , by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.  |
| <b>Thesis or Dissertation</b>           | Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, <i>Phocoena phocoena</i> . PhD dissertation, Stockholm University.  |