

# The Review of Metaphysics

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## Style Sheet for Manuscripts

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**N.B. All articles that have been accepted for publication in the *Review* must be resubmitted via e-mail to [mail@reviewofmetaphysics.org](mailto:mail@reviewofmetaphysics.org) in .doc, .docx, or .rtf format. We cannot accept articles submitted in any other format.**

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For issues not addressed in this style sheet, please refer to *The Chicago Manual of Style*, 14<sup>th</sup> ed. (University of Chicago Press), and *Webster's Third New International Dictionary*, unabridged, for spelling and hyphenation.

### **FORMAT**

- Use **margins** of at least one inch.
- All notes should be submitted as **footnotes**. (See "References and Citations" below for style.)
- **Section headings** are not used. Identify separate sections by roman numerals. If need be, a section may begin with a descriptive word or phrase set in italic type and run into the text.

### **TITLE, NAME, AND AFFILIATION**

- Two inches down on the first page, type the **title** of your article in all caps.
- Two lines below the title, type your **name** in all caps.
- At the end of your text, type the name of **your institution (for faculty) or the city in which you live (otherwise)**; use regular capitalization in italics.

### **REFERENCES AND CITATIONS**

Because the *Review* is aimed at a broad readership, we err on the side of excess regarding what to cite, and we do not use specialized abbreviations or note forms.

- Cite the **source** of every quotation, unless one is being used anecdotally.

- Give full bibliographic information in the **first citation to a work**, including the author's first name (not initial). Thereafter, the work should be cited by the author's last name and a shortened title or abbreviation. Abbreviations should be established in the same note as the first citation of the work.
- **Classical texts** must also be cited. If a **translation** is used, it must have a full reference. If the translations are your own, this should be stated for each work in the reference for the first citation from each individual work (that is, do not list all the works of particular author used in the article in a single note; rather, give a complete reference to each work when and only when you are giving the reference to a quotation from it; this holds for all works, classical and modern).
- Following *The Chicago Manual of Style*, **roman numerals** should be replaced with arabic numerals wherever possible, both in the text and in the notes; thus: Aristotle, *Metaphysics* 3.2.996b5.
- Do not use “f,” “ff,” or “passim.”
- The initials “p.” and “pp.” are used only where confusion would result from their omission.

*Examples for books:*

Paul Weiss, *Reality* (Carbondale: Southern Illinois University Press, 1967), 125–6.

Andrew Reck, “Heart and Head: The Mind of Thomas Jefferson,” in *Doctrine and Experience*, ed. Vincent G. Potter (New York: Fordham University Press, 1988), 22–47.

*Example for journals:*

Thomas Prufer, “Glosses on Heidegger’s Architectonic WordPlay,” *The Review of Metaphysics* 44, no. 3 (March 1991): 607–12.

N.B. Please use **n-dashes** between numbers or letters and numbers where the use of a dash is indicated. Hence, 22–37, *not* 22-37; 25a–c, *not* 25a-c; but pre-1900, post-1900, *not* pre–1900, post–1900.

## **SPELLING**

- **American spellings** will be used throughout, except in quotations from British sources: for example, traveled (*not* travelled), appendixes (*not* appendices), connection (*not* connexion), toward (*not* towards), skeptical (*not* sceptical).

- Words with the following **prefixes** will be spelled solid and *not hyphenated*: anti, co, extra, inter, intra, macro, micro, non, pre, post, pro, pseudo, re, semi, socio, sub, trans. This will be done even when it juxtaposes two like vowels or consonants (for instance, reeducate, nonnegotiable), unless it might lead to some confusion (for instance, un-ionized, re-create).
- A **hyphen** after the prefix will be maintained when the second element begins with a capital letter or a number: for example, post-1848, neo-Kantian, pre-Romantic.
- Compound **nouns** in common use will be spelled solid: for example, textbook, landscape. Compound nouns formed from a noun and a gerund, from two nouns, or from a noun and an adjective will be spelled as two words: for example, master builder, turning point.
- Compound **adjectives** will generally be hyphenated: for example, short-term effects, second-order operation, nineteenth-century thought, fifteen-year hiatus; *but*, secondhand. A compound adjective containing an “-ly” adverb, however, will not be hyphenated: for instance, highly educated people.
- N.B. The author is responsible for the spelling of **proper names** and for the spelling and accents of **foreign names** and words, **accuracy of quotations**, source of citations, and statement of facts.

### ***PUNCTUATION***

- A **comma** will be used to separate items in a series of three or more: for example, “red, yellow, and blue” rather than “red, yellow and blue.”
- A closed-up **em-dash** will be used to mark **sudden breaks** in thought and explanatory elements, in accord with normal U.S. practice. Hence: “. . . toward a peaceful settlement—the terms . . .” *not* “. . . toward a peaceful settlement — the terms . . .”
- **Interpolations** by author or editor within quoted material will be enclosed in brackets rather than parentheses.
- Commas and periods will appear inside **quotation marks**.
- **Double quotation** marks will always be used throughout, except in the case of quotations within quotations, when **single quotation marks** are necessary. Scare quotes should be avoided as much as possible.
- **Quotation marks** will not be used around a term or expression following the words “so-called,” nor around a quotation that will be set off from the text.

- Three points of **ellipses** will be used to indicate **omissions** within quoted material. Terminal punctuation will be retained before points of ellipses. For further clarification as to whether three or four dots should be used, see *The Chicago Manual of Style*, 10.42–4.

### **ITALICS**

- **Italics** should be used sparingly. They may be used in the following instances: (1) on the first introduction of a **key term** or statement to which the author wishes to draw the reader’s attention; (2) for words used as terms on their first occurrence if quotation marks are not being used to indicate this; (3) for **foreign words** that are unfamiliar to the reader; and (4) for titles of books.
- Italics should not be used for **foreign words** in common use—for example, *ibid.*, *viz.*, *festschrift*, *logos*.

### **MISCELLANEOUS**

- Generally the **abbreviations** *i.e.*, *e.g.*, *etc.*, and *viz.* will be retained in quoted material, but will be written out in the text, parentheses, and notes as “that is,” “for example,” “and so forth,” and “namely,” or other suitable phrases.
- When copy following a **colon** is a complete sentence, the first word may be capitalized, but it is not necessary.
- When **page numbers** are given as a range of numbers, figures will be elided to two digits where possible: 205–06, 224–27, 228–34.
- You may either use **Greek** characters or transliterate. If an article involves careful textual study of an ancient text or texts, Greek characters are preferred. Otherwise, in **transliteration** Greek words should be italicized, long vowels should be indicated with an overbar, rough breathing with an “h,” and iota subscripts with an “I” following the subscripted vowel. Accents are omitted in transliterations. For an excellent guide to the transliteration of Greek letters, see *The Chicago Manual of Style*, table 9.4.

## **Addenda to Style Sheet (Fall 1993)**

### ***Example of a format for quoting material in a footnote:***

. . . Amélie Rorty writes: “As it stands, Aristotle, Aristotle’s *Rhetoric* does not address a problem implicit in the substantive connection he draws between rhetoric, politics, and ethics.” Amélie O. Rorty, “Directions of Aristotle’s Rhetoric,” *The Review of Metaphysics* 46, no. 1 (September 1992): 94.

Note punctuation is given at the end of the quote and at the end of the reference. Please do not place the citation information in parentheses.

### ***References to medieval authors.***

The first reference should give the full standard title and the edition used. (For St. Thomas, the *Review* generally uses the titles and capitalization in I. T. Eschmann’s catalog of authentic works in Etienne Gilson, *The Christian Philosophy of Saint Thomas Aquinas*; abridged in James A. Weisheipl, *Friar Thomas d’Aquino: His Life, Thought and Work* (Garden City: Doubleday, 1974), 355–405.) This reference should include full bibliographical data for the edition cited and /or the translation used (see below for more information on citing translations). An abbreviation or shortened title will normally be used in subsequent citations; abbreviations should be established in the first citation.

### ***Non-English Works.***

The choice whether to cite an edition, a published translation, or both is left to the author. If it is desired to quote both the original and a translation in full, the translation is quoted in the text and the original in the note (see above for format). Full bibliographical data for editions and translations cited should be provided in the first citation. Page references to the Stephanus (Plato), Bekker (Aristotle), and A and B (Kant’s first *Critique*) editions do not require bibliographical information for those editions, although full bibliographical information should be provided for the edition actually quoted (e.g., Oxford Classical Texts).

### ***Example of an initial citation of a translation:***

Friedrich Nietzsche, *On the Genealogy of Morals*, trans. Walter Kaufmann (New York: Random House, 1969), 1.2, 1.10, 2.12.<sup>1</sup>

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<sup>1</sup> Steven B. Smith, “Hegel on Slavery and Domination,” *The Review of Metaphysics* 46, no. 1 (September 1992): 121 n. 108.

*Example of a subsequent (not initial) citation where an edition and translation are being used:*

Hegel, *Philosophy of Right*, par. 258, p. 155; *Werke*, vol. 7, p. 399.<sup>2</sup>

The citations are separated by a semicolon. They may appear in the opposite order. The same format is used if, for instance, one wishes to cite two editions, for instance, both an edition of an individual and of the complete works.

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<sup>2</sup> Ibid., 120 n. 102.