American Catholic Philosophical Quarterly
Style and Formatting Guidelines for Accepted Articles
(Rev. 10/2010)

Electronic submission of final manuscript is preferred. There is no need to send a hard copy of the document. After completing the tasks detailed in the checklist below, please email the final manuscript to acpq@stthomas.edu. Authors unable to email a final version should mail a disc labeled with the title of the document and the program used. Discs must be IBM compatible; please do not use Mac discs. Mail the disc to the following address:

> ***American Catholic Philosophical Quarterly***
> University of St. Thomas–Philosophy Department
> 2115 Summit Avenue, Mail JRC 241
> Saint Paul, MN 55105-1096

Checklist for Preparing Final Manuscript

❑ **Title and Author's Name:** The title of the article (capitalized according to *Chicago Manual of Style* headline style) should appear in regular text (no italics) at the beginning of the document, followed by the author's name in italics on a separate line. DO NOT include affiliation, degree, or biographical information. Example:

> Article Title: The Title of the Article

> *Author A. Author*

❑ **Insert Abstract:** If you have not done so already, insert a brief abstract (150 words maximum) in the final manuscript between the author's name and the beginning of the article. The abstract should start with the word "*Abstract*." [followed by a period]. Do not indent the first line of the abstract. Double space the entire abstract. Example:

> *Abstract.* Insert an abstract (150 words maximum) at the beginning of the document if you have not

> already done so.

❑ **Check Font and Font Size:** Use only one font and font size throughout document (including footnotes, headings, title, abstract, and block quotations), preferably 12 point Times New Roman. If you use a unique font (for example, a font for Greek), include the font information in your cover email. ACPQ may not have access to all fonts.

❑ **Minimize Use of Bold and Italics:** Minimize the use of italics and avoid the use of bold characters. Only foreign words should be italicized consistently.

❑ **Check Paragraph Formatting:** The entire text must be double-spaced (including footnotes, headings, title, abstract, and block quotations). Do not justify the margins of the manuscript. Do not add extra spaces between paragraphs, block quotations, headings, etc. Limit the use of templates to the necessary minimum (such as, one template for the body of the text, one for block quotations, and one for footnotes). Use a tab (not multiple spaces) to indent paragraphs (.5 inches). Do not use the space bar to position text in any way; instead, use the specific computer command that will place the text where you want it (e.g., center, flush right, flush left).

❑ **Ensure All Quotation Marks Conform to House Style:** House style mandates the use of double quotation marks, with single quotations used exclusively for the second level of quotation. We follow American practice for punctuation at the end of quotations; thus, all punctuation precedes the closing quotation marks, with the exception of colon, semicolon, and question mark (unless the latter is part of the quotation).

❑ **Remove Extra Spaces:** Use only one single hard space after any and all punctuation; do not use two spaces at the end of a sentence. Search for and remove all double-spaces in the document, as well as any extra spaces between words, sentences, paragraphs, or around EM dashes. Also remove stray tabs, undesired line breaks, errant font notations, or anything else that may alter how the text looks when printed. Hard returns (the equivalent of a typewriter's carriage return) and tabs should never be used within a sentence or paragraph. Use hard returns only to end paragraphs, block quotations, titles, and headings.

❑ **Hyphens:** Never insert hyphens manually at the end of lines.

❑ **Check Formatting of EM and EN Dashes:** Long dashes (in typesetting jargon EM dashes)—like these—should be used to set off phrases. There should be no space on either side of the EM dash. Between all numbers use EN dashes by entering CTRL + the character "dash" on the number keypad. In the alternative, select "Insert," "Symbol," "Special Character," and choose "Em dash" or "En dash" from the list. If you are unable to enter EN or EM dashes, type EN dashes as single hyphens and EM dashes as two hyphens with no space on either side. Example: When using EM dashes—like the dashes around this phrase—remove all spaces between the EM dash and the words around it. When using EN dashes, such as in date ranges (i.e., 1–36), remove all spaces between the EN dash and the numbers around it.

❑ **Ensure All Ellipses Are Entered Correctly:** Ellipses should be generated in MS Word by means of the command CTRL/Alt + the character "period." In the alternative, select "Insert," "Symbol," "Special Character," and choose "Ellipsis" from the list. Ellipses should NOT be entered as three periods separated by spaces.

❑ **Format Headings According to House Style:** You may divide the article into sections using roman numerals. The roman numeral is centered on a line by itself. The text of the section heading follows as the indented, italicized first phrase or first sentence of the first paragraph under the section. The heading text is capitalized according to *Chicago Manual of Style* headline standards. The heading is followed by a period. No further demarcation of sub-sections is permitted. Example:

<div align="center">I.</div>

    Section Heading is Indented, Italicized, and Capitalized. The content of the paragraph follows. Please see a recent issue of the journal for additional examples.

❑ **Insert Affiliation and Location Information at End of Document:** After the last paragraph of the manuscript, insert your institutional affiliation followed by the location of your institution. If you are not affiliated with an institution, insert only city/state/country information. The affiliation information should be italicized and flush left. Example:

    University of Saint Thomas

    Saint Paul, Minnesota

❑ **Convert All Works Cited Lists, Bibliographies, Parenthetical References, or Endnotes to Footnotes:** All bibliographical references must be in footnotes. Please convert any Works Cited lists, bibliographies, parenthetical references, or endnotes into footnotes formatted according to house style. Please make sure that the bibliographical details in your footnotes are complete.

❑ **Format Footnotes According to House Style:** Review all footnotes to ensure that they conform to the ACPQ house style detailed below.

❑ **Double Check Numbering of Notes:** Be sure that all superscripted note numbers are in correct order.

❑ **Date or Page Ranges in Footnotes:** When referencing date or page ranges, the second number should include only the changed part of the first number. Do not enter any spaces between the EN dash and the numbers. Example: 165–73.

❑ **State Abbreviations in Footnotes:** House style uses the two-letter postal state abbreviations listed in *Chicago Manual of Style* (16th ed.) Rule 10.28.

❑ **Formatting Footnotes—Books and Monographs:** Author's name [first name first], *Title*, number of edition and/or of vols. [if applicable], ed. Editor's Name [if applicable], trans. Translator's Name [if applicable], Series and vol. no. [if applicable] (City: Publisher, date), pages [numbers only].

Books and Monographs Example:

[1] Jan A. Aertsen, *Medieval Philosophy and the Transcendentals: The Case of Thomas Aquinas,*

Studien und Texte zur Geistegeschichte des Mittelalters 52 (Leyden/New York/Cologne: Brill, 1996),

165–73.

❑ **Formatting Footnotes—Journal Articles:** Author's name [first name first], "Title," *Journal Title* [no punctuation] volume (date): pages [numbers only]. Always provide the complete pagination of article cited; more specific references should be added by using "#-##, at #."

Journal Articles Examples:

[1] Hubert L. Dreyfus, "Being and Power: Heidegger and Foucault," *International Journal of*

Philosophical Studies 4 (1996): 1–16.

[2] Hubert L. Dreyfus, "Being and Power: Heidegger and Foucault," *International Journal of*

Philosophical Studies 4 (1996): 1–16, at 14.

❑ **Pictures and Diagrams:** The ACPQ does not generally print pictures or diagrams.

❑ **Spell Check:** Spell-check the final, formatted draft of the manuscript.

For matters not covered here, please consult *The Chicago Manual of Style*, 16th ed.
(Chicago/London: University of Chicago Press, 2010).