

GUIDELINES FOR PAPERS

TO BE SUBMITTED FOR PUBLICATION IN STUDIA NEOARISTOTELICA

Version 2.0 – 2nd March 2010

- The paper should be written in (British) English, Latin, German, or (for serious reasons) in other major world-language, and submitted as proofread by a competent native speaker.
- The paper should be submitted electronically, as a DOC or RTF file. In case rare characters, Greek characters, logical symbols etc. are used, please include a PDF version as well. We do not normally accept DOCX or PDF version alone.
- The title of the paper should be succinct. There may be a more descriptive subtitle, if necessary.
- The paper can be divided into sections and sub-sections, if suitable, preferably using only one, but at most three levels of section headings. All sections should be named and numbered according to the decimal system as shown below (Introduction and Conclusion, if present, should also be numbered):
 - 1. (Heading level one)
 - 1.1 (Heading level two)
 - 1.1.1 (Heading level three)
- Use *sentence case*, not *title case* for the title and all headings.
- Things to avoid:
 - double or multiple spaces (please purge your contribution of them, using “Replace” [double space] by [single space] as many times as necessary);
 - TAB character or spaces for paragraph indent (use “Paragraph|First line indent” instead);
 - underline (use italic, or, sparingly, bold type for emphasis or highlighting);
 - generally, any excessive formatting: keep it simple and clear.
 - footnote references in the title of the article or in section headers, if possible (general acknowledgements etc. can be placed in the very last footnote, or, if felt as more suitable, in the manner of a short appendix).
- Use the proper style of quotation marks applicable to the given language: “English-style”, „German-style“, “Latin-style”. For use-mention distinction, the use of single English-style quotes with no space inside is recommended, like ‘this’.
- Place all punctuation that does not belong logically to the quotation outside the quotation marks (conforming to the British practice):

“Carefree”, in general, means “free from care or anxiety”.
“Today,” said Cinderella, “I feel free from care and anxiety.”
Did he say, “Good morning, Dave”?
No, he said, “Where are you, Dave?”
- Use square brackets [like this] to set off text that is not part of the quotation (including ellipsis for abridgement).
- Quotation guidelines:
 - Short quotations (up to one sentence) can be enclosed in quotation marks and placed directly in the text. Footnote reference number should follow such quotation.
 - Longer quotations should be typed as a separate paragraph(s), without quotation marks, in smaller font size. Footnote reference number should be placed at the end of the quotation.
 - Quotations in footnotes should be enclosed in quotation marks and italicised; citation of the source should either precede, separated by a colon, or follow, separated by an en-dash.
- Distinguish hyphens [-], dashes [–] and the minus sign [−]. Where a dash is to be used, use n-dash with spaces around as a rule – like this. Only use a dash without spaces when indicating a range or distance (pages 22–35). Do not use hyphens for that purpose. Do not use an m-dash [—], unless for a special reason.
- Use non-breakable spaces (in MS Word: [CTRL+SHIFT+SPACE]) wherever line break is undesirable – especially in cases like these (non-breakable space is symbolized here by a bullet •):

J.•L.•Austin; 1st•November; St.•Paul; dist.•3; *Synthese*•15; 20•000;

- Separate binary (but *not* unary) mathematical and logical operators from the operands by means of a *non-breakable space* (symbolized here with a bullet). Avoid line-break within formulas, if at all possible:

$$y^{\bullet} = \bullet - x^2 \bullet + \bullet 3x \bullet - \bullet 4$$

$$\forall x (Fx \bullet \rightarrow \bullet Gx)$$

- As a rule, place the footnote number *after* any punctuation. Only in cases where the footnote relates to the particular word (as opposed to sentence) and misunderstanding would arise, the footnote number may exceptionally precede the punctuation mark. Make sure that the footnote number is not in bold or italic type, especially when attached to a bold or italicised word. Avoid other footnote symbols than numbers. Avoid multiple footnotes attached to a single word like this:^{23,24} – merge them into a single one.
- Please observe the *Chicago style* of citation, *Notes and Bibliography* method, except in cases these guidelines may require otherwise. Bibliography is required in articles; in other cases it is recommended, unless the works cited are very few. Follow the style of the examples below (first citation / subsequent citations / bibliography entry):

CLASSICAL PHILOSOPHICAL WORK

Use the standard citation method for the given work; some examples are below. Standard, or, in lack thereof, author-defined (in case of frequent citation of the same work) abbreviations are encouraged. In case of very well known works (such as the Summa theologiae) the abbreviated form of citation can be used even in the first footnote, especially if the identity of the work is clear from the context and if it will be cited more often. The critical edition(s) used can be listed first as a separate entry in the bibliography and referred to shortly in entries citing the individual works, as shown below.

- (1) • ¹ Aristotle, *De anima* III, 5, 430a15–16. (*or use the abbreviated form as below*)
 - ⁵ *De an.* III, 5, 430a15–16.
 - Aristotle. *De anima*. Oxford: Clarendon Press, 1894.
- (2) • ¹ Plato, *Phaedo*, 84a–d. (*or use the abbreviated form as below*)
 - ⁵ *Phaedo*, 84a–d.
 - Plato. *Phaedo*. In *Opera*. Oxford: Clarendon Press, 1899–1907.
- (3) • ¹ Thomas Aquinas, *Summa theologiae* I-II, q. 7, a. 1, co. (*or use the abbreviated form as below*)
 - ⁵ *ST* I-II, 84a–d, q. 7, a. 1, co.
 - Aquinas, Thomas. Sancti Thomae de Aquino *Opera omnia* iussu Leonis XIII P. M. edita. Romae: Commissio Leonina, 1882– (ed. Leonina).
 - – *Summa theologiae* (editio Leonina IV–XII).
- (4) • ¹ Joannes Duns Scotus, *Ordinatio* I, dist. 3, pars 1, q. 3, n. 152 (ed. Vat. III, 94). (*or use the abbreviated form as below*)
 - ⁵ *Ord.* I, dist. 3, pars 1, q. 3, n. 152 (ed. Vat. III, 94).
 - Duns Scotus, Joannes. Doctoris subtilis et Mariani Ioannis Duns Scoti, ordinis Fratrum Minorum *Opera Omnia*. Studio et Cura comissionis scotisticae ad fidem codicum edita, praeside P. C. Balić. Romae: Typis polyglotis Vaticanis 1950– (editio Vaticana).
 - – *Ordinatio* (editio Vaticana I–VII)
- (5) • ¹ Francisco Suárez, *Disputationes Metaphysicae* 54, 2, 10. (*or use the abbreviated form as below*)
 - ⁵ *DM* 54, 2, 10.
 - Suárez, Francisco. *Disputationes Metaphysicae*. Vol. II of *Opera omnia*. Editio Nova, edited by C. Berton, tom. XXVI. Hildesheim: Georg Olms Verlagsbuchhandlung, 1965.

OTHER MONOGRAPH

- ¹ Anthony Kenny, *The God of the Philosophers* (Oxford: Clarendon Press, 1979), 55–58.
- ⁵ Kenny, *The God of the Philosophers*, 55–58.
- Kenny, Anthony. *The God of the Philosophers*. Oxford: Clarendon Press, 1979.

ARTICLE IN A JOURNAL

- ¹ John Martin Fischer, “Scotism”, *Mind* 94 (1985): 235.
- ⁵ Fischer, “Scotism”, 235.
- Fischer, John Martin. “Scotism”. *Mind* 94 (1985): 231–243.

CONTRIBUTION IN A COLLECTION OF PAPERS, CHAPTER IN A BOOK etc.

- ¹ Jan Łukasiewicz, “Aristotle on the Law of Contradiction”, in *Articles on Aristotle* 3, ed. J. Barnes et al. (New York: St. Martin’s Press, 1979), 55.
- ⁵ Łukasiewicz, “Aristotle on the Law of Contradiction”, 55.
- Łukasiewicz, Jan “Aristotle on the Law of Contradiction”. In *Articles on Aristotle* 3, edited by Jonathan Barnes, Malcolm Schofield and Richard Sorabji, 50–62. New York: St. Martin’s Press, 1979.

- For text in Greek, use either the Son-Of-WinGreek (preferred) or the Unicode encoding. Pay special attention to proper diacritics usage in polytonic Greek.
- If your article contains unusual symbols, you can use unique placeholder characters in the text, while providing precise instructions for which symbols they stand.
- In case you wish to include any images, observe the following guidelines:
 - Only black-and-white and grayscale images are possible. Coloured images will be grayscaled.
 - The resolution of line-art graphic (black-and-white image) should be 1200 dpi.
 - The resolution of grayscale images should be 600 dpi.
 - Place your image(s) directly into the text where you would like to have them; in addition, provide the source file(s) for the image(s).
 - Avoid any transparency in your images.
- If you are an experienced MS Word user, observing the following recommendation will save the editors a considerable amount of work: Only use the following styles in your document: Blockquote (for longer, separate-paragraph quotations), Footnote text, Footnote reference, Heading 1 (for the title of the paper), Heading 2 to Heading 4 (for section headings level 1 to 3), Normal (for any other text).
- Provide a summary of your paper in English and Latin of approx. 1000–1500 characters. In case it is difficult for you to provide a summary in any of these languages, you can ask the editors to translate for you.
- Provide a short (up to 5 sentences) scholarly profile of yourself (the author), including contact e-mail and postal address.
- Before handing in the final draft of your paper, you may wish to go through the [Checklist for the final draft](#).
- Should you have any problems or questions concerning these technical issues, feel free to e-mail the editors of the journal – studia@skaut.org.

SEE ALSO:

- [Checklist for the final draft](#)
- [Summary of changes in citations style valid since Volume 7 \(2010\)](#)