

# STYLE GUIDELINES

FOR PAPERS TO BE SUBMITTED FOR PUBLICATION IN *STUDIA NEOARISTOTELICA*

Version 4.1 – 21<sup>th</sup> February 2025

## 1. General guidelines

- 1.1 The paper should be written in (preferably British) English; occasionally we also accept papers in Latin. For *Series Bohemoslovaca* we accept papers in Czech and Slovak.
- 1.2 These guidelines apply primarily to papers written in English; modifications for papers written in Czech and Slovak are given in a separate file.
- 1.3 The paper should be submitted electronically, as a DOC or RTF file. In case rare characters, Greek characters, logical symbols etc. are used, it is advisable to provide a PDF version as well for reference. We do not normally accept PDF version alone.
- 1.4 Before handing in the final draft of your paper, you may wish to go through the [Checklist for Final Drafts](#).
- 1.5 Should you have any problems or questions, feel free to e-mail the editors of the journal – [studia@skaut.org](mailto:studia@skaut.org).

## 2. Title, headings and structure

- 2.1 The title of the paper should be succinct. There may be a more descriptive subtitle, if needed.
- 2.2 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)(Note that there is no final dot in level-2 and level-3 headings.)
- 2.3 Number all your sections, including Introduction and Conclusion, if present.
- 2.4 If possible, avoid chunks of text not assigned to any section (if there are sections in your paper). Introductory passages at the beginning of a paper are preferably given the heading “1. Introduction”.
- 2.5 Use *title case* for the title but *sentence case* for all section headings.
- 2.6 The Acknowledgements should not be placed anywhere in the footnotes but rather form a separate short section at the end of the paper, immediately preceding the Bibliography.

## 3. Quotations

- 3.1 Quotations can take one of the following three forms:
  - 3.1.1 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.
  - 3.1.2 Longer quotations should form a separate paragraph (or more paragraphs), without quotation marks, in smaller font size. Footnote reference number should be placed either at the end of the quotation, or at the end of the preceding paragraph that introduces the quotation.
  - 3.1.3 Quotations in footnotes should be enclosed in quotation marks; citation of the source should either precede, separated by a colon, or follow, separated by an em-dash (do not mix the systems without a reason):

Aquinas, *STh* I, q. 2, a. 3, co.: “That God is can be demonstrated in five ways.”  
“That God is can be demonstrated in five ways.” —Aquinas, *STh* I, q. 2, a. 3, co.

- 3.2 The style of the quotation marks is determined by the language of the text introducing the quotation (not by the language of the quotation itself). The main styles are the following:
- “English- and Latin-style quotation marks”  
 „Czech-, Slovak- and German-style quotation marks“  
 « French-style guillemets »
- 3.3 For use-mention distinction in technical writing, the use of single, English-style quotation marks is recommended, like ‘this’. Note, however, that the use-mention distinction is often blurred in practice, as terms are often both referred to and used at the same time; in such cases, just use the standard double quotation marks:
- For Scotus, infinity is not a “differentia” but what he calls an “intrinsic mode”.
- 3.4 For reference to concepts, meanings, ideas etc. (as opposed to words or expressions), italics without quotation marks are recommended, like this:
- The notion expressed by the word ‘square’ is *equilateral rectangle*.
- 3.5 In departure from the Chicago Style, 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?”
- 3.6 Use square brackets [like this] to set off text that is not part of the quotation (including ellipsis [...] for abridgement). Use angle brackets to mark a suggested editorial insertion and curly brackets to mark a suggested editorial deletion (as when correcting typos etc.):
- “Ore legar {populo} <populi> perque omnia saecula fama [...] vivam.”

#### 4. Citation style

- 4.1 Observe the [Chicago style of citation, Notes and Bibliography method](#), except in cases where these guidelines suggest otherwise (cf. below, section 5).
- 4.2 Bibliography is required in articles; in other cases it is recommended to include it, unless the works cited are very few. If applicable, the Bibliography should be divided into Primary sources (such as classical and scholastic works) and Secondary literature. However, the author can choose to use a different classification if it seems more suitable.
- 4.3 Follow the style of the examples below. They indicate, in order, the style of:
- (i) the first footnote citation of the given source;
  - (ii) any subsequent footnote citation of the same source;
  - (iii) a bibliography entry.
- 4.3.1 CLASSICAL PHILOSOPHICAL WORKS
- Use such citation method that is standard 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. For well known works (such as the *Summa theologiae*) the abbreviated form of a 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 (For example, when the entire paper is devoted to an exegesis of Aquinas, the author name can probably be omitted in citations of Aquinas’s works.)
- Titles should be capitalized according to the rules of the language of the title: thus, Latin titles should only capitalize the first word of the title, proper names and words derived from proper names.
- (1) <sup>1</sup> Aristotle, *De anima* III, 5, 430a15–16. (or use the abbreviated form as below)  
<sup>5</sup> Aristotle, *De an.* III, 5, 430a15–16.  
 Aristotle. *De anima*. Oxford: Clarendon Press, 1894.
- (2) <sup>1</sup> Plato, *Phaedo*, 84a–d.  
<sup>5</sup> Plato, *Phaedo*, 84a–d.  
 Plato. *Phaedo*. In *Platonis Opera*, tomus I tetralogias I–II continens, recognoverunt brevique adnotatione critica instruxerunt E. A. Duke, W. F. Hicken, W. S. M. Nicoll, D. B. Robinson, J. C. G. Strachan. Oxford: Clarendon Press, 1995.

When citing multiple works of the same author according to a multi-volume edition (such as Leonina for Aquinas, the Vatican edition for Scotus), the edition as a whole can be listed first in the bibliography, followed by a list of the individual cited works, as follows:

- (3) <sup>1</sup> Thomas Aquinas, *Summa theologiae* I-II, q. 7, a. 1, co. (or use the abbreviated form as follows:)  
<sup>5</sup> Aquinas, *STh* I-II, 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).  
– *Summa contra gentiles* (editio Leonina XIII–XV).
- (4) <sup>1</sup> Joannes Duns Scotus, *Ordinatio* I, dist. 3, pars 1, q. 3, n. 152 (ed. Vat. III: 94). (or as follows:)  
<sup>5</sup> Duns Scotus, *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, 1950–2015. [editio Vaticana].  
– *Ordinatio* I (editio Vaticana I–VII).

The same style can be used when citing according to an online edition such as *Corpus Thomisticum*: footnote citations as above, bibliography entry in the following style (reproducing the wording of the website):

- (5) Aquinas, Thomas. S. Thomae de Aquino *Opera omnia. Corpus thomisticum*. Recognovit et instruxit Enrique Alarcón automato electronico. Pompaelone: ad Universitatis Studiorum Navarrensis aedes a MM A.D. <<https://www.corpusthomisticum.org/iopera.html>>.  
– *Summa theologiae*.  
– *Summa contra gentiles*.

When citing late (Renaissance and Baroque) scholastic works, cite according to the structure of the work (disputaition, question, acticle, number...) first. Then, in parentheses, indicate the edition used (in a subsequent shortened refence, usually only the year of publication is sufficient) and, after a colon, the page/column/folio number The place of publication and the publisher should be given as on the title page, in the language and wording as on the title page. The author name should always be given in the nominative first. If it occurs in the genitive on the title page, the wording can be reproduced in the bibliography entry.

- (6) <sup>1</sup> Joannes Poncius, *Philosophiae ad mentem Scoti cursus integer*, Met., disp. 2, q. 2, add. (Lugduni: Huguetan et Ravaud, 1659: 885a–b).  
<sup>5</sup> Poncius, *Philosophiae cursus integer*, Met., disp. 2, q. 2, add. (1659: 885a–b).  
Poncius, Joannes. R. P. Fr. Ioannis Poncii *Philosophiae ad mentem Scoti cursus integer*. Lugduni: sumpt. Ioannis Antonii Huguetan et Marci Antonii Ravaud, 1659.

In case of well-known works whose critical text is easily accessible in various ways (such as Aquinas or Suárez), a reference to the pages of a specific edition can be omitted in citations:

- (7) <sup>1</sup> Francisco Suárez, *Disputationes metaphysicae*, disp. 54, s. 2, n. 10. (or abbreviated as follows:)  
<sup>5</sup> Suárez, *DM*, disp. 54, s. 2, n. 10.  
Suárez, Francisco. *Disputationes metaphysicae*. Vols XXV–XXVI of R. P. Francisci Suarez *Opera omnia*, editio nova, a Carolo Berton. Parisiis: apud Ludovicum Vivès, 1866. Reprint: Hildesheim: Georg Olms Verlagsbuchhandlung, 1965.

#### 4.3.2 STANDARD MONOGRAPHS

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

#### 4.3.3 WORKS WITH MULTIPLE AUTHORS

Use en-dash without spaces to separate author surnames in the abridged reference:

- <sup>1</sup> Ernst Tugendhat and Ursula Wolf, *Logisch-semantische Propädeutik* (Stuttgart: Philipp Reclam, 1986), 29  
<sup>5</sup> Tugendhat–Wolf, *Logisch-semantische Propädeutik*, 29.  
Tugendhat, Ernst and Ursula Wolf. *Logisch-semantische Propädeutik*. Stuttgart: Philipp Reclam, 1986.

#### 4.3.4 EDITED VOLUMES

Edited volumes rarely need to be cited as a whole: the usual practice is to cite individual contributions in such volumes (see 4.3.5). Nevertheless, if required, the style is the following:

- <sup>1</sup> Petr Dvořák, ed., *Analogie ve filosofii a teologii* (Brno: CDK, 2007).  
<sup>5</sup> Dvořák, *Analogie*.  
Dvořák, Petr, ed. *Analogie ve filosofii a teologii*. Brno: CDK, 2007.

#### 4.3.5 CONTRIBUTIONS IN AN EDITED VOLUME, CHAPTERS IN A BOOK ETC.

<sup>1</sup> 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.

<sup>5</sup> 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.

Note that in a footnote citation, only the relevant page (or page range) is given. In the bibliography entry, the page range for the entire article/chapter/contribution is provided.

#### 4.3.6 ARTICLES IN A JOURNAL

<sup>1</sup> Garrett Smith, “The Analogy of Being in the Scotist Tradition”, *American Catholic Philosophical Quarterly* 93/4 (2019): 643.

<sup>5</sup> Smith, “The Analogy of Being”, 643.

Garrett Smith. “The Analogy of Being in the Scotist Tradition”. *American Catholic Philosophical Quarterly* 93/4 (2019): 633–673.

Note that in a footnote citation, only the relevant page(s) is given. In a bibliography entry, the page range for the entire article is provided.

#### 4.3.7 ONLINE SOURCES

Follow the style of printed sources and simply give the URL in angle brackets at the end of the full reference; if there are no pages, cite according to section etc. Date of access is not required.

<sup>1</sup> Giancarlo Ghirardi and Angelo Bassi, “Collapse Theories”, in *The Stanford Encyclopedia of Philosophy* (Fall 2024 Edition), ed. Edward N. Zalta & Uri Nodelman, <<https://plato.stanford.edu/archives/fall2024/entries/qm-collapse/>>, sect. 12.

<sup>5</sup> Ghirardi–Bassi, “Collapse Theories”, sect. 12.

Ghirardi, Giancarlo and Angelo Bassi. “Collapse Theories”. In *The Stanford Encyclopedia of Philosophy* (Fall 2024 Edition), ed. Edward N. Zalta & Uri Nodelman. <<https://plato.stanford.edu/archives/fall2024/entries/qm-collapse/>>.

#### 4.3.8 WORKS WITH A SUBTITLE

Use a colon (not a period) in all cases to separate the subtitle from the title:

<sup>1</sup> Ludger Honnefelder, *Ens inquantum ens: Der Begriff des Seienden als solchen als Gegenstand der Metaphysik nach der Lehre des Johannes Duns Scotus* (Münster: Aschendorff, 1979), 24.

<sup>5</sup>Honnefelder, *Ens inquantum ens*, 24.

Honnefelder, Ludger. *Ens inquantum ens: Der Begriff des Seienden als solchen als Gegenstand der Metaphysik nach der Lehre des Johannes Duns Scotus*. Münster: Aschendorff, 1979.

The author can choose to omit subtitles in footnote citations altogether (but they should be given in the bibliography entry):

<sup>1</sup> Ludger Honnefelder, *Ens inquantum ens* (Münster: Aschendorff, 1979), 24.

<sup>5</sup>Honnefelder, *Ens inquantum ens*, 24.

Honnefelder, Ludger. *Ens inquantum ens: Der Begriff des Seienden als solchen als Gegenstand der Metaphysik nach der Lehre des Johannes Duns Scotus*. Münster: Aschendorff, 1979.

#### 4.4 Frequently missed aspects of the citation style to note:

4.4.1 In references to journal articles (unlike parts of edited volumes), page numbers are preceded by a colon (instead of a comma – cf. 4.3.6 and 4.3.5).

4.4.2 *Chicago Style* never uses “(ed.)” or “(eds.)” with parentheses (cf. 4.3.4 and 4.3.5 above).

4.4.3 There is no colon after “in” (footnote citation) / “In” (bibliography entry).

4.4.4 If the edited volume introduced by “in”/“In” has no author (but only an editor), then the editor (introduced by “ed.” / “edited by”) is listed *after*, not *before* the title (cf. 4.3.5):

wrong: Łukasiewicz, Jan. “Aristotle on the Law of Contradiction”. In Jonathan Barnes, Malcolm Schofield and Richard Sorabji (eds.), *Articles on Aristotle 3*, 50–62. New York: St. Martin’s Press, 1979.

correct: 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.

- 4.4.5 In a bibliography entry (unlike a footnote citation), the page range of the cited part of an edited volume (such as a chapter or an individual article) *precedes* the place and publisher (cf. 4.3.5).
- 4.4.6 In a bibliography entry, only the name of the *first* author is inverted (cf. 4.3.3).  
 wrong: Tugendhat, Ernst and Wolf, Ursula. *Logisch-semantische Propädeutik*. Stuttgart: Philipp Reclam, 1986.  
 correct: Tugendhat, Ernst and Ursula Wolf. *Logisch-semantische Propädeutik*. Stuttgart: Philipp Reclam, 1986.
- 4.4.7 In a bibliography entry (unlike a footnote citation), parts of the reference are separated by periods, not commas, and there are no parentheses around publication details (place, publisher, year). However, in case of a contribution in an edited volume, the details of the entire volume introduced by “In” (usually title, editor, and pages) are separated by commas even in a bibliography entry (cf. 4.3.5).
- 4.4.8 In a bibliography entry, phrases such as “edited by”, “translated by” are written out in full (whereas in a footnote citation they are abbreviated).

## 5. List of main departures from the Chicago Style

- 5.1 Issues of a journal volume are cited by means of a slash:  
*4/2 (2008) instead of 4, no. 2 (2008)* (= volume 4, issue 2).
- 5.2 URL’s are enclosed in angle brackets:  
*<http://neoaristotelica.eu> instead of http://neoaristotelica.eu*
- 5.3 A dashes (without spaces) is used between multiple authors in an abbreviated reference:  
*Novák–Dvořák, Logika instead of Novák and Dvořák, Logika*
- 5.4 Classical and scholastic works are to be cited primarily according to their structure, or, in such cases as Plato and Aristotle, according to the standard edition, as indicated in 4.3.1.
- 5.5 Numbers indicating volumes, *tomi*, books etc. are given in Roman numerals (except volumes of a journal).  
*Met. IV not Met. 4 (nor Met. Γ)*  
*Ordinatio II not Ordinatio 2*  
*In Sent. IV not In Sent. 4*  
*ed. Vat. III: 94 not ed. Vat. 3: 94* (= page 94 of vol. III of the Vatican edition)  
 but: *Studia Neoaristotelica 3/2 (2006)* (= issue 2 of volume 3 of *Studia Neoaristotelica*)
- 5.6 In references to non-English sources (especially pre-1800 ones), the language and wording of the title page of the work can be reproduced (as regards phrases such as “herausegegeben von” / “hrsg”; “ediderunt”; “Lugduni: apud Carolum Pesnot” etc.).
- 5.7 Periods and commas that are not part of the quoted material go outside the quotation marks (cf. 3.5) . In citations and bibliography entries this applies to titles of articles, parts of edited volumes, chapters of books etc.

## 6. Miscellaneous Typography

- 6.1 Distinguish hyphens [-], dashes [–] and the minus sign [−]. Where a dash is to be used, use en-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. An em-dash [—] without spaces can only be used in an English text instead of an en-dash with spaces, and to introduce the source of a quotation (cf. 3.1.3). (In an English text, en-dashes with spaces will be converted to em-dashes with hair spaces anyway).
- 6.2 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; 1<sup>st</sup>•November; St.•Paul; dist.•3; Synthese•15;*

- 6.3 Separate binary (but *not* unary) mathematical and logical operators from the operands by means of a non-breakable space (symbolized here with a bullet).

$$y = -x^2 + 3x - 4$$
$$\forall x (Fx \rightarrow Gx)$$

- 6.4 Please do *not* use the Equation Editor embedded in MS Word: formulas and equations created in this way cannot be used for typesetting.
- 6.5 As a rule, place a footnote refence 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:<sup>23,24</sup> – merge them into a single one. Avoid footnote references in the title of the article, in section headings, inside tables, figures etc.
- 6.6 For text in Greek (and any other non-Latin script such as Hebrew or Arabic), use the Unicode encoding. Pay special attention to proper diacritics usage in polytonic Greek. If possible, use *oxia* rather than *tonos* for the accute accent in polytonic context (*tonos* looks too upright in our font).

## 7. Formatting and styling your manuscript in MS Word

Experienced MS Word users are invited to format their manuscripts in the following way:

- 7.1 Use only the following styles in your document:
- Blockquote (for longer, separate-paragraph quotations);
  - Footnote text and Footnote reference;
  - Heading 1 (for the title of the paper);
  - Heading 2 through Heading 4 (for section headings level 1 to 3);
  - Normal (for any other text).
- 7.2 Only use direct formatting for such things as italics for book titles, foreign words or emphasis etc.

## 8. Things to avoid

- 8.1 Double or multiple spaces (remove them by running “Replace [double space] by [single space]” as many times as required).
- 8.2 TAB character or spaces for paragraph indent (define “Paragraph|First line indent” in your style instead).
- 8.3 Underlines (use italic, or, sparingly, bold type for emphasis or highlighting; in case you need an additional method of highlighting, consider letter-spacing).
- 8.4 Any excessive formatting: keep it simple and clear.
- 8.5 Footnote references in the title of the article or in section headings, inside tables, figures etc. unless absolutely necessary; multiple footnote references attached to a single word.
- 8.6 MS Word’s in-built Equation Editor (equations and formulas created in this way cannot be imported into the DTP software).
- 8.7 Passages of text not assigned to any section (cf. 2.4).

## 9. Images

- 9.1 The resolution of line-art graphic (black-and-white image) should be 1200 dpi (or use a vector image).
- 9.2 The resolution of other images should be 600 dpi.
- 9.3 Place your image(s) directly into the text where and in the manner you would like to have them; in addition, provide the source file(s) for the image(s).