

Graduate Faculty Philosophy Journal
Abbreviated Style Sheet
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I. INTRODUCTION

The *Journal* follows the fourteenth edition of the *Chicago Manual of Style* in most particulars that are not covered below. However, there are a number of distinctive treatments and settings that the *Journal* uses. In all cases of ambiguity, one ought to aim for a standardized treatment—i.e., a treatment that is consistent with the rest of the *Journal* formatting. In every case, Editors ought always to seek consistency and conformity to this style sheet. However, bear in mind that some of these rules and guidelines are not absolute. There are occasions in which the strict adherence to a rule is not the best option. In such cases, consult the Managing Editor.

II. GENERAL FORMATTING GUIDELINES

a. Numbered Sections

- i. Numbered sections are always set into Arabic numerals (1, 2, 3, etc.).

1. If an essay has numbered sections, the introduction must be set as 1.

- ii. Sub-sections use the decimal fractional system (2.1, 2.2, etc.). Note that periods are used after single numbers (“1.,” “2.,” etc.), but not after decimals (“1.1,” “1.2,” etc.).

b. Bernstein Stars

- iii. Bernstein stars consist of three asterisks, centered, and separated by single spaces (* * *).
- iv. Bernstein stars are only used to separate out a final, brief, reflective section and should be used sparingly.

c. Block Quotations

- v. Use block quotations for any quoted text that will occupy more than four lines in a Word document.
- vi. Note that single quotation marks that indicate internal quotations will revert to double quotation marks in a block quote.
- vii. When block quotes are followed by text that continues the paragraph to which the quotation belongs (i.e., when the block quote does *not*

end the paragraph), the remainder of the paragraph should be set flush.

- viii. Block quotes should be followed immediately by a period; any parenthetical page references should come after the period (cf. V c i 1 f.)

d. Epigraphs

- ix. Epigraphs should always appear without quotation marks.
- x. Citations for an epigraph give the name of the last name of the author, text from which the epigraph is taken, and should appear on the line following the epigraph, preceded by an em-dash, without page numbers.
- xi. A full reference for the epigraph should be given in an endnote.

e. Translation Credits

- xii. Translators should be named in a separate paragraph, separated by a single line from the final paragraph of the text, and preceded by “Translated by . . .”.

f. Acknowledgments

- xiii. Acknowledgments should be noted in a separate paragraph immediately below “NOTES” and immediately preceding the first endnote. (Dedications such as “For Dmitri” or “In Memory of Fritz the Cat” should appear at the beginning of an essay; lengthier dedications should appear in the Acknowledgment Notes).
- xiv. Original source of the article, permission to reprint, and/or information concerning the place and occasion of presentation of the article should be noted in the footer of the first page of the essay.

III. Specific Word Formatting Guidelines

a. Emphases

- i. Italics indicating emphases should be used sparingly.
- ii. In the case that an author wishes to emphasize a part of a quoted passage that is *not* emphasized in the original, this should be noted with the phrase “emphasis added,” separated from the end of the citation with a semi-colon. E.g., Author, *Title*, p. 1; emphasis added or (X 1; emphasis added)
- i. We generally do not note that emphases are in the original. However, if there is a *compelling* reason to do so, this should be

indicated with the phrase “emphasis in the original” separated from the end of the citation with a semi-colon.

b. Foreign Words and Phrases

- i. Foreign words and phrases that are likely to be unfamiliar to readers should be set, un-transliterated, in italics. Italics should also be used for Latin terms that may be more familiar, such as *qua*, *a priori*, *contra*, and *pace*.
- ii. Foreign words and phrases that have been absorbed into standard English, other than those covered in §III b i above, are set in roman when they are not being used *as* foreign words.

Example: “A person’s character is likely to be affected by the immediate milieu in which they were raised”

but

“Merleau-Ponty appropriates von Uexküll’s concept of the animal environment, substituting the French term *milieu*.”

- iii. Likewise, foreign words standardly used in English that originate in Greek (e.g., *praxis*, *aporia*, *eros*, *telos*, *logos*) should be transliterated when not being used as Greek words. These should only be italicized for emphasis.
- iv. Foreign words, when referred to as words (as in the example of §III b ii above), should be either italicized or set in quotation marks (but never both) and should be followed, where appropriate, by a translation set in parentheses.
- v. Entire sentences quoted in languages other than English should be set in roman.
- vi. In essays published in translation, the translator may occasionally wish to indicate the author’s original term or phrasing, for instance to note an ambiguity. In this case, the original term or phrase should be set in italics and enclosed in brackets. See also §IV g ii.
- vii. Occasionally authors elect to reproduce in the endnotes entire quoted passages in the original language. We discourage this practice, though we encourage dual-language citations (e.g., a citation of Kant that includes the pagination of both the German original and an English translation). It is our practice to remove the original-language material in the endnotes except in cases where including that material would be essential to the argument.

- c. Spelling
 - i. The *Journal* uses American spelling. Exceptions to this rule include quoted material from books cited by British/Canadian editions *in cases where there is no printing of that book in American English*, and titles of texts cited in British/Canadian editions.
 - 1. Note especially the American “toward,” rather than “towards,” and the American suffix “-ize,” rather than the British suffix “-ise.”
 - ii. The word *œuvre*—as well as words with Latinate origins that use this or other diphthongs—should appear just as set here. Use the keystroke option+q in both Word to produce the “œ” character.
- d. Transliteration
 - i. For general guidelines, see §III h, above.
 - ii. The *Journal* makes every effort to reproduce quoted material in its original form, including where that material originates in languages that do not use the Roman alphabet. However, for non-Roman alphabets other than Greek (e.g., Hebrew, Cyrillic, Chinese, Arabic), a transliteration of the relevant term should follow, set in italics.
- e. Gendered Terms
 - i. The *Journal* strives to use and promote gender-inclusive language, including the neutral “she.”
 - ii. While we do not, as a rule, make change to authors’ preferred pronouns, every effort should be made to change instances of the general noun “man” to “human being” and “mankind” to “human kind.”

IV. Punctuation and Abbreviations

- a. Em-dashes
 - i. Em-dashes are neither immediately preceded nor immediately followed by space or punctuation. Occasionally, and where appropriate, an em-dash can be preceded by a comma.
 - ii. Use the key-code option+shift+hyphen in Word to produce the em-dash.
- b. En-dashes
 - i. En-dashes are used for numerical ranges, e.g., pp. 9–12; 1987–1989; 1840–6, §§22–4, etc.
 - ii. To produce an en-dash, type option+hyphen.
- c. Apostrophes

- i. S-terminal plurals take “ ’ , ” rather than “ ’ s ”; thus: “Levinas’ ,” not “Levinas’ s.”

d. Ellipses

i. Three-dot ellipses

1. Three-dot ellipses should be set with a single space between each of the three dots.
2. Three-dot ellipses indicate that material internal to a sentence has been omitted. There should therefore be one space between the word immediately preceding a given ellipsis and the first dot and one space between the last dot and the word immediately following.
 - a. This format also applies when two sentences are combined by omitting material from each.
3. We do not use ellipses to indicate that a sentence begins with omitted words, unless the preceding sentence is also quoted, and we do not use ellipses to indicate that a sentence ends with omitted words unless the sentence that follows is being quoted.

ii. Four-dot ellipses

1. These should be set with a single space between each of the four dots.
2. A four-dot ellipsis may indicate that a new sentence begins with the words that have been omitted. In cases such as this, there should be no space between the word immediately preceding the ellipsis and the first dot, since the first dot functions as a period. There should, however, be a space between the last dot and the word that follows it.

Example: “This is an example. . . . [T]he previous sentence is complete, but the current sentence begins with words that have been elided.”

3. A four-dot ellipsis may also indicate that the omitted material would complete a partially quoted sentence, but that a complete quoted sentence follows. In this case, the first dot of the ellipsis should be preceded by a space, and all subsequent dots should be followed by spaces.

Example: “In this example, the sentence would continue in the original The final dot therefore represents the period marking the end of the previous sentence.”

e. Commas

- i. Commas in citations always appear inside double quotation marks. They also appear inside single quotation marks when these indicate quotes within quotes.

Example: “In the phrase, ‘this is an example,’ the comma appears inside the final quotation mark.”

- ii. The *GFPJ*, unlike CMS, *always* includes commas after titles that end with punctuation.

Example: Author, “What is a Style Guide?,” ed. Editor (City: Publisher, Year).

- iii. Two independent clauses separated by “and” or “but” are also separated by a comma: “I have edited this paper a thousand times, but I still find errors at each new read.” When the coordinating conjunction is “and” and the independent clauses are short, one can opt to omit the comma, but including it is never incorrect.
- iv. The coordinating conjunction will never be followed by a comma, even if it is otherwise followed by the sort of phrase set off by commas, such as “of course”: “I have edited this paper a thousand times, but of course, I still find errors at each new read.”
- v. “Namely” is preceded by, but not followed by a comma.
- vi. Commas should set off *any* parenthetical element (except when there are actual parentheses): “The author, having already established his thesis, proceeds to defend it by way of a conditional proof.”
- vii. Commas set off quotes in the following case: Kant wrote, “Intuitions without concepts are blind.” But **not**: Kant wrote that, “intuitions without concepts are blind.”
- viii. “Which” is only ever used for non-restrictive clauses and is always preceded by a comma; “that” is only ever used for restrictive clauses, and it is never preceded by a comma. All non-restrictive clauses are set off by commas, including titles. Therefore: “Heidegger’s book *Being and Time* was published in 1927”; but, Heidegger’s most influential book, *Being and Time*, was published in 1927.”

f. Capitalization

- i. Following a colon.

1. The first letter following a colon should be capitalized if it

introduces a full sentence of quoted material.

Example: “Kant wrote: ‘Intuitions without concepts are blind.’”

2. The first letter following a colon should be capitalized if it is the first complete sentence of a multi-sentence explanation or argument.

Example: “Colons are confusing for at least two reasons: First, the capitalization rules are so difficult to remember. Second, they serve many different grammatical functions.”

but

“Colons are confusing for at least two reasons: the capitalization rules are so difficult to remember, and they serve so many different grammatical functions.”

3. If the material preceding the colon is brief and serves only to highlight the material that follows it, the core claim should be introduced with a capital letter.

Example: “For example: This sentence, because it represents the core claim, should be introduced with a capital letter.”

ii. Following a question internal to a sentence

1. Questions internal to declarative sentences should be preceded by a comma, should be set off in quotation marks, and should be introduced with a capital letter.

Example: “Occasionally, the answer to the question, ‘Should I capitalize?’ is difficult to determine.”

iii. In quoted material internal to a sentence

1. Quoted material internal to a sentence should be made consistent with the grammatical structure of the sentence. With quoted material that begins with a capital letter the capital letter is kept, *provided that the quotation is not syntactically dependent*. When a quotation is not a *syntactical part of a sentence*, it begins with a lowercase letter, even if the original is a complete sentence beginning with a capital letter. (Note that the same principles apply to block quotations).

Example: “Kant wrote, “Intuitions without concepts are blind.”

Example: “Kant wrote that “intuitions without

concepts are blind”

But not

Kant wrote that “[i]ntuitions without concepts are blind.”

iv. In foreign titles

1. The *Journal* follows the norms of capitalization in foreign titles corresponding to the language of the title. See §V b, however, for punctuation in foreign titles.

v. Proper Nouns

1. All proper nouns receive capitalized letters. Determining what constitutes a proper noun can sometimes be difficult and is often dependent on the context of a sentence.

Example: She is a liberal. Obviously, she voted for the Liberals.

Example: The German idealist traveled west until she reached the Midwest.

2. As a general rule, the *GFPJ* does not capitalize “western,” “the west,” “continental,” or “eastern.”

Example: According to Heidegger, this is yet another symptom of western metaphysics.

Example: The effects of the War could be felt on the Continent and throughout the west.

3. Please note that authors often have their own preferences for capitalization, especially regarding colonial and racial nouns (white and Black; West not west), which the *Journal* respects.

g. Brackets and Parentheses

- i. In a parenthetical, punctuation precedes the closing parenthesis only when the material inside the parentheses is a complete sentence. If the material is not a complete sentence (that is, it completes a sentence) then punctuation should follow the closing parenthesis.
- ii. Use parentheses to indicate English translations of foreign words and phrases, or foreign translations of English words and phrases (see §III b iv above).

- iii. In a translation, brackets should be used to indicate the original-language term; use these sparingly, and only when the translator believes it is necessary to clear up or to indicate an ambiguity (see §III b vi).
- iv. Parentheses inside parentheses should be rendered as brackets; parentheses inside parentheses inside parentheses should be rendered as parentheses and so on, recursively, forever.
- v. Material interpolated into quoted text, either to add or clarify that text, should be set off in brackets.

Example: “I do not like them, Sam-I-am [the narrator of the poem]. I do not like green eggs and ham.”

Example: “I do not like [green eggs and ham], Sam-I-am.”

- vi. We do not use brackets to enclose ellipses that indicate elided material within a quotation.

Example: “I do not like . . . green eggs and ham”

not

“I do not like [...] green eggs and ham.”

- vii. We do not use brackets to indicate a change of capitalization (except where the reader might otherwise be misled or confused). For example, see §IV for the use of brackets to indicate a change of capitalization in the case of four dot ellipses.
- viii. Endnotes added to an essay by a translator or editor should be set off in brackets. The opening bracket should precede the note number and there should be no space between the bracket and the number.
 - 1. The source of the added note should be indicated by inserting “—Trans.” or “—Ed.” (note the capital letter) immediately following the final period of the endnote and immediately before the closing bracket.

h. Quotation Marks

i. Double quotation marks (“ ”)

- 1. Only use these to indicate phrases used out of context, words used as words, or quoted material (except when the quoted material is an epigraph; see §II d above).

2. Commas and periods should remain inside final double quotation marks, semi-colons and colons outside.
 3. Question marks belong inside final double quotation marks when a sentence is being quoted and outside the final double quotation marks when the quoted material forms part of a question.
- ii. Single quotation marks (‘ ’)
1. Single quotation marks should be used (sparingly and only in special cases) for words having a very specialized technical meaning that needs to be distinguished from a colloquial sense.
 2. Single quotation marks can also be used when a term is being used ironically.

Example: “The social constructivist argument holds that certain categories (such as race and gender) that appear natural in fact have no stable natural basis. Thus, one’s ‘gender’ is not determined by biology but according to a scheme of socially instituted meanings.”

3. When quoting a text, single quotation marks enclose quotations within quotations; double marks, quotations within these, and so on.
 4. Commas should remain inside single quotations (if inside double quotations in the original) that enclose quotations within quotation (see §II e i above).
 5. All punctuation marks go outside single quotation marks except in the case of §II e i, above.
- i. Abbreviations
- i. “Cf.” means “compare,” not “see” or “see also.”
 - ii. Do not use *op. cit.*, *loc. cit.*, etc. Use “Ibid.” (not *Ibidem* or *idem*).
 1. “Ibid.” should not be italicized and should be followed by “p.” or “pp.” and the page number(s) only in cases where the immediately preceding reference to the text is not a reference to the same page (otherwise, just list “ibid.” [or “Ibid.” in cases of block quotes where preceded by a period]).
 - iii. We shorten the following: “chapter” to “chap.”; “book” to “bk.”; “part” to “pt.”; “fragment” to “frag.”; “section” is replaced with § “§” (option+6); “especially” to “esp.”; “translator” to “trans.”;

“editor” to “ed.”; “revised edition” to “rev. ed.”; “fifth edition” to “5th ed.” (“th” is not superscripted).

1. *However*, please note that these should be spelled out in the body of the text or in running text in an endnote, i.e., when not followed by a number.
2. In running text, moreover, we do not capitalize the words “chapter,” “section,” or “book.”

Example: “In chapter 12, the author argues . . .”; “In book 7 of Plato’s *Republic* . . .”

- iv. All abbreviations should be in English. Thus, in a citation: “ed.,” not “hrsg”; “bk.,” not “t.”
- v. Where it does not interfere with the grammatical structure of the sentence, the *Journal* does *not* abbreviate country names. Thus “USA” should read “United States of America” and “UK” “United Kingdom.”

j. Page ranges

- i. Page ranges are shortened, e.g., “pp. 681–687” is shortened to “pp. 681–7” and “pp. 681–694” is shortened to “pp. 681–94.”
- ii. We do *not* include “p.” or “pp.” after “esp.,” e.g., “pp. 91–100, esp. 97,” with the exception of a citation that stresses the page range or page that is being cited in its entirety, e.g., “. . . (Cambridge: MIT Press, 1979), esp. pp. 78–9.”
- iii. “f.” denotes “[and] following,” or “[and] for the rest of that page and the following one”; thus, this abbreviation should *always* and *only* be used to designate a page range of two pages (e.g., pp. 5–6).
- iv. “ff.” denotes “[and in the] folios following,” or “[and] in the following pages” and refers to any page range with an indeterminate terminus; thus, “pp. 5ff.” could mean pp. 5–8 or pp. 5–9, 980; this format should be used sparingly.
- v. Note that both “f.” and “ff.” should be preceded by “pp.,” because they denote “pages.”

k. Dates

- i. Use BCE and CE, set in SMALL CAPS, with no periods in between.
- ii. Date ranges are shortened in an endnote (1934–5), but never in running text (1934–1935), and the range should in each case be indicated with an en-dash.

iii. Centuries

1. The *Journal* always spells out centuries. Thus, “Kant and the

nineteenth century,” *not* “Kant and the 19th century.”

2. “Nineteenth century” is hyphenated when it functions as an adjective (e.g., nineteenth-century philosophy), and never when it functions as a noun (e.g., philosophy in the nineteenth century).

iv. Decades are not apostrophized: 1950s, not 1950’s.

l. Names

- i. Generally, we spell out the name of the author of a work within a citation, e.g., Cornelius Castoriadis not C. Castoriadis. However, we follow the norm adopted by the author. Thus, Jacques Derrida, but W.E.B. Du Bois; Edmund Husserl, but J.N. Mohanty. Note in the examples above, if an author does not use their full name or their middle name, we do not include it for them.
- ii. The *Journal* does not include spaces between abbreviations of names, e.g. G.W.F. Hegel and not G. W. F. Hegel.

m. Publisher data

- i. When citing publisher’s information, include the state or country only when the city is unfamiliar (Lanham, MD; but not Cambridge, MA). In certain cases, the city is familiar simply because it is the location of the publishing house in question, in which case we do not include the state or country. For our purposes, Indiana University Press is in Bloomington, not Bloomington, IN; Northwestern University Press is in Evanston, not Evanston, IL.
- ii. Omit “The” from publisher names (thus, MIT Press, not The MIT Press; Johns Hopkins University Press, not The Johns Hopkins University Press).
- iii. In general, we spell out the publisher’s full title (e.g., Oxford University Press, not OUP; Presses universitaires de France, not PUF), except in the following limited cases where abbreviations are standard: MIT Press, not Massachusetts Institute of Technology Press; SUNY Press, not State University of New York Press.
- iv. In general, we omit extraneous text, such as “Publishing Company” (e.g., Springer, not Springer Publishing Company), “Books” (e.g., Verso, not Verso Books), and “Press” (e.g., Routledge, not Routledge Press), *except in cases where those words are part of the publisher’s name* (for example, Chicago University Press). Similarly, in general, we exclude “Verlag” from German publication data (including but not limited to the following presses: Akademie, Surhkamp).
- v. Cambridge University Press is *always* in Cambridge, even when it

is in New York.

- vi. Oxford University Press is *always* in Oxford, even when it is in New York.
- vii. Stanford University Press is *always* in Stanford, even when it is in Palo Alto.

V. Citations

a. General

- i. The *Journal* uses endnotes rather than footnotes, preceded by the word NOTES set in all caps.

b. Foreign Works

- i. When citing foreign works, the capitalization of the title should follow the conventions of the original language, although all relevant abbreviations (for editor, volume, part, etc.) should be in English.
- ii. Punctuation of foreign titles always follows American English conventions. Thus, periods separating titles from subtitles should be changed to colons.

c. In-text Citations

i. Basic

- 1. When a text is central to an author's argument and will be cited multiple times, it should be given an abbreviation and subsequent citations should appear in text. Editors should use their judgment for deciding on a case-by-case basis what qualifies as "central to an author's argument," but as a rough guide if a text is cited **4 times or more** in an essay it would normally merit an in-text citation.
 - a. For citations that will receive in-text abbreviations, the page reference in the initial citation should be followed by a semi-colon, then the phrase "henceforth X, followed by page number."
 - b. Abbreviations should be identifiable and brief, indicating in capital letters the key words of a title. Thus, Merleau-Ponty's *The Structure of Behavior* should be abbreviated SB, not TSoB, or S.
 - c. In-text citations are enclosed within parentheses with a single space between abbreviation and page

reference, e.g., (SB 2). Note that we do not use “p.” or “pp.” for in-text citations.

- d. In-text citations for essays citing only one work (e.g., in book reviews) should omit the abbreviation and only include page numbers; follow the rule of omitting “p.” or “pp.”
 - e. When identical in-text citations (identical text *and* identical page number) appear on the same page, this should be indicated by enclosing “*ibid.*” within parentheses.
 - f. In-text citations precede punctuation except when they refer to a block quote, in which case they follow the period ending the quotation and are not followed by any punctuation.
 - g. In general, we do not use in-text citations in endnotes. For example, we shouldn’t have endnotes such as “See SB 2.” The exception to this rule is in cases where an author introduces quoted material of an in-text cited text in an endnote, in which case the in-text abbreviation may be used.
2. Occasionally, when citing **multiple volumes of multi-volume works**, it is necessary to indicate both volume and page number in the reference.
 - a. The initial reference in this case should read: “henceforth X, followed by volume and page numbers.”
 - b. The volume and page numbers should in this case be separated by a single space. Thus: (X 1 3).
 3. In-text citations that refer to **multiple, non-sequential pages within a single text** should separate the page numbers with commas. Thus: (X 1, 34, 97).
 4. In-text citations that refer to a **foreign-language text and the English translation** should lead with the reference being cited (even if this is not the original) and should separate the references with a semi-colon, followed by a space. Thus: (SB 4; SC 6).

d. Full Citations of Books in Endnotes

- i. Basic
Author, *Title* (City: Publisher, Year).
- ii. Single-author translated text
Author, *Title*, trans. Translator (City: Publisher, Year).
- iii. Single-author un-translated texts cited in English (i.e., when the author uses her own translation).
Author, *Title* (City: Publisher, Year); all translations of this text are my own.
- iv. Single-author edited collection
Author, *Title*, ed. Editor (City: Publisher, Year).
- v. Single-author translated and edited text
Author, *Title*, trans. Trans. and ed. Editor (City: Publisher, Year).
- vi. Revised editions (note that we indicate the edition only when the cited material is specific to that edition, or when citing an edition of a text that has been substantially revised in later editions, e.g., Rawls' *Theory of Justice*).

Author, *Title*, 2nd ed. (City: Publisher, Year).
- vii. Multi-author edited collection
Editor(s), ed(s)., *Title* (City: Publisher, Year).
- viii. Essay in single- or multi-author edited collection
Author, "Essay," in *Title*, ed. Editor (City: Publisher, Year).
- ix. Multi-volume works
 - 1. A multi-volume work is a single text that spans multiple volumes (e.g., Marx's *Capital*).
 - a. If the **entirety of the multi-volume work** is being cited, we *do not* indicate the total number of volumes, and the citation should follow the basic book format above.
 - b. If a **single volume from within a multi-volume work** is being cited, the citation should follow one of the examples below:

Author, *Title*, vol. 1 (City: Publisher, Year).
Author, *Title* (City: Publisher, Year), vol. 1, p. 1.

N.B. The second format should be used when the in-text citation will note both volume and page numbers.

- c. When citing multi-volume works or collections, the volume number should follow the convention of the language in which the work is written—i.e., Roman or Arabic.

x. Multi-volume collections

1. A multi-volume collection is a (usually edited, usually single-author) collection of writings (e.g., *The Collected Writings of Descartes*).

- a. If the citation is of a **complete work that occupies an entire volume of the collection**, then the citation should read:

Author, *Title*, vol. 1 of *Collection*, ed. Editor (City: Publisher, Year).

- b. If the citation is of a **complete work that occupies more than one volume of the entire collection**, then the citation should read:

Author, *Title*, vols. 1-2 of *Collection*, ed. Editor (City: Publisher, Year).

- c. If the citation is of an **essay or text (including a complete work) that occupies part of a volume**, then note whether the volume has a title. The citation should read either:

Author, "Essay," in *Title*, vol. 1 of *Collection*, ed. Editor (City: Publisher, Year), pp. 1–23.

or

Author, "Essay," in vol. 1 of *Collection*, ed. Editor (City: Publisher, Year), pp. 1–23.

or

Author, *Title*, in vol. 1 of *Collection*, ed. Editor (City: Publisher, Year).

- d. If the citation is for a **volume within a part of a collected works** (for example, of an *opera omnia*), then note whether the part has a title. The citation should read either:

Author, *Title*, vol. 1 of pt. 1 of *Collection*, ed. Editor (City: Publisher, Year).

or

Author, *Title*, vol. 1 of *Part Title*, pt. 1 of *Collection*, ed. Editor (City: Publisher, Year).

- e. When citing multi-volume collections, the volume number should follow the convention of the language in which the work is written—i.e., Roman or Arabic.

- 2. The translator's and/or editor's names should immediately follow the title of the material translated or edited.
 - a. If the citation is of a text for which, e.g., the volume editor is different than the editor of the collection as a whole, it will read as follows:

Author, *Title*, ed. Editor, vol. 1 of *Collection*, ed. Editor (City: Publisher, Year).

- b. If, for example, the citation is of a translated essay within an unnamed edited volume of an edited collection with multiple translators, the citation would read:

Author, "Essay," trans. Translator, in *Collection*, ed. Editor, vol. 1, ed. Editor (City: Publisher, Year).

- 3. These examples by no means exhaust the possibilities, but should serve as examples indicating the general morphology of a *Journal* citation.

e. Full Citations of Journals in Endnotes

i. Basic

Author, "Title," *Journal* 1:1 (Year), p. 1.

ii. Journal articles in translation

Author, "Title," trans. Translator, *Journal* 1:1 (Year), p. 1.

iii. Articles in journal supplements

- 1. Cite supplements by substituting "supp." for the issue number. If there are multiple supplements to the volume, indicate the supplement number following the word "supp." Note the space between the colon following the volume number and the abbreviation.

Author, "Title," *Journal* 1: supp. 1 (Year), p. 1.

iv. Articles in special issues of journals

1. If the special issue has a title, cite as follows:

Author, "Essay," in *Title*, special issue of *Journal Title* 1:1 (Year), pp. 1–23.

2. If the special issue has both a title and an editor, cite as follows:

Author, "Essay," in *Title*, ed., Editor, special issue of *Journal Title* 1:1 (Year), pp. 1–23.

3. If the special issue has no title, but has an editor, cite as follows:

Author, "Essay," in Editor, ed., special issue of *Journal Title* 1:1 (Year), pp. 1–23.

f. Subsequent Citations of Books and Journals in Endnotes

- i. Subsequent citations of texts that will not receive abbreviations in text should include only the author's last name, the title of the text (abbreviated if that title is particularly long and never including a subtitle), and the relevant pages, unless additional information is necessary to distinguish that text from others being cited.

g. Citations of Endnotes or Footnotes

- i. If the citation itself occurs in a note, the note being cited should be introduced as follows: insert the letter "p," period, space, the page number on which the note appears, the letter "n", period, space, the note number. E.g.: p. 201n. 5.
- ii. If the citation occurs in the body of the article (for instance, in an in-text citation), omit the space between "n." and the note number.

h. Classical Texts

- i. In the case of a classical text that is cited more than once in an article and that includes a quotation, the first citation should indicate the specific edition and translation being used, but should always be cited by book and line number, never by page number of the cited edition.
- ii. In the case of a classical text that is cited only once, or where no citation is given of particular words, phrases, or sentences, we do not indicate a specific edition or translation.

- iii. Classical texts often have well established standardized formats for citations. Where possible, the *GFPJ* follows the norms of citing classical authors. See the appendix for examples of frequently cited classical authors.

VI. Non-Standard Citation Formats

a. Unpublished Materials

i. Unpublished manuscripts forthcoming or under review

- 1. Unpublished material already undergoing or that has undergone review should be cited as “under review,” “in press,” or “forthcoming.” Information about publisher and date of publication, whenever available, is included. In some cases, Editors may spell out the source as an explanation in the endnote.

ii. Unpublished manuscripts not under review

- 1. These should include an author, title, and date, with “unpublished manuscript” set in parentheses in place of publication data. Page references should be included wherever possible.

iii. Conference presentations

Example: Alina Wyman, “Bakhtin and Scheler: Toward a Theory of Active Empathy” (AATSEEL Annual Conference, Philadelphia, December 20, 2004).

iv. Dissertations

Example: Elliot Jurist, “Hegel’s Concept of Recognition: Its Origins, Development and Significance” (Ph.D. diss., Columbia University, 1984).

b. Websites

i. Complete

- 1. Complete citations of a website will include an author, a title of the page (enclosed in quotation marks), a website title, and a web address, all separated by commas. These will be followed by a date of access enclosed in parentheses, which should spell out the month and follow with the day and year.

Example: Robert B. Talisse, “Review of F. Thomas Burke, *What Pragmatism Was*,” NDPR Philosophical Reviews, <http://ndpr.nd.edu/news/48771-what-pragmatism-was/> (accessed June 12, Year).

- ii. When no author is indicated, begin the citation with the name of the website owner.

Example: University of Notre Dame, “About,” NDPR Philosophical Reviews, <http://ndpr.nd.edu/about/> (accessed June 12, Year).

- iii. When no website title is indicated, include the website owner in its place (unless this information has already replaced the author).

c. The Bible

i. In running text

1. Neither abbreviate nor italicize the names of biblical books; however, these should always be capitalized.
2. If citing a specific chapter and verse in running text, the name of the book should be capitalized but not italicized, and should be followed by the specific chapter and verse number(s).

Example: 2 Samuel 12 records the prophet Nathan’s confrontation of King David.

ii. Biblical citations

1. A Bible citation should always include the abbreviated book name, followed by the specific chapter number and verse number(s), separated by a colon (e.g., 1 Cor. 13:4, 15:12–19).
2. A first citation of the Bible should spell out the name of the version being used but follow standard abbreviations for the names of the book being cited.

Example: 1 Cor. 1–4 Revised Standard Version.

3. All subsequent citations of the Bible should appear in text, enclosed in parentheses.

d. Legal References

- i. Legal references are cited according to *A Uniform System of Citation*, indicating case name, volume number, US, page, and the year in parenthesis. However, subsequent citations should combine their shortened form *and* the *Journal’s* standard use of “*ibid.*”. The title of the case should be italicized. The following are examples:

1. *Washington v. Glucksberg*, 521 US 703 (1997).
2. 521 US 705.
3. *Ibid.*, p. 706.