



American Catholic Philosophical Quarterly **Style and Formatting Guidelines for Accepted Articles** (Rev. 05/01/2017)

After completing the tasks detailed in the checklist below, please email the final manuscript to acpq@stthomas.edu.

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: Article Subtitle

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 "*A 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. 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).

☐ Quotations from Other Sources—Ensure All Quotation Marks Conform to House Style: House style mandates the use of double quotation marks for all quotations from other sources, 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).

☐ Translated Quotations: Quotations in the main text should be in English. Where necessary for clarity, short phrases in the original language may be included in brackets. Full bibliographic information should be provided for the quoted translation; authors should note when they are using their own translations. Normally, the original text need not be included in the footnotes.



❑ **Format Headings According to House Style:** You may divide the article into sections using roman numerals. The roman numeral and section title are centered and followed by a hard return. The heading text is capitalized according to *Chicago Manual of Style* headline standards. The text of the first line of the section is indented. Where it contributes significantly to the article’s clarity, one level of subsections is permitted. Subsection headings should consist of the roman numeral of the corresponding section, followed by a period and a capital letter. Subsection headings are also capitalized according to *Chicago Manual of Style* headline standards. They appear at the left margin and are italicized and followed by a hard return. Example:

I. Section Heading is Capitalized According to *CMS* Headline Standards

The content of the section follows. Please see a recent issue of the journal for additional examples of correct formatting.

I.A. Subsection Heading is Capitalized According to CMS Headline Standards

The content of the subsection follows. Please see a recent issue of the journal for additional examples of correct formatting.

❑ **Convert Lists of Works Cited, Bibliographies, Parenthetical References, or Endnotes to Footnotes:** All bibliographical references must be in footnotes, with the exception of abbreviated parenthetical citations for frequently cited works as described below. Please convert any lists of Works Cited, bibliographies, other 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 and that between-note references (e.g., “see note 46”) are correct.

❑ **Page Ranges in Footnotes:** When referencing 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. E.g.: 165–73.

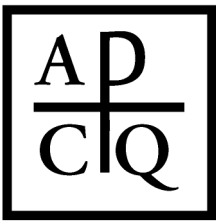
❑ **Parenthetical References for Frequently Cited Works:** After giving a full citation of a work in a footnote at first mention, authors may use shortened parenthetical citations. Example:

Aristotle argues that pleasure is a good but not *the* good (*NE*, bk. X).

❑ **Formatting Footnotes—Aquinas’s *Summa theologiae* and similarly formatted texts:** We prefer that authors referring to Aquinas’s *Summa theologiae* and similarly formatted texts cite in the following manner:

¹ Aquinas, *ST* I-II, q. 1, a. 2, ad3.

The following alternate format is also acceptable, especially in parenthetical citations: (*ST* I-II.1.2.ad3).



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❑ **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 Geistesgeschichte 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.

❑ **Formatting Footnotes—Other Sources:** For sources not listed above, please consult *The Chicago Manual of Style*, 16th ed.

❑ **Pictures and Diagrams:** The *ACPDQ* does not generally print pictures or diagrams. Exceptions are sometimes permitted in cases where a diagram is essential to the clarity of the presentation.

❑ **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

❑ **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.