Philosophy Today
Manuscript Formatting Guide

Cover letter details

- Please include your name, academic affiliation, email address, phone number, and regular mailing address.
- We only list authors’ academic affiliation (or, if none, their city of residence), not their position.
- Please include ORCID IDs for each author, if available, beginning with https://orcid.org/. These are persistent identifiers that can help identify authors. ORCID IDs will be used with the journal online.

Abstract and keywords

- Article manuscripts should include a brief abstract (150 words) and up to 10 key words. Abstracts should be a single paragraph without italics, bold, or other formatting.

Page formatting

- To facilitate anonymous review, authors’ names should not appear anywhere on the manuscript. The manuscript file should be stripped of identifying notations, including references in the document’s properties, file title, or first-person language in text or references.
- All manuscripts must be double-spaced with no extra space between paragraphs and with 1” margins on all sides using 12 pt. Times New Roman font.
- Authors must indent new paragraphs and should differentiate major and minor headings.
- Use italics for emphasis sparingly.
- All pages must be numbered.

Punctuation

- Make sure periods and commas are inside single and double quotation marks. For example,
  - “Sing, goddess, the wrath of Peleus’s son Achilles.”
  - “Sing, goddess, the wrath of Peleus’s son Achilles,” writes Homer.
  - “The first word of the Iliad is ‘wrath.’”
  - “Menis,’ the Greek word for wrath, is the first word of the Iliad.”
- Colons and semicolons should be placed outside single and double quotation marks.
- Double quotation marks should be used in all cases except for quotes within quotes.
- Use double quotation marks for direct quotations and for emphasis. Use single quotation marks for quotations within quotations.

Non-binary gender pronouns

- Unless the pronoun refers to a proper name whose gender identification is known, Philosophy Today uses the third person plural for singular pronouns. Instead of he/she, him/her, hers/his, or herself/himself, please use: they, them, theirs, or themselves/themself.

Reference list and endnotes

- A reference list is required and should be placed after the endnotes. Careful attention to the format of references helps to facilitate reference linking and citation tracking.
- Endnotes should be used only for substantive information inappropriate for inclusion in the body of an article. Authors are encouraged to incorporate information into the text where possible.
- Please write out all authors, translators, and editors’ full names.
Citations

*Philosophy Today* employs a modified author-date citation format based on *The Chicago Manual of Style*. A helpful resource on *The Chicago Manual of Style* can be found [here](#).

The journal has modified the standard *Chicago* citation format as follows:

1. Inline citations should have colons, not commas: (Nancy 2016: 54)

2. Issue numbers should be formatted as follows, where “60” represents the volume number, and “4” the issue number:


3. Translator and editor are introduced by commas and abbreviated as “trans.” and “ed.”


4. Commas are used between chapter/article, and the book/journal in which it appears (see the examples above).

Here are examples of reference list and in-text citations for books, chapters, translated books, and articles in the modified style used by *Philosophy Today*.

**Book**

*Reference list* (in alphabetical order)


*In-text citations*

(Grazer and Fishman 2015: 12)

(Smith 2016: 315–16)

**Chapter or other part of an edited book**

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

*Reference list*


*In-text citation*

(Thoreau 2016: 177–78)
Translated book

Reference list


In-text citation

(Lahiri 2016: 146)

Journal article

In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). Each DOI forms a permanent URL that begins https://doi.org/. Use of complete DOIs in reference lists helps readers locate cited material online and facilitates citation tracking. Their use is strongly encouraged.

Reference list (in alphabetical order)


In-text citations

(Keng, Lin, and Orazem 2017: 9–10)

(LaSalle 2017: 95)

(Satterfield 2016: 170)

Numbers

- *Only* use the symbol ‘p.’ or ‘pp.’ for page numbers when possible confusion could result, such as when there are nearby volume or section numbers.
- Abbreviate 3-digit and 4-digit numbers using dashes (not hyphens) as follows: 101–02, 111–13, 1224–89, etc.
- Repeat the entire year with dashes, not hyphens, thus: 1910–1911.
- Numbers less than 100 should be spelled out, unless they are a percentage (e.g., “5 percent”) or a page number.

Submission Correspondence

All submissions and editorial correspondence must be made by email to philosophytoday@dePaul.edu.