Public Reason - Manuscript Preparation Guidelines

For PR we adopted the Chicago Manual of Style's author-date documentation system supplemented with footnotes. You can find the on-line Chicago-Style Citation Quick Guide here: http://www.chicagomanualofstyle.org/tools_citationguide.html

When you verify/update your article, we kindly ask you to keep in mind a few rules we use in the editorial process (most of them adapted from CMS):

1. Headline style: the first and last words of title and subtitle and all other major words are capitalized.
2. Because abstracts are often published separately, they should not contain specific reference citations.
3. The manuscript should be double-spaced throughout.
4. Do not use the automatic hyphenation feature.
5. Use the same font throughout the entire manuscript.
6. Please do not use, after Abstract and Key words, the section name "I. Introduction" or "Introduction."
7. Format block quotations with your word processor's feature for indenting paragraphs. Do not "line up" text using the space bar.
8. Do not capitalize key words, unless they are proper names.
9. Use just one space after each sentence.
10. Where the author's name appears in the sentence, it need not be repeated in the parenthetical citation. There might be justified exceptions, for example if the sentence contains more than one name and the citation, consequently, tends to be unclear (CMS 16.112).
11. If you want to refer to the paper use "Brandom 1986" (without brackets). "Brandom (1986)" refers to the philosopher - it means "Brandom (in his 1986 paper)".
12. When the same page or pages in the same source are cited more than once in one paragraph, the parenthetical citation can be placed after the last reference. If the page numbers change, the citation should occur at the first reference (CMS 16.114). (Except for book reviews, where the citations for the book under review need not contain more than the page number.)
13. Please do not use "ibid." or "f."; "ff." is ok. "Only when referring to a section for which no final number can usefully be given should ff. ("and the following pages, paragraphs, etc.") be resorted to. Instead of the singular f., the subsequent number should be used (e.g., "140–41," not "140f."). Similarly, passim ("here and there") is to be discouraged unless there are more than three or four precise references." (CSM, 17.131)
14. Where footnotes or endnotes are used to supplement the author-date system, source citations within notes are treated in the same way as in text (CMS 16.120).
15. A note number should be placed at the end of a sentence or at the end of a clause. The number follows any punctuation mark except for the dash, which it precedes. Do not leave a space between the punctuation mark and the note number. The note number follows a closing parenthesis. For a parenthetical phrase within a sentence, it may occasionally be appropriate to place the note number before the closing parenthesis (CMS 16.30). Leave just one space after the note number. Using more than one note reference at a single location should be rigorously avoided. A single note can contain more than one citation or comment (CMS 16.34).

16. Authors should keep in mind the distinction between see and cf., using cf. only to mean "compare" or "see, by way of comparison." (CMS 16.58)
17. Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations; double marks, quotations within these; and so on (CMS 11.33).
18. For in-text source citation, if the citation is placed at the end of the sentence after a punctuation mark enclosed in double quotation marks, then there's no need for a final period after the citation.

    […] confirm or refute it." (1990, 272-73) But this […]

    But if there's no punctuation before the double quotation marks, then a final period is necessary after the citation.

    […] confirm or refute it" (1990, 272-73).

19. Some changes generally permissible in order to make the quoted passage fit into the syntax and typography of the surrounding text: single quotation marks may be changed to double, and double to single; the initial letter may be changed to a capital or a lowercase letter, and the final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used (CMS 11.8).
20. For the omission of a word, phrase, line, paragraph, or more from a quoted passage use […]. The first word after ellipsis points is capitalized if it begins a grammatically complete sentence, even if it was lowercased in the original. "The three-dot method is appropriate for most general works and many scholarly ones. No more than three points are used, whether the omission occurs in the middle of a sentence or between sentences. Where necessary for fidelity to the original and ease of reading, these three may be preceded or followed— depending on where the omission occurs—by a comma, a colon, a semicolon, a question mark, or an exclamation point." (CMS 11.55.)
21. "Foreign words and phrases familiar to most readers and listed in Webster are not italicized if used in an English context; they should be spelled as in Webster. German nouns, if in Webster, are lowercased. If confusion might arise, however, foreign terms are best italicized and spelled as in the original language. For example:

    pasha
    weltanschauung
    in vitro
    a priori
    recherché
    the kaiser
    de novo
    eros and agape

    but

    He never missed a chance to *épater les bourgeois*." (CMS 7.54)

22. Do not underline text.

23. Inclusive numbers are abbreviated according to the principles illustrated below (CSM, 9):

FIRST NUMBER	SECOND NUMBER	EXAMPLES
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4
110 through 199, 210 through 299, etc.	Use two or more digits	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	But if three digits change in a four-digit number, use all four	1496–1504, 2787–2816

To avoid ambiguity, inclusive roman numerals are always given in full:

xxv–xxviii

cvi–cix

24. For the on-line works in your References try to specify the access date (at the end of the reference). Ex: "Guerr, Bernard. 1998. *La Microeconomía*. http://www.eumed.net/curs (accessed January 25, 2009)."

25. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance (CMS 16.103).

26. Hyphenation. The simple rule: capitalize only the first element unless any subsequent element is a proper noun or adjective.

Death-defying Feats by Nineteenth-century Tightrope Walkers
An All-American Girl: How a Non-English-speaking Immigrant Made Good (CMS, 8.169)

27. Full and shortened titles. A title cited in full in the notes or bibliography may be shortened in the text. A subtitle may be omitted, or an initial *a*, *an*, or *the* may be dropped if it does not fit the surrounding syntax.

Hawking, in *A Brief History of Time*, opens up the universe.
Hawking's *Brief History of Time* explains black holes with alarming lucidity.
That dreadful *Old Curiosity Shop* character, Quilp . . .
but
In *The Old Curiosity Shop,* Dickens . . . (CMS, 8.179)

28. Capitalize works titles and subtitles (all major words: nouns, pronouns, verbs, adjectives, adverbs).

29. Please use double quotation marks for citations and single quotation marks as scare quotes, i.e. for alerting readers that a term is used in a nonstandard, ironic, or other special sense; please use double quotation marks for mentioning a word and italics for mentioning a concept, e.g. "the concept *match*".

30. Use "n." or "nn." to refer to notes: "Brandom 1999, 204 n. 3" or "Brandom 1999, 205 nn. 3-5". If on a specific page there's just one note, the a simple "n" (without period) is permissible: "Brandom 1999, 204n".

31. In a reference list give full names. Where two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or even a given name if necessary).

(C. Doershuk 2000)
(J. Doershuk 2001)   (CMS, 16.108)