**American Philosophical Quarterly**

*Style Sheet*

*updated July 2015*

**General**

Use *Chicago Manual of Style*, 16th edition (although some of the following rules may differ from *Chicago* style).

Use *Merriam-Webster’s 11th Collegiate Dictionary*.

**Abstracts** are now used in this journal. Use heading: Abstract. Abstracts should be less than 125 words, informative about the contribution of the article, and in the third person.

**Acknowledgments** (optional) appear unnumbered before numbered Notes entries in Notes section, not indented.

**Affiliation of author** (university name) appears after the article Conclusion and before Notes or References [Flush right, italics]

**Figures:** Figure 1. Figure captions are capitalized in sentence style and with a period.

Callouts in text: in Figure 1 (see Fig. 1), coded between paragraphs as `<insert Figure 1 about here>`

**Contractions** can be used.

**Headings** style (outline format, numbered, unnumbered, etc.) varies with author, although numbers or letters should be followed by a period. When referring to sections of the article in the text, use “section” (no CAP, no abbrev.) Add T3 heading, small caps, run-in, space above, T4, italics, run in, no space above (June 2015).

**Lists:** Numbers or letters for lists should be enclosed on both sides by parentheses

**Pronouns:** First-person pronouns okay when describing the paper (“I advance the following argument in this paper …”), but try to avoid second person pronouns (‘you,” “your,” etc.).

**Foreign words or phrases** are italicized at first appearance then set roman

**Translated text** is placed in parentheses in the text (with no italics or quotes) and in brackets in References or Notes

**Tables:** Table 1. Table captions are capitalized in sentence style but do not end with a period

**Grammar and Copyediting**

**Abbreviations**

- Use “and” (instead of &, except in publisher’s official name, e.g., Harper & Row)
- Spell out all but the most common acronyms and abbreviations at first mention
- Try to avoid beginning a sentence with an acronym or abbreviation or numeral
- Time: Use a.m. and p.m. (6:45 p.m.; 5 a.m.)
- It’s okay to use contractions
• Use “e.g.” and “i.e.” followed by a comma and only within parentheses—no italics; in text, spell out “for example” and “that is,” respectively. In text, spell out “viz” as “namely.”
• If the “section” symbol is used, it should be followed by first a non-breaking space (Ctrl + shift + space bar) and then the section number: § 5

Numbers and dates

• 1980s, mid-1980s, late 1960s (“sixties” is usually okay too); 55 BC and AD 1900
• Centuries: twentieth century, twenty-first century
• 1980-1983 (use hyphen and do not abbreviate as 1980-83); hyphen between numbers will be automatically changed to en-dash
• time: 10 p.m. 3:36 a.m.
• 10 percent (use numeral and spell out “percent”; do not use % symbol unless there are numerous percent references throughout the paper, then use, e.g., 10%)
• 1,368 (use comma); $5,000
• 25 million
• age sixty-five, a five-year-old (noun, adj.), but he is five years old
• pp. 380-389 (do not drop out digits)
• Spell out numbers one through one hundred and round numbers (e.g., “one hundred thousand”) except for parallel style within a sentence containing a numeral; use numerals for measurements (1 inch, 57 miles, etc.) or equations
• Spell out ordinals (“third”) except in References edition (3rd edition; not 3rd)
• Numbers for numbered lists are preferably enclosed in parentheses
• Preferred format for a numbered list that is run-in to the text: (1) ..., (2) ..., and (3) ...

Punctuation

• Use serial comma (a, b, and c)
• No periods in upper case acronyms or abbreviations (FBI, URL); US (adjective only), UN
• Use single quotes inside double quotes ““”; avoid using single quotation marks as “scare quotes” or to denote a word as a word
• Period and comma are placed before close quotation mark:
  He said, “Please leave.” “Go away,” he said.
• Use comma before and after “Jr.” (e.g., Martin Luther King, Jr., is my hero)
• Do not capitalize the first word of a single sentence following a colon (unless it is dialogue, or it signals or introduces more than one sentence)
• Hyphens are used before a capitalized word, or to prevent mispronunciation (non-science, co-morbidity) or misreading (anti-intellectual), or to emphasize the prefix
• No hyphen is used when an adverb ending in –ly modifies an adjective: a terribly hot day
• Use comma before “because” only if what follows is non-restrictive (it usually is not used because it breaks up the causal relationship between the two clauses)
• It is okay to use contractions
• If a name ends in “s,” then the possessive form uses an apostrophe followed by another “s.”: James’s early writings

References (modified from Chicago Manual of Style)
• Section subhead is “References”
• References section follows Notes section (if both are used)
• Use headline style caps for article and book titles
• Spell out journal titles, but omit “The”
• Spell out names of months in citations
• Use US Postal service state abbreviations
• Use initials with a space between them (Key, J. S.) but only abbreviate first name if full name is not available or is not used in publications
• Use all digits (use hyphen although it will be changed to an en-dash in typesetting) in page ranges (pp. 136-149)
• Two or more works by one author: use ------ (six hyphens) and sort by year, earliest first; same author and multiple works for the same year, use 2004a, 2004b, etc. (ordered alphabetically by title)
• Access date only needed for online-material citations if source’s text is periodically updated or revised
• After seven authors have been listed for one source, use “et al.”
• (2nd edition) follows title

References, sample entries: (underline denotes italics in final version)

Book:

Book, reprint (of earlier edition; in edited collection):

in text: (Mill 1859/1998, p. 5) page numbers quoted are from reprint; if they’re from the original, do not list the reprint at all


Chapter:
**Introduction to a book:**

**Dissertation:**

**Article:**

*in text:* (Wringe, forthcoming)

**Book review:**

**Article without author (use title first):**

**In-Text Citation when using a References list**
- Use et al. for more than three authors in parenthetical text citation and in text
- (Bohman 1996, pp. 125, 126, 129; Young and Smith 2003, p. 103)
- (Smith 1997a, 1997b)
- text cit. for footnotes or endnotes: (Smith 2003, p. 23n14)
- **Scriptural:** 2 Corinthians 11:29-30
- **Secondary sources:** use “quoted in”: (quoted in Bohman 1996, p. 45)
- **Reprint:** (Mill 1859/1998, p. 5) page numbers quoted are from reprint; if they’re from the original, do not list the reprint at all
Endnotes

- Section subhead is “Notes”
- Notes section precedes References section (if both are used)
- Try to use one superscript number per sentence (there will be cases where using more cannot be avoided); never place two superscript numbers in the same place—combine Note text instead.
- Try to place superscript number after punctuation (except em-dash, place before)
- Provide at least two principal researchers’ names before using “et al.” in Notes section

Endnotes, sample entries for ENDNOTES WHEN THERE IS NO REFERENCES SECTION: (underline denotes italics in final version)

Book, first mention:


Book, second mention:

4. Smith, Law and Democracy, p. 35.

Chapter:


Article, first mention (magazine, journal, newspaper, online magazine, online newspaper):


Article, second mention:


Article without author (use publication name as author):

Online reference work:

Legal citations (no italics used for case names in endnote citations):
   Legal citation uses italics for case names in text [although set without italics in Notes], and is not found in References list.

Broadcast:

Film out on DVD:

Letter of correspondence, archived online:

Dissertation:

Endnotes and References Both Used
- Notes section precedes References section
- In Notes and text, within and outside of text citation, use “et al.” for three or more authors
- Book or article cited in Notes, referring to a References entry:
Word List

3-D

acknowledgment
ad hoc (no italics)
advisor
aka (also known as)
akrasia
analogue
a posteriori
APQ in text no italics
a priori
assertable
axe-murderer

backstory
better-off
the Bible but biblical
bona fide
by-product

catalogue
ceteris paribus
chap. in text for “chapter”
common sense (noun is two words)
commonsense (adj. is one word)
complementary to ...
consists in: to be expressed by, to be contained
consists of: composed of
counter-example

daydreaming
de dicto
de re
decision making (noun)
decision-making (adjective)
e.g. do not use in text (except in parentheses, followed by a comma)
e-mail
end point
enquiry: use “inquiry”
etc. do not use in text (except in parentheses)

façade
face-to-face
fallibilism
ff (and following pages)
firsthand
forego (“to go before”); cf. forgo (“to do without”) 
Francophone
fulfill; fulfillment

good-bye

hardworking
honeybee

ibid.: use only in Notes (never in text) when a citation is immediately preceded by the same single citation in the note before
i.e. do not use in text (except in parentheses, followed by a comma)
insofar
Internet

judgment

knowledge first (adj.)
labeled
life history
lifesaving (noun and adj.)
linchpin
long-standing
lowbrow

meta-ethics
modeled
modus ponens
multi-tasking

naïve
nation-state
neither is singular and requires a singular verb: “Neither of the two phones is working”
non-existence
non-human
non-moral
non-reductive

overarching

pace
per se
PhD
precondition
pre-emption
pre-linguistic
presuppose
prima facie
promisor
pro tanto
push-pin

qua

racecar
regard ("in regard to," etc.)
re-interpret
reinvigorate

section (in text, not capitalized: section 4, or section IV); use space after symbol § 2
setup (noun)
shareable
[sic] is used to indicate an error in the source
side effect
Simpson’s paradox
skeptic
space-time
spatio-temporal
sui generis

Table 1 (capitalized in text and parentheses and captions)
“that” is restrictive; “which” is non-restrictive
timbre
time travel
toward
trade-off (noun)
truthmaker
truth-teller
twofold

US (adj. only)
user-friendly

value judgment
vice versa
viz.: use “namely” instead
Washington, DC
website
well-being
“which” is non-restrictive; “that” is restrictive;

willpower
worldview
World War II (or the Second World War)
worse-off

X-ray
x’s (plural of x)