American Philosophical Quarterly
Style Sheet

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 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.

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

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.)

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.). Translated text is placed in parentheses in the text (with no italics or quotes) and in brackets in References or Notes; only capitalize first word if title is not published in translation.

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
- 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
- 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
References (modified from Chicago Manual of Style)

- Section subhead is “References”
- References section follows Notes section (if both are used)
- 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; 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:
Article:


in text: (Wringe, forthcoming)

Article without author (use publication name as author):

In-Text Citation when using a References list
• Use et al. for three or more 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:
3. 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:
  2. See Rawls (2001), p. 34.
Word List

§ section symbol is followed by a non-breaking space

3-D

acknowledgment
ad hoc (no italics)
analogue
a posteriori
a priori
axe-murderer

backstory
better-off
the Bible but biblical
bona fide

catalogue
*ceteris paribus*
c*hap.* in text for “chapter”
complementary to ...
counter-example

daydreaming
decision making (noun)
decision-making (adjective)

Earth (capitalize the name of the planet)
e-mail
end point
etc. do not use in text

facade
firsthand
forego (“to go before”); cf. forgo (“to do without”)
fulfill

good-bye

honeybee

*ibid.*: use only in Notes (never in text) when a citation is immediately preceded by the same single citation in the note before.

Internet
judgment

lifesaving (noun and adj.)
long-standing

meta-ethics
modeled
multi-tasking

naïve

neither *is singular and requires a singular verb*: “Neither of the two phones is working”
non-existence
non-human

overarching

pace
per se
PhD
pre-linguistic
pre-suppose
prima facie (no italics)
pro tanto
push-pin

qua

racecar

section *(in text, not capitalized: section 4)*
shareable

*[sic]* is used to indicate an error in the source
spatio-temporal

toward
truth-teller
twofold

US (adj. only)
user-friendly

vice versa
viz.: use “namely” instead

Washington, DC
website
well-being
worse-off

X-ray
x’s (plural of x)