

# PHILOSOPHY OF EDUCATION JOURNAL

## Guidelines for Conference Submissions and Journal Contributions

The style guide offered below applies to both initial conference submissions and to accepted Journal contributions (concurrent session papers and responses, invited addresses and responses).

Please note that this version of the guidelines has been updated from previous versions to reflect new policies. Referencing guidelines are based on the *Chicago Manual of Style*, 17<sup>th</sup> ed. For any referencing questions not covered below, please consult that edition of the manual.

**HEADING** (To appear above the beginning of text at the top of the manuscript):

- For **preconference submissions**, *only* the title should appear at the top of the first page.
- For **all final essays accepted or invited** for conference presentation and Journal publication, also include in the heading:
  - Author's name without title or degrees
  - Institutional affiliation of author (in italics)
- First-level headings should be center-justified, UPPER CASE/ALL CAPS.
- Second-level headings (if used) should be left-justified, UPPER CASE/ALL CAPS.

Example:

Essay/Conference Presentation Title

Author's name

University Affiliation

- **Responses** should have an independent, original title, not "Response to Author." Heading should follow the same format presented above.

**TEXT:**

- Set paper size to "US Letter" (not A4).
- Use a standard font, preferably Times New Roman, 11 pt., with the text double-spaced throughout, and no extra space between paragraphs.
- No headers or footers.
- Please indent the first line of each paragraph (rather than using a line space to separate the paragraphs), using a true indent rather than a tab for this.
- Include page numbers at the bottom-center of the page.
- In most cases, numbers in the text one to one hundred, round numbers, and any number beginning a sentence should be written out.
- If the text is structured in sections, these should be introduced by descriptive headings and not numerals.
- *Use italics* for book titles and to indicate emphasis.

- Words using inverted commas should use double-quotes; single quotes should only be used to signal a quote within a quote.
- Authors are responsible for securing permission for use of copyrighted materials or materials in private collections. (See entries under “Obtaining Permissions” and “Requesting Permissions in the *Chicago Manual of Style*, 17<sup>th</sup> ed.)
- Authors of accepted manuscripts are expected to submit and pay any deeds as associated with the preparation of high-resolution graphics or camera-ready copy figures or illustrations, and to bear the cost of any special typography.
- Please note that author name-date, APA, or MLA reference styles are not consistent with the Journal format. Any manuscript accepted for publication that does not conform with the *Chicago Manual of Style* will be returned to the author for correction.
- Word counts:
  - **Essays for concurrent sessions:** 4500 words, including endnotes.
  - **Responses to concurrent sessions:** 1500 words, including endnotes.
  - **Invited essays** (e.g., Presidential Address, Kneller Lecture): 6000, including endnotes.
  - **Invited responses** to invited essays: 2000, including endnotes.

It is the author’s responsibility to ensure that the limits stated here are not exceeded. If the word limit is exceeded the editor may make cuts to the manuscript, or ask the author to do so, in order that the paper conforms with these word limits.

#### ENDNOTES:

- Endnotes should be double-spaced at the foot of the entire text, *not* at the foot of each page.
- Use your word-processing program to insert endnotes. In Microsoft Word, this function may be found by going to “References” at the top of the screen and selecting “Insert Endnote.”
- Manuscripts submitted with footnotes at the foot of each page that have been manually inserted and cannot readily be converted will be returned to the author for reformatting.
- All endnotes should be formatted with superscript numerals: 1, 2, 3 . . .
- Response papers should cite the essays they are responding to with one single endnote and no page numbers listed.  
*Example:* Cris Mayo, “Teaching Anger,” *Philosophy of Education* 76 (same issue).
- Superscript numbers should normally appear at the end of the sentence in which the citation is needed—not in the body of the sentence. This includes when multiple citations from the same or different sources are used in a single sentence. In such instances, each reference should be separated by a comma in the endnote.
- After the first reference to a source, shortened notes should be used. In shortened notes, the title should be two to four words long.
- Books and journal articles with more than three authors should include the first author, followed by *et al.* (James A. Smith et al.).
- When citing a book chapter or journal article, either the full-page range of the text is needed, or specific pages referenced in the manuscript.
- For print materials, use “n.d.” when no date is known or provided.
- For online sources when a date of publication is not available include an “accessed” date.
- Identify the medium for audio and visual sources. See examples below.
- Social media citations can often be limited to appearing in text, and a note may not be necessary (see example under “Social Media” below).
- Please indicate whether quote emphasis is added or in the original in parenthesis in the note.

## EXAMPLES

### **Books**

#### *With one author*

- Mary Wollstonecraft, *Letters Written in Sweden, Norway, and Denmark* (New York: Oxford University Press, 2009), 35.  
*shortened*
- Wollstonecraft, *Letters Written*, 35 (emphasis in original).

#### *With two or three authors*

- Kathleen Lynch, John Baker, and Maureen Lyons, *Affective Equality: Love, Care, and Injustice* (New York: Palgrave Macmillan, 2009), 19.
- Lynch, Baker, and Lyons, *Affective Equality*, 19 (emphasis added).

#### *With an editor (citing the whole collection)*

- Joan Wallach Scott, ed., *Women's Studies on the Edge* (Durham: Duke University Press, 2008), 157-58.
- Scott, *Women's Studies*, 157-158.

#### *Chapter or selection from an edited collection*

- Barbara Adam, "Re-Vision: The Centrality of Time for an Ecological Science Perspective," in *Risk, Environment and Modernity: Towards a New Ecology*, ed. Scott Lash, Bronislaw Szerszynski, and Brian Wynne (London: SAGE, 1996), 84-103.
- Adam, "Re-Vision," 85.

#### *Translated*

- Plato, *Republic*, trans. G. M. A. Grube (Indianapolis: Hackett Publishing, 1992), 193-94.
- Plato, *Republic*, 193-94.

#### *E-book*

- Charles W. Mills, *Blackness Visible: Essays on Philosophy and Race* (Ithaca: Cornell University Press, 1998), 120, ProQuest EBook Central.
- Mills, *Blackness Visible*, 120.

#### *Book/edited anthology with more than 3 authors/editors:*

- Alexander Dallin et al., eds., *Diversity in International Communism*, vol. 2 (New York: Columbia University Press, 1963), 24-26.
- Dallin et al., *Diversity in International Communism*, 30.

### **Book Reviews**

- Junot Díaz, "James McBride's 'Deacon King Kong' is a Supercharged Urban Farce Lit Up by Thunder Bolts of Rage," review of *Deacon King Kong* by James McBride, *New York Times*, February 29, 2020.
- Díaz, "James McBride's."

## Journal Articles

### *With one to three authors*

- Antoni Negri and Michael Hardt, "Value and Affect," *Boundary 2* 26, no. 2 (1996): 77-88.
- Negri and Hardt, "Value and Affect," 77-78.

### *With four or more authors*

- Robert Blakely et al., "Communicating the Neuroscience of Psychopathy and its Influence on Moral Behavior: Protocol of Two Experimental Studies," *Frontiers in Psychology* 8 (2017): 294-302.
- Blakely et al., "Communicating the Neuroscience," 294.

## Newspapers/Magazines

### *Newspapers*

- Danielle Pergament, "'Do Not Touch the Flowers!' One Family's Eco-Adventure in the American Southwest," *New York Times*, March 15, 2020, <https://www.nytimes.com/2020/03/16/travel/Anza-Borrego-California-family-travel.html?action=click&module=Editors%20Picks&pgtype=Homepage>.
- Pergament, "Do Not Touch."

### *Magazines*

- Raffi Khatchadourian, "The Burn List," *New Yorker*, November 4, 2019, 48.
- Khatchadourian, "Burn List," 48.

## Thesis/Dissertation

- Richard Simon, "Comedy, Suffering, and Human Existence" (PhD diss., Stanford University, 1977), 100-2.
- Simon, "Comedy, Suffering," 100-2.

## Presented Papers (unpublished)

- Tim McDonough, "The Net and Norms: The Advantages and Disadvantages of Online Pedagogies" (paper presented at the annual conference of the American Educational Studies Association, Pittsburgh, PA, October 2002).
- McDonough, "Net and Norms."

## Webpage

### *With an author*

- Haruki Murakami, "Barn Burning," Mr. Flamm, accessed March 16, 2020, <https://www.mrflamm.com/uploads/2/2/0/0/2200902/barnburningbyharukimurakami.pdf>.
- Murakami, "Barn Burning."

### *Without an author*

- "Barn Burning," Mr. Flamm, accessed March 16, 2020, <https://www.mrflamm.com/uploads/2/2/0/0/2200902/barnburningbyharukimurakami.pdf>.
- "Barn Burning."

## Art/Photographs/Cartoons

### *From published (book) sources*

- Alevi Savrasov, *The Roots Have Arrived*, 1871, in Dimitri V. Sarabianov, *Russian Art: From Neoclassicism to Avant-Garde 1800-1917: Painting – Sculpture – Architecture* (New York: Harry N. Abrams, Inc. Publishers, 1990), 169, plate 31.
- Savrasov, *Roots Have Arrived*.

### *From online sources*

- Camille Pissarro, *Two Young Peasant Women*, 1891-92, oil on canvas, 89.5 x 116.5 cm, New York Metropolitan Museum of Art, New York, New York, accessed August 2, 2019, <https://www.metmuseum.org/art/collection/search/437304>.
- Pissarro, *Two Young Peasant Women*.

### *Figure caption*

- Figure 1. Camille Pissarro, *Two Young Peasant Women*, 1891-92, oil on canvas, 89.5 x 116.5 cm, New York Metropolitan Museum of Art, New York, New York.

## Video

### *In general*

- First name Last name, *Title*, directed by/performed by/written by First name Last name (Original release year; City: Studio/Distributor, video release year), medium.

### *Film*

- *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, California: Warner Home Video, 2000), DVD.
- *North by Northwest*.

### *For a specific scene (possible only with DVDs where scenes are titled)*

- “Crop Duster Attack,” *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, California: Warner Home Video, 2000), DVD.
- “Crop Duster Attack.”

### *Episode for a television show*

- Downton Abbey, season 5, episode 9, “A Moorland Holiday,” directed by Minkie Spiro, re-aired December 27, 2015, PBS, video, 1:34:26, <https://www.pbs.org/wgbh/masterpiece/episodes/downton-abbey-s5-e9/>.
- Downton Abbey, “Moorland Holiday.”

### *Online video*

- Iseult Gillespie, “The Meaning of Life According to Simone de Beauvoir,” *TED: Ideas Worth Spreading*, March 2020, video, 4:50, [https://www.ted.com/talks/iseult\\_gillespie\\_the\\_meaning\\_of\\_life\\_according\\_to\\_simone\\_de\\_beaupoir](https://www.ted.com/talks/iseult_gillespie_the_meaning_of_life_according_to_simone_de_beaupoir).
- Gillespie, “Meaning of Life.”

## Podcast

- Mark Linsenmayer, “236: Judith Butler Interview: ‘The Force of Nonviolence,’” February 24, 2020, *The Partially Examined Life*, podcast, MP3 audio, 1:04:32, <https://partiallyexaminedlife.com/2020/02/24/ep236-butler-nonviolence/>.
- Linsenmayer, “Judith Butler Interview.”

## Blog

- Adriel M. Trott, “Women in Philosophy: Using the Feminist Theory Archive,” *Blog of the APA* (blog), July 17, 2019, <https://blog.apaonline.org/2019/07/17/women-in-philosophy-using-the-feminist-theory-archive/>.
- Trott, “Women in Philosophy.”

## Social Media

*Woven into the text (no note needed)*

- “Quote from tweet” (@stephenfry, April 22, 2019).

*Twitter*

- Stephen Fry (@stephenfry), “Happy Birth and Death Day Shakespeare. Keep slaying those dragons, George #StGeorgesDay,” Twitter, April 22, 2019, 11:29 p.m., <https://twitter.com/stephenfry/status/112075417151369221>.

*Facebook*

- Philosophy of Education Society, “Here is a new foundations of education job posting!” Facebook, March 12, 2020, <https://www.facebook.com/philosophyofeducation/>.

## Interviews

*Published or broadcast*

- Octavia Spencer, “‘I Always, Always Fight’: Octavia Spencer on Demanding More from Hollywood,” interview by Terry Gross, *Fresh Air*, March 16, 2020.

*Unpublished*

- Jane Smith, in conversation with the author, March 16, 2020.

## Personal Correspondence

- Emma Willard, Letter to President Andrew Johnson, October 25, 1865.
- Willard, President Andrew Johnson.

\*\*Updated, June 2021.