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*, 17th 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:

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Essay/Conference Presentation Title

Author’s name

University Affiliation
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- **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, 17th 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.
- 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

With two or three authors

With an editor (citing the whole collection)
- Scott, *Women’s Studies*, 157-158.

Chapter or selection from an edited collection

Translated

E-book
- Mills, *Blackness Visible*, 120.

Book/edited anthology with more than 3 authors/editors:
- Dallin et al., *Diversity in International Communism*, 30.

Book Reviews
- Diaz, “James McBride’s.”
Journal Articles
With one to three authors
● Negri and Hardt, “Value and Affect,” 77-78.

With four or more authors

Newspapers/Magazines
Newspapers
● Pergament, “Do Not Touch.”

Magazines

Thesis/Dissertation
● Simon, “Comedy, Suffering,” 100-2.

Presented Papers (unpublished)
● McDonough, “Net and Norms.”

Webpage
With an author
● Murakami, “Barn Burning.”

Without an author
● “Barn Burning.”
Art/Photographs/Cartoons

From published (book) sources
- Savrasov, *Roots Have Arrived*.

From online sources
- 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.”

Episode for a television show
- Downton Abbey, “Moorland Holiday.”

Online video
- Gillespie, “Meaning of Life.”
Podcast
- Linsenmayer, “Judith Butler Interview.”

Blog
- Trott, “Women in Philosophy.”

Social Media
*Woven into the text (no note needed)*
- “Quote from tweet” (@stephenfry, April 22, 2019).

Twitter

Facebook

Interviews
*Published or broadcast*

*Unpublished*

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

**Updated, June 2021.**