



**manuscript preparation guidelines**

**Conatus · Journal of Philosophy**

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## Manuscript Preparation Guidelines

### Abstract

Please provide an abstract of up to 300 words, that would summarize the content of the article and highlight the main issues discussed by the author(s) and the major views supported.

### Keywords

Immediately after the abstract provide a minimum of 5 and a maximum of 8 keywords; keywords should be separated by a semi-colon [;].

### Main Text

- Articles should be no longer than 10,000 words.
- The journal uses US spelling; however, authors may submit using either option.
- For the main text use Times New Roman typeface (12 pt, single spacing, justified), and for footnotes Times New Roman (10 pt, single spacing, justified).
- Avoid bold lettering; where necessary, use italics to emphasize.
- Tables, images, diagrams, figures etc. should be uploaded as separate supplementary files. Authors are advised to convert such material to .jpg image format. The exact location where additional material should be inserted should be mentioned in brackets, e. g. [Figure 1].
- Abbreviations: In general, terms should not be abbreviated unless necessary. In such a case initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- Numbers: numbers under 10 are spelt out, except for measurements with a unit (10 km<sup>2</sup>) and age (10 years old).

### References

Footnotes and Reference list should be prepared according to **Chicago Manual of Style / Notes and Bibliography** standard. This means:

- References appear in footnotes and not as in-text citations.
- The List of References at the end of the paper should be prepared accordingly.
- Provide DOI numbers for each item cited when available; in the References list, as well as when it first appears in the footnotes (not when repeated).

## Detailed Guidelines

1. In general, all **punctuation** precedes closing quotation marks:

"...and justice for all."  
"...and justice for all,"  
"...and justice for all;"  
"...and justice for all?"

except in the case of colons:

"...and justice for all":

2. **References** are numbered in consecutive order in the text. Use superscript arabic numerals to cite material. Avoid references in the abstract, unless absolutely necessary.

3. **Superscript numbers** are inserted following punctuation and quotation marks:

"...and justice for all."<sup>5</sup>  
...and justice for all.<sup>5</sup>  
...and justice for all,<sup>5</sup>  
...and justice for all;<sup>5</sup>  
...and justice for all?<sup>5</sup>

except in the case of colons and dashes:

...and justice for all<sup>5</sup>:  
"...and justice for all"<sup>5</sup>:  
– and justice for all<sup>5</sup> –

4. **Capitalization**. The title of each work cited in the footnotes as well as in the References, but also mentioned in-text, should be capitalized as follows:

- a. Capitalize the first word of each title.
- b. Capitalize all nouns, verbs, adjectives, and proper nouns.
- c. Lowercase articles, conjunctions, and prepositions (unless first words in the title).

5. **Dashes and hyphens**

a. Use the **en-dash** (short, no space before and after) only to denote range:

1850-1890  
The New York-Athens flight

b. Use the **em-dash** (longer, space before and after) in all other cases:

He was available – and also willing – to participate.

c. Use **hyphens** (exactly like the en-dash, short, no space before or after) only to compound words:

in-text citations  
step-by-step

## 6. Quoting

All quotations longer than 30 words should appear as **block quotes**: do not use quotation marks; separate the quote from the main text by one blank line before and one after; indent the entire quote one inch from the left and right margin.

All other quotations should appear in-text within double quotation marks followed by footnote indicator:

Hume's views awoke him from his "dogmatic slumber."<sup>15</sup>



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