

## Author Guidelines

Based on the 14th edition of *The Chicago Manual of Style*

First and foremost, use the author+date method of citing, as follows (☞ means “here’s an example”):

☞ The reference is placed right in the text (Tallon 1997, 123-45).

This replaces a footnote or endnote. If there *are* notes with content, they must be given a superscript and become numbered endnotes placed at the end of the book (the headers on the pages of notes tell the reader the pages in the text to which the notes relate). Old style endnotes waste a lot of space and when placed as footnotes waste even more.\*

Enter superscripts thus:

- ☞ lorem ipsum.”<sup>12</sup>
- ☞ lorem ipsum,”<sup>12</sup>
- ☞ lorem ipsum:<sup>12</sup>
- ☞ lorem ipsum;<sup>12</sup>
- ☞ lorem ipsum;”<sup>12</sup>
- ☞ lorem ipsum:”<sup>12</sup>

In the end biblio the complete biblio is given in this form (notice the year after the name and the short way of citing pages:

☞ Tallon, A. 1996. “Triune Consciousness and Some Recent Studies of Affectivity.” *American Catholic Philosophical Quarterly* 70: 243-73.

☞ Tallon, A. 1997. *Head and Heart. Affection, Cognition, Volition as Triune Consciousness*. New York: Fordham University Press.

OK to use ☞ *ibid.* (no italics), which means in the same place, and to use it with a page number when you mean in the same book, e.g., ☞ *ibid.* 243. Of course, an *ibid.* has to occur right after a regular citation, with no intervening citation to some other source. Put it in the text in parentheses, e.g., ☞ (*ibid.*) or ☞ (*ibid.* 243). Don’t use *op. cit.* or *loc. cit.* Use ☞ *see* instead of *cf.* or *cp.*

Never use all caps for anything, including chapter titles, section titles, etc. Use italics instead of underlining if your software allows. Underlining will be converted to italics. Don’t use bold. You will probably use ordinary text fonts and add style, as it’s called, from the keyboard, e.g., by command+I for italics; that’s OK; all such added styles will be converted to the real font later in PageMaker (i.e., for regular plus italics we will use the actual Adobe Garamond Italic font; the reason is that the high resolutions Linotronic printers [2540 dpi] will print better with the real rather than styled font).

When you list your notes at the end of a chapter, don’t use superscript. Follow this form:

- ☞ 1. Lorem ipsum.
- ☞ 2. Lorem ipsum.

There's one space after the number, not a tab; I'll replace them with tabs later. No need to skip spaces between notes.

Text will be set in Adobe Garamond 11/12 or 11/13 (which means 11 point text with 12 or 13 point leading). Notes will be one point smaller (10/11), as will indented quotations in the text (or in notes), which will be indented from both margins and a space added before and after the indented quotation. Do not indent material up to 9 lines; indent when the quotation is 10 lines or more. The end bibliography will also be set 10/11. The indexes will be in two columns and set one point smaller, namely, 9/10. Headers will be 10/11.

Use arabic page numbers even from the very beginning; do not use roman numerals at all, including for chapter numbers or citing journals volumes numbers (convert them to arabic in your end biblio).

Do not use any headers or footers; they will be added in layout, as indicated next. In books of one author, the even (verso, left) page header will have the chapter number and title; the odd (recto, right) page header will have the section name, if any, or repeat the chapter title; readers will know the book title and its author. In collections, the author name will go on the recto and the essay title on the recto.

If your software does not allow em dashes (—), which is made with option+shift+dash (on the Mac keyboard), enter two dashes (--) and they will be converted. Use an en dash (–), which is made with option+dash (Mac keyboard) for numbers, as in page numbers, e.g., *ibid.*, 234–45.

don't hyphenate words with

nonconformist

postmodern, postconciliar

prereflective

antidefamation

antepenultimate

In general language tends to hyphenate and then to make a compound word; e.g., one can still find the word to-day in older books. Today (sic) we write it as one word. The tendency now is to jump the gun, so to speak, and go right ahead with the compound word. But if you prefer the hyphenated word, just be consistent. Dictionaries vary and you will find spellers in word processors stating that the compound is also a word, without attempting (usually) to recommend change but simply offering information.

In general the tendency today is also to avoid initial caps where older writing was liberal in their use, e.g., somebody's dad, the pope, the president, the king. In direct address, use the cap: Hi Dad, King Louis, Pope John. The tendency is called low rather than high style and is favored in American publishing. Again, *The Chicago Manual of Style*, 14th edition, is our standard.

\*Special offer: If you already have written your book in the older style (not author+date) and this looks like a ton of work, I will make you a deal. Do the work of converting to the author+date method and instead of endnotes, I will set your book with footnotes, which are much more desirable for scholars, if, that is, they really have important content that cannot go into the main text. If you insist on keeping your older style, the notes will go at the end of the book.