

*philo*SOPHIA: A Journal of *trans*Continental Feminism

SUBMISSION GUIDELINES

*philo*SOPHIA is an international, interdisciplinary peer-reviewed journal of feminist philosophy, theory, and creativity. Established in 2008, and “*trans*Continentalized” in 2018, the journal biannually publishes cutting-edge scholarship that extends the rich traditions of transformative feminist interventions and sociopolitical engagements. Actively connecting and creating divergent feminist approaches, cultures, genres, and histories, *philo*SOPHIA seeks to cultivate discursive alliances with, especially but not exclusively, critical race, disability, literary, media, and queer studies.

POLICY STATEMENT

*philo*SOPHIA does not consider manuscripts that are under review elsewhere or that have been previously published.

All manuscripts are peer reviewed.

MANUSCRIPT SUBMISSION

1. Submit manuscripts to philosophiaJCF@gmail.com as an electronic Microsoft Word attachment.
2. **A separate title page** must also be submitted along with the manuscript. Detailed instructions below.
3. All emails should be addressed to Editorial Assistant, *philo*SOPHIA.

GENERAL SPECIFICATIONS

1. Manuscripts should be between 6,000 to 10,000 words, inclusive of endnotes and references.
2. **All manuscripts must include an abstract** of no more than 200 words and 5 keywords.
3. To maintain anonymity in the review process, include author’s name, affiliation, affiliation email, mailing address, and 100-word author bio on a **separate title page**. Citations to an author’s own works should be made in a way that does not compromise anonymity.
4. *philo*SOPHIA follows the **Author/Date format of the *Chicago Manual of Style***. Refer to books within the text in *italics* with the (Author Date) enclosed within parentheses, and page number if relevant. For example: (Butler 1991, 3). For translations, use the publication date of the translation. Journal articles should be cited in the same manner, with titles of essays in quotation marks. For heavily referenced texts only, it is acceptable to use a code for parenthetical references, e.g., (SS, 12) for *The Second Sex*.
5. *philo*SOPHIA follows the SUNY Press guidelines for formatting manuscripts. Double space the entire manuscript (including notes, reference list, and internal quotations). Use a 12-point font, preferably Times Roman. This information can also be found at: http://www.sunypress.edu/PDF/MS_guidelines.pdf
6. **Use endnotes** rather than footnotes. Endnotes should be reserved for elaborations of content; specific

references to cited material should appear within the text in the Author/Date format.

7. Quotations over five lines should be indented and blocked off from the rest of the text.
8. There should be a **Works Cited at the end**, including all the books and articles cited in the text and endnotes. References to more than one work by the same author should be listed in descending chronological order. **References should be flush left (with no tabs or hanging indent).**
9. The overall **format of your manuscript** should be as follows:
 - ◇ **Title**
 - ◇ **Abstract**
 - ◇ **5 keywords**
 - ◇ **Text**
 - ◇ **Works Cited**
 - ◇ **Endnotes**

WORKS CITED EXAMPLES (*Chicago Manual of Style* Author/Date Guidelines)

Article/Chapter in a book:

Irigaray, Luce. 1991. "Love Between Us." In *Who Comes After the Subject?*, edited by Eduardo Cadava, Peter Connor, and Jean-Luc Nancy, 167–177. New York: Routledge.

Article from a website:

Shrum, Robert. 1996. "Taxing Clinton's Character." *Slate*, June 25. <http://slate.msn.com/id/>

Book:

Butler, Judith. 2004. *Precarious Life*. London: Verso.

Journal article:

Goux, Jean-Joseph. 1983. "Vesta, or the Place of Being." *Representations* 1: 91–107.

Website:

Yetman, Norman R. 2001. "An Introduction to the WPA Slave Narratives." *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936–1938*. <http://memory.loc.gov/ammem/snhtml/snhome.html>.

MISCELLANEOUS STYLE MATTERS:

- *Italicize* words in a foreign language; in general, use italics instead of underlining.
- Non-roman text (e.g. Greek, Hebrew, Arabic) should be transliterated.
- Use single quotation marks for quoted material within a quotation and to mention linguistic expressions.
- Periods and commas should always fall within quotation marks, unless followed by a parenthetical reference.

REFERENCES

Chicago Manual of Style, 17th edition

Webster's Collegiate Dictionary, 11th edition

Webster's Third New International Dictionary

Punctuation:

- Per SUNY Press house style, the serial comma is used (see also 6.19); exceptions are for commas appearing before ampersands (6.21)
- Punctuation falls within quotation marks (6.9) with the exception of question marks, colons, semicolons, and exclamation marks (if those punctuation marks are not part of the quotation) (6.10)
- A comma should not be used between a dependent clause and the main clause if the dependent clause is restrictive (essential to the meaning of the main clause) (6.25).
- Commas are no longer required around *Jr.* and *Sr.*, but if they are used, they must appear both before and after the element (6.43)
- When a colon introduces two or more sentences, or a series of questions, the first word following the colon is capitalized. When the colon is followed by an incomplete sentence, the first word is lowercased (6.63)
- Em dashes are used for sudden breaks or asides in the running text, as well as for phrases that amplify and explain (6.85, 6.87)
- Do not separate a compound predicate by a comma (6.23)
- A word or phrase preceded by *so-called* need not be enclosed in quotation marks. The expression itself indicates irony or doubt. If, however, it is necessary to call attention to only one part of a phrase, quotation marks may be helpful (7.59)
- Quotation marks are rarely needed for common expressions or figures of speech, including slang (7.60)
- Scare quotes, quotation marks used to alert the reader to a term used in a nonstandard or ironic sense, should not be overused (7.57)
- Quoted material of more than one paragraph should be presented as a block quotation if at all possible (13.10). If for some reason such a passage must be run in to the surrounding text, a quotation mark is needed at the beginning of the quotation and at the beginning of *each* new paragraph but at the end of only the *final* paragraph (13.32)
- A question mark is used within a sentence at the end of a direct question: What will I accomplish today? she wondered (6.69)

Parentheses:

- Though a note number normally follows a closing parenthesis, it may on rare occasion be more appropriate to place the number inside the closing parenthesis—if, for example, the note applies to a specific term within the parentheses (14.26)

Hyphens:

- Adjective compounds with *-ly* are open: historically based decisions (see table in 7.89)

Quotation marks:

- Titles of poems and short stories are set roman and enclosed in quotation marks: Dinesen's "Babette's Feast"; Wilde's "The Ballad of Reading Gaol" (8.181)

Abbreviations:

- Abbreviations for eras (BCE and CE) now appear all caps without periods (9.34)
- Abbreviations for academic degrees appear either all caps or cap/lc without periods (BLitt, PhD, BA, etc.) (10.21)
- In formal writing, Chicago prefers to confine the abbreviations i.e. ("that is"), e.g. ("for example"), and etc. ("and other things") to parentheses or notes, where they are followed by a comma (6.51). Review the proper usage of etc. in 5.250. These commonly used abbreviations should not be italicized, except for *sic* (7.55)
- CMS disallows the use of *op. cit.* and uses the short-title form (14.36)
- The abbreviations *Ltd.*, *Co.*, and *Inc.* should be deleted from bibliographic entries (14.134)

- The abbreviation US is allowed in running text as an adjective and a noun, provided the meaning is clear in context (10.32)
- The abbreviations for a.m. and p.m. appear lowercase and follow exact times (7:22 a.m.) (9.37)

Hyphenation:

- For capitalization of hyphenated words in a title or level subheading, follow 8.159
- Adjective-noun compounds are hyphenated before the noun they modify, but are open after the noun: a low-class woman; the black market was very low class (7.85)
- Compounds formed with adverbs ending in “ly” and participles or adjectives are not hyphenated: critically minded (7.86)

Spelling:

- In English-language works by non-US authors, spelling should be changed from British/Canadian to American: center (centre), analyze (analyse), behavior (behaviour), focuses (focusses), labor (labour), and so forth. Spelling in quoted material is left unchanged (7.3)

Numbers:

- Digits are used with the word “percent,” except when numerous percentage figures are included, then the symbol % is more appropriate (9.18)
- One through ninety-nine are spelled-out in running text, as are any of those whole numbers followed by hundred, thousand, hundred thousand, and so on. Where numbers above and below ninety-nine express like kinds within the same sentence or paragraph, digits are used for all (9.2; *see also* 9.7 regarding consistency and flexibility)
- Chapter numbers referred to in the text are digits, even when the chapter numbers are spelled-out on the chapter title pages (9.26)
- Decades are either spelled out and lowercased or expressed in numerals. There is no apostrophe between the year and the *s*: 1980s and 1990s (9.33)
- Inclusive: 447–52; 1975–1980
- Spell out one through ninety-nine; 1,000; 7,000–8,000
- 1958 or ’58; 1880s

Names and Terms:

- The space between initials should be the same as the space between the last initial and the name (even when two or more initials are used), except when initials are used alone, with or without periods: M. F. K. Fisher; W. E. B. Du Bois (8.4)
- Civic, military, religious, and professional titles are capitalized when they immediately precede a name: President George W. Bush, and lowercase when they follow the personal name: Charles E. Schumer, senator from New York (8.19)
- When a title is used in apposition before a personal name, it is lowercased: then president Ronald Regan (8.21)
- The possessive form of names that end in *s* is: Confucius’s (7.19); the possessive is formed without an additional *s* for names that end in with an *eez* sound or an unpronounced *s*: Euripides’, Socrates’; Descartes’ (7.18, 7.20)
- Brand names should be capitalized, or you can substitute a generic term if available: Coca-cola (cola); Kleenex (facial tissue); Ping-Pong (table tennis) (8.153)

Italics:

- Foreign words and phrases familiar to most readers and listed in *Webster’s* are not italicized: a priori, ad nauseam, weltanschauung
- Punctuation following italics in a roman context is roman
- Isolated foreign words or terms in an English context are set in italics
- Complete sentences, quotations, and proper nouns in a foreign language are not set in italics
- Titles of novellas are in italics: Balzac’s *Sarrasine*
- Italics are used for isolated words and phrases in a foreign language; an entire sentence or passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks (or set as a block quotation) (7.53 and 11.11)

That/Which:

- “That” is used in restrictive clauses; “which” is used in nonrestrictive clauses (6.27, under “that; which”)