

Guidelines for an author/contributor who wishes to make an academic submission to *The Canberra Chronicles*

The guidelines are based on a conventional usage and format in Humanities which could be adapted to Social Sciences disciplines, as appropriate.

1. The Submission Process

Article should be submitted in Word document (doc or docx format with Calibri Font 12, Single Space) and may include a short abstract (maximum 150 words for a full-length paper of 20 pages) at the beginning of the paper, followed by 3 to 5 key words.

Transcripts must be thoroughly proof-read prior to submission. Either footnote citations for Humanities or in-text citations for Social Sciences, and the final references or bibliography must be reconcilable.

Authors are advised to use footnotes rather than endnotes as they can be used as a final consolidated list of references.

Reprint of an article must seek permission from and acknowledge the original source.

Lecture/seminar notes must be written in full and submitted in doc or docx format rather than power-point presentation.

Book review is to be submitted in doc or docx format with a book cover photo and its full detail, including page numbers.

General News: Conferences/Seminars and other announcements are also welcome in doc or docx format with photos (if any) included.

2. Layout Style

Please be advised that once a particular style is chosen, it must be followed consistently throughout the text in the submission of a final draft as shown below.

TITLE

Author's Name

Institutional Affiliation

Email address for correspondence

Abstract (150 words and should not repeat passages from the opening of the main text)

Key words (3 to 5 for the purpose of electronic searching down the tract)

Main Text*

Acknowledgements

REFERENCES

Appendices (as appropriate)

***The Main Text** should be divided into suitable sections with Arabic numerals for each section and decimalization for sub-sections; for example:

1. Introduction

Some text

A footnote (rather than endnote)

2. Section

2.1. Sub-section A

Some more text

2.2. Sub-section B

Yet more text...

3. Text Style

Spelling. The Oxford English Dictionary's version of UK's usage is advised to be the standard for spelling. Any spellchecker should be set to UK/Australian English. Quotations should follow the spelling of the quoted source.

Quotations should be enclosed by single quotation marks. Double quotation marks should be used only in the following ways: (a) as inner quotation marks within single quotation marks or quotations within quotations; and (b) to enable the exact reproduction of a quoted material (i.e. where a quoted author has himself used it). Closing punctuation marks should be shown outside the quotation marks unless it belongs to the quoted text. Author is advised to observe the difference between an apostrophe (') and a prime ('); don't use the former as a substitute for the latter.

Long quotations of around 30 words or more should appear separately from the text, indented, preceded and succeeded by an extra line space, and should not be enclosed in quotation marks. The reference for the source of the quotation should appear as either part of the indented material or in a footnote reference.

Acronyms should be used after a description written in full. Unmemorable acronyms should be avoided.

Text format for left justification only and disable any hyphenation. The text format should be considered as shown below:

A. Your proposal contains contradictions that render it utterly useless for our current needs.

Not acceptable

B. Your proposal contains contradictions that render it utterly useless for our current needs.

Acceptable

Citations. Author is advised to use an author-date system of citations. The date used in the main text and footnotes should be that of the edition used.

While footnote referencing is used in Humanities, in-text citations for Social Sciences should appear in the following forms: (author's surname year: page number), unless the author's

name forms part of the sentence; for instance, 'As Lycan (2001: 25-9) notes...' 'Several authors have taken this view (Goldman 1994: 107; Velleman 1995; Black 2002: 159, 161-2).'

Please note that there is no comma between author and date, and page numbers (if any) are set off from the date by a colon mark (:). Several works by an author in the same year should be distinguished by adding a lower-case letter to the date (e.g., Jones 1999a: 23, and 1999b).

Also note that multiple-author citations within an article or book review should be chronologically rather than alphabetically ordered; for instance: and that is still that (Jones 2006; Smith 2008; and Annan 2009). Do not use '&' in multi-author citations.

The use of '*ibid.*' is as follows:

- '*ibid.*' is italicised.
- '*ibid.*' on its own is used to denote the same citation as the immediately preceding citation.
- '*ibid.*: 55' (for example) directs the reader to page 55 at the same *source* as was denoted in the preceding citation.

Do & Don't approaches to writing:

- **Page numbering:**

- **Do:** 10-9, 51-5, 100-1.
- **Don't:** 10-9, 51-55, 100-101, 110-119, 110-9.

- **Abbreviations:**

- **Do:** 'Murgatroyd (1951: ch. 4)' and 'Wooster (1974: sec. 5).'
- **Don't:** 'Murgatroyd (1951: Ch. 4)' and 'Wooster (1974: Sec. 5).'

- **Uses of 'e.g.':**

- **Do:** 'see, e.g., Smith (1951); or 'e.g. Smith (1951)'
- **Don't:** 'see e.g. Smith (1951)'; 'e.g., Smith (1951)'
- And the same approach applies to 'i.e.'

- **Internal references:**

- **Do:** 'as we will see (section 3)'
- **Don't:** 'as we will see (§ 3)'

The reference should include an accessed date after its source, e.g., URL – accessed 22 February 2019. See below for related information.

- **Use the Oxford comma:**

- **Do:** 'It was intriguing, provocative, and false'; 'see Smith, Lan, and Mehta (1995)'
- **Don't:** 'It was intriguing, provocative and false'; 'see Smith, Lan and Mehta (1995)'

- **Distinguishing the use of colons and semi-colons:**

- **Do:** 'It was a Gettiered belief: it was therefore true.' 'It was a Gettiered belief; it was not knowledge.'
- **Don't:** It was a Gettiered belief; it was therefore true.'

See more information about 'Gettier cases' at <https://plato.stanford.edu/entries/knowledge-analysis/#:~:text=Gettier%20presented%20two%20cases%20in,known%20as%20%E2%80%9CGettier%20cases%E2%80%9D> – accessed 22 February 2019.

- **Random further writing details:**

- **Do:** 'in so far'
- **Don't:** 'insofar'
- **Do:** 'although'
- **Don't:** 'though'

4. Figures (if any)

Please provide the highest quality figure format possible. This means to ensure that all figures and graphics are supplied at the appropriate resolutions listed below.

- Minimum 1,200 dots per inch (dpi) for line art; minimum 600 dpi for greyscale; minimum 300 dpi for colour.
- Figures must be saved separately to text. Please do not embed figures in the manuscript file.
- All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled [e.g. Figure 1 (a), Figure 1 (b)].
- Figure captions (if not included or attached to a figure) must be saved separately, as part of the file containing the complete text of the manuscript, and numbered correspondingly.
- The filename for a graphic should be descriptive of the graphic, e.g. Figure 1, Figure 2a.

5. Bibliography: a final list of references, in alphabetical order by author(s). Items must be formatted as follows:

Article

Stevens, G., 2004, 'From Russell's Paradox to the Theology of Judgement: Wittgenstein and Russell on the Proposition,' *Theoria* 70/1: 28-61.

Weinberg, J.M., S. Nichols, and S. Stich 2001, 'Normativity and Epistemic Intuitions,' *Philosophical Topic* 29/1 and 2: 429-60.

Note that an author's given name(s) may be listed either in full or just via initial letter(s). Don't use '&' for multi-author listings; use 'and' instead. The second line should be a 'hanging' format, as shown.

Also note that if one format as shown above is chosen, it must be followed through consistently. Don't mix up with one and another.

Book

Devitt, Michael and Kim Sterelny, 1987, *Language and Reality: An Introduction to the Philosophy of Language*, Oxford: Blackwell.

Foley, Richard, 2012, *When Is True Belief Knowledge?*, Princeton: Princeton University Press.

Hetherington, S., 2011, *How to Know: A Practicalist Conception of Knowledge*. Malden, MA: Wiley-Blackwell.

Chapter in a book

Beall, J.C., 2007, 'Truth and Paradox: A Philosophical Sketch,' in *Philosophy of Logic*, ed. Dale Jacquette, Amsterdam: North-Holland: 325-410.

Jones, Karen, 2005, 'Moral Epistemology,' in *The Oxford Handbook of Contemporary Philosophy*, ed. Frank Jackson and Michael Smith, Oxford: Oxford University Press: 63-85.

Note that closing quotation marks are placed after commas, as shown above.

Edited book

Ludlow, P., Y. Nagasawa, and D. Stoljar, eds, 2004, *There's Something about Mary: Essays on Phenomenal Consciousness and Frank Jackson's Knowledge Argument*, Cambridge, MA: The MIT Press.

Edited text

Hume, D., 1747 (1974), *A Treatise of Human Nature*, ed. P.H. Nidditch, Oxford: Clarendon Press.

Note that the year originally published comes first, and followed by the edited year.

Online publication

Candlish, Stewart, 2007, 'The Identity Theory of Truth,' *The Stanford Encyclopedia of Philosophy* (Spring 2007 Edition), ed. Edward N Zalta, URL – <https://plato.stanford.edu/entries/truth-identity/> – accessed 30 June 2019.

Note that titles of journal articles and chapters in books are in quotes. Titles of books and journals are given in italics. Volume and issue numbers of journals are given in Arabic numerals. Both the city of publication and the publisher are given for books. Where more than one work by the same person is listed, the author's name must be repeated in the list of references rather than replaced by dashes (for searching aid purpose), and the items listed must be in chronological order (starting with a current one), except that alphabetical order trumps chronological, so that co-authored items always follow single-authored items by the same person, e.g. 'Bloggs, J. and A.N. Other, 1984' follows, rather than precedes, 'Bloggs, J., 1993.'

Also note that when an author has two or more initials, these are not to be separated by spaces: hence 'A.N. Other' is correct, whereas 'A. N. Other' is not.

Acknowledgement: The above guidelines are adapted from a number of philosophical journals, especially *Australasian Journal of Philosophy* and *Philosophical Papers and Mind*. It should enable the author to prepare an article in a consistent manner and aid the editor to search a list of contributions in years to come.

Rapin Quinn
9 September 2019