

TIJDSCHRIFT VOOR FILOSOFIE

STYLESHEET

GENERAL INSTRUCTIONS

Editorial correspondence will be conducted through the secretariat via e-mail: Tijdschrift.Filosofie@hiw.kuleuven.be.

All articles or critical studies should correspond to the criteria of scientific methodology. All sources used should be mentioned in footnote, and quotations should always be given between quotation marks.

The editorial board maintains the right to perform any and all adjustments that make no change to the text's meaning but are deemed necessary with regard to style and incorrect use of language. Major style and content alternations, such as omissions or admissions of information and change of order, will only be made in deliberation with the author.

The contribution is preferably of no more than 50,000 characters (incl. spaces; = 24 journal pages).

SUBMISSION OF ARTICLES

Manuscripts are to be submitted electronically in a Microsoft format (.doc, .txt, .rtf, .wpd) to Tijdschrift.Filosofie@hiw.kuleuven.be.

To guarantee anonymous assessment, the author must omit all information hinting of his or her identity (please replace by xxx), such as references to previous publications or examples from which one's residence can be deduced.

All manuscripts must contain an English abstract (max. 15 lines) at the end and be accompanied by four to eight keywords (in the language of the article and in English).

Manuscripts are accompanied by personal particulars of the author (year of birth, academic position, recent publications) including address, phone number and email-address. The home address of the author will be printed on the cover of the journal; if the author objects to this, his/her work address will be printed instead.

Articles may be written in Dutch, English, French, German and South African Dutch. (Native Dutch speakers should write in Dutch.) Authors publishing in a language other than their mother tongue must have their article revised by a *native speaker*.

Contributions should be original work that has not been published previously and has not been simultaneously submitted to other journals for publication.

REQUIREMENTS FOR LAYOUT AND TEXT STYLE

Spelling

English texts should be written in either American or British English, not a mix of both.

The Oxford English Dictionary applies as the only standard for British spelling.

The American Heritage Dictionary and Webster's New Collegiate Dictionary apply as the standard for American spelling.

Upon completion of your document, please use the spellchecker in your word processor to track down any avoidable mistakes.

Lay-out

Please use as little special text functions as possible (center text alignment, indentations, tabs, different fonts, etc.), unless mentioned otherwise in the text below.

New alineas start with an indentation (please use the tab key) and are ended with the return key (enter).

Punctuation and spacing

No spacing before, only after: period, comma, exclamation mark, question mark, colon, semicolon.

Single spacing before and after dashes. Dashes are long: — (= Em-dash: Alt Gr + the hyphen key on the numerical pad; on an American keyboard: Ctrl + Alt + the hyphen key on the numerical pad).

Spacing before first and after last: round and square brackets, single and double quotation marks, (e.g.: [xxxxx] or "yyyy").

No spacing before and after a slash between toponyms, between names of publishers or to express alternatives.

Subtitles

We advise you to use subtitles to structure your text, according to the following lay-out:

1. SMALL CAPPS (ctrl+shift+k)
- 1.1. *Italics*
- 1.2. *Italics*
- 1.2.1. Roman
- 1.2.2. Roman
2. SMALL CAPPS

Footnote numbers

Footnote numbers are to be placed after the punctuation mark. Footnotes are to be numbered sequentially and are to be located at the bottom of the page.

Quotations

Quotations are written in Roman (not in italics) and between double quotation marks: “xxxx”. Longer quotations (more than a couple of sentences) don’t have quotation marks, but an indentation and are distinguished from the rest of the text by a blank line before and after. Quotations within quotations use single quotation marks: “xxxx xxxx ‘yyyy’ xxxxxx”.

Texts in a foreign language are to be quoted in English within the text itself and the original version (in the original language) is to be mentioned in footnote. If this translation is your own, please mention this in the footnote of your first citation. When using an existing translation, please mention this in the footnote.

Quotations interrupted by your own text are separated by a comma outside the quotation marks. The comma is to be placed within the quotation marks, if this suites the sentence grammatically.

Irregular spelling and grammatically incorrect sentences within quotations are not to be corrected, but should be pointed out with [sic]. Personal comments within the quotation are to be indicated with: [Roman]. Omissions within the quotation are indicated as follows: [...]. When adding italics to the quotation, please mention this at the end of it: [my italics].

Idioms and terminology, foreign words, numbers and figures

Idioms and terminology should be between single quotation marks and in Roman.

Foreign words and terminology are mentioned in italics, except when these words are also used prevalently in English.

Numbers up to twenty are to be spelled out in the text, except in mathematical texts or text fragments containing a lot of numbers.

Entry of authors and publications

In the text

The first time an author is mentioned, his/her first name is included, unless in the case of a very well known person (e.g., Kant, Hegel, Nietzsche). Successive referrals only mention last name, unless confusion is possible.

Titles of books are typed in italics, titles of articles or of subparts of books are referred to with single quotation marks (‘xxxx’).

In principle, sources are mentioned in footnote; there will be no bibliography at the end of the article.

If the manuscript discusses one or several works of one author and this/these are referred to frequently, it is advised to include the references to these specific works in the text, given in brackets. In this instance, please mention the used/chosen abbreviation in footnote the first time the abbreviation is used in the article.

In footnotes

General principles

Multiple referrals: separated by semicolon.

Author: initial of first name (+ period) NAME (+ comma)

When more than one initial: no spacing between initials

Second name in small caps (no capitalization!): ctrl+shift+k

When two authors: x and y, ('and' in the language of the publication)

When three or four authors: w, x, y and z,

When more than four authors: x et al.,

When one or more editors, resp.: (Ed.) and (Eds.); after names in German: (Hrsg).

Pseudonym: please add [NAME OF AUTHOR].

When you refer to an introduction or preface to a book or edition, written by someone who is not the author of the book itself, mention this: Introd. by I. NAME (= name author of the preface), in: I. NAME (= name author of the book).

Title: please use capitals for English titles (vb. *Philosophy of Mind*); for titles in Dutch, French, German, Italian and Latin, only use capitals for the first word.

Separate title and subtitle with a point.

Series: when the work is part of a series, please mention title (+ editor and/or translator), then the series in brackets (+ comma) + number (in Arabic numbers).

Two or more *publication* locations and/or two or more publishers: separate with slash (no spacing before or after the slash).

Books

I. (initial of first name + period) NAME (+ comma; cf. supra) + *title and subtitle in italics* (+ comma) + publication location (+ comma) + publisher (+ comma) + year of publication (+ comma) (+ if applicable, the volume) + p./pp. + page number(s).

The referral to the translator, editor or compiler has to be included after the title (or subtitle).

Examples:

AVERROES (IBN RUSHD) OF CORDOBA, *Long Commentary on the De Anima of Aristotle*. Translated and with Introduction and Notes by R.C. TAYLOR, with Th.-A. DRUART, New Haven/London, Yale UP, 2009, pp. 44-56.

G.W. LEIBNIZ, *Metafysische verhandeling*, vert. M. KARSKENS, Bussum, Dixit, 1981, p. 171. Original text in: G.W. LEIBNIZ, *Discours de métaphysique* (henceforth: *Discours*), Paris, Vrin, 1975, p. 88.

B. BOLZANO, *Philosophische Tagebücher 1803-1810*. Erster Teil. Hrsg. von J. BERG (Bernard Bolzano-Gesamtausgabe, Reihe II. Nachlass, B. Wissenschaftliche Tagebücher, Bd. 14), Stuttgart-Bad Cannstatt, Fromann-Holzboog, 2009.

J. HIGGINBOTHAM, *Tense, Aspect, and Indexicality* (Oxford Studies in Theoretical Linguistics, 26), Oxford, Oxford UP, 2009.

G. DE TANOÛARN, *Cajétan. Le personalisme integral*. Préface de B. PINCHARD, Paris, Les Éditions du Cerf, 2009.

Introd. by R. WOOD, in: RICHARD RUFUS OF CORNWALL, *In Physicam Aristotelis* (Auctores britannici medii aevi, 16), ed. R. WOOD, Oxford, Oxford UP, 2003, pp. 29-41.

Articles

I. (initial of first name + period) NAME (+ comma; cf. supra) + 'title of the article between single quotation marks' (+ comma) + *title of the journal in italics* + volume (in Arabic numbering) + slash + year of publication (+ comma) + p./pp. + page number(s).

Examples:

A. BURMS, 'Moreel toeval en symbolisch herstel', *Tijdschrift voor Filosofie* 65/2003, pp. 615-626.

W.P. ALSTON and J. BENNETT, 'Locke on People and Substances', *The Philosophical Review* 97/1988, pp. 25-46 (esp. p. 28).

Contributions in a Book

I. (initial of first name + period) NAME (+ comma; cf. supra) + ‘title of the contribution between single quotation marks’ (+ comma) + in (+ colon) + I. (initial of first name of editor + period) NAME (of editor in small caps) + period + (Ed.)/(Eds.) (+ comma) + *title and subtitle of book in italics* + publication location (+ comma) + publisher (+ comma) + year of publication (+ comma) (+ if applicable, the volume) (+ comma) + pp. + page numbers of complete article + (p./pp. referral to page(s) in brackets).

Examples:

I. HACKING, ‘Individual Substance’, in: H.G. FRANKFURT (Ed.), *Leibniz. A Collection of Critical Essays*. Garden City (New York), Doubleday, 1972, pp. 137-153 (p. 139).

P. MOYAERT, ‘Ethiek en het verlangen naar het absolute goed’, in: P. VAN HAUTE en S. IJSSELING (Eds.), *Deconstructie en ethiek* (Wijzgerige verkenningen, 11), Leuven, Universitaire Pers Leuven, 1992, pp. 51-104 (pp. 67-75).

Successive Referrals

In footnote consecutive to previous referral:

- same publication: *Ibid.*, p. x.

- other publication, same author: ID., Short title, p. x.

Short title = first words of the title. Titles of books in italics. Titles of articles and contributions in anthologies between ‘xxx’.

In non-consecutive footnote:

I. (initial of first name + period) NAME (+ comma; cf. supra) Short title (in italics or ‘...’), p. x.

Abbreviations in Footnotes

Abbreviations are to be avoided as much as possible within the text itself.

In footnotes however, the use of abbreviations is perfectly acceptable. Please use the following list for uniformity:

anon. (anonymous); art., arts. (article(s)); cf. (*confer*, compare’); chap., chaps. (chapter(s)); col., cols. (column(s)); ed., eds. (editor(s)/ -ion(s)/ -ed); e.g. (*exempli gratia*, for example); esp. (especially); et al. (*et alii*, and others); etc. (*et cetera*); ex., exs. (example(s)); f., ff. (and the following); fol., fols. (folio(s)); ibid. (*ibidem*); i.a. (*inter alia*, among other things); i.c. (*in casu*); i.e. (*id est*, that is); introd. (introduction (by)); l., ll. (line(s)); MS, MSS (manuscript(s)); n., nn. (footnote(s)); N.B (*nota bene*); no., nos. (number(s)); pref. (preface (by)); p., pp. (page(s)); resp. (respectively); rpt. (reprint/-ed); s.d. (*sine dato*, no date); s.l. (*sine loco*, no place); s.v. (*sub verbo*, under the word or heading); trans. (translator/-ion/-ed); viz. (‘namely’); vol., vols. (volume(s)); vs. (*versus*).

[...] = own addition (location, date etc.) or omission.