1. Submit essays to PhilosophaJCF@gmail.com as an electronic attachment in Microsoft Word. All e-mails should be addressed to Managing Editor, philoSOPHIA. Do not submit previously published articles without the permission of the editors. Do not simultaneously offer your article to another publication. Articles should be between 7,500 and 11,000 words. To maintain anonymity in the review process, put names, affiliations, and mailing addresses on a separate title page. Citations to an author's own works should be made in a way that does not compromise anonymity.

2. philoSOPHIA 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: (Kant 1791, 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.

3. philoSOPHIA 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/forms/guideline_formatting.asp

4. 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.

5. You should manually embed your endnotes in lieu of using your word-processor’s “insert endnote” function. Simply copy and paste the content of each note to the end of your document, manually numbering them as you go (i.e. 1., 2., 3.). After successfully copying the notes to the new location, you’ll need to delete the superscript footnotes (i.e. ^2) from within your document. In each case, locate your footnote and insert a new, non-automated number (i.e. <1> and <2>) in the text at the appropriate place. Be sure all notes have a corresponding note number within the text and that they match properly. For more detailed guidelines, please see: http://www.sunypress.edu/forms/guideline_notes.asp

6. For quotations within the text, quotations of over five lines should be indented and blocked off from the rest of the text.

7. 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).
Works Cited examples, following *Chicago Manual of Style* Author/Date Guidelines

*Article/Chapter in a book:*

*Article from a website:*

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*Journal article:*

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8. Miscellaneous style matters:

*Italicize* words in a foreign language; in general, use italics instead of underlining. Use American spelling.

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.

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Notes

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