

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

1. Submit essays to PhilosophiaJCF@gmail.com as an electronic attachment in Microsoft Word. All emails should be addressed to Editorial Assistant, *philo*SOPHIA. Do not submit previously published articles without the permission of the editors. Do not simultaneously offer your article to another publication.
2. Articles should be between 6,000 to 10,000 words, inclusive of endnotes and references. Please include a 200 word abstract and 5 keywords.
3. To maintain anonymity in the review process, put names, affiliations, 100 word author bio, 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.
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. 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/PDF/MS_guidelines.pdf
8. For quotations within the text, those over five lines should be indented and blocked off from the rest of the text.
9. 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:

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>.

10. 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.

11. The overall format of your manuscript should be as follows:

Title

Author(s)

Text

--Author's (or authors') institutional affiliation

Notes

Works Cited