

Dialogue: Canadian Philosophical Review

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Style Guide for Preparing Final Manuscripts / Book Reviews

1. As a Canadian journal, *Dialogue* observes Canadian spelling and punctuation conventions. (In Microsoft Word 2010, you will find the “Set Proofing Language” option on the Review Tab in the Language section. Please choose “English (Canada)”.)
2. *Dialogue* is a bilingual journal and hence, we will need two abstracts of no longer than 100 words each, one in English, one in French. Abstracts are formatted in italics and should be prefaced with “*ABSTRACT:*” for the English one and “*RÉSUMÉ :*” for the French.
3. Word counts for articles should be approximately 10,000 words. Shorter or longer submissions will be considered, should that be warranted; however, longer submissions typically take longer to go through the system. Word counts for book reviews are limited to a maximum of 1,000 words.
4. For all manuscripts except book reviews, add between 5-7 keywords. Place this section just after the abstracts. Keywords should be in lower case, separated by commas, with no punctuation at the end of the list. For example:

Keywords: ancient philosophy, political philosophy, Aristotle, ethics, the good

Formatting Guidelines:

5. Please submit your manuscript in Microsoft Word.
6. Use Calibri 12 point font, except for footnotes, which should be in Calibri 10 point font.
7. Right and left justify the text (in Microsoft Word, Ctrl J).
8. Margins should be 1” on all sides.
9. Do not centre the title or headings. All titles and headings should be bolded. Use title case for all titles and headings.
10. **Please note:** Only follow this instruction if your manuscript has already been accepted for publication. Beneath the title (except for book reviews; see below), please provide this information in this format:

11. Do not insert headers, footers, or page breaks into your document.
12. Use em dashes rather than en dashes or hyphens. Do not include any spaces around them, for example:

“Objective reasons—those that cannot be overridden—are what is at issue.”
13. All instances of ‘i.e.’ and ‘e.g.’ should include the periods and commas. Do not italicise these.
14. Commas and periods should be inside of quotation marks (whether single or double).
15. Ensure that quotation marks and apostrophes are “smart,” meaning curly as opposed to straight. For example: J.S. Mill’s “On Liberty,” NOT: J.S. Mill’s "On Liberty."
16. Regarding names, if you are using initials, no spaces should go between them, e.g., J.S. Mill, NOT J. S. Mill. Use first and last names on first instance only; subsequently, use only last names (if there are many pages between references, repeat both first and last names).
17. The following rule governs the use of double vs. single quotes: double quotes should be used when you are quoting an author and a footnote (or in-text reference, in the case of book reviews) should be provided. Single or ‘scare’ quotes should be used when you are calling attention to certain words or using words as words.
18. Paragraphs should be indented, excepting the first one in the paper, and the first one in all of the subsections (if applicable). Paragraphs are not separated by line spaces.
19. Do not use two spaces after sentences (or at all).
20. Acknowledgements should appear at the end of the article just before the References section. The word, “**Acknowledgements:**” should precede the acknowledgments.
21. *Dialogue* uses footnotes, not endnotes nor science-style parenthetical in-text references. Exceptions to the rule prohibiting in-text references are made for: 1) historical authors such as Kant or Aristotle, where the convention is to refer to their texts in a standard way, and 2) references to a book being reviewed. Because *Dialogue* requires Reference sections (see below for formatting instructions), footnotes should be abbreviated (author’s name, name of publication, page citation). Please ensure that formatting of footnotes is consistent. Please remember to include the final punctuation mark at the end of all footnotes. The number of footnotes should not be excessive, and in particular, footnotes should not be used to continue the argument—if a sentence or two is needed to further the argument, it should be in the text.

22. References should not be excessive—restrict yourself to those articles and books to which you actually refer. References should be organised alphabetically and numerically. When more than one of a particular author’s work is cited, repeat the author’s name. Consistency is key. Please DO NOT use tabs or extra spaces as the typeset version will look odd; instead use margins. Do not use “fields” to prepare references or footnotes. Format as below:

Journal article:

Kelly, Erin I.

2017 “The Historical Injustice Problem for Political Liberalism.” *Ethics* 128(1): 75-94.

Book:

Feinberg, Joel

2003 *Problems at the Roots of Law: Essays in Legal and Political Theory*. Oxford: Oxford University Press.

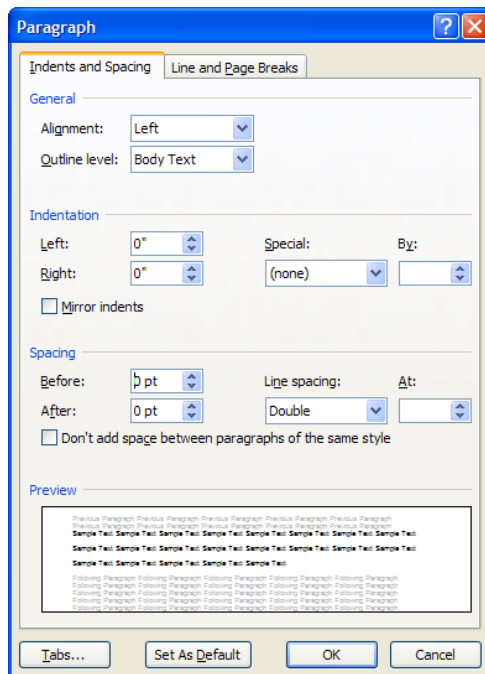
Chapter in book:

Phillips, Ian, and Ned Block

2016 “Debate on Unconscious Perception,” in *Current Controversies in Philosophy of Perception*, edited by Bence Nanay. New York: Routledge, pp. 165-192.

23. Include one line space before and after all indented material, e.g., block quotes.

24. Spacing before or after lines should be set to 0 pt. (In Microsoft Word 2010, this is found on the Home tab in the Paragraph section.)



25. Book reviews are somewhat different than other manuscripts in their formatting. For example:

- The first line should consist of the name of the book being reviewed. That line should be bolded and italicised.
- The second line should contain the name of the author of the book being reviewed. It should be in all capitals.
- The third line should contain the publisher information.

Assisted Death: A Study in Law and Ethics

L.W. SUMNER

Oxford: Oxford University Press, 2001; 248 pp.; \$65.00 (hardback)

- The author of the book review should put his or her name at the very end and in this format:

AUTHOR NAME *University Affiliation*

- Abstracts and keywords are not used for book reviews.
- Please note that the book under review should not be included in References (if applicable).
- The book under review should not be listed in footnotes; instead use parenthetical in-text references (this is an exception to rule # 5 above).