Preparing Manuscripts to *Forum Philosophicum*

Manual for Authors

Forum Philosophicum uses the documentation, typography, and orthography rules defined in The Chicago Manual of Style, 17th Edition. While authors unfamiliar with Anglo-Saxon research practices may probably have some problems with formatting their papers in line with those requirements, we ask them to do so, paying particular attention to the issues mentioned below. In 2020 *Forum Philosophicum* switched to Chicago 17th author-date system (previously, *Forum* used CMS16 Footnote).

The first part explains the citations and bibliography rules accordingly to the reference type (pages 1–3). The second part (page 4) includes some important issues regarding the bibliography. The third part consists of various typographical tips (page 5).

1. In-text citations, bibliography, and reference type

The following examples are aimed to illustrate the CMS17 in-text system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and more sophisticated issues, see chapter 15 of The Chicago Manual of Style (an abbreviated set of guidelines is available here: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html).

• Book
Reference list entries (in alphabetical order)

> Alexy, Robert. 2009. *A theory of legal argumentation: The theory of rational discourse as theory of legal justification*. Oxford: Oxford University Press.
> Perelman, Chaïm, and Lucie Olbrechts-Tyteca. 1969. *The new rhetoric: a treatise on argumentation*. Translated by John Wilkinson and Purcell Weaver. Notre Dame: University of Notre Dame Press.

In-text citations

> (Alexy 2009, 34–38)
> (Perelman and Olbrechts-Tyteca 1969, 112)

For more examples, see 15.40–45 in The Chicago Manual of Style.

• Chapter or other part of an edited book
In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

Reference list entries

> Miron, Alina. 2021. "Per argumentum a fortiori." In *Between the Lines of the Vienna Convention? Canons and Other Principles of Interpretation in Public International Law*, ed. Joseph Klingler, Yuri Parkhomenko, and Constantinos Salonidis, 197–210. Alphen aan den Rijn: Wolters Kluwer.
> Macagno, Fabrizio. 2015. "A means-end classification of argumentation schemes." In *Reflections on Theoretical Issues in Argumentation Theory*, ed. Frans H. van Eemeren and Bart Garssen, 183–201. Cham: Springer.

In-text citations

> (Miron 2021, 187–88)
> (Macagno 2015, xi)

In some cases, you may wish to cite the collection as a whole instead:

Reference list entry

> Van Eemeren, Frans H., and Bart Garssen, ed. 2015. *Reflections on Theoretical Issues in Argumentation Theory*. Cham: Springer.

In-text citation

> (Van Eemeren and Garssen 2015, 12–13)

For more details, see 15.36 and 15.42 in The Chicago Manual of Style.

• Journal article
In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser's address bar.

Reference list entries

> Pruś, Jakub and Piotr Sikora. 2023. "The Dialectical Principle of Charity: A Procedure for a Critical Discussion." *Argumentation* 37, 577–600 (2023). https://doi.org/10.1007/s10503-023-09615-8.

In-text citations

> (Pruś and Sikora 2023, 578–81)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

Reference list entry

Budzynska, Katarzyna, Michał Araszkiewicz, Barbara Bogołębska, et al. "The Polish School of Argumentation: A Manifesto." *Argumentation* 28, 267–82. https://doi.org/10.1007/s10503-014-9320-8.

In-text citation

(Budzynska et al. 2017, 268)

For more examples, see 15.46–49 in The Chicago Manual of Style.

· E-book

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit).

Reference list entries

Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

In-text citations

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

· Translated book

Reference list entry

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

In-text citation

(Lahiri 2016, 146)

· News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited in a similar fashion. In the reference list, it can be helpful to repeat the year with sources that are cited, as well including the month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

Reference list entry

Pai, Tanya. 2017. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.

In-text citation

(Pai 2017)

For more examples, see 15.49 (newspapers and magazines) and 15.51 (blogs) in The Chicago Manual of Style.

· Thesis or dissertation

Reference list entry

Rutz, Cynthia Lillian. 2013. "*King Lear* and Its Folktale Analogues." PhD diss., University of Chicago.

In-text citation

(Rutz 2013, 99–100)

· Website content

It is often sufficient to simply describe web pages and other website content in the text ("As of May 1, 2017, Yale's home page listed …"). If a more formal citation is needed, see the examples below. For a source that does not list a date of publication or revision, use n.d. (for "no date") in place of the year and include an access date.

Reference list entry

Google. 2017. "Privacy Policy." *Privacy & Terms*. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

In-text citation

(Google 2017)

For more examples, see 15.50–52 in The Chicago Manual of Style. For multimedia, including live performances, see 15.57.

· Ancient, Classical and Sacred texts

When referring to an Ancient, Medieval, or Classical work (e.g., Aristotle's Metaphysics, Aquinas' Summa, Kant's Critique), the author may cite an edited or translated edition just as they would for other texts. e.g.: "(Plato 1993, 56)".

Authors may also use a conventional citation method, such as a marginal number (e.g., Plato), a Bekker number (e.g., Aristotle), a question number (e.g., Aquinas), and so on. When citing for the first time, please introduce the chosen citation method in parentheses or a footnotem if there is any potential ambiguity.

If the text is only referenced but not quoted, no specific edition of the original text needs to be cited, either in parentheses or in the bibliography (see the Aquinas example below). If an author provides their own translation, this should be indicated in parentheses or a footnote. When quoting a translation of a Classical work, the edition should be included in the bibliography.

In-text citations

In *Euthyphro* we read: "Then what are we to say about the holy, Euthyphro? According to your argument, is it not loved by all the gods?" (Plato 1993, 67).

As Aristotle notes in *Nicomachean Ethics*: "Now each man judges well the things he knows" (*Nic. Ethics*, 1094b-28). It might be beneficial to compare it with Aristotle's idea on knowledge presented in *Metaphysics* and Rhetorics (Metaph. 25c; Rhet. 12c).

The same view is shared by Aquinas in *Summa Theologiae*, when he says (my translation): "love and joy and the like are ascribed to God or the angels, or to man in respect of his intellectual appetite" (*ST* II II, q. 22 a. 3 ad 3).

In the *Critique of Pure Reason*, Kant defines metaphysics in terms of "the cognitions after which reason might strive independently of all experience" (Axii. See also Bxiv; and 4:255–257).

Reference list entries

Aristotle. 1923. *Metaphysics*. In *Collected Works of Aristotle*. Translated by W. D. Ross. London: Routledge.

Aristotle. 2012. *Nicomachean Ethics*. Translated by Robert C. Bartlett and Susan D. Collins. Chicago: The University of Chicago Press.

Aristotle. 1923. *Rhetorics*. In *Collected Works of Aristotle*. Translated by W. D. Ross. London: Routledge.

Kant, Immanuel. 1998. *Critique of Pure Reason*. Edited and Translated by Paul Guyer and Allen Wood. Cambridge: Cambridge University Press.

Plato. 1993. *Euthyphro. In The Last Days of Socrates: Euthyphro; The Apology; Crito; Phaedo*. Translated by *Hugh Tredennick and Harold Tarrant Jowett. London: Penguin Books.*

• When referring to the Bible, please place references within parentheses after quotations. The translation of the Bible must also be indicated using its italicised abbreviation following reference to the relevant book, chapter, and verse. For example: (John 11:35 NRSV). The reference to the Bible should not be included in the bibliography.

2. Particular issues concerning the bibliography

An in-text citation provides your reader with two pieces of information:

• When editors, translators, or compilers are used as the author, do not include their role (trans., ed., comp.) in the in-text citation.

• When the reference list has works by authors with same last name, include their first initial in the in-text citation.

> (B. Smith 2016) … (J. Smith 2009)

• If an author has published multiple works in the same year, alphabetise the titles in the reference list and then add a, b, c, etc. to the year.

> (Peters 2019a) … (Peters 2019b)

• If the author's name appears in the sentence, do not include the name again in the parentheses

> Gans (2019) indicates that good citation practices are important.

• To cite more than one reference in a single in-text citation, separate the references by semicolons. If the works are by the same author, use just the year and separate them with a comma. See CMOS 15.30 for details.

> (Ranieri 2019; Jonbäck 2018)
>
> (Jonbäck 2015, 2018; Casewell 2016)

• Multiple works by the same author(s) are arranged chronologically, and the 3-em dash replaces the name for the second and subsequent entries.

> Humphries, Carl. 2013. "Review of 'Do Philosophers Talk Nonsense? An Inquiry into the Possibility of Illusions of Meaning,' by Ian Dearden." *Forum Philosophicum* 18 (2): 269–78. https://doi.org/10.5840/forphil201318217.
>
> ———. 2016. *Musical Expression and Performance: A Philosophical Study*. Cracow: Ignatianum University Press.
>
> ———. 2016. "Schmalenbach on Standing Alone before God: A Philosophical Case-Study in Ontologico-Historical Understanding." *Forum Philosophicum* 21 (2): 157–86. https://doi.org/10.5840/forphil201621211.

• Please always shorten repeated page numbers in a range by keeping only the last two digits where applicable (a simplified version of the CMS 17th rule):

> 27–29
>
> 112–5
>
> 1245–48

• Please, provide DOI (digital object identifier) of papers published in journals which have an electronic version available online, or of books / chapters published electronically, especially if you have consulted the electronic version of a paper.

3. Authors' Contributions

To ensure transparency in the collaborative process of philosophical scholarship, authors are required to include a brief statement of individual contributions at the end of each paper. This statement should follow the format below and reflect the specific stages of work undertaken by each author. Appendix to be included at the end of the paper, before the bibliography:

• **Authors' Contributions**:
Author1: [List specific contributions]
Author2: [List specific contributions]

Possible stages of preparing a philosophical (non-empirical) paper:

• **Conceptualisation** – Identifying the central philosophical problem; determining scope and aims of the paper.
• **Literature Review** – Locating relevant philosophical sources; synthesising prior arguments and debates.
• **Argument Development** – Constructing original arguments or positions; responding to opposing views.
• **Drafting** (main sections) – Writing key parts of the paper (introduction, body, conclusion); incorporating philosophical terminology and citations.
• **Revisions and Objections** – Critically reviewing the draft; addressing counterarguments; restructuring for clarity or coherence.
• **Formatting and Citations** – Adapting paper to the journal style; verifying accuracy of citations and references.
• **Peer Review and Responses** – Managing communication with the journal; revising in response to reviews.
• **Final Proofreading** – Polishing grammar, style, and consistency; approving final manuscript version.

Authors should only list those stages in which they made a meaningful intellectual contribution. All authors listed on the manuscript must approve the final version and agree with the stated contributions.

4. How to format the text—typographical tips

General Comments

- **British vs. American English**: We do not require a specific variety of English, but we do insist on consistency throughout the paper (e.g. do not use both "utilise" and "utilize" within the same article).
- **Italics** are usually reserved for foreign words but may be accepted for emphasis. Only SMALL CAPS should be used to emphasise paragraphs or names of persons. Avoid using **bold text**, underlining, wide letter spacing, or any other visually obtrusive styling for emphasis.
- **Hyphen** (-), **en dash** (–), and **em dash** (—) should not be used interchangeably:
  - Hyphen (-): Used in compound words such as "well-being" and "advanced-level."
  - En dash (–): Indicates a range, such as inclusive numbers and dates ("37–59", "July 9–17").
  - Em dash (—): Used in long or complex sentences, particularly when multiple commas are present. Example:
    - *The articles published in* Forum Philosophicum *include many fields: philosophy of religion, theology, the faith & reason problem, Christian philosophy—but also Jewish or Islamic philosophy—and many other fields.*

Quotations

- **Quotation Formatting** (CMS17, 13.30):
  - Quoted words, phrases, and sentences integrated into the text should be enclosed in "double quotation marks."
  - 'Single quotation marks' are used for quotations within quotations.
  - "Double quotation marks" are used again for quotations within these (In the UK and some other regions, this order is often reversed.) E.g.:
    - *Tischner claims that "Wojtyła's concept of personhood 'discovered in front of the other's personhood' should be examined very carefully in light of Levinas' works."*
- **Quotation Marks with Punctuation** (CMS17, 6.9–11):
  - Periods and commas precede closing quotation marks.
  - Colons and semicolons follow closing quotation marks.
  - Question marks and exclamation points follow closing quotation marks unless they are part of the quoted text.
  - When single quotation marks are nested within double quotation marks, no additional space or punctuation is required between them.
- **Block Quotations** – Formatting (CMS17, 13.9, 22–24):
  - Block quotations are not enclosed in quotation marks.
  - Short quotations (less than one sentence) should be integrated into the text using run-in quotation marks.
  - A block quotation is typically used for quotations exceeding 100 words or in the following cases:
    - Two or more paragraphs of quoted text.
    - Quoted correspondence.
    - Material requiring special formatting (e.g., poetry or dialogue).

Additional Guidelines

- Do not indent the paragraph following a block quotation if it continues the same paragraph.
- Do not use ellipses at the beginning or end of a quote—it is already understood that the quoted text has surrounding context.
- Use only "…" for ellipses; square brackets are unnecessary.