GUIDELINES FOR PAPERS
SUBMITTED TO BE PUBLISHED IN THE PROCEEDINGS OF THE CONFERENCE
METAPHYSICS – ARISTOTELIAN, SCHOLASTIC, ANALYTIC

- The paper should be written in perfect British English and it should be submitted *as proofread by a competent native speaker.*

- The paper should be posted electronically, as a DOC or RTF file, to the address metaphysics@skaut.org.

- The deadline is **November 31, 2010**, but note that the earlier the papers are collected, the earlier the volume gets published.

- The title of the paper should be short. There may be a more descriptive subtitle, if necessary.

- The length of the paper should not exceed 45 000 characters (70 000 characters for Keynote Speakers, if necessary), spaces and footnotes included.

- The paper can be divided into sections and sub-sections, if suitable, preferably using only one, but at most three levels of section headings. All sections should be named and numbered according to the decimal system as shown below (Introduction and Conclusion, if present, should also be numbered):
    1. Heading level one
    1.1 Heading level two
    1.1.1 Heading level three

- Things to avoid:
    - empty lines (paragraphs) – use "Paragraph|space before/after" instead, if necessary;
    - double or multiple spaces (please purge your contribution of them, using "Replace" [double space] by [single space] as many times as necessary);
    - TAB character or spaces for paragraph indent (use "Paragraph|First line indent" instead);
    - underline (use italic, or, most sparingly, bold type for emphasis or highlighting);

- Distinguish hyphens [-], n-dashes [–] and the minus sign [−]. Where a dash is to be used, use n-dash with spaces around as a rule – like this. Only use a dash without spaces when indicating a range or distance (pages 22–35). Do not use hyphens for that purpose. Do not use an m-dash [—], unless for a special reason.

- Use non-breakable spaces (in MS Word: [CTRL+SHIFT+SPACE]) wherever line break is undesirable – especially in cases like these (non-breakable space is symbolized by a bullet •):
    J.•L.•Austin; 1st•November; St.•Paul; *Synthese*•15

- Use the correct form of the apostrophe: "Ann's", not "Ann‛s", nor "Ann's" or "Ann´s" or whatever.

- As a rule, use the "English-style", double quotation marks. Use single quotation marks (like 'this') only for use-mention distinction in the technical sense and for nested quotations. Do not use "inch" or 'feet' marks instead of quotation marks.

- Place punctuation that does not belong to the quoted material *outside* the quotation marks, according to the "British practice", as shown below. Only the punctuation that actually belongs to the quoted material should be placed inside quotes:
    - "Carefree", in general, means "free from care or anxiety".
    - "Today," said Cinderella, "I feel free from care and anxiety."
    - Did he say, "Good morning, Dave"?
    - No, he said, "Where are you, Dave?"

- Quotation guidelines:
    - Short quotations (up to one sentence) should be enclosed in quotation marks and placed directly in the text. Footnote reference should follow such quotation.
    - Longer quotations should be typed as a separate paragraph(s), without quotation marks, in smaller font size. Footnote number should be placed at the end of the preceding paragraph which introduces the quotation.
    - Quotations in footnotes should be enclosed in quotation marks and italicised; citation of the source followed by a colon should precede.

- As a rule, use the Chicago-style of citations, the "humanities system" (numbered footnotes and bibliography), unless stated otherwise in these guidelines. For referencing classical philosophical works, use the standard referencing method (as examples below suggest). Use superscript reference numbers without dots. Use small-caps for the author's (or other "primary responsibility") name. When citing articles etc., use the specific page number in the footnote but the entire page-range of the article in the bibliography entry.

- Some examples of footnote references:

  - monograph:
  ANTHONY KENNY, *The God of the Philosophers* (Oxford: Clarendon Press, 1979), 55–58.
  - article in a journal:
  J. M. FISCHER, "Scotism", *Mind* 94 (1985): 231.
  - contribution in a collection of papers:
  J. ŁUKASIEWICZ, "Aristotle on the Law of Contradiction", in *Articles on Aristotle* 3, ed. J. Barnes et al. (New York: St. Martin's Press 1979), 50–62.
  - standard texts:
  ARISTOTLE, *Physics* IV, 11, 219b1–2.
  PLATO, *Phaedo*, 84a–d.
  THOMAS AQUINAS, *Summa theologiae* I-II, q. 7, a. 1, co.
  JOANNES DUNS SCOTUS, *Ord.* I, dist. 25, q. un., n. 3 (ed. Vat. V, 371–372).

- As a rule, place the footnote number *after* any punctuation. Only in cases where the footnote relates to the particular word (as opposed to sentence) and misunderstanding might arise, the footnote number may precede the punctuation mark. Make sure that the footnote number is not in bold or italic type, especially when attached to a bold or italicised word.

- Avoid footnote references in the title of the article or in section headers, if possible. General acknowledgements can be placed in the very last footnote or incorporated in the body of the text (if suitable).

- In footnotes, use the full citation only at the first occurrence; in subsequent occurrences only the essential data should be given (usually the last name of the author and the title of the work).

- The editors will try to compile an index to the volume. Please provide a list of suggested index entries applicable to your paper (approx. 20 items or less). If possible, mark the occurrences of these entries in your paper with the yellow marker tool in MS Word. Do not include persons in your list.

- Provide separately a list of persons mentioned in your paper, to be used in a separate index.

- In case you wish to include any images, observe the following guidelines:
  - Only black-and-white and greyscale images are possible. Coloured images will be greyscaled.
  - The resolution of line-art graphic (black-and-white image) should be 1200 dpi.
  - The resolution of greyscale images should be 600 dpi.
  - Place your image(s) directly into the text where you would like to have them; in addition, provide the source file(s) for the image(s).
  - Avoid any transparency in your images, as it is liable to problems (use white).

- In case your text contains logical symbols, quotations in Greek, special characters or any charts, diagrams etc., please provide a PDF version of your paper as well. For polytonic Greek, use either the Son of WinGreek (preferred) or Unicode encoding.

- Provide an abstract of your paper in English, approx. 1000–1500 characters.

- Provide a short profile of the author, including a contact e-mail and a photograph.

- If you are an experienced MS Word user, observing the following recommendation will save the editors a considerable amount of work: Only use the following styles in your document: Blockquote (for longer, separate-paragraph quotations), Footnote text, Footnote reference, Heading 1 (for the title of the paper), Heading 2 to Heading 4 (for section headings level 1 to 3), Normal (for any other text).

- Should you have any problems or questions concerning these technical issues, feel free to e-mail the editors at metaphysics@skaut.org. We will be glad to help you.

- The review committee reserves the right to reject for formal reasons submissions that violate the guidelines, exhibit poor style, sloppy use of language etc.