

MORAL PHILOSOPHY AND POLITICS

INSTRUCTIONS FOR AUTHORS

In this document we would like to acquaint you with the style guidelines used at the journal of Moral Philosophy and Politics and De Gruyter.

When you first submit your manuscript to us, you need not follow any particular formatting style. However, once your paper has been accepted, we do ask that you conform to the MOPP house style.

We welcome submissions from members of a global community of scholars and accept manuscripts written in major varieties of English. Do alert us to any preferences you may have in this regard.

Before a proof is made of your manuscript, a copyeditor will review your manuscript to make any necessary changes to grammar, punctuation and spelling, as well as to ensure style consistency and readability. You will be contacted for approval should any changes be recommended beyond light copyediting. Of course, you will then be able to review the proof of your work before it is published.

Organization of the manuscript

The following information should be included for both the initial submission and an accepted manuscript. Please note that the title, keywords and abstract are important as they reflect the content of your manuscript in bibliographic databases and search engines.

Title. A title, less than 20 words, that is informative and comprehensible to a broad academic audience and readers outside your field will attract a wider readership. Please also provide a short running title for page tops of 3–6 words.

Authors, affiliations, addresses. Should there be more than one author, designate one as the corresponding author and supply an email address. Affiliations should include department, university or other organization, together with the complete street address.

Abstract. The abstract is published separately by abstracting services, and so should be complete and understandable without reference to the text. Provide a summary of your paper, no longer than 200 words, outlining your thesis, argumentation and conclusion as well as mentioning the names of key scholars referred to in your paper.

Keywords. List 3–5 keywords, in lowercase and separated by commas. We suggest that keywords do not replicate those used in the title.

Acknowledgments. This section gives you an opportunity to recognize those people who have contributed significantly to your paper: colleagues, reviewers, conference events, seminar participants, etc. Remember to ask for permission before naming anyone in the acknowledgments.

Should your work be funded, on a separate line acknowledge the funding organization and give the grant number. Place your Acknowledgements at the end of the paper, just before the References.

Formatting

These guidelines are recommendations your copyeditor would appreciate you take into account.

Text. We have no requirements concerning text format, e.g. font, font size, line spacing or the like. However, no hard line breaks in paragraphs and, if you indent first lines in a paragraph do this using the paragraph dialog box.

Headings. Manuscripts typically papers have only two levels of headings, both with Arabic numerals (e.g., 1, 1.1, 1.2). Use Chicago Manual of Style title case which capitalizes all words except for articles, coordinating conjunctions and prepositions (e.g., “The Merit and the Limit of Furthering Normative Solutions in Source Countries”).

Quotation marks. 1) Use when quoting a passage from another work (single quotes for UK-based styles and double for US-based styles) but do *not* use for block quotes (100 words or more than five lines), 2) use for journal articles and chapter titles, and 3) somewhat controversially, use as “scare quotes” suggesting words don’t mean what they claim to mean (e.g., the “alt-right” movement in the United States).

Italics. 1) Use italics to emphasize a word or phrase (instead of underlining or using boldface print) to avoid potential misunderstandings. 2) Use, in the first instance, for words in a foreign language, including Latin, but only if that word is unfamiliar to your readers. 3) Use to introduce original concepts (e.g., “Those we might call *border-pervasionists* and those we might call *border-limitivists*” but use roman font afterwards). 4) Use when you are referring to a word or phrase per se (e.g., The term *liberal* now means ...”. 5) Use for the titles of books and periodicals and the names of laws and court cases.

Capitalization. Theories, models and concepts are not capitalized. In general, take a minimalist approach to using uppercase.

Numbers. Spell out numbers zero through one hundred (i.e., seventy-four). Use numerals for numbers over one hundred (i.e., 423,) except in monetary amounts or percents (e.g., 72 percent, USD100,000).

Dates. Months should be spelled out and not abbreviated. Use commas before and after the year. (e.g., Tsar Alexander II was assassinated on March 13, 1881, by a member of ...).

Quotations. 1) Use double quotation marks for styles oriented to the US style and single for those oriented to the British style. 2) Square brackets are not used around ellipses in quoted texts (e.g., The spirit of our American radicalism is destructive and aimless.... On the other side, the conservative party ...). 3) Square brackets are

unnecessary for minor changes in quotations (e.g., changing the first letter to lowercase, or vice versa, in a quoted passage).

Inclusive language

We strive to use inclusive language. As the Chicago Manual of Style puts it: There are many ways to achieve inclusive and gender-neutral language, but it takes some thought and often some hard work. Some of them—for example, repeating the noun or using “he or she”—will irritate readers if overused (see “Nine techniques for achieving gender neutrality” in the 16th edition).

Citations and references

Citations and references are the most uncompromising elements of our style guide. We follow a somewhat adapted version of the author-date system in the Chicago Manual of Style format (see below). Needless to say, please ensure that every reference cited in the text is also present in the reference list (and vice versa).

Here are some further notes on their use.

DOIs *must* be provided wherever available. If no DOI is available for a journal or magazine article, the URL and access date must be included (see below). Short URLs (e.g., URLs with bit.ly, tinyurl, shortURL etc.) are not acceptable and the full URL must be provided.

Author-date citations in parentheses are used in the text (and not in footnotes). However, a lengthy citation with multiple authors (say, four or more) or a lengthy comment on a citation should be put in a footnote to preserve text flow.

Position of publication year and page number. If the author’s name is part of the sentence, it should be directly followed by the publication date in parentheses. For example, Bonnefon et al. (2016) observe that ... If such a sentence involves a direct quote, the page number in parentheses follows the quote. For example, Bonnefon et al. (2016) observe that “...” (191).

Quotations may be placed in either single quotation marks or double quotation marks depending on whether you are following UK or US rules. Double quotation marks will be used in the References, regardless of what variation of English you are using.

Page ranges (e.g., 287–8 or 287–92) are preferable to the use of f. or ff. Note that p. and pp. are not used in the De Gruyter style format.

cf. means “but see” and introduces a source that compares or contrasts with the opinion expressed in the text. It is not an alternative for “see” or “see also.”

ibid. and **op. cit.** are not used in De Gruyter style format. Instead repeat the author-date citation.

The **original publication date** may be included for older or classic works, preferably in square brackets, before the date of the edition cited (e.g., Kant [1781] 1929, 512).

Reference entries

In-text citations

	Direct citation	Indirect citation
Single author	O'Quigley (2000)	(O'Quigley 2000)
Single author: multiple articles in different years	[<i>Order given in manuscript will not be altered</i>]	(Wald 2019; Wald 2021)
Single author: multiple articles in one year	[<i>Order given in manuscript will not be altered</i>]	(Wald 2021a; Wald 2021b)
Two authors	Greenland and Maldonado (1994)	(Greenland and Maldonado 1994)
Three authors	Robins, Breslow, and Greenland (1986)	(Robins, Breslow, and Greenland 1986)
More than three authors	Mantel et al. (1977)	(Mantel et al. 1977)
Series of references	[<i>Order given in manuscript will not be altered</i>]	[<i>Alphabetical order</i>] (Fujii and Yanagimoto 2005; Sato 1990; Yanagimoto 1990)
Same author group with different years	Smith et al. (1985, 1986)	(Smith et al. 1985, 1986)
Same author group with same year	Lawrence and David (2009a, 2009b)	(Lawrence and David 2009a, 2009b)
First releases	Mansfield ([1922] 1993)	(Mansfield [1922] 1993)
Author (with same surname and different initials) with same year	[<i>Order given in manuscript will not be altered</i>] T. H. E. Smith et al. (2003) and A. Smith et al. (2003)	[<i>Alphabetical order</i>] (A. Smith et al. 2003; T. H. E. Smith et al. 2003)

Reference list

Journal

Kamtekar, R. 2016. "The Soul's (After-) Life." *Ancient Philosophy* 36 (6): 115–32. <https://doi.org/10.1086/690235>.

Multiple articles by the same author in different years

[chronologically from old to new]

Wald, C. 2012. "Medieval Shakespeare?": Introduction." *Shakespeare* 8 (4): 351–355. <https://doi.org/10.1080/17450918.2012.731703>.

Wald, C. 2021. "The Spectral Returns of The Merchant of Venice in Marina Carr's Portia Coughlan: 'Only his shadow?'" *Shakespeare Bulletin* 39 (2): 241–260. <https://doi.org/10.1353/shb.2021.0023>.

Multiple articles by the same author in one year

[alphabetized by title]

Wald, C. 2021a. "The Spectral Returns of *The Merchant of Venice* in Marina Carr's Portia Coughlan: 'Only his shadow?'" *Shakespeare Bulletin* 39 (2): 241–260. <https://doi.org/10.1353/shb.2021.0023>.

Wald, C. 2021b. "Why Didn't You Just Stay Where You Were, a Relic in the Memory of Poets?": Yoruban Ritual and Sororal Commonality in Femi Osofisan's *Tègònni: An African Antigone*." *The Journal of Commonwealth Literature* 56 (2): 201–217. <https://doi.org/10.1177/0021989418773142>.

Journal with supplement

Agha, A. 2015. "Tropes of Branding in Forms of Life." In "The Semiotic Corporation," edited by K.-N. Koh and G. Urban. Supplement, *Signs and Society* 3, no. S1: S174–94. <https://doi.org/10.1086/679004>.

Corporate publication

IFLA. 2021. IFLA Annual Report 2020. The Hague: International Federation of Library Associations and Institutions (IFLA). <https://repository.ifla.org/handle/123456789/1095> (accessed April 26, 2021).

et al. usage (not allowed – all the authors are included)

Wolchik, S. A., S. G. West, I. N. Sandler, J. Tein, D. Coatsworth, L. Lengua, and W. A. Griffin. 2000. "An Experimental Evaluation of Theory-Based Mother and Mother-Child Programs for Children of Divorce." *Journal of Consulting and Clinical Psychology* 68 (5): 843–56. <https://doi.org/10.1037/0022-006X.68.5.843>.

Epub ahead of print (DOI)

Tang, R., and K. E. Oh. 2022. "The Impact of Types of News on Mobile News Consumption Behavior: A Mixed-Method Research." *Libri*. <https://doi.org/10.1515/libri-2021-0071>.

Reference – forthcoming

Choi, S., D. Furceri, Y. Huang, and P. Loungani. Forthcoming. "Aggregate Uncertainty and Sectoral Productivity Growth: The Role of Credit Constraints." *Journal of International Money and Finance*.

Book/monograph

Reeve, C. D. C. 1989. *Socrates in the Apology*. Indianapolis: Hackett Publishing.

Book with edition

Scherer, F., and D. Ross. 1990. *Industrial Market Structure and Economic Performance*, 3rd ed. Boston: Houghton Mifflin.

Edited book

Parker, R. H., and G. C. Harcourt, eds. 1969. *Readings in the Concept and Measurement of Income*. London: Cambridge University Press.

Edited book with chapter title and editors

Annas, J. 2015. "Plato's Defense of Justice: The Wrong Kind of Reason?" In *The Quest for the Good Life: Ancient Philosophers on Happiness*, edited by E. K. Øyvind Rabbås, H.F. Emilsson, and M. Tuominen, 275–94. Oxford: Oxford University Press.

Book series

Stole, L. 2007. "Price Discrimination and Competition." In *Handbook of Industrial Organization*, Vol. 3, edited by M. Armstrong, and R. H. Porter, 2221–99. Amsterdam: Elsevier Science.

Piosik, M., J. Taborek, and M. Woźnicka, eds. 2021. *Korpora in der Lexikographie und Phraseologie*. Lexicographica. Series Major, Vol. 160. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110716955>.

Fuertes-Olivera, P. A., and S. Tarp. 2014. *Theory and Practice of Specialised Online Dictionaries: Lexicography versus Terminography*. Lexicographica. Series Major, Vol. 146. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110349023>.

Websites

Evstatieva, M. 2020. "Anatomy of a COVID-19 Conspiracy Theory." *NPR All Things Considered*. <https://www.npr.org/2020/07/10/889037310/anatomy-of-a-covid-19-conspiracy-theory> (accessed January 7, 2021).

Williams, L. 2014. "Library Programming: Don't Just Follow the Crowd." *Illinois Library Association Reporter* 32: 18–20. https://www.ila.org/content/documents/Reporter_1014.pdf (accessed May 10, 2019).

Web documents

American Library Association. 2014. *National Impact of Library Public Programs Assessment*. White Paper. American Library Association. <https://nilppa.org/wp->

[content/uploads/2014/NILPPA_White_Paper_FINAL_web.pdf](#) (accessed July 1, 2019).

Proceedings/Conferences

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., and R. Lent. 2008. "The Basic Nonuniformity of the Cerebral Cortex." In *Proceedings of the Seventh International Conference on Enterprise Information Systems*, Miami, FL, 97–108. Berlin: Springer-Verlag. <https://doi.org/10.1073/pnas.0805417105>.

Lee, D. J., Bates, D., Dromey, C., Xu, X., and S. Antani. 2003. "An imaging system correlating lip shapes with tongue contact patterns for speech pathology research." In *c2003. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; 2003 Jun 26–27; New York*, edited by M. Krol, S. Mitra, and D. J. Lee, 307–13. Los Alamitos (CA): IEEE Computer Society. <https://doi.org/10.1109/CBMS.2003.1212807>.

Electronic publication with DOI

Clifford, P. G. 2021. *The China Paradox: At the Front Line of Economic Transformation*. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110724233>.

Electronic publication without DOI

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed March 9, 2022).

Thesis/Dissertation

Rahman, M. 2013. "Using Authentic Materials in the Writing Classes: Tertiary Level Scenario." PhD diss., BRAC University. <http://dspace.bracu.ac.bd/xmlui/handle/10361/3112> (accessed December 15, 2021).

Database

Milberger, Sharon. 2002. *Evaluation of Violence Against Women With Physical Disabilities in Michigan, 2000–2001*. ICPSR version. Detroit: Wayne State University. Distributed by Ann Arbor, MI: Inter-University Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR03414>.

Report

U.S. Federal Energy Regulatory Commission. 2020. *Annual Report of the U.S. Federal Energy Regulatory Commission*. Washington, D.C.: GPO. <https://www.ferc.gov/sites/default/files/2021-02/2020-Annual-Report-of-FOIA.pdf> (accessed December 15, 2021).

Patent

Iizuka, M., and H. Tanaka. Cement admixture. US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986. <https://patft.uspto.gov/netacgi/nph-Parser?Sect1=PTO1&Sect2=HITOFF&p=1&u=/netahtml/PTO/srchnum.html&r=1&f=G&l=50&d=PALL&s1=4586960.PN> (accessed December 15, 2021).

Standards

National Information Standards Organization. *Bibliographic References*. ANSI/NISO Z39.29-2005. Bethesda, MD: NISO, approved June 9, 2005; reaffirmed May 13, 2010. <http://www.niso.org/publications/ansiniso-z3929-2005-r2010> (accessed December 15, 2021).

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Weir, P., dir. *Picnic at Hanging Rock*. 1975. London: Picnic Productions, 2008. DVD.

Weir, P., dir. *The Truman Show*. 1998. Los Angeles: Paramount Pictures. 1 hr., 43 min. <https://www.netflix.com/watch/11819086> (accessed June 3, 2020).

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Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151> (accessed January 21, 2022).

Souza, P. (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNCt> (accessed January 21, 2022).

Translations

Kant, I. (1781) 1929. *Critique of Pure Reason*. Translated by N. Kemp Smith. London: Macmillan.

Special Issues

Tomii, R., and M. Yoshimoto, eds. 2013. "Collectivism in Twentieth-Century Japanese Art." Special issue, *Positions: Asia Critique* 21, no. 2. <https://doi.org/10.1215/10679847-2018256>.

Translated titles

Takeuchi, Y. 武内義雄. 1939. *Jukyō no seishin* 儒教の精神 [The Spirit of Confucianism]. Tōkyō: Iwanami shoten 岩波書店.

First releases

[Follow manuscript style]