

## ***Information for Authors***

### **Manuscript**

The manuscript should be formatted for A4 paper and must be in MS Word or other standard word processing format. Please do not submit PDF files. Text should be in Times New Roman 11 point, justified, and use 1.5 spacing throughout (including block quotations, the list of works cited, and any reference notes [10 point]). New paragraphs should begin on a new line without empty lines or tabs. Texts should ideally range between 5,000 and 9,000 words.

If you need to use non-Latin fonts (e.g. Greek or Hebrew), please clearly indicate what font you used. We prefer that you use the standard fonts that are included in MS Word and other standard word processing programs. If you use open source fonts, or any font you have the legal right to copy and forward, please include a copy when you send in your manuscript.

### **Blind Review**

Please prepare your manuscript for blind review – authors' names and contact information must appear nowhere in the manuscript. Remember to clear all identifying information from the document's "properties" in any computer file.

The names and affiliations of all authors together with their e-mail addresses should be indicated in the submission email only.

### **Language**

The journal follows the spelling of the Oxford English Dictionary. Please select the British English spelling checker in your word processing software.

*Ethical Perspectives* is an English-language journal with an international public. Authors whose native language is not English are expected to have their manuscripts carefully proofread before submission.

## **Formatting**

Formatting should be kept to an absolute minimum. Italicise non-English words and words used for emphasis (e.g. *the* philosopher). Single inverted commas should be used for emphasising new and unusual words/expressions and/or usage (e.g. 'psychogeography'). Do not use bold or underline. Lists should be incorporated into the main text and not set apart. Use simple enumeration (...1); 2); 3) etc.). Use initial capitals for main words in titles and subheadings (thus not 'the', 'and', 'or' etc.). Article titles should be in italics (do not italicise words normally in italics), subtitles in small capitals, and sub-subtitles in italics.

## **Informative Abstract, Keywords, and Biographical Note**

Immediately following the title, your contribution should start with an informative abstract offering a clear summary not exceeding 300 words (do not simply repeat statements from the main text). Three to six keywords should be listed after the abstract. Authors whose submissions are selected for publication will also be asked to supply a short biographical note.

## **References**

*Ethical Perspectives* uses the author-date system from the *Chicago Manual of Style* (CMOS) and all submissions are expected to conform to this standard. A useful summary of the CMOS can be found in Kate L. Turabian. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Chicago: University of Chicago Press, 2007. The most current edition of Turabian should be employed.

### *In-text citations:*

Citation should be in-text and parenthetical, and only be made to sources found in a works cited list that is to be attached to the end of the article. If the passage to which the citation is attached does not clearly indicate the source's authorship, include it in the parenthetical citation; when authorship is clearly indicated, the date and page are sufficient. Direct quotations should be indicated by double quotation marks. For example:

For, this imperative is nothing but the “practically applied abhorrence of the unbearable physical pain which the individuals had to suffer” (Adorno 1966, 358).

This imperative is what Adorno called “practically applied abhorrence of the unbearable physical pain which the individuals had to suffer” (1966, 358).

No comma is used to separate the author’s name and the date, only to separate date and page number(s). Separate additional references with a semi-colon, and where several works by a given author were published in the same year they should be distinguished alphabetically (1971a; 1971b).

*Works Cited List:*

The works cited list is strictly construed as a list of works you have cited, and not as an extensive bibliography. Note in particular the use of cited authors’ full first name and the location of the date of publication. You can include non-cited works in the endnotes, which most word processing software will automatically locate after this list.

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Endnotes are not required for citations found in the main text and using the in-text citation procedure. Where citations are made in endnotes from sources contained in the works cited list, they should follow the same pattern as above. If you wish to refer to bibliographical sources you do not cite from (and are thus not in the works cited list), format them according to the CMOS/Turabian style for reference notes.

**Author’s copy**

Each author will receive one free issue of *Ethical Perspectives*. Additional copies can be purchased (30% reduction for authors).

**Submission Address**

Manuscripts are to be submitted by e-mail ([ethical@oce.kuleuven.be](mailto:ethical@oce.kuleuven.be)).

**Review Process**

All submissions need to be in English to facilitate the appointment of international reviewers. Each article goes through a blind (= anonymous, without the reviewer knowing the author's name) review procedure of two reviews, three if necessary. Reviewers do not share the author's institutional affiliation. Each review uses the same standard review form. The overall conclusion is based on both reviews and communicated to the author together with the reviews in question.

When a given edition uses (a) guest editor(s), the final responsibility for acceptance or rejection of a submission remains with the Editorial Board. The entire review process, and all correspondence with reviewers, is conducted by the Administrative Editor.

## ***Information for Book Reviewers***

Bibliographic data of the book under review should be included at the beginning of your review and be formatted as follows:

Raphael COHEN-ALMAGOR. *The Scope of Tolerance: Studies on the Costs of Free Expression and Freedom of the Press*. London: Routledge, 2006. 277 pp.

In your review, use italics for book titles (*The Scope of Tolerance*), and double quotation marks for articles (“The Origin of Altruism”).

Indicate direct quotations only with double quotation marks. Please cite the page number in round brackets. Dates etc., are not necessary if you are citing from the book under review:

According to Cohen-Almagor, “this book is about the limits of tolerance and the costs of freedom of expression” (1).

Otherwise, please cite quotations according to CMOS style, using inline references:

As Michael Walzer says in *Just and Unjust Wars*, “there is no right to be protected against the consequences of domestic failure” (1977 [2000], 88).

Typographical emphasis: Please use *italics* for non-English words (e.g. *ad hominem*, *Gottesbeweis*), and for words you wish to emphasize (e.g. *the* philosopher). Use single inverted commas for emphasizing new or unusual terms and/or usage (e.g. ‘psychogeography’).

Please use Times New Roman 11 point, 1.5 spaced, justified.

Place your name and institution, as you wish it to appear, at the end of the review.