

Hastings Center Report
Instructions for Authors

Manuscript Submissions & Review

What May Be Submitted: The *Report* welcomes articles, case studies, and short essays that address ethical concerns in medicine and the life sciences. They should be clearly written and of interest to a broad readership. Submissions of no more than 7,000 words are preferred, but longer manuscripts will be reviewed. Tables and figures should be kept to a minimum. References should be restricted to the most pertinent, up-to-date sources; heavily referenced manuscripts are not preferred. Brief essays (published in the column *Perspectives*) should be no more than 1600 to 2400 words and should include very minimal references. Case studies may include one or more commentaries and should have no references; the case description should be about 400 words long and commentaries should be about 600 words each. Book reviews are usually commissioned, but unsolicited manuscripts will be considered. In matters of punctuation and style, the *Report* follows the *University of Chicago Manual of Style*, 14th edition.

How to Submit: Manuscripts may be submitted by email, preferably in rich text format (*.rtf), to: kaebnickg@thehastingscenter.org. Hardcopy submissions should be double-spaced, on one side of the page only, and paginated consecutively throughout. Please send *four copies* to: Editor, *Hastings Center Report*, The Hastings Center, 21 Malcolm Gordon Drive, Garrison, NY 10524-5555. Because all manuscripts are blind reviewed, contact information should appear only on an accompanying cover sheet, including mailing address, telephone and fax numbers, and email address for contact author.

Review Procedures: Manuscripts will be acknowledged on receipt. Manuscripts are read first by the editor and consulting editor and a member of The Hastings Center's research staff. Manuscripts recommended for consideration will also be reviewed by a reader outside the Center and will be presented to the Center's editorial board for final disposition. Review should average no more than 8-10 weeks.

Conflict of Interest

The Hastings Center Report expects all prospective contributors and reviewers to declare any potential conflicts of interest. Conflicts of interest include: (1) any personal or professional affiliations; (2) financial interests; (3) or past, present, or anticipated activities that may compromise the quality or objectivity of a manuscript or review. The rough test we ask authors to employ is: Is there anything that would likely cause readers to second-guess your objectivity if it were to emerge after publication?

Style Sheet for References

The *Report* prefers to keep references to a minimum. The *Report* avoids discursive notes wherever possible, and asks that citations be restricted to the two or three most important or most useful sources.

For guidance on matters not specified below, see the guidelines set out in the *Chicago Manual of Style*, 14th edition.

Monographs:

1. S. Hauerwas, *Naming the Silences: God, Medicine, and the Problem of Suffering* (Grand Rapids, Mich.: William B. Eerdmans, 1990), 64. Emphasis added. [page numbers needed if passages appear in the article]
2. R.R. Faden and T.L. Beauchamp, *A History and Theory of Informed Consent* (New York: Oxford University Press, 1986).
3. Hauerwas, *Naming the Silences*, 64.

More than three authors: D. Schneider et al.,... [No comma before “et al.”]. Second reference: Schneider et al.,...

Omit “Publishing Company”, “Co.”, “Inc.”, “Ltd.,” etc.

Page numbers: when inclusive page numbers begin with a multiple of 100, all three digits of the second number are used: 200-234. Otherwise use only the last two digits of the second number: 70-77, 205-34. More complete rules are found in the *Chicago Manual of Style*.

Journal:

4. G.J. Annas, “Whose Waste Is It Anyway? The Case of John Moore,” *Hastings Center Report* 18, no. 5 (1988): 37-39, at 38.
5. See T.A. Shannon and A.B. Wolter, “Reflections on the Moral Status of the Pre-Embryo,” *Theological Studies* 51 (1990): 603-26.
6. Annas, “Whose Waste?” 38.

Again, a reference that immediately follows another reference to the same work is placed in the text and consists only of page numbers in parentheses: i.e., “(p. 64)” or “(p. 64, emphasis added).”

Omit *The* for journal title.

List issue no. (or month, if no issue number) if necessary to disambiguate the reference. For example, no issue number is needed for *NEJM* and *JAMA*, which use a single set of consecutive page numbers throughout a volume.

NEJM and *JAMA*: acronyms in italics followed by volume. All other journals are spelled out in full.

Editor as Author:

7. E.F. Kittay and D.T. Meyers, eds., *Women and Moral Theory* (Totowa, N.J.: Rowman and Littlefield, 1987), 234.
8. Kittay and Meyers, *Women and Moral Theory*, 200-234.

Article in an Anthology:

9. B. Steinbock, "The Moral Status of Extracorporeal Embryos," in *Ethics and Biotechnology*, ed. A. Dyson and J. Harris (London: Routledge, 1994), 79-82, at 80. [The clause "at 80" is needed if the citation is giving the location of a quotation.]
10. J. Cohen and R.L. Hotz, "Toward Policies regarding Assisted Reproductive Technologies," in *Setting Allocation Priorities: Genetic and Reproductive Technologies*, ed. R.H. Blank and A. Bonnicksen (New York: Columbia University Press, 1992), 228-29.
11. Steinbock, "Moral Status," 82.
12. B. Steinway, "On the Stem Cell Debate," in *Setting Allocation Priorities*, ed. Blank and Bonnicksen, 230-40.

In note 9, *ed.* means "edited by" and thus is not *eds.*

Government Documents:

12. U.S. Congress, Office of Technology Assessment, *Neonatal Intensive Care for Low Birthweight Infants: Costs and Effectiveness* (Washington, D.C.: U.S. Congress, Office of Technology Assessment, December 1987), 21.