
KIEJ Kennedy Institute
of Ethics Journal
EDITORIAL STYLESHEET

General Information

Spelling: The *KIEJ* uses American spelling, grammar, and punctuation. Please consult a full guide on American spelling and punctuation conventions if you are unfamiliar with them.

Font: Please use *italics* rather than **bold text** or underline to emphasize text.

Graphics: Please convert all graphics to TIFF or EPS format. Line art should be a minimum of 600 dpi, and halftones a minimum of 266 dpi in resolution.

Headings: Format section headings as follows:

MAIN SECTIONS: CENTERED, CAPITAL LETTERS

Sub-Sections: Italics, Centered, Headline Capitalization

Sub-sub-sections: Italics, left-aligned, initial capitalization only

Paragraphs: Please indent all paragraphs, including those immediately following headings.

Footnotes: Avoid extracts, tables, and paragraphing in notes. Footnotes will be converted to endnotes in the typeset version.

Quotations: Quotations of more than two lines should be indented and set off in a separate paragraph. Quotations of less than two lines may remain in the main body of the text, placed within double quotation marks. All such citations must include page numbers.

References: Authors are responsible for the accuracy and thoroughness of citations. References should follow the guidelines of the Chicago Manual of Style author-date system for science manuscripts. More details follow.

Author-Date System

The *KIEJ* uses an in-text citation format. Authors should use footnotes for substantive comments only.

The author's last name and the year of publication (with no punctuation between them) is enclosed in parentheses and directly follows the citation.

(Arras 1997)

Multiple references for a single sentence should be separated by semicolons.

(Arras 1997; Little 2004; Green 2009)

When citing specific pages or sections of a work, that specification follows the year of publication, preceded by a comma and either p. or pp.

(Montgomery and Mount 2010, p. 58)

(Kukla and Lance 2008, pp. 14–17)

For works with four or more authors, et al. should be used; otherwise names should be written out and separated by ‘and’. Use lowercase letters to differentiate separate works by the same author written in the same year.

(Hewitt et al. 1984)
(Harvard, Devaney, and Morris 2011)
(Henderson 1998a, 1998b)

A corresponding list of works cited should appear at the end of the article. *Please spell out both first and last name of authors, editors, and translators.* Use headline capitalization for titles of journals, books, journal articles, and chapters. *Please do not abbreviate the names of journals.*

Some examples of common formats follow. *Please note the custom of italicizing all book and journal titles, and omitting quotation marks from article titles.*

Single author, journal:

Whelan, Arthur. 1973. Two Problems with Statistical Analysis in Comparative Models. *Journal of Healthcare Ethics* 12: 429-456.

Two authors, journal:

Brown, Amy, and Sun-Lee Park. 2011. Environmental Justice and the Water Crisis. *American Journal of Bioethics* 5 (2): 57-61.

Three or more authors, journal:

Wortzel, Hal S., Timothy J. Oster, C. Alan Anderson, and David B. Arciniegas. 2008. Pathological Laughing and Crying: Epidemiology, Pathophysiology and Treatment. *CNS Drugs* 22 (7): 531-545.

Single author, book:

O’Neill, Onora. 2000. *Bounds of Justice*. Cambridge: Cambridge University Press.

Chapter in edited collection:

Korsgaard, Christine M. 1997. The Normativity of Instrumental Reason. In *Ethics and Practical Reason*, ed. Garrett Cullity and Berys Gaut, 251–254. New York: Oxford University Press.

Online resource:

NIH. National Institutes of Health. 2000. Guidelines for Research Using Human Pluripotent Stem Cells. 65 *Federal Register* 51975 (25 August). Available at <http://stemcells.nih.gov/staticresources/news/newsArchives/fr25au00-136.asp>, accessed 3 August 2011.

Periodical:

New York Times. 2009. New Stem Cell Rules (7 July): A24.

If further detail is needed on citation or reference list formatting, please consult chapters 15-17 of the *Chicago Manual of Style*, or the quick reference guide to the author-date system available at http://www.chicagomanualofstyle.org/tools_citationguide.html.

If you have any further questions, contact the Managing Editor at kiejournal@georgetown.edu.