
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* to emphasize text, rather than **bold text** or underline.

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 the author-date system of citation, which uses in-text, parenthetical citations and a corresponding list of references. Authors should use footnotes for substantive comments only.

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

(Arras 1997)

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

(Arras 1997; Little 2004; Green 2009)

(Rawls 1971; 1995; Green 2009)

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

(Fisher 2013, 361–63)

For works with four or more authors, use the first author's name followed by *et al.*; 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.*

Single author, journal:

Whelan, Arthur. 1973. "Two Problems with Statistical Analysis in Comparative Models." *Journal of Healthcare Ethics* 12: 429–56.

Two authors, journal:

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

Seven or more authors, journal:

Baum, Marianna K., Adriana Campa, Shenghan Lai, et al. 2008. "Effect of Micronutrient Supplementation on Disease Progression in Asymptomatic, Antiretroviral-Naïve, HIV-Infected Adults in Botswana: A Randomized Clinical Trial." *Journal of the American Medical Association* 310 (20): 2154–63.

Single author, book:

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

Chapter in edited collection:

Callahan, Daniel. 2000. "The Vulnerability of the Human Condition." In *Bioethics and Biolaw: Four Ethical Principles*, edited by Peter Kemp, Jacob Rendtorff, and Niels M. Johansen, 115–22. Copenhagen: Rhodos International.

Government publication:

National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. 1979. *The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research*. Washington, DC: Department of Health, Education and Welfare. Accessed June 24, 2014. <http://www.hhs.gov/ohrp/policy/belmont.html>.

Online resource:

CSPI (Center for Science in the Public Interest). 2005. "Conflicts of Interest on COX-2 Panel." February 25. Accessed June 21, 2012. <http://www.cspinet.org/new/200502251.html>.

Periodical:

Vedantam, Shankar, and Rick Weiss. 2005. "Medical, Ethical Questions Largely Decided, Experts Say." *Washington Post*, July 7, A06.

If further detail is needed on citation or reference list formatting, please consult chapters 15–17 of the 16th edition 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.