

Style Guide

There are a number of different style guides, each with its own rules. What follows is a *basic* set of rules. If your instructor provides you with her/his own preferred guide or advice, please follow that.

BOOKS VS. ARTICLES

When referring to names of works in your essay or Works Cited section, titles of books (and journals) are always put in *italics*. Titles of articles (whether from journals, books, online source, magazines, etc.) are always placed “in quotation marks”. E.g. Nagel’s influential article, “What is it Like to be a Bat?” has been reprinted many times, and appears in his book, *Mortal Questions*. It initially appeared in the journal *Philosophical Review*.

QUOTATIONS

When quoting a source, enclose the quotation in double quote marks. If the quotation itself involves quotation marks within it, use single quote marks to indicate this. E.g. As Nietzsche remarks, Plato’s innocence is “Greek and not ‘Christian’”.

If the quotation is more than four lines long, start a new line of text, omit double quotation marks, and indent the entire quotation on the left-hand side by one inch from the margin.

If you are omitting words from a quote, use ellipses (i.e. three periods in a row), preceded and followed by a space, to indicate omitted text. E.g. Descartes claims “first ... I have many potentialities that are not yet actual”. If omitting an entire sentence, use four periods in a row.

CITING TEXTS

Do not use footnotes or endnotes to cite texts. Cite works in the body of your essay, in parentheses, following any quotation from, or paraphrase of, a given source or the ideas contained therein. These citations will be cross referenced to a Works Cited or References page at the end of your paper.

Within the parentheses, put the author’s surname, the year of the publication and the page number of the quote or idea. Do not use “p” or “pp” to indicate page(s). E.g. (Kant, 1975: 78).

ENDNOTES

The Endnotes section appears on a separate page, after the essay and before the References section. It is reserved for explanatory and digressive remarks, and evaluative bibliographical comments that would be distracting in the body of the text.

REFERENCES

The Works Cited page appears on a separate page, after the essay and after any Endnotes. Here are some examples of formatting commonly-cited types of text.

I Books

One author

Kant, Immanuel (1975). <i>Prolegomena to Any Future Metaphysics</i> . Trans. Paul Carus and Lewis White Beck. Indianapolis: Bobbs-Merrill.
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If your author is responsible for more than one book (or other publication) in your Works Cited page, use five hyphens instead of repeating that person's name. List books by year of publication.

Kant, Immanuel (1975). *Prolegomena to Any Future Metaphysics*. Trans. Paul Carus & Lewis White Beck. Indianapolis: Bobbs-Merrill.
----- (1991). *Political Writings*. Ed. Hans Reiss. Cambridge: Cambridge University Press
----- (2000). *Critique of the Power of Judgement*. Ed. Paul Guyer. Trans. Paul Guyer & Eric Mathews. Cambridge: Cambridge University Press.

Two or more authors or editors: only the first author or editor's name is reversed.. Subsequent names are given first-name-first

Silk, M. S. and J. P. Stern (1981). *Nietzsche on Tragedy*. Cambridge: Cambridge University Press

Malpas, Jeff and Robert C. Solomon, eds (1998). *Death and Philosophy*. London: Routledge

Four or more authors or editors: use only the first name listed on the book's title page, followed by et al.

Shields, J., et al. (2003). *Byzantine Intrigue: The History of English Alley*. Hartford: Merganser Press

Different editions or multiple volumes:

Wiggins, D. (1998). *Needs, Values, Truth*. 3rd ed. Oxford: Clarendon Press

Pears, D. (1988). *The False Prison*. Vol. 2. Oxford: Clarendon Press.

II Article in an Anthology

Benhabib, Seyla (1984). "Obligation, Contract and Exchange: on the Significance of Hegel's Abstract Right." *The State and Civil Society. Studies in Hegel's Political Philosophy*. Ed. Z. A. Pelczynski. Cambridge: Cambridge University Press, 159-177.

Do not use "p" or "pp" before listing the page or range of pages in the citation.

III Journals, Magazines

Scholarly Journal Article: when citing an article in a scholarly journal, include the volume number and, where possible, the issue number, separated by a period, plus page numbers that article appears on. Remember, title of article should be in quote marks, and name of journal in italics.

Duvall, John N. (1994). "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly* 50.3: 127-53.

Magazine article:

Wolfe, Alan (2000). "Undialectical Materialism: America Consumed by Consumption." *New Republic*, 23 (October): 29-35.

IV. Materials from Electronic Online Resources. Give the following information, including as many items from the list below as are relevant and available:

1. Name of the author (or editor, or person responsible for creation of site)
2. Title (of the article, book, lecture, poem, story, etc. being cited)
3. Name of site (or, if none available, brief description, e.g. "Home Page of...")
4. Version number of the resource (if available)
5. Date of electronic publication, posting or last update (if available)
6. Date on which you accessed the information. *This piece of information is mandatory.*
7. Electronic address or URL, in <angle brackets>. Very long URLs can be substituted with the home page instead, if there's enough info in the above categories to find the relevant page.

Entry in an online encyclopedia:

Russell, Paul. "Hume on Free Will." *Stanford Encyclopedia of Philosophy* 14 Dec. 2007.
Stanford University Center for the Study of Language and Information. 27 Oct. 2008
<<http://plato.stanford.edu/entries/hume-freewill/>>

Article in an online journal:

Fitter, Chris. "The Poetic Nocturne: From Ancient Motif to Renaissance Genre." *Early Modern Literary Studies* 3.1 (Sept. 1997). 4 Mar. 2009 <www.humanities.ualberta.ca/emls.html>

Book published online:

Dewey, John. *Democracy and Education*. New York: Macmillan, 1916. *Institute for Learning Technologies*. 22 Sept. 2009 <<http://www.ilt.columbia.edu/publications/dewey.html>>

Course website:

Darling, Charles. Introduction to Literature. Course website. Jan. 2004–May 2004. Dept. of Humanities, Capital Community College. 20 May 2007 <www.webct.ctdlc.org>

Scholarly project:

Suffragists Oral History Project. 1998. Library, University of California, Berkeley. 20 Jan. 2008
<<http://www.lib.berkeley.edu/BANC/ROHO/online/suffragists.html>>