

Author Guidelines for Submissions

to

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2021 Edition

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Deerfield, Illinois USA**

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DEFAULT STYLE GUIDE

The 17th edition of the *Chicago Manual of Style* (CMoS) is the default style guide for *Ethics and Medicine*. Endnotes are the preferred citation format for all article and commentary submissions, but for articles that are submitted from scientific disciplines and the social sciences the CMoS Author-Date-Page in-text citation format with full bibliography will be accepted. Book reviews should include in-text page notations for quotations of the book under review and endnotes for any external sources cited.

SUBMISSION

Articles should be submitted in electronic format. Manuscripts for publication must be sent to the contact below:

- Michael J. Sleasman, PhD, Editor, editor@ethicsandmedicine.com.

Book reviews should include in-text page notations for quotations of the book under review and endnotes for any external sources cited following CMoS Notes System as described in the in-text citation format section below. Please see the additional guidelines for Book Reviews available at: <https://www.ethicsandmedicine.com/about/book-review-guidelines/>.

CV's must be uploaded with each article submission. CV's must be submitted as a PDF or Word Document.

EDITOR CONTACT

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FONT

- Times New Roman
- 12 point font
- Single-spaced
- 1 inch margins
- Left-justification

CREDENTIALS

Authors should supply a removable cover sheet with the title of the article and the author's name. An author's credentials should be listed with their name.

Academic credentials should not be listed within the body of an article (i.e., John Smith says..., not John Smith, PhD says...).

Omit periods for academic degrees (JD, MD, MDiv, PhD, DPhil, etc.)

COMMON PUBLISHED TOPICS (This is just a sampling of some of the more common topical areas of articles published by *Ethics and Medicine*, and is not intended to exclude other topics or issues of bioethical relevance).

Aging and End-of-Life Decision-Making
 Bioethics and Public Policy
 Biotechnology
 Clinical/Medical Ethics
 Contraception
 Definition and Determination of Death
 Disability Bioethics
 Disaster Bioethics
 Emerging Technologies
 Euthanasia and Assisted Suicide
 General Bioethics
 Genetic Ethics
 Global Bioethics
 Healthcare Ethics
 Human Enhancement and Human Futures
 Medical Professionalism
 Neuroethics
 Nursing Ethics
 Public Health Ethics
 Reproductive Technologies and Ethics
 Research Ethics
 Technology and Society
 Transplantation Ethics
 Women's Health Ethics

ARTICLE AND COMMENTARY SUBMISSIONS

ENDNOTE FORMAT

As noted, the preferred citation style for articles and commentaries submitted to the journal is CMOs endnotes using the Notes system. Any articles, commentaries, or reviews utilizing footnotes, must be converted to endnotes prior to submission. Endnotes should be listed with Arabic numerals rather than Roman numerals. Each time a notation is made, a new endnote must be created. However, notations that include multiple sources should be consolidated into a single multi-source endnote.

Correct Multi-Source Format Example

Put the citations in order of importance; if they are all equal in importance, use alphabetical order by the first author's last name.¹

1. Sara Stickler, *Habits of Harried Students* (New York: Vanity Press, 2013), 42; Howard Noggin and Shirley Noddin, "The Psychology of Paper-Writing Panic," *Brain Fun Newsletter* 32 (2013): 4.

□ Incorrect Multi-Source Format Example

Put the citations in order of importance; if they are all equal in importance, use alphabetical order by the first author's last name.^{1, 2}

1. Sara Stickler, *Habits of Harried Students* (New York: Vanity Press, 2013), 42.
2. Howard Noggin and Shirley Noddin, "The Psychology of Paper-Writing Panic," *Brain Fun Newsletter* 32 (2013): 4.

Consistent with the 17th version of the CMoS, short citations will be used instead of *ibid* for repeated endnotes. The first citation of a source should include the full citation. Subsequent citations of that source should utilize the shortened endnote format.

Example of an full endnote:

1. Kevin J. Vanhoozer, Charles A. Anderson, and Michael J. Sleasman, *Everyday Theology: How to Read Cultural Texts and Interpret Trends* (Grand Rapids: Baker Press, 2007), 140-41.

Example of a shortened endnote:

2. Vanhoozer, Anderson, and Sleasman, *Everyday Theology*, 140-41.

Example of a bibliography entry:

Vanhoozer, Kevin J., Charles A. Anderson, and Michael J. Sleasman, ed.
Everyday Theology: How to Read Cultural Texts and Interpret Trends.
 Grand Rapids: Baker Press, 2007.

IN-TEXT CITATION FORMAT

As noted above endnotes need not be used for scientific or social science research articles, which may follow the CMoS Author-Date-Page format.

Example (Book):

There are many reasons for intestinal scarring (Ogilvie 1998, 26-28).

Examples (Journal Article):

. . . gastrointestinal illness is also often misdiagnosed (Morgan and Thompson 1998, 243).

OR

Morgan and Thompson (1998, 243) argue that gastrointestinal illness is also often misdiagnosed.

BOOKS OF THE BIBLE ABBREVIATIONS

Old Testament:

Genesis: Gen
 Exodus: Exod
 Leviticus: Lev
 Numbers: Num
 Deuteronomy: Deut
 Joshua: Josh
 Judges: Judg
 Ruth: Ruth
 1 Samuel: 1 Sam
 2 Samuel: 2 Sam
 1 Kings: 1 Kgs
 2 Kings: 2 Kgs
 1 Chronicles: 1 Chron
 2 Chronicles: 2 Chron
 Ezra: Ezra
 Nehemiah: Neh
 Esther: Esth
 Job: Job
 Psalms: Ps/Pss
 Proverbs: Prov
 Ecclesiastes: Eccl
 Song of Solomon: Song
 Isaiah: Isa
 Jeremiah: Jer
 Lamentations: Lam
 Ezekiel: Ezek
 Daniel: Dan
 Hosea: Hos
 Joel: Joel

Amos: Amos
 Obadiah: Obad
 Jonah: Jonah
 Micah: Mic
 Nahum: Nah
 Habakkuk: Hab
 Zephaniah: Zeph
 Haggai: Hag
 Zechariah: Zech
 Malachi: Mal

New Testament:

Matthew: Matt
 Mark: Mark
 Luke: Luke
 John: John
 Acts: Acts
 Romans: Rom
 1 Corinthians: 1 Cor
 2 Corinthians: 2 Cor
 Galatians: Gal
 Ephesians: Eph
 Philippians: Phil
 Colossians: Col
 1 Thessalonians: 1 Thess
 2 Thessalonians: 2 Thess
 1 Timothy: 1 Tim
 2 Timothy: 2 Tim
 Titus: Titus
 Philemon: Phlm
 Hebrews: Heb
 James: Jas
 1 Peter: 1 Pet
 2 Peter: 2 Pet
 1 John: 1 John
 2 John: 2 John
 3 John: 3 John
 Jude: Jude
 Revelation: Rev

BIBLICAL TRANSLATIONS:

If quotations from the Bible are used, each author is given the freedom to choose what translation is used in the article submission. The translation of the Bible being used, however, either must be consistent throughout the entire article (noting which version with the first quotation) or identification must be noted with each citation when switching between versions.

GENERAL ABBREVIATIONS & ACRONYMS

Abbreviations and acronyms may be useful to reduce word count. However, the first usage should be introduced only after the full term, organization, concept, or otherwise abbreviated text is stated in its entirety first. Use the following examples for reference:

- Adverse event (AE)
- Serious adverse event (SAE)

PUNCTUATION

i.e. / e.g. Should be followed by commas. (“Lovable people, e.g., the graduate assistants for the *Ethics & Medicine* journal, love to love others.”)

MD, PhD, JD, DPhil Omit periods in academic degrees.

UK, UN, US, etc. Omit periods for countries and organizations.

IL, NY, etc. Do not add periods for postal codes.

DC Omit periods for this abbreviation.

Oxford Comma place commas before the “and”; (ex: abortion, end-of-life decisions, and euthanasia.)

- *Ellipses*

Per CMOs style guidelines, ellipses should include three spaced periods, like so . . . Proper punctuation should follow the ellipsis.

Example 1: Ellipsis within a single sentence

All the world is made of faith . . . and pixie dust.

Original -- All the world is made of faith, and trust, and pixie dust.

Example 2: Ellipsis within multiple sentences, first sentence ends prior to ellipsis

“I saw at the open window a figure the most hideous and abhorred. . . . He seemed to jeer.”

Example 3: Ellipsis within multiple sentence, with ellided material ending with a period

“I saw at the open window a figure He seemed to jeer.”

- *Em Dash, En Dash, Hyphens*

Per CMOs style guidelines, en dash should be used to connect ranges of numbers including dates and pages. Hyphens connect two things “intimately related, usually words that function together as a single concept.” Em dash can be used “in a manner similar to parentheses or to “substitute for something missing.”

SPELLING CONVENTIONS

International spelling will be analyzed on a case-by-case basis. Consistency is the most important indicator of correct style.

USE OF CONTRACTIONS

Contractions are primarily used in casual formats. The formal nature of the pieces published in *Ethics and Medicine* overly discourage the use of contractions. Direct quotations that include contractions in the original source will remain intact.

For editorial questions not answered in the categories above, refer to the *Chicago Manual of Style*, 17th edition.