

Author Guidelines for Submissions

to

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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.

SUBMISSIONS

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

Michael J. Sleasman, PhD, Editor
Ethics & Medicine
c/o Bioethics Department
Trinity International University
2065 Half Day Rd
Deerfield, Illinois 60015 USA

PAGE LAYOUT

- Times New Roman
- 12 point font
- Single-spaced, with 12 point spacing between paragraphs
- 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.)

COMMONLY PUBLISHED TOPICS

This is merely 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

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 a 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.

Ethics and Medicine does not utilize a separate bibliography with the Notes system.

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.

OTHER CITATION CONSIDERATIONS

- For works published in major US cities—such as New York, Chicago, Minneapolis, Philadelphia, and Grand Rapids—the state may be omitted in the citation.
 - Example: (Grand Rapids: Baker Press, 2007)

- For works published outside the US, include the country along with the city
 - Example (Oxford, UK: University of Oxford Press, 2007)
- When citing passages of Scripture, only use the full name of the book when it appears as part of a sentence. For a list of biblical abbreviations, see the end of this document.
 - Example 1: In Matthew 4:4, Jesus tells us that man shall not live on bread alone.
 - Example 2: Jesus tells us that man shall not live on bread alone (Matt 4:4).
- Whenever possible, biblical citations should appear in text rather than in footnotes.

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. If a term is used only a few times, or the usages are far apart, spelling out the term is preferred. Use the following examples for reference:

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

PUNCTUATION & GRAMMAR

Commas

- Place commas before the “and” at the end of lists (the Oxford Comma: e.g., abortion, end-of-life decisions, and euthanasia).
- 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.”).

Periods

- Omit periods in academic degrees (MD, PhD, JD, DPhil, etc.).
- Omit periods for countries and organizations (UK, UN, US).
- Omit periods for postal codes (IL, NY, etc.).
- Omit periods for the abbreviation DC (i.e., Washington, DC).

Quotation Marks

- All quotations should use double quotation marks.
 - (Jesus said, “I am the way, the truth, and the life.”)
- If using a term in a nonstandard or ironic way, it can be put in quotation marks (“scare quotes”). If a term is being used as the term itself, it should be italicized (i.e., what does the term *bioethics* mean?). For more information, see CMoS 7.57, 7.63.

Ellipses

- Ellipses should include three spaced periods; do not use the default Microsoft Word ellipses (i.e., use . . . instead of ...).

- Example 1: All the world is made of faith . . . and pixie dust.
- Original: All the world is made of faith, and trust, and pixie dust.
- When using an ellipses with two sentences, an additional period must be used. If the sentence ends *prior* to the elided material, do not use a space before the first period.
 - Example 2: “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.”

Hyphens, En Dashes, and Em Dashes,

- Hyphens (-) connect two things “intimately related, usually words that function together as a single concept.” (i.e., end-of-life issues)
- En dashes (–) should be used to connect ranges of numbers including dates and pages (50–55; 1939–1945)
- Em dashes (—) can be used “in a manner similar to parentheses or to “substitute for something missing.”

Capitalization

- All pronouns, including those referring to members of the Godhead, should be lowercase.

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.

ABBREVIATIONS FOR BOOKS OF THE BIBLE

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 Chr
2 Chronicles	2 Chr
Ezra	Ezra
Nehemiah	Nah
Esther	Esth
Job	Job
Psalms	Ps
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 Thes
2 Thessalonians	2 Thes
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