Author Guidelines for Submissions

to

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DEFAULT STYLE GUIDE

The 18th 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/.

Authors must provide written confirmation that the submission is solely the work of the listed authors, and attest that they have not used generative AI, LLMs, nor any similar artificial intelligence program to develop or contribute to the content or citations. This policy does not apply to submissions in which the analysis of such generated material is germane to the subject of the submission. In such cases, the content must be clearly documented in the submission, noting which generative AI product and exact prompts. Authors should include a supplemental statement to the editors of *Ethics & Medicine* explaining the necessity of the use of generative AI specific to their submission.

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

EDITOR CONTACT

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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* (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* (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 18th 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* (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.

CITATIONS WITH MULTIPLE AUTHORS

- When citing a work with 2 authors, include all authors' names in the relevant footnote. For subsequent citations of the same source, include both author's last names.
- When citing a work with 3–4 authors, include all authors' names in the relevant footnote. For subsequent citations of the same source, include only the first author's last name followed by et al.
- When citing a work with 5 or more authors, include the first three authors' names in the relevant footnote followed by et al. For subsequent citations of the same source, include only the first author's last name followed by et al.

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

- Following *CMoS* 18th edition, the place name for publishers is no longer included for book citations.
- 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.
- For works with more than 6 authors, include the first six authors in the footnote followed by "et al." For subsequent citations to the same work, include only the last name of the first author followed by "et al."

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* 7.58, 7.60.

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 elided 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.

KEY TERMS

- beginning-of-life issues (as an adjective with hyphens)
- beginning of life
- biblical
- Bible
- bioethics (used as a noun; used in reference to the field/discipline; note also this term should almost always be spelled ending with an "s", some have attempted to singularize or substantivize "bioethics" parallel to "ethic," but such use remains outside mainstream scholarly use)
- bioethical (used as an adjective)
- decision-making
- end-of-life issues (as an adjective with hyphens)
- end of life
- healthcare (as both an adjective and noun)
- Hippocratic Oath ("Oath" should also be capitalized even when "Hippocratic" has been elided, i.e., "the Oath")
- Medical Aid in Dying (no hyphens)
- medtech (not MedTech)
- neuroethics (no hyphen)
- principlism
- principlist
- quality-of-life (as an adjective with hyphens)
- quality of life
- side effect (no hyphen)
- UN
- US

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*, 18th edition.

ABBREVIATIONS FOR BOOKS OF THE BIBLE

Old Testament		New Testament	
Genesis	Gen	Matthew	Matt
Exodus	Exod	Mark	Mark
Leviticus	Lev	Luke	Luke
Numbers	Num	John	John
Deuteronomy	Deut	Acts	Acts
Joshua	Josh	Romans	Rom
Judges	Judg	1 Corinthians	1 Cor
Ruth	Ruth	2 Corinthians	2 Cor
1 Samuel	1 Sam	Galatians	Gal
2 Samuel	2 Sam	Ephesians	Eph
1 Kings	1 Kgs	Philippians	Phil
2 Kings	2 Kgs	Colossians	Col
1 Chronicles	1 Chr	1 Thessalonians	1 Thes
2 Chronicles	2 Chr	2 Thessalonians	2 Thes
Ezra	Ezra	1 Timothy	1 Tim
Nehemiah	Nah	2 Timothy	2 Tim
Esther	Esth	Titus	Titus
Job	Job	Philemon	Phlm
Psalms	Ps	Hebrews	Heb
Proverbs	Prov	James	Jas
Ecclesiastes	Eccl	1 Peter	1 Pet
Song of Solomon	Song	2 Peter	2 Pet
Isaiah	Isa	1 John	1 John
Jeremiah	Jer	2 John	2 John
Lamentations	Lam	3 John	3 John
Ezekiel	Ezek	Jude	Jude
Daniel	Dan	Revelation	Rev
Hosea	Hos		
Joel	Joel		
Amos	Amos		
Obadiah	Obad		
Jonah	Jonah		
Micah	Mic		
Nahum	Nah		
Habakkuk	Hab		
Zephaniah	Zeph		
Haggai	Hag		
Zechariah	Zech		
Malachi	Mal		

ABBREVIATIONS FOR NUMBERS

First number	Second number	Examples
Less than 100	Use all digits	3–10 71–72 96–117
100 or multiples of 100	Use all digits	100–104 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8 808–33 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1087–89 1496–500 11564–615 12991–3001