Routledge Encyclopedia of Philosophy Online
Instructions and recommendations for authors

1. CONTENT OF ENTRIES
Readership
The main users of the Encyclopedia are undergraduates studying philosophy, those in the early stages of graduate work, professional teachers and researchers in philosophy seeking information outside their areas of specialization and anyone in the humanities and social sciences interested in philosophy. Authors should write for the least experienced likely reader, in so far as they judge this to be possible without loss of accuracy.

Approaching a topic
An Encyclopedia entry should aim to give an anatomy of a topic. It should convey to an inexperienced reader the basics of the topic, its significance and its place within the subject. Authors should concentrate on the central ideas and debates, using linked references to the annotated bibliography from within the text to refer readers onward to more detailed, specialized or controversial material.

Fact/interpretation
Where possible, authors should mark the transition from factual to interpretative or controversial material. Authors are invited to include their own views, provided they do not give them excessive space or emphasis at the expense of other opinions.

2. STRUCTURE OF ENTRIES
Dual structure
Entries have a dual structure, consisting of an introductory entry for quick reference (the article summary), and a longer, expository entry.

The article summary will be approximately 10% of the total length, though in no case longer than 1,000 words, presenting the content of the entry in summary form and as simply and attractively as is compatible with accuracy. The summary should be comprehensible independent of the longer part of the entry and it is aimed at readers who wish to find the key information on any topic quickly and easily. The article summary may contain references, but not cross-references. Ideally it should begin by addressing the entry headword, in a pithy, definitional style. Experience suggests that it is better to write this section last.

The reader of the main part of the entry, on the other hand, can be assumed to find its depth and detail useful; these readers might be thought of as final year undergraduates or in their first year of graduate study. Those seeking information outside their areas of specialization should also be borne in mind, especially in the use of philosophical terminology.

The main part of the entry should begin by addressing the headword. Ways in which this might be done include: augmenting the account given in the article summary; elucidating the term in relation to nearby concepts; or giving a historical context to the topic.

Biographical and thematic entries
Entries are of two main types: thematic and biographical. Contributors writing entries on individual philosophers should give some biographical information, but should emphasise the work of the individual rather than their life. Where the facts are known, biographical information should include the place of birth,

nationality, dates of birth and death and composition of the main works, and brief details of academic career or equivalent. It may also refer to social, political and any other circumstances importantly relevant to the individual's thought. The biographical facts should appear as near as possible to the beginning of the main part of the entry and may also appear in the summary part of the entry if and when necessary.

Sections

Entries longer than 1,000 words should be divided into numbered sections, none of them longer than 1,000 words. These sections should be given headings, which should be as informative as possible about the content of the section. Insofar as is possible without extensive repetition, sections should be comprehensible as stand-alone units of content. This is particularly important in the online context, where readers may be following cross-references directly to a specific entry section.

Further subdivisions should be avoided, but if necessary, repeat the governing heading each time thus:
> 3 Hegelianism outside Germany: France
> 4 Hegelianism outside Germany: Britain
> 5 Hegelianism outside Germany: Italy

3. STYLE

Spelling and punctuation

UK spelling and punctuation to be used throughout. Please use the *Collins Dictionary* for the spelling.

Writing from a neutral standpoint

Please write from a point of view that is as neutral, objective and timeless as possible. Avoid first-person exposition and temporally rooted formulations, such as 'at the moment' or 'recently'. Do not use examples or references that will date.

Avoid inappropriate gender-specific language. In particular, avoid the use of he when no particular person is intended, either by using 'they' or by repeating the noun where stylistically appropriate. In addition, use human(s), human being(s), person/people rather than man/men where both sexes are meant to be included. Use layperson rather than layman.

Self-reference

Please do not refer to the entry itself, for example with phrases such as 'in this entry', or include planning formulations like 'in section 3 I will…' Internal references of the form '(See §3)' may be used instead where needed.

Simplicity/complexity

Ideas should be expressed as straightforwardly and clearly as possible. Sometimes this will be at the expense of brevity. Theories and arguments should be conveyed as simply as they can be without distortion. The important technical vocabulary for the subject should be introduced, and the meanings of the terms explained, but please keep the use of jargon to a minimum.

Colloquialisms

Please avoid colloquialisms and informal language, including abbreviations such as 'it's' and 'they've'. Bear in mind that some readers will have a different first language, and that idiomatic phrases vary regionally and are prone to obsolescence.

Capitalization

Please keep capitalization to a minimum.

Italics

Please minimize the use of italics for emphasis.

Scare quotes

Please avoid using scare quotes if possible. If a commonly used term seems clumsy or suspect, preferably it should be reformulated. Exceptions may be made only where a term is so prevalent in the literature as to need to be included for clarity.

Numerals and measurements
Spell out numbers under but not including 100.

Dates
After each biographical entry title please give dates of birth and death.
Where the philosopher is still living, use a double hyphen: Cavell, Stanley (1926–).
If approximate dates of birth and death are known, use *circa*: Francis de Meyronnes (*c*.1270–*c*.1325).
If the date of birth is uncertain but the date of death is approximately known, use *circa* in full: Francis de Meyronnes (d. *circa* 1325).
If the date of birth is unknown and the date of death is unknown but after 1325: Francis de Meyronnes (d. after 1325).
If no dates of birth and death are known but a date when the philosopher was active is known, use *floruit*: Francis de Meyronnes (*fl.* 1325); *'fl. c.'* is also acceptable.
If the date of birth is known but not the death: (1251–?). *Mutatis mutandis*: (?–1251).
When dates are vague, use for example, (4th century BC).
If no dates are known (existence may be in question), use (dates unknown).
In historically-slated entries it may be useful to include lifespan dates next to each individual in an entry.

Transliteration
Please contact Routledge if you require a guide to transliteration systems.

Foreign-language titles
The first time that a foreign title appears, and there is a published translation in the bibliography, put the translation title (in italics) in brackets after it, then use the translation title alone after that (unless the work is so famous that it is always known in its original form, e.g. Aquinas' *Summa theologiae*, or unless it's completely obvious, e.g. *Kant-Studien*, the name of the journal for Kant studies, or untranslatable, e.g. *De Interpretatione*).
If in the first instance you are just translating the title of the work and no translation has been published, put it in Roman and don't thereafter use it to refer to the work.
Do not abbreviate the titles of works.

Please use English translations ONLY of ancient work titles; thus Aristotle's *On the Soul*, not Aristotle's *De anima*, which is often used. One exception to this is that many references to Aristotle will be to the Latin medieval translations, not to the original. Where the reference is to the Latin medieval translation use the Latin title (i.e., *De anima*, not *On the Soul*).
There are also some exceptions in the form of untranslateable titles:
> *Isagoge* (Porphyry)
> *Enneads* (Plotinus)
> *Georgics* (Virgil)
> *Timaeus* (Plato)
> *De interpretatione* (Aristotle)
> *Progymnasmata* (Aphthonius)

Lists
Numbers should be used for lists of longer items; use semicolons between items if long, unless they are complete sentences, in which case use full points.

Figures and tables
Please ensure that there is some reference to any figures or tables in the text.

Law references
References to a case should be given thus:

Hawcock v. *Touffler* (1997)

References to legal periodicals and reports of cases should be given as follows:

(a) Case
(b) Year (in which the report about the case was published)
(c) Report/periodical volume within that year
(d) Report/periodical name
(e) First page of the complete case

For example:

1. (*Re C* [1989] 2 All ER 782 and *Re J* [1990] 3 All ER 930).

2. (*Airedale NHS Trust* v. *Bland* [1993] 1 All ER 821 H.L.).

4. KEYWORDS AND ALTERNATIVE HEADWORDS
Keywords
Please suggest a few keywords for your article. Within REP Online, the purpose of keywords is to direct a reader performing a search to the most relevant article, when the article headword is not identical with their search term.
Keywords could be:
   a) terms which are synonymous with the article headword
   b) antonyms
   c) any variant spellings or alternative formulations of the term
   d) closely related terms
   e) less closely related topics which receive significant treatment in the article, for example occupying a whole section
   f) figures whose work is discussed at some length in the article

There need not be a large number of keywords; it is more important that they be closely relevant. If a reader were searching for the keyword term, would this article be useful to them?

Some examples of article headwords and their keywords -
Expressivism: Alan Gibbard, emotivism, conations, conative attitudes, Frege-Geach problem, non-cognitivism, noncognitivism, quasi-realism, Simon Blackburn
Gurwitsch, Aron: field theory of consciousness; Gestalt psychology; phenomenology and psychology; phenomenological movement
Hiddenness of God: divine hiddenness; divine transcendence; divine mystery; evidence of God; greater good responses; inculpable non-belief; J.L. Schellenberg; sceptical theism
Imagination, phenomenological approaches: amodal perception; image-consciousness; image theory; irreality; propositional imagination; quasi-perception; sensory imagination

Alternative headwords
Where a commonly used synonym for your article headword exists, please suggest this to us. These will be included in the A-Z of article headwords and so will ensure that readers are quickly re-directed. For example, an alternative headword for the article Akrasia would be Incontinence.

5. CROSS-REFERENCES AND SEE ALSOS
Cross-references are links within an article that lead to other articles in the Encyclopedia. These are added where they provide useful background to, or a longer discussion of, a concept, philosopher, school of thought, etc, that is mentioned in your text. As with the keywords, these need not be numerous (of course, it would not be helpful to cross-reference every term or name for which there is a corresponding article in the

Encyclopedia). At a point where further expansion would really benefit a reader, please propose cross-references by marking the relevant point in the text. Cross-references could be to any article, biographical or

thematic, or to an item in the glossary of logical and mathematical terms. They might direct the reader to another article as a whole, for example 'see Plato', or to a specific section or sections within an article, for example 'see Plato §§5, 7'. As a starting point, a list of the articles within your subject area can be viewed here: https://www.rep.routledge.com/browse/subjects/

The most significant cross-references should recur in the 'See also' list at the end of the article, along with any other useful companion articles which did not come up in the main text.

6. REFERENCES, BIBLIOGRAPHIES AND FURTHER READING
References within the text
References within the text of an article should be indicated by the date of publication:

> Thus naturalists are externalists, defined by Laurence BonJour (1985), following D. M. Armstrong (1973).

References for quotations should consist of the author's name, the publication date and the page number on which the quoted material is found. Where multiple editions of a standard text exist, the original date of publication should be followed by the date of the edition which the article author has selected. For example:

> Better to entrust it to 'some instinct or mechanical tendency, which may be infallible in its operations, may discover itself at the first appearance of life and thought, and may be independent of all the laboured deductions of the understanding' (Hume [1748/51] 1975:55).

Exceptions to these forms are references to texts from the ancient, medieval and renaissance periods where the title of the work should be stated (without a date):

> Aristotle conceives 'ethics' (*Magna Moralia* 1181a24) as a part of political science.

> No one should complain 'like insolent and incompetent servants, "It's too much, it's too difficult, we're only human, there's a limit to what a person can cope with"' (*Ad Demetriadem* 16).

There may be further exceptions to these guidelines, particularly in the cases of texts from the seventeenth century such as the works of Descartes. Please contact Routledge if you have any questions concerning the correct forms for references.

Bibliography and further reading section
All entries should have a section called 'Bibliography and further reading', even if there are no references in the text. Biographical entries and entries on groups of people should also have a 'List of works'.

Please note: every item in the list of works and further reading <u>must</u> have its own annotation. An annotation should be a brief summary (one or two sentences in length) of the content of the work, perhaps with an indication of the level of difficulty. Please mention if an item has a particularly effective bibliography. A full sentence or clause is preferred.

List of works
In the case of entries in which the subject is a particular philosopher or philosophers, a List of Works citing the major edition(s) of the *Collected Works* first, then the works cited in the text and major works in date order to provide a useful chronology of activity, then any editions of selected works, anthologies and so forth.

It is acceptable to have short introductory sentences at the beginning of the bibliography, such as 'None of the works cited is forbiddingly technical, though most contain densely argued passages'.

Here are some examples of bibliographic items which may be helpful:

> Argyle, M. (1988) *Communicative Logic*, London: Routledge. (Contributor's comments.)

Szewski, P. (1962) 'A New Theorem of Modal Logic', *Journal of Symbolic Logic* 47 (3): 15–23. (Contributor's comments.)

Smith, A. (1989) *Environmental Changes: A Survey of Recent Developments*, London: Routledge. (Contributor's comments.)

Caird, E. (1945) 'If, as and when', *Philosophical Quarterly*, supplementary vol. 57: 34–57. (Contributor's comments.)

Bronkhorst, J. (ed.) (1994) *Proceedings of the Panel on Early Vaisesika, Hong Kong*, special issue of *Asiatische Studien/Études Asiatiques* 48 (2). (Contributor's comments.)

------ (1985) 'Russell's Logicism versus Oxbridge Logics 1890--1925: A Contribution to the Real History', *Russell: The Journal of the Bertrand Russell Archives*, new series, 5: 101--31. (Contributor's comments.)

Estudios Lulianos (Lullian Studies) (1957--), Palma de Mallorca. (Contributor's comments.)

Where the date of a work is completely unknown, use (date unknown) after the author's name.

Some works are ascribed to legendary writers, and it may seem inappropriate to cite them as the author; in which case, set out like so:

Vaisesikasutra (1st--2nd century AD), trans. and ed. N. Sinha, *The Vaisesika Sûtras of Kanâda with the Commentary of Saïkara Misra and Extracts from the Gloss of Jayanârâyaoa together with Notes from the Commentary of Chandrakânta and an Introduction by the Translator*, Allahabad: Panini Office, 1911; repr. Sacred Books of the Hindus, Delhi: S.N. Publications, 1986. Routledge.

Please provide issue numbers instead of the month or season of issue for journal articles.

Use *et al.* in Harvard references within the text itself if there are three or more authors/editors and in the further reading list use where there are six or more authors/editors (list up to six names).

7. REVISING AN ENTRY

Unless otherwise stated, an article revision should augment the main article by between **20% and 40%** and should also add any significant recent publications to the bibliography. Unless authors have received specific instructions from the Subject Editor, the new material may be added throughout the text, or in the form of a new section or sections, whichever is more appropriate.

Please note: the vast majority of revised articles in REP are substantial revisions of at least 20% new content. However, there may occasionally be revisions which are not as extensive—these might be necessary from time to time as events or new developments occur (for example, in the instance of a philosopher's death). Please feel free to contact Routledge in the future if you feel your entry requires a minor update.

Marking changes
When revising and updating an article, please mark your changes to the text in some way, either with a different text colour, or highlighting.

8. SUBMISSION OF ENTRIES

Please e-mail your article as an attachment to the Subject Editor as named in your contract and also copy it to the Routledge Editor (megan.hilands@taylorandfrancis.com).
The following file formats are preferred:
Rich text format [.rtf]
MS Word for Windows document [.doc]
Text only format [.txt]

9. SAMPLE ENTRIES

Sample entries can be requested from us (please email Megan at megan.hilands@taylorandfrancis.com). For further examples, browse REP Online: www.rep.routledge.com. If you do not have access to an institutional subscription, please contact Megan and a temporary username/password will be provided.