

Phenomenological Studies

– Guidelines for editing manuscripts –

1. General Information

- Length of the articles: 6.000 – 8.000 words
- Abstract: c. 1.000 characters; keywords: c. 5
- Biographical information: c. 500 characters
- Put the document in page format DIN A4
- Single column text; align left
- Please use a Unicode-compatible font (e.g. Times New Roman) and discuss the use of special fonts (foreign languages; diacritical characters) with the editors and publishers
- No syllabification (neither manual nor automatic)
- No headers (column titles)
- Save the document in Word-Format (Ending in .doc or .docx)

2. Headings

- Please make the hierarchy of headings distinguishable either by numeration or formatting feature (primary headings: *italics*; secondary, right indent)
- If you work in Word with style sheets, please use the style sheets “Header 1,” “Header 2” etc.

3. Footnotes

- Use automatic footnote settings
- Continuous count (not page wise) with superscript Arabic numerals
- Footnotes should stand under the main text on the page (not defined as endnotes)

4. Emphasis / Accentuation

- In principle, approach accentuation sparingly: please accentuate only using *italicized* text. **Bold print**, underlining, and l e t t e r s p a c i n g are only permissible in justified exceptional cases.
- In general, names will not be accentuated.
- In-text citations of a title are to be written in *italics* (e.g. “Husserl says in his *Logical Investigations*”)
- Expressions in other languages are to be written in *italics*.

5. Quotation marks

- Quotation marks should be used appropriately respective to the language of the text. In German: ‚...‘ and „...“; in English: ‘...’ and “...”; in French: < ... > and « ... ».
- In citations of a text coming from a foreign language, the conventions of the contributing article’s language (and not of the quoted text) should be applied.

6. Quotes

- For complete quotations in the text, the footnote number shall stand behind the quotation marks; for run-in quotations, they should come behind the punctuation mark that follows the closed-quotation mark.
- Omissions will be signified by [...] (three periods in brackets).

7. Citation Method

References are given **only in the footnotes**. At the first mention, the source is given **in full**:

- Monographs:

Maurice Merleau-Ponty: *Phenomenology of Perception*. Translated from the French by Colin Smith. London 1962, 474.

Rudolf Bernet, Iso Kern, Eduard Marbach: *Edmund Husserl. Darstellung seines Denkens*. Hamburg 1996, 96.

- Edited volumes:

Alexander Schnell (Ed.): *Lire les Beiträge zur Philosophie de Heidegger*. Paris 2017, 20.

- Contributions to edited volumes:

László Tengelyi: “Antwortendes Handeln und ordnungsstiftendes Gesetz”. In: Matthias Fischer, Hans-Dieter Gondek, Burkhard Liebsch (Eds.), *Vernunft im Zeichen des Fremden*. Frankfurt on the Main 2001, 278-303, here: 300.

- Journal articles:

Thomas Szanto: “How to share a mind: Reconsidering the group mind thesis”. In: *Phenomenology and the Cognitive Sciences* 13(1), 2014, 99-120, here: 107.

At subsequent mentions, **short titles** are given, e.g.

- Merleau-Ponty: *Phenomenology of Perception*, 474.
- Bernet et al.: *Edmund Husserl*, 96.
- Schnell: *Lire les Beiträge*, 20.
- Tengelyi: “Antwortendes Handeln”, 300.
- Szanto: “How to share a mind”, 107.

If the same source is used twice or more times in a row, the abbreviation “Ibid.” plus page number shall be used (e.g. “Ibid., 475”). If a subsequent quotation refers to the same page within the same work as the previous one, only “Ibid.” is used without the page number.

8. Miscellaneous

- Format only according to these guidelines. You should not layout or configure. The more “neutral” your text is – in other words, the more unformatted the data of your submission is – the simpler it is for the

specialists to format later.

- Please be mindful to spell all names, titles, and abbreviations correctly. Utilize them in a unified manner.
- Please pay attention to the finer details such as spaces after punctuation marks or having multiple spaces following each other.
- Do not indent with spaces or tabs, but with “format–paragraph.”

The Editors and Publisher