

Guidelines for authors (for articles in English)

General Guidelines

- Article size: maximum 12000 words. Reviews and Varia (reports, obituaries, etc.): maximum 3000 words.
- First page: Align the main title to the right of the page in bold, with the first name and surname of the author in capitals beneath, also bold. Underneath the name, add an abstract in English (maximum 200 words).
- Last page: Add short biographical information (maximum 80 words), starting with the author's name in bold letters and their current email address.
- A separate bibliography is not necessary.
- Gendering: it is up to each author to choose whether and how they want to use gender-neutral language

Text body

- Font: Times New Roman
- Font size: Main body 12 pt and line spacing of 1.5
- Footnotes: 10 pt and line spacing of 1.0
- Use italics for highlights (such as book titles) and foreign words. Use quotation marks for quotations only.
- Margins: 2.5 cm left, 2.5 cm right, 2.5 cm top, 2.5 cm bottom
- All headlines are bold and numbered. Main title and author's name 14 pt, other headlines 12 pt like the main body. If the text has separate sections for the introduction or conclusion, they are not numbered.
- Indent paragraphs with a space of 0.7 cm. Use indentation only after new paragraphs. Do not use it at the beginning of the text, nor for section headings or the paragraph immediately after them, nor for the paragraph immediately after indented quotation blocks.
- Leave two blank lines (24 pt) before a new section or its heading, and one blank line (12 pt) after a heading.
- Justify the text and use automatic hyphenation (including in the footnotes).

Quotations

- Quotations are indicated by quotation marks and accompanied by references. Use the style of quotation marks according to the language of the paper: "English", „Deutsch“, « Française ».
- Single quotation marks are used for a quotation within a quotation.
E.g.: we are reminded that it is "a so-called 'natural' substance".

- If the quotation forms a whole sentence, the period is placed before the final quotation mark. If the quotation is included in a sentence, the period is placed at the end of the sentence, i.e., after the closing quotation mark
- A quotation longer than three lines comes in its own paragraph. Font size 10 pt, indented 0,7 cm on the right and the left. Leave half a blank line (6 pt) free each before and after the indented quotation. Indented quotations are not put in quotation marks.

References

- References are given exclusively as footnotes (not as endnotes or in the text).
- Every footnote starts with a capital letter and finishes with a period.
- The reference number is placed after closing punctuation (period, quotation mark, exclamation mark). If a quotation is embedded in a sentence and is not at the end of that sentence, the reference number is placed right after the closing quotation marks. E.g.: Since “intuitions without concepts are blind”¹ and do not suffice to constitute experience, they too must be related to the understanding.

Bibliographic information in the references:

The first reference of every quoted title contains its full bibliographic information, as follows:

- Books: first name of the author surname: *Title* of book as specified by publisher, Publisher, Series (facultative), Place of publication: Publishing House Year, p. xx–yy. E.g.: Edith Stein: *Zum Problem der Einföhlung*, Edith-Stein-Gesamtausgabe Bd. 5, Freiburg, Basel, Wien: Herder 2008, here p. 28.
- Article from an anthology: first name surname of the author of the article: “Title of the article”. In: first name(s) surname(s) of the editor(s) (ed(s).), *Title of the anthology*, Series (facultative), Place of publication: Publishing House Year, p. x–y. E.g.: Marie Makropoulos: „Hegel und die Ontologie“. In: Peter Pan u. Christina Berg (Eds.), *Permanentes Provisorium*, München: Fink 2023, p. 94–103, here p. 95.
- Article from a journal: first name surname of the author of the article: “Title of article”. In: *Title of the journal*, Volume number, Issue number (Year), Publishing House, p. x–y. E.g.: Peter Pan: “Textbeispiele”. In: *AUC Interpretationes*, Vol. 8, Nr. 2 (2018), Karolinum Press, p. 70–93, here p. 75.
- Internet sources: first name surname of author: *Full title*, Year of publication, URL (date of consultation).
E.g.: Jack Kornfield: Ein *Gespräch mit Ajahn Chah*, 1991, http://www.palikanon.com/diverses/ajahn_chah/ein_gespraech.htm (29.05.2020).

Abbreviations

- Already quoted title => Surname: *short title*, p.
E.g.: Stein: *Zum Problem der Einföhlung*, p. 28; Makropoulos: „Hegel und die Ontologie“, p. 95)
- If it is exactly the same reference as in the previous note, thus the same source and the same page => Ibid.
- If it is the same source, but another page => Ibid., p. 95.