

Guidelines for authors

General guidelines

- Article size: Maximum 12000 words. Reviews and obituaries: maximum 3000 words. Reports: maximum 3000 words.
- First page: Align the main title to the right of the page, with the first name and surname of the author in capitals beneath. Immediately after the title, add an abstract in English (maximum 200 words).
- Last page: Add short biographical information (maximum 80 words). Start the short biography with the author's name in bold letters and include their current email address.
- A separate bibliography is not necessary.
- Interpretation favors gender-inclusive language, aiming at the visibility and equality of all genders. We recommend the use of gender-neutral words and expressions (e.g. humankind, chairperson), as well as the singular "they" as a gender-neutral pronoun (e.g. a person and *their* friends)

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.
- Single quotation marks are used for a quotation within a quotation. E.g.: *we are reminded that it is "a so-called 'natural' substance"*.
- Use the style of quotation marks according to the language. "English", „German" and « French ».
- 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 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 before non-closing punctuation (comma, semicolon, colon, hyphen) and 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:*
 - o The first reference of every quoted title contains its full bibliographic information, as follows:
 - Books:
Surname, first name of the author: *Title of book as specified by publisher*, Publisher, Series (facultative), Place of publication Year, p./pp. xx–yy.
E.g.: Stein, Edith: *Zum Problem der Einfühlung*, Herder, Edith-Stein-Gesamtausgabe Bd. 5, Freiburg/Basel/Wien 2008, p. 28.
 - Article from an anthology:
Surname, First name of the author of the article: “Title of the article”, in surname(s), first name(s) of the editor(s) (ed.), *Title of the anthology*, Publisher, Series (facultative), Place of publication Year, p./pp.
E.g.: Makropoulos, Michael: “Blumenberg und die Ontologie des ästhetischen Gegenstands”, in Heidgen, Michael; Koch, Mathias and Köhler, Christian (ed.), *Permanentes Provisorium. Hans Blumenbergs Umwege*, Fink, München 2015, p. 94.
 - Article from a journal:
Surname, first name of the author of the article: “Title of article”, in *Title of the journal*, Volume number, Issue number (Year), Publisher, Series (facultative), p./ pp. xx–yy.
E.g.: Dia, Oumar: “Mondialité et diversité culturelle”, in *AUC Interpretationes*, Vol. 8, Nr. 2 (2018), Karolinum Press, p. 70.
 - Internet sources:

Surname, first name of author: *Full title*, Year of publication, URL (date of consultation).

E.g.: Kornfield, Jack: *Ein Gespräch mit Ajahn Chah*, 1991, http://www.palikanon.com/diverses/ajahn_chah/ein_gespraech.htm (29.05.2020).

- o If the reference includes more than one page, the page numbers are indicated as pp. xx–yy
E.g.: Stein, Edith: *Zum Problem der Einfühlung*, Herder, Edith-Stein-Gesamtausgabe Bd. 5, Freiburg/Basel/Wien 2008, pp. 130–136.
- o If an author is quoted more than once, only their surname is given after the first quotation. If two or more authors have the same surname, include the first letter of their first name followed by a period.
- o If a book, article etc. is written by more than one author, their surnames and first names are mentioned in alphabetical order, separated by a semicolon. E.g.: Depraz, Natalie; Varela, Francisco J.; Vermersch, Pierre: *On becoming aware. A pragmatics of experiencing*, J. Benjamins, Advances in consciousness research Vol. 43, Amsterdam/Philadelphia 2003, S. 25-30.

- Abbreviations:

- o *Ibid.* > If it is exactly the same reference as in the previous note.
 - E.g.:
 - 1 Stein, Edith: *Zum Problem der Einfühlung*, Herder, Edith-Stein-Gesamtausgabe Bd. 5, Freiburg/Basel/Wien 2008, p. 120.
 - 2 *Ibid.*
 - 3 *Ibid.*, p. 127.
- o *op. cit.*, p./ pp. > If the book was already quoted. Replaces only the additional information, such as publisher, year, etc. The surname of the author and the title is indicated again. The title may be shortened.
 - E.g.: Stein: *Zum Problem...*, *op. cit.*, p. 18.
- o *art. cit.*, p./ pp. > If the article was already quoted. Replaces only the title of the journal, volume, issue/number, etc. The surname of the author and the title are indicated again. The title may be shortened.
 - E.g.: Fineman: “The Vulnerable...”, *art. cit.*, p. 268.