## Puncta: Journal of Critical Phenomenology

# Submission Guidelines for Authors

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#### I: SUBMISSION PREPARATION CHECKLIST AND GENERAL GUIDELINES

- 1. **Original work:** *Puncta* welcomes original papers that engage the critical turn in phenomenology. We cannot accept submissions that have been previously published, are in press, or have been submitted for publication elsewhere.
- 2. **Word limit:** Submitted manuscripts should be between 6000-8000 words, inclusive of notes. Authors should contact the lead editors of *Puncta* prior to submission if they have any questions or concerns regarding this requirement. (For instructions concerning the submission of book reviews, see separate document available on our website).
- 3. **Abstract:** Submissions must include an abstract of no more than 150 words and 4-6 keywords.
- 4. **Anonymity:** Submissions should be prepared for anonymous review; any details that make it possible to identify the author should be omitted.
- 5. **Copyright material:** If authors reproduce copyrighted material (figures, tables, or large sections of text that have been published previously) they are responsible for obtaining appropriate, written copyright permissions from the original copyright owner(s) to reproduce these items in the manuscript and to be published online.
- 6. **Multiple authors:** If the manuscript has multiple authors, all authors must be in agreement about the content of the manuscript and its submission to the journal.
- 7. **Inclusive language:** Authors are expected to use inclusive language (e.g., authors should use gender inclusive language and should avoid using ableist language).

- 8. **Style:** Submitted manuscripts should be prepared following the Chicago Manual of Style (seventeenth edition) author-date format with footnotes. (*Puncta* articles no longer include endnotes.) The main requirements and house rules are outlined below in this document. For everything else, please refer to the Chicago Manual of Style (seventeenth edition) author-date format. All authors are asked to adhere to these requirements.
- 9. **Conflicts of interest:** Authors must declare any conflicts of interest to the editors at the beginning of the peer review process.
- 10. **Submission:** Authors should submit manuscripts by logging onto *Puncta*'s website: <a href="https://puncta.journals.villanova.edu/index.php/puncta/login">https://puncta.journals.villanova.edu/index.php/puncta/login</a>.
- 11. **Submission inquiries:** All inquiries about manuscript submission should be sent to <u>punctasubmissions@gmail.com</u>.

### II. STYLE GUIDELINES

Manuscript submissions should be prepared following the Chicago Manual of Style (seventeenth edition). *Puncta* follows Chicago's author-date format with footnotes. See instructions on: <a href="http://www.chicagomanualofstyle.org/tools\_citationguide.html">http://www.chicagomanualofstyle.org/tools\_citationguide.html</a>.

### FORMAT REQUIREMENTS

- 1. **Font:** Use Times New Roman, twelve-point font throughout, including in the footnotes and the References page.
- 2. **Justification:** Use full justification so that text is aligned on both left and right sides of the document.
- 3. **Double space:** Double space the main-text and the footnotes.
- 4. **Indentation:** The first paragraph after a heading, a subheading, or an unheaded section break should not be indented. The first line after a block quote should also not be indented. For all other paragraphs, indent the first line. Do not add blank space between paragraphs.
- 5. **References:** Single space the text of the References page but provide a single line of space between each citation.
- 6. **Emphasis:** Use italics (not underlining) to indicate emphasis, titles, and phrases or terms used in a foreign language. If italics are used in a quote, clarify use/origin by stating "emphasis added" / "emphasis in original."

### LAYOUT REQUIREMENTS

- 1. **Main title:** Authors should use title capitalization style for the title of an article. The title should appear at the top of the paper, should be aligned left and followed by a blank, double-spaced line.
- 2. **Anonymity:** All manuscripts should be formatted for anonymous review and not include author names or affiliations. After an anonymized manuscript is accepted, following the title and the blank, double-spaced line following it, authors should include their full name. The name should be aligned left and capitalized. Beginning on a new line following the author's name, authors should list their affiliation (e.g., university, place of employment). Author affiliations should be aligned left.
- 3. **Section headings:** Sections may or may not have headings. Headings should begin on a new line, with two spaces between the last line of the preceding paragraph and the heading. They should also be centered, capitalized, and bolded. If sections of the paper are numbered, please use Roman numerals. The first paragraph after a heading or an unheaded section break should not be indented. Please note that we would like to avoid the use of generic titles like "Introduction" and "Conclusion." The heading for the final section of a paper should indicate more specifically the content of the conclusion.
- 4. **Subheadings:** Sections may or may not include subheadings. Please maintain consistency and parallel structure between headings and subheadings. Please make sure to clearly distinguish subheadings from headings.
- 5. **Footnotes:** Authors are asked to use footnotes wherever in-text citation of sources is deemed insufficient. This includes "see also" references, which refer to relevant works not directly quoted in the text. *Puncta* articles no longer include endnotes. All references cited in footnotes should be included in the reference list.
- 6. **Reference list:** A reference list including all works cited in the manuscript should be included at the end of the document. It should be headed by the unnumbered section heading "REFERENCES," which should be aligned left, capitalized, bolded, and set off from the last line of the last note by one blank double-spaced line.
- 7. **Epigraph:** Any epigraphs should be right-justified, italicized, single spaced, and in eleven-point font. No quotation marks should be used. The source should be given on the following line, preceded by an en dash. Only the author's full name and the title are required (not the page number). Epigraphs do not require in-text citations but should be properly cited in the reference list (Chicago rule 1.37 and 13.36). Example:

Only one thing remained reachable, close and secure amid all losses: language.

—Paul Celan, "Bremen Speech"

### **QUOTATIONS**

1. Citations: Quotations should be cited via parenthetical in-text citation. Please use the

author-date style for in-text citations, as described in the Chicago Manual of Style (seventeenth edition). In the text or in footnotes, citations should take the following form: (author year, page number). Example:

(hooks 1984, 68).

- 2. **Block-quotes:** Quotations longer than three lines should be single-spaced in size eleven-point font, be block-indented once from the left margin and should have no quotation marks. Before and after the block quotation, enter one blank double-spaced line. If a comma would normally be used to precede a block quotation (e.g., "As Ahmed writes,"), replace it with a colon (Chicago rule 13.16). However, if the block quote follows the preceding text as an uninterrupted sentence, no punctuation is needed (house rule). Unlike other in-text citations, parentheticals at the end of a block quote follow the concluding period, instead of preceding it (Chicago rule 15.26).
- 3. **Interpolations:** Indicate all interpolations by using square brackets.
- 4. **Ellipses:** Ellipses should be indicated with a group of three consecutive dots, preceded and followed by a single space (i.e., ". . ."). Ellipses indicating excluded text should not be placed in brackets. A period is added before an ellipsis to indicate the omission of the end of a sentence unless the sentence is deliberately incomplete. A period at the end of the sentence in the original is retained before an ellipsis indicating the omission of material immediately following the period.
- 5. Exceptions to exact reproduction of original source: Quotations must reproduce the wording, spelling, capitalization and punctuation of the original source exactly, with the following exceptions: a change in the capitalization at the beginning of a quotation may be made with brackets if the quotation's syntactic relationship to the preceding text suggests it; if italics are used in a quote, clarify use/origin by stating "emphasis added" / "emphasis in original." Obvious typographical errors (e.g., "teh") may be silently corrected. If authors provide quotations exactly as it appears in the original, errors can be indicated by inserting "sic" into the quotation, enclosed in square brackets. Example:

"I say that those of you who carry yourselves as principled human beings, no matter you're [sic] housing status, must fight to right this and other egregious wrongs" (Duguma 2011).

6. **Punctuation after in-text citations:** When providing a quotation that is under three lines, place the final punctuation of the quotation after the parentheses. Exception: if the quotation ends with a question or exclamation mark, place the question or exclamation mark inside of the quotation marks, and place a period after the parenthesis. Exclamation or question marks and semicolons that are not part of the quotation should be placed outside of the quotation marks. Examples:

"converted into a weapon, reconverted, undone" (Scarry 1985, 41).

"How often have I wished for the attic of my boredom when the complications of life made me lose the very germ of all freedom!" (Bachelard 1994, 16-17).

- 7. **Scare quotes:** "Scare quotes" are used to indicate that a term is being used in a nonstandard, ironic, or special sense. Scare quotes should be within double quotation marks ("). Scare quotes that are included in a quotation should be within single quotation marks (').
- 8. **Quotations within quotations:** Quotations within quotations should use single quotation marks ('), replacing the double quotation marks (") from the original material.
- 9. Citing from a secondary source: We strongly discourage the use of "quoted in" references when not strictly necessary, and ask authors to instead quote the original source. As per the Chicago Manual (seventeenth edition), point 15.56, if an original source is unavailable, and "quoted in" *must* be resorted to, then mention the original author and date in the text, and cite the secondary source in the reference list entry. The text citation would include the words "quoted in." Examples:

Entry for reference page: Costello, Bonnie. 1981. Marianne Moore: Imaginary Possessions. Cambridge, MA: Harvard University Press.

Entry for in-text citation: In Louis Zukofsky's "Sincerity and Objectification," from the February 1931 issue of Poetry magazine (quoted in Costello 1981)...

- 10. Colons and semicolons: Colons and semicolons should follow, not precede, closing quotation marks.
- 11. "See also" references (house rule): Puncta asks authors to avoid unnecessary, excessive in-text citations. In general, all non-direct citations (typically in the form of "See also . . .") should be moved to footnotes. Moreover, in the case of such "See also . . ." citations, we ask authors to offer a brief explanation in the same footnote of the relevance of the source(s).

### FOREIGN LANGUAGE WORDS AND QUOTATIONS

- 1. **Translated quotes:** *Puncta* currently only publishes articles in English. When possible, quotations should be translated into English using an official translation. If no official translation is available, the author's translation should be followed by a parenthetical note: (author's trans.). This should be accompanied by an endnote that presents the translated text in its original language without italics (Chicago rule 11.14).
- 2. **Quotation or word in original language:** If, for good reason, the original language of the quotation or word is kept in the main body of the manuscript, the single word or phrase should be italicized. Sentences and quotes should use the format and punctuation guidelines of the article's main language.

### **FIGURES**

1. **Photographs and figures:** Photographs and other camera-ready figures should be provided at the end of an article, each figure on a separate page, and should be numbered in order of appearance. They should be cited parenthetically in the text. Example:

It was clear that Johannes's sculpture was a caricature (fig. 1).

2. **Captions:** Captions should be provided for all figures on a separate sheet. Every caption should identify the figure and its source and should indicate permission to use the figure. Sentence-style capitalization is used. Written permission to use photographs and other artwork that is not the author's own is essential, and obtaining it is the author's responsibility.

## TERMS, STANDARDIZED SPELLING, PUNCTUATION, AND POSSESSIVES

1. **Spelling:** Proper nouns are capitalized, including certain identity categories (like Black); otherwise, a down (lowercase) style of capitalization is preferred. Apart from quoted matter, American English spelling is used. Oxford English Dictionary gives the spellings that are standard for this journal; for words spelled in more than one way (e.g., traveled, travelled), the primary spelling according to OED is used. Non-English words and phrases that are not defined in OED should be italicized and followed by their English translation. When non-English words and phrases are translated into English, or vice versa, parentheses are used. Examples:

Spirit (*Geist*), for Hegel, is mediated in an intersubjective context.

The body is simultaneously *Körper* (objective body) and *Leib* (lived body).

2. **Oxford comma:** Please use the oxford comma. Example:

Fancy rats, nutria, porcupines, and prairie dogs are all examples of animals classified as belonging to the category Rodentia.

- 3. **Space between sentences:** Please leave only one space following the punctuation between sentences.
- 4. **Possessives:** The possessives of nouns ending with the letter "s" are formed by adding an apostrophe and an "s." Example:

I like to read Lugones's philosophy.

- 5. **I.e./e.g.:** The abbreviations "i.e.," and "e.g.," should always be followed by commas.
- 6. **Themself:** "Themself" is an appropriate first-person singular (Chicago rule 5.48).

### **NUMBERS**

1. **Spelled out numbers:** Cardinal numbers up to one hundred, as well as the ordinal numbers derived from them, and such numbers followed by hundred, thousand, million, and so on are spelled out. Examples:

Florence the cat rejected six of the eight brands of cat food I bought for her over the span of thirty-seven days.

The North American porcupine can have more than thirty thousand quills on their body! The porcupine Bertha has thirty-seven thousand of them.

2. **Numerals:** For cardinal numbers greater than one hundred, and the ordinal numbers derived from them, numerals are used. The letters in ordinal numbers should not appear as superscripts, e.g., 122nd *not* 122<sup>nd</sup> (Chicago rule 9.6). Examples:

I have no fewer than 104 midterms to grade over the next seven days.

She finished 103rd out of 317 entrants.

3. **Dates:** Numerals are always used for dates, even if they are less than one hundred. Example:

January 24, 1990

4. **Beginning of sentence:** Any number at the beginning of a sentence is spelled out. Example:

One hundred and four of them! I have to grade 104 midterms over the next seven days.

5. **Age:** Ages should be hyphenated. Example:

By the time they are two-years-old, most female Canadian toads are classified as mature.

6. **Same number categories:** Numbers applicable to the same category are treated alike within the same context. Example:

Alas, today I graded no more than 12 of the 104 midterms I must grade this week.

#### III. REFERENCES

Citations and references should be prepared following the Chicago Manual of Style (seventeenth edition). *Puncta* follows Chicago's author-date format, which uses in-text, parenthetical citations and a corresponding reference list.

#### **IN-TEXT CITATIONS**

1. **Citing quotations:** Quotations should be cited via parenthetical citation. Please use the author-date style for in-text citations, as described in the Chicago Manual of Style (seventeenth edition). In the text or in notes, citations should take the following form: (author year, page number). Example:

(Fanon 2008, 165).

2. **Author's name appears in sentence:** Where the author's name appears in the text, the date of the cited publication should immediately follow, even if the name is used in the possessive. However, whenever there is a quotation in the same sentence as the first use of an author's name, it is permissible to cite the year and page number at the end of the sentence, instead of directly after the author's name. Example:

Rosemarie Garland-Thomson's (2011) concept of misfit can help us think rigorously about the lived experience of disability.

Rosemarie Garland-Thomson's concept of misfit can help us think rigorously about the "lived identity and experience of disability as it is situated in place and time" (2011, 591).

3. Citing source more than once in a paragraph: The date and page number alone can be used if the author's name has already been mentioned once in a paragraph and can be understood from context. When citing different pages in the same source more than once in a paragraph, only the page number is required for subsequent citations. When citing the same page or page range in the same source more than once in a paragraph, the parenthetical citation should be placed after the last sentence or at the end of the paragraph (preceding the final period). During typesetting, the editors may repeat the year in a parenthetical citation if a paragraph continues onto a new page. Example:

Consider again Bettcher's claim that we should "understand . . . trans world[s] in resistant relation to . . . dominant world[s]" (2014, 389). In doing this, she argues, we "can see a serious problem inherent in both the wrong-body and transgender approaches: they take dominant meanings of gender for granted." That is, both "accept a dominant understanding of what a man or a woman is" (390).

4. **Two or more references:** Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited and in what order, or it may reflect the relative importance of the items cited (Chicago rule 15.30). If the citations are of equal importance and do not reference a particular order of in-text citations, then alphabetical order should be used (house rule). Examples:

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(Whittaker 1967, 1975; Wiens 1989a, 1989b)
(Wong 1999, 328; 2000, 475; Garcia 1998, 67)
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- 5. "See also": As stated above under "Quotations" (rule 11), in-text citations should keep references clear: within the parenthetical, avoid any uses of "see also" or references to texts that are related but not directly cited. Move any discussion and citations of such texts to a footnote.
- 6. **Multiple authors:** Multiple authors should be listed in the in-text citation if there are less than four authors. If there are four authors or more, the in-text citation should list only the first, followed by "et al." Examples:

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(Eklundh, Zevnik, and Guittet 2017, 5).
(Bay et al. 2017, 460).
```

7. **Page ranges:** When citing page ranges both in-text and in a reference list, the closing page range should be abbreviated using no fewer than two digits, unless there is only one digit. (This house rule differs from the preferred standard in Chicago rule 9.60.) Please also note that en dashes (not hyphens) should be used for page intervals. Examples:

7–9 18–19 177–79 1005–54 1054–122 1103–04

- 8. **Original publication year:** The original publication year of a text should only be cited in-text when it is relevant. It should be placed within brackets within the parenthetical citation, preceding the publication date of the cited work: e.g., "([1950] 1964)."
- 9. "Ibid": In-text citations may not use "ibid." Refer to rule 3 above for proper formatting.
- 10. **Chapters or parts of books:** When referencing a part of a book in-text, use lowercase, e.g., "chapter 4" (Chicago rule 9.26).

### REFERENCE LIST

- 1. **General:** A list of all works cited in the manuscript should be included at the end of the document. It should be headed by the unnumbered section heading "REFERENCES" in the same font as the headings, which should be aligned left, capitalized, bolded, and set off from the last line of the last note by one blank double-spaced line.
- 2. **Titles:** Book and article titles included in the reference list should follow sentence capitalization style: only the first word and proper nouns are capitalized. Quotation marks should be used for the titles of articles. Book and journal titles should be italicized. Newspaper titles should be italicized. However, news forums (like CNN) should not be italicized.
- 3. **Order of references:** References should be listed in alphabetical order by the last names of the first author of each work.
- 4. **Several texts by the same author:** When including more than one text by the same author, reference entries should be listed chronologically, beginning with the earliest publication date. If the reference includes the original publication date and a reprint date, the chronology should follow the original publication date. A 3-em dash (followed by a period) should replace the name of the author after the first appearance. Examples:

Fanon, Frantz. (1952) 1967. *Toward the African Revolution*. Translated by Haakon Chevalier. New York: Monthly Review Press.

———. (1952) 2008. *Black Skin, White Masks*. Translated by Richard Philcox. New York: Grove Press.

- 5. **Author names:** Please include full author names in reference entries. Whenever possible, follow the author's preference in the formatting of their name. When the author's preference is unknown, particles are lowercased when full names are given, as in Dutch names (van, van den, ter, etc.), but capitalized when only the last name is used. In French names, the particle "de" is often dropped when the last name is used alone but occasionally retained (e.g., "de Gaulle"). See the Chicago manual, section 8, for more rules on citational practices involving non-English names in an English context.
- 6. **Chapters of books:** When a chapter of a single-author book is cited in the manuscript, the book should be added to the reference list, not the chapter. Chapters of books are only added to the reference list when found in edited collections with multiple authors.
- 7. **Online reference works/encyclopedias:** For certain reference works—particularly those with substantial, authored entries—it may be appropriate to cite individual entries by author, much like contributions to a multiauthor book (Chicago rule 14.234). Examples:

Isaacson, Melissa. 2005. "Bulls." In *Encyclopedia of Chicago*, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society. http://www.encyclopedia.chicagohistory.org/pages/184.html.

Masolo, Dismas. 2016. "African Sage Philosophy." In *Stanford Encyclopedia of Philosophy*. Stanford University, 1997-. http://plato.stanford.edu/archives/spr2016/entries/african-sage/.

8. **Editor/translator:** For books with an author and editor and/or translator, the reference entry should capitalize "Edited by" and "Translated by" in separate sentences. For books with an author, editor, and translator, the editor should precede the translator in the reference. However, references to chapters from edited collections are a special case: the name of the book, the editor, and the page range of the chapter should be written in the same sentence, separated by commas, with "edited by" in lower case. Example:

Adorno, Theodor W., and Walter Benjamin. 1999. *The Complete Correspondence,* 1928-1940. Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge. MA: Harvard University Press.

- 9. **DOIs:** DOIs (Digital Object Identifiers) must be included for online articles whenever possible. DOIs may be found using the search function at crossref.org.
- 10. **Place of publication:** The state or country of publication must be included in references with the exception of major metropolises (i.e., for most cities other than New York, London, Los Angeles, etc.) or when the state or country is named in the name of the press. Examples:

Lanham, MD: Rowman & Littlefield International.

Albany: State University of New York Press.

11. **Original publication year:** If the original publication year of a text is relevant, when included in a reference list, it should be enclosed in parentheticals and precede the publication year of the cited text. Example:

**———** (1950) 1964.

### REFERENCE LIST ENTRY EXAMPLES

### **Books:**

Calhoun, Cheshire. 2000. Feminism, the Family, and the Politics of the Closet: Lesbian and Gay Displacement. New York: Oxford University Press.

### **Books with Two or More Authors:**

Gilbert, Sandra M. and Susan Gubar. 2002. *The Madwoman in the Attic: The Woman Writing and the Nineteenth-Century Literary Imagination*. 2nd ed. New Haven, CT: Yale University Press.

### **Chapter from Edited Collection:**

Guenther, Lisa. 2015. "The Psychopathology of Space: A Phenomenological Critique of Solitary

Confinement." In *Medicine and Society, New Perspectives in Continental Philosophy*, edited by Darian Meacham, 233–50. Bristol, UK: Springer.

## **Book with an Author plus Translator and/or Editor:**

Arachide, Eugenie. 2010. *Social Darwinism and the Problem of the Peanut Butter Allergy*. Edited by Lorne Kraftwerk and Amelia Shock. Translated by William Smooth. Toronto: Anaphylactic Press.

### **Introduction, Preface, or Afterword:**

Bloch, Maurice. 1990. "New Foreword." In *Prospero and Caliban: the Psychology of Colonization*, translated by Pamela Powesland, v–xx. Ann Arbor: University of Michigan Press.

#### **Dissertation:**

Jones, Jennifer. 1991. "'The Taste for Fashion and Frivolity': Gender, Clothing, and the Commercial Culture of the Old Regime." PhD diss., Princeton University.

### **Journal Articles:**

Calhoun, Cheshire. 1995. "Standing for something." *Journal of Philosophy* 92 (2): 235–61. https://doi.org/10.2307/2940917.

#### **Journal with Two or More Authors:**

Pacala, Stephen, and Robert Socolow. 2004. "Stabilization Wedges: Solving the Climate Problem for the Next 50 Years with Current Technologies." *Science* 305, no. 5686: 968–72.

### Foreign Language Work Cited in English:

Ayzland, Reuven. 1954. From Our Springtime (in Yiddish). New York: Inzl.

#### **Book Review:**

Jameson, Frederic. 1991. "The Historian as Body-Snatcher." Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt. *Times Literary Supplement*,
January 18.

Brehm, William C. Review of *Strike for America: Chicago Teachers against Austerity*, by Micah Uetricht. *Comparative Education Review* 59, no. 1 (February 2015): 177–79. https://doi.org/10.1086/679296.

### **Newspaper Article, Print:**

Clines, Francis X. 2001. "Before and After: Voices in the Wind, a New Form of Grieving Evolves Over Last Goodbyes." *New York Times*, September 16.

## **Newspaper Article, Online:**

Associated Press. 2003. "Jackson Arrested at Yale After Protest Backing Strike." *Washington Post*, September 2. www.washingtonpost.com/wp-dyn/articles/A12012-2003Sep1.html.

## **Dictionary or Encyclopedia, Print:**

Garner, Bryan A. 2016. *Garner's Modern English Usage*. 4th ed. New York: Oxford University Press, 2016.

## Dictionary or Encyclopedia, Online (individual entry):

Masolo, Dismas. 2016. "African Sage Philosophy." In *Stanford Encyclopedia of Philosophy*. Stanford University, 1997-. http://plato.stanford.edu/archives/spr2016/entries/african-sage/.

### Website:

National Down Syndrome Society. 2002. "About Down Syndrome." Accessed January 8, 2002. http://www.ndss.org/aboutds/aboutds.html.

Beck, Julie. 2018. "The Concept Creep of 'Emotional Labor." The Atlantic. Accessed September 20, 2020. https://www.theatlantic.com/family/archive/2018/11/arlie-hochschild-housework-isnt-emotional-labor/576637/.

### **Paper or Presentation:**

Poovey, Mary. 1996. "Between Political Arithmetic and Economy." Paper presented at the conference "Regimes of Description," Stanford University, Stanford, CA, January.

## **Legal Document:**

Education for All Handicapped Children Act. 1975. U.S. Public Law 94-142, U.S. Code. Vol. 20, sec. 1400 et seq.