Globethics.net

Globethics.net series
Information and editorial guidelines for authors

1. Characteristics

- **Globethics.net Publications** publish scholarly works in theological, philosophical and applied ethics. As publishing house, Globethics.net is committed to making books of high quality accessible to a wide audience. (Globethics Publications list flyer No 203 to print)

- **Professional editing**, international cataloguing (ISBN etc.) and marketing, among others through the global network Globethics.net;

- **Low costs** (publication contribution) for the authors,

- **Publication in the original language of the manuscript**. Translations to be discussed;

- **Download for free**: All volumes can be downloaded for free as pdfs from www.globethics.net/publications and from the Globethics.net library.

- **Bulk print copies** with special rates for orders from the Global South can be ordered from publications@globethics.net Prices are in CHF/USD differentiated between low- and middle-income countries (S = South) and high-income countries (N = North).

- **Single print copies** can be bought online in most cases from Amazon.com and other Amazon European stores.

- **Director** of the Globethics Publications is Prof. Dr. Obiora Francis Ike, Executive Director, Globethics.net, ike@globethics.net

- About Globethics.net **Series editors**: list 2020-2025

- **Globethics Publications Management contact:** publications@globethics.net

2. Globethics Publications Series

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Books on ethical issues with global relevance and contextual perspectives.
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Guidelines on ethics in education. The series has been conceived to appeal to students and professionals alike. Browse »

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Books with a focus on a topical ethical issues written by academics and researchers.
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Handbooks on practical ethics and educational tools.
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Books on Christian ethics from the contextual perspective of China.
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3. Procedure

Do fill in this **form 1** if you are an author who is applying to publish his manuscript at Globethics Publications and return it to the Series Editor. Form_2 and _3 will be sent to you when your manuscript is accepted. If you are an author part of a multiple authored publication project, editing responsibility is by the volume editor(s), who collects parts, do appropriate selection of parts and liaise with individual authors after book has been published.

Editorial guidelines for authors and editors

Spelling

In general, we follow British-English spelling.

Length of text for articles

The maximum length is 20,000 characters, spaces included (about 10 pages A4). Justified exceptions are possible.

Format

Write your article in an rtf or Word document (.doc or .docx)
Normal spacing, left-justified.
Margins: 2.5 cm

Fonts

Title: Times New Roman, normal style, 18 pt
Section titles (1, 2, 3…): Times New Roman, normal style, 14 pt
Sub-sections titles (1.1, 1.2, 1.3…): Times New Roman, normal style, 12 pt
Body of text: Times New Roman, normal style, 12 pt
Footnotes: Times New Roman, normal style, 10 pt

Titles:
Try to limit titles to five substantives.

Capitalisation in titles:
1. Capitalize the first and the last word.
2. Capitalize nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions.
3. Lowercase articles (a, an, the), coordinating conjunctions, and prepositions.
4. Lowercase the "to" in an infinitive (I want to play guitar).

(Paraphrased from *The Chicago Manual of Style*: 16 ed. paragraph 8.155)

(The editors reserve the right to modify titles accordingly, in order to guarantee coherence within the volume.)

Dashes

Use en dashes (–), with one empty space before and after the dash.

Highlights

Use *italics* (sparingly) to highlight elements of your text
Do not **bolden**, nor <u>underline</u>, nor CAPITALISE words

Abbreviations

If possible, please avoid abbreviations. If these are not avoidable, please mention the entire designation when first using the term and place the abbreviation you use further on in brackets.

<u>Example</u>: Millennium Development Goals (MDGs)

NB: Commonly known abbreviations that are used as names do not fall under this rule (for instance: UN, NAFTA, OAU, ASEAN, etc.).

Quotations

Footnotes and footnotes references

Please use **footnotes** for all quotes. Bibliographical information should thus not appear in the text, but in the footnotes below.

The footnote reference should be placed ***after*** the punctuation.

<u>Examples</u>:
Lao Tzu said: 'The Dao is called the Great Mother: empty yet inexhaustible, it gives birth to infinite worlds.'[1]
The first position, called hysterical,[2] is characterised by the question the subject asks the Big Other (the Symbolic Order): what am I in the eyes of the Other?

Quotation marks

Please use the Oxford system for all quotes. Use single quotation marks, with double quotation marks within single.

<u>Example</u>:
It also 'reminds us of how embarrassingly sexist the field [of politics and political leadership] has been… with distinctively "masculine" virtues as opposed to women whose feminine features are almost inevitably include some for sentimentality.'

Do **not** use quotation marks around terms which you regard as unusual or to which, for some other reason, you wish to draw attention; instead, use italics.

Example: Schutz's notion of *typification*, not, Schutz's notion of "typification" or 'typification'. In general avoid over-using this device – in many cases it is unnecessary and only serves to break up the reading of the text.

Please only place a comma or full-stop within the quotation marks when it genuinely belongs there, i.e., when it is part of the original quotation. In all other circumstances, place the comma or full-stop (or other punctuation) outside the end quotation mark.

This example from the *Oxford Manual of Style* demonstrates the difference:

US practice: Can you verify that John said, 'There is only one key to the room?'
IR practice: Can you verify that John said, 'There is only one key to the room'?

As may be seen, the US practice introduces an ambiguity in that it is made to appear that John is asking a question about the key, rather than making a positive statement about the key.

This example illustrates another point – use only one kind of full-stop at the end of a quotation, i.e., because the question mark ends the statement, a full-stop at the end of the quotation is not necessary.

Quoting locutions

See

Direct quotes should be mentioned in footnotes without using a *see.*
Indirect quotes, however, are mentioned in the footnotes preceded by *see.*

Latin abbreviations

ibid.	ibidem	the same place (relates to the immediately prior source)
loc. cit.	loco citato	in the <u>place</u> already mentioned (relates to sources before the immediately prior citation)
op. cit.	opere citato	in the <u>work</u> already mentioned (relates to sources before the immediately prior citation)

Example:

Note 12: Hart, Herbert L.A., *The Concept of Law*, Oxford: Clarendon Press, 1994, 31.
Note 13: Ibid., 39.
Note 14: Paul, Ellen *et al.* (eds), *Bioethics,* New York: Cambridge University Press, 2002.
Note 15: Hart, Herbert, L.A., op. cit. 48.
Note 16: Chatterjee, Deen K. (ed.): *The Ethics of Assistance*, Cambridge: Cambridge University Press, 2003, 56.
Note 17: Hart, Herbert, L.A., loc. cit.

N.B. Loc. cit. is never followed by a page number. Ibidem and idem are synonymous; please use ibidem.

Page numbers

When referring to a particular page or several pages, do not use "p." or "pp.", only provide the page's full number. If you want to indicate a page and the ones following it, please append an "f" to the page number: 342f. If you want to refer to a page and the single page following it, please indicate the two page numbers: 343-344.

Examples:
Hart, Herbert L.A., *The Concept of Law*, Oxford: Clarendon Press, 1994, 121-130.

Name of author(s)

As far as possible, the author's first name should be provided in full (the middle name's initials are sufficient). If there are two middle names, do not insert a space between the initials.

Example:
Mugambi, Jesse N.K.

Multiple authors

If a reference refers to two authors, the name(s) and first name(s) are separated by a forward slash and a space.

Example:
Beauchamp, Tom L./ Childress, James F., *Principles of Biomedical Ethics*, Oxford: Oxford University Press, 2001.

If a reference refers to a publication by more than two authors, only the first author is mentioned, replacing the others by *et al.*
Example:
Paul, Ellen *et al.* (eds.), *Bioethics,* New York: Cambridge University Press, 2002.

N.B. A list of selected readings can follow the essay. In the list, however, each author should be fully mentioned: Paul, Ellen F./ Miller, Fred D./ Paul, Jeffrey …

Location of publishing houses

When quoting a source published in the USA, please note the abbreviated name of the state were it was published, except for of Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Fransisco, which are well-known cities for publishing..
Example:
Chittick, C. Alexander, *The Sufi Path of Knowledge. Ibn al-`Arabi's Metaphysics of Imagination*, Albany, NY: State University of New York Press, 1989.

If the publisher is a university and the name of the state is included in the name of the university, do not do not include the state name in the publisher location.

Different calendars

If dates from calendars different from the Christian calendar are used (i.e. the Muslim or Jewish calendar), please add the Christian calendar date after a forward slash.
Example: Ibn Hazm, *On the Perfect Knowledge of Juridical Bases (Al-Ihkam fi usul al-ahkam)*, Cairo: 1345-47/1926-28.

Bibliographical notes

Book (one author):
Name, first name(s), *Title. Subtitle,* City(ies): Publisher, Year, Pages.
Example:
Hart, Herbert L.A., *The Concept of Law*, Oxford: Clarendon Press, 1994, 30-43.

Book (different authors):
Name, first name(s)/ Name, first names(s): *Title. Subtitle,* City(ies): Publisher, Year, Pages.

Anthology (one editor):
Name, first name(s) (ed.): *Title. Subtitle,* City(ies): Publisher, Year.
Example:
Chatterjee, Deen K. (ed.): *The Ethics of Assistance*, Cambridge: Cambridge University Press, 2003.

Anthology (different editors):
Name, first name(s)/ Name, first names(s) (eds.): *Title. Subtitle,* City(ies): Publisher, Year.
Example:
Stueckelberger, Christoph/ Mugambi, Jesse N.K. (eds.): *Responsible Leadership. Global Perspectives,* Nairobi: Acton Publishers, 2005.

Essays in anthologies:
Name, first name(s), "Title of the essay", in: Name, first name(s) (ed.), *Title of the book. Subtitle,* City(ies): Publisher, Year, Pages.
Example:

Hadsell, Heidi, "Politics of Responsibility and Responsibility of Politics: A Perspective of Political Ethics on Presidential Election in the USA", in: Stueckelberger, Christoph/ Mugambi, Jesse N.K. (eds.), *Responsible Leadership. Global Perspectives*, Nairobi: Acton Publishers, 2005, 105-110.

Articles in journals:
Name, first name(s), "Title of the article", in: *Journal Volume (Issue)*, Year, Pages.
<u>Example:</u>
Reader, Soran: "Making Pacifism Plausible", in: *Journal of Applied Philosophy 17 (2),* 2000, 169-180.

Texts from the internet:
In addition to the usual bibliographical informations, indicate the URL of the document and the date when the web page was last accessed.
<u>Example:</u>
Schramme, Thomas (2001), "Humanitäre Intervention: Eine contradictio in adjecto?", http://www.eurozine.com/article/2001-04-01-schramme-de.html (accessed 5 July 2005).

Biographical information

For the section 'about the authors', we kindly ask you to send us, together with your manuscript, some short information about yourself.

Please mention your full names, your current position as well as your affiliation. In addition, please mention elements of your biography that you wish to appear in the volume (e.g. political or academic memberships) and current research priorities.

The biographical information should not exceed a length of about 7 lines (i.e. about 600 characters).

Some additional points of style

anglicisms
> Words or phrases in a foreign language should be italicised. However, if they are now accepted as anglicised, they should not be italicised or carry any accents. Thus:

> apartheid, detente, elite, laissez-faire, raison d'etre, role, regime, rapprochement, status quo, vice versa, vis-à-vis **should not be italicised**

Church or church
> The word church is always lower-cased except when it is part of the name of a particular church or denomination. Thus:

> *The church is an old institution; the Church of England; the Catholic Church; several churches were burnt to the ground.*

en dash (–)
> use this sparingly. Usually, the comma, semi-colon, colon or parentheses will be more appropriate.

data
> always plural – the singular is 'datum'. Hence, 'the data were analysed...' *not* 'the data was analysed...'

dates
> should be written in the sequence: day, month, year. Recommended style is: 20 December 1991. It is not necessary to write "the 6th of January 1965", although it may occur in speech.

decimal marker
> use the stop (.) not the comma (,). Thus 10.5 not 10,5

don't, won't, can't and other contractions
> always use the full form - never use contractions other than when they occur in quotations.

due to the fact that
> unnecessary wordiness; use 'because'.

et al., a priori, in situ, and other Latin terms or abbreviations
> in the body of the text, always give in italic: *et al.*, *a priori*, and *in situ*. Note that the 'al' of 'et al.' is an abbreviation of 'alia' and, consequently, needs a full stop.

fill out
> use either the English, 'fill in', or, preferably, 'complete'.

forum
> plural, 'forums'. The *Oxford Manual of Style* suggests that the Latin plural, 'fora', should only be used in the context of legal matters and Roman history, archaeology, etc.

he and she
> please use 's/he' instead of 'he or she'. For 'his or her', the plural 'their' is now commonly used in speech, it is not of an adequate standard of accuracy for a scholarly paper. The solution, therefore, is to convert a sentence to the plural form so that 'their' may be used properly. For example, instead of, 'A student may spend 30% of his or her study time in the university library' one can say, 'Students may spend 30% of their study time in the university library'. Alternatively, where you are quoting evidence from a known person, use the appropriate pronoun: 'The student said she spent 30% of her time in the library'.

in order to
> generally unnecessarily wordy; simply use, *to*

Internet, intranet and extranet
> capitalize the first letter of Internet – no capital letter for the other two.

Koran

Use the spelling Koran, Quran being more in use in Arabic countries.

media

always plural – the singular is 'medium'

numbers

spell out numbers from zero to ninety-nine, except in reporting the results of statistical analysis and in naming tables and figures. Thus:

The sample consisted of seventy-five students taking an introductory information technology course. But:

The data show that a majority of male respondents (23 or 77%) used the internet daily, while a minority of female respondents (6 or 20%) reported this level of use. When reporting percentages or other values of less than one, use a zero in front of the number. For example: 0.15% not .15%, beta =0.026, p = 0.07, not beta=.026, p=.07. Also, 'Table 5' not 'Table five'.

No comma is needed in four-digit numerals, i.e. 5392. The comma should be used to indicate thousands, millions, etc. and the stop to indicate the decimal:
e.g.   CHF 10,942.30, but CHF 150, USD 1 million

oblique stroke - "/"

avoid the use of this symbol, except in direct quotation or in the form 'and/or'. When used to join two words the symbol is ambiguous, since it may mean 'A and B', 'A or B', 'the ratio of A to B', or 'from A to B'. Instead, use whatever full form you actually intend.

Online, platform, interreligious, intercultural

no hyphen needed.

per

In contexts such as 'once per day', use 'a' or 'an' instead: thus, 'three times a week'.

prior to

use 'before'.

program

use *only* for *computer* programs; otherwise, use *programme*, e.g., training programme, study programme.

via

use 'by', 'through' or other English word as appropriate

IH, 09.01.2022