Philosophy of Education Society

Guidelines for Conference Submission and Yearbook Contributions

The style guide offered below applies to both initial conference submissions and to accepted yearbook contributions (concurrent sessions papers and responses, invited addresses and responses).

Please note that this is the current version of the guidelines. It has been updated from previous versions to reflect new policies; please review it carefully. Referencing guidelines are based on the Chicago Manual of Style, 15th ed. For any referencing questions not covered below, please consult that edition of the manual.

HEADING (To appear above the beginning of text at the top of the manuscript)

- For pre-conference submissions, only the title should appear at the top of the first page.
- For all essays, accepted or invited, for conference presentation and yearbook publication, also include in the heading:
  - Author’s name without titles or degrees.
  - Institutional affiliation of author.
  - Example:
    Education for Survival: The University in a Technological Society
    Sidney Siskin
    Cornell University
- Invited responses should have an independent title, not just "Response to Jones." Heading should include the title, author’s name and institutional affiliation.

TEXT

- Set paper size to “US Letter” (not A4).
- Use a standard font, preferably Times or Palatino, 11 pt., and double-space the text throughout.
- No headers and footers please.
- Please indent the first line of each paragraph (rather than using a line space to separate paragraphs), use a true indent rather than a tab for this.
- Be sure to include page numbers, preferably at bottom center of page.
- Use italics, rather than underlining, for book titles and to indicate emphasis.
- The maximum length allowed for Philosophy of Education Yearbook concurrent session papers is 4500 words including endnotes. (Length for invited essays, including the Presidential Address and Kneller Lecture, is typically 6000 words, including notes. Responses to concurrent session papers should be limited to 1500 words, including notes; responses to invited essays should be limited to 2000 words, including notes.)
- It is the author’s responsibility to see that this limit is not exceeded. If the word limit is exceeded, the Yearbook Editor may make cuts to the manuscript, or ask the author to do so, to put it in conformance with the length limits.
• Number notes consecutively in the text, and place the notes at the end of the text and not at the foot of each page.
• The author name-date style of referencing is not consistent with the Yearbook format. Any manuscript accepted for publication in the Yearbook that uses an author-date style for citations will be returned to the author with the instruction that s/he convert the references to endnotes.
• If the text is broken into sections, these should be introduced by descriptive headings, not numerals.
• Authors are responsible for securing permission for use of copyrighted materials or materials in private collections. (See entries under “Obtaining Permissions” and “Requesting Permissions” in the Chicago Manual of Style, 15th ed.)
• Authors of accepted manuscripts are expected to submit, and pay any fees associated with the preparation of, high-resolution graphics or camera-ready copy of figures or illustrations and to bear the cost of any special typography.

ENDNOTES

• Should be double-spaced and be placed at the end of the text.
• The Philosophy of Education Society Yearbook uses endnote references exclusively, not a name-date style of referencing. The following are some illustrations of Yearbook preferred reference style, adapted from Chicago Manual of Style, 15th ed. For additional samples and/or cases not covered in this list, please download the PDF, PES Yearbook endnotes.pdf.

BOOKS


JOURNAL ARTICLES


ARTICLES IN ANTHOLOGIES


SECOND AND SUBSEQUENT REFERENCES


NEWSPAPERS


ELECTRONIC PUBLICATIONS/URLs


UNPUBLISHED MATERIALS
