

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

1. Lynne White, Jr., *Dynamo and Virgin Reconsidered: Essays in the Dynamism of Western Culture* (Cambridge: MIT Press, 1968), 60–1.
2. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press).
3. Nicholas C. Burbules and Carlos Alberto Torres, eds., *Globalization and Education: Critical Perspectives* (New York: Routledge, 2000), 2.

JOURNAL ARTICLES

4. Richard Pratte, “Multicultural Education: Four Normative Arguments,” *Educational Theory* 33, no. 1 (1983): 121–32.

ARTICLES IN ANTHOLOGIES

5. Barbara Adam, “Re-Vision: The Centrality of Time for an Ecological Science Perspective,” in *Risk, Environment and Modernity: Towards a New Ecology*, eds. Scott Lash, Bronislaw Szerszyski, and Brian Wynne (London: SAGE, 1996).

SECOND AND SUBSEQUENT REFERENCES

6. White, *Dynamo and Virgin Reconsidered*, 68 (emphasis in original).
7. Burbules and Torres, eds., *Globalization and Education*, 319.
8. Pratte, "Multicultural Education," 130 (emphasis added).
9. Adam, "Re-Vision," 65–6.

NEWSPAPERS

10. Associated Press, "Westchester Approves Measure on Gun Safety," *New York Times*, sec. 3, February 17, 1980.
11. Lisa Weiss and Donna Huffaker, "Teacher Held as Suspect in Teen Sex Case," *Daily News of Los Angeles*, March 15, 1999.

ELECTRONIC PUBLICATIONS/URLs

12. Suzanne Rice, ed., *Philosophy of Education 2001* (Urbana, Illinois: University of Illinois Press, 2002), <http://www.ed.uiuc.edu/EPS/PES-yearbook/2001/2001toc.htm>.
13. Michael H. Goldhaber, "The Attention Economy Will Change Everything," *Telepolis* (May 1998), <http://www.heise.de/tp/english/inhalt/te/1419/1.html>.
14. Suzanne de Castell and Jennifer Jenson, "Paying Attention to Attention: New Economies for Learning," *Educational Theory* 54, no. 4 (2004): 381–397, <http://www.blackwell-synergy.com/links/doi/10.1111/j.0013-2004.2004.00026.x>.

UNPUBLISHED MATERIALS

15. Richard Simon, "Comedy, Suffering, and Human Existence" (PhD diss., Stanford University, 1977), 100–2.
16. Tim McDonough, "The Net and Norms: The Advantages and Disadvantages of Online Pedagogies" (paper presented at the annual conference of the American Educational Studies Association, Pittsburgh, Pa., October 2002).