DE GRUYTER

Style Sheet for *Journal of Social Ontology (JSO)*

1. Manuscript Submission

- The document should be ready for typesetting. It should be composed with a standard word processor (Word).
- Only one version of the contribution may be submitted, in order to prevent confusion.
- If the contribution contains figures, each figure is needed in a printable quality. Also, each figure should be saved in a separate file. (See also below, 4. Tables and Figures)
- The manuscript should have consecutive page numbers.
- **Anonymisation:** When submitting her/his paper for the first time the author should delete her/his name as well as other indications of her/his identity from the manuscript. This way the anonymity of the review process is guaranteed.
- **No double-submission:** The author needs to confirm in writing that her/his contribution has not yet been published, nor has it been offered to another journal or publication organ.
- **Contact information:** The author needs to provide her/his complete contact information.
- **Abstract:** Along with the manuscript the author should hand in a short abstract (up to 100 words) in English. The abstract should summarize the central messages of the text. It should not tell (vaguely) what the paper is about, but summarize its concrete content in a concise manner. The abstract may neither include judging nor information that exceeds the content of the article. The sentences should be clearly structured and they should not contain any expendable phrases.

2. General Information

Language: Contributions will be accepted for review in English. Texts should be written consistently in either British or American English. It is the responsibility of the author to make sure that contributions are grammatically correct and stylistically satisfying, also with respect to English language punctuation. We especially encourage non-native speakers to consult a professional proofreader.

Orthography: Original citations should be quoted using the orthography in the source.

Length – depending on the kind of contribution the maximum length is (characters include spaces):

Articles: 60,000 characters.

Contributions to Book Symposia: 20,000 to 30,000 characters.

Book reviews: 7,500 characters.

Cumulative book reviews: 12,000 characters.

Please indicate the **character count** in the cover letter.

Special characters (e.g. Greek letters, mathematical symbols): these must be written in a Unicode font.

Readability: Manuscripts should be checked with regard to readability – grammar, orthography, text formatting, consecutive page numbers etc. – before submission.

General formatting, e.g. typeface (with the exception of special characters – see above), font size, page formatting etc.: these are not relevant. The default values can be left unchanged. For headings, please use standard Microsoft Word print formats without additional modifications. The hyphenation function should be turned off, and no manual hyphenation should be performed. To assure a uniform print image, left-justified text alignment is recommended.

If you are unfamiliar with print formatting, please leave the entire text, including headings, in standard Word settings and enter blank lines before and after each heading for better visibility.

Emphasis in the text:

- Italics: should be used sparingly for special terms and the author's own emphasis.
- Other forms of emphasis (bold, underlined, single quotation marks, etc.) should be avoided and only used when necessary from a scholarly perspective.

Abbreviations and acronyms:

- If possible, use only commonly understood abbreviations (for example: i.e., EU, etc.)
- Should specialized abbreviations be unavoidable, a glossary of abbreviations should be provided.

Quotation marks: Citations should be placed in double quotation marks. Citations within citations should be set off by single quotes. For documents in British English, the reversed sequence (double-single-double) may be applied.

Longer citations (3 lines or more) should be set as block text and separated from the previous and following paragraphs by a blank line. The block quote should be indented, and should not be enclosed by quotation marks.

Omissions: Omissions within citations should be denoted by three dots put in angular brackets. The brackets should be separated from the following and the preceding words by a regular word space.

Headings and subheading should be capitalized (with exception of small words, like: of, if, and, or…)

Contractions (e.g. can't, don't, doesn't, I'm) should be avoided.

Lists should be formatted using the list function in Word. The list element (Arabic numeral or bullet) should be selected using this function. There should be an extra blank line before and after the list text.

3. References

- Make sure that the list of references reflects the diversity in the field, paying attention to underrepresented groups.
- References and citations should be included in the main text, and the reference index placed in parentheses (Müller 1980b, p. 931–932). In case of identical last names, please also indicate the author's first name or initial (H. Müller 1999, p. 17). For texts taken from the Internet that provide no page information, please indicate the paragraph (Müller 2011, par. 37). The complete bibliographic reference should be listed in the bibliography.
- Please provide exact page numbers, e.g. „124-146" instead of „124ff." or „124-46".
- Substitutive citation forms, such as "ibid.", "op. cit.," etc. should be avoided. Instead, the full reference should be repeated every time.

4. Tables and Figures

Figures and tables must be numbered consecutively with Arabic numerals.
Tables should be created exclusively with the internal table editor of the word processor.
Instead of the figures, a placeholder and a figure legend should be inserted precisely at the point in the manuscript where the figures are finally going to be located. The placeholder and the figure legend should follow the same format throughout the text:

Insert [Figure 1, 2, 3, etc.] here
Fig. 1: Figure legend/caption
Source
Additional information, if applicable

You should submit **each** figure as a separate file and, in addition, provide a **print copy on a separate page**, along with information on the desired insertion point in the manuscript. Please submit only one figure per page. For figures, a minimum resolution of 600 dpi is required at the

desired image size, and for line drawings, the minimum is 900 dpi. Please obtain sample files on figure quality from the publisher.

5. Bibliography

Please organize the bibliography alphabetically by author's name, first name/2nd author, if any, followed by "(year)". For multiple citations of the same author, the entries should be ordered by the year of publication. In case of several authors with the same last name, the entries should be sorted by last name, first name, and year of publication. For works by a single author appearing in the same year, you should append the identifier a, b, c…:

Müller, Anton (1979)
Müller, Anton (1980a)
Müller, Anton (1980b)
Müller, August/Maier, Friedrich (2007)

5.1. Stand-alone Publications

5.1.1. Monographs

Name, first name (year of publication): *Title.* City[: Publisher].

Ackermann-Arlt, Beate (1990): *Das Pferd und seine epische Funktion im mittelhochdeutschen "Prosa-Lancelot".* Berlin, New York: De Gruyter.

5.1.2. Edited Works

Name, First name (ed./eds.) (year of publication): *Title.* City[: Publisher].

Palmquist, Stephen R. (ed.) (2010): *Cultivating Personhood*. Berlin, New York: De Gruyter.

5.1.3. Databases

Title of the database (year of publication). Editor (ed.). City[: Publisher]. DOI: DOI.

Nietzsche Online (NO) (2011). De Gruyter (ed.). Berlin, Boston: De Gruyter. DOI: 10.1515/NO.

5.2. Writings in collected editions (see also Section 6)

Name, first name (year): "Work/article title". In: *Volume title* [if needed, additional bibliographic information]. Vol. Volume number. First name Name (ed.). City[: Publisher], pages.

Of course, if the entire volume consists of only a single opus, there is no need for a page range.

Kant, Immanuel (1968): "Kritik der reinen Vernunft (1st ed. 1781)". In: *Kants Werke.* Akademie-Textausgabe. Unaltered photocopy reprint of the text from the publication series of Kant's complete works initiated by the Prussian Academy of Sciences 1902 ff. Vol. 4. Preussische Akademie der Wissenschaften (ed.). Berlin, New York: De Gruyter, p. 1–252.

5.3. Works without an author or editor

*Title (*year): City: Publisher.

Repertorium Danicum Regni Danici Mediævalis (1894–1939): Copenhagen.

5.4. Articles

5.4.1. In edited volumes

Name, First name (year of publication): "Title"*.* In: Last name of editor, First name of editor (ed./eds.): *Title of the Book.* City[: Publisher], pages.

Senger, Hans-Gerhard (1998): "'Wanderer am Weltenrand' – ein Raumforscher um 1530? Überlegungen zu einer peregrinatio inventive". In: Jan A. Aertsen/Andreas Speer (eds.): *Raum und Raumvorstellungen im Mittelalter*. Berlin, New York: De Gruyter, p. 793–827.

5.4.2. In Periodicals

5.4.2.1. For continuous pagination of an annual volume with multiple issues/for yearbooks

Name, first name (year of publication): "Title", *Name of Journal* Volume, pages.

Villarmea, Stella (2010): "Another Turn of the Screw: Scepticism and Propositional Analysis", *Wittgenstein-Studien* 1, p. 221–242.

5.4.2.2. In the case of new pagination in each issue

Name, first name (year of publication): "Title", *Name of Journal* Volume. No. Issue number, pages.

Caiozzo, Anna (2000): „Les talismans des planètes dans les cosmographies en persan d'époque médiévale", *Der Islam* 77. No. 2, p. 221–262.

5.5. Internet

5.5.1. Documents without a DOI (Digital Object Identifier)

Name, First name (year of publication): "Title". [Additional information, e.g. name of the journal, of the blog, etc.] Internet address, Date of retrieval.

Ghosh, Amitav (2003): "The Anglophone Empire". http://www.newyorker.com/fact/content/?030407fa_fact2, visited on 31 March 2003.

5.5.2. Document from a database with a DOI

Name, First name (year of publication): "Title". In: *Name of the database* (year of publication). City[: Publisher]. DOI: DOI, Date of retrieval.

Abel, Günter (2001): "Bewußtsein - Sprache - Natur: Nietzsches Philosophie des Geistes". In: *Nietzsche Online* (NO) (2011). Berlin, Boston: De Gruyter. DOI: 10.1515/NO_W017240_0001, visited on 4 July 2011.

5.6. Unpublished congress papers

Name, first name (date): "Title". *Title of the conference*, Organizer, City.

Müller, Enrico (2011): "Eulogia und die Formen des Unbewussten: Euripides – Sokrates – Nietzsche". *Nietzsche und das Unbewusste*, Nietzsche-Gesellschaft e.V. and Friedrich Nietzsche Stiftung, Nietzsche Dokumentationszentrum Naumburg, Naumburg.

6. Glossary of abbreviations

If appropriate, please provide an alphabetic glossary of abbreviations.