

# CHCECKLIST FOR FINAL DRAFTS

TO BE SUBMITTED FOR PUBLICATION IN STUDIA NEOARISTOTELICA

*This checklist is provided as an aid to authors in preparing the final draft of their papers to be submitted for publication in Studia Neoaristotelica. It is not exhaustive, its purpose is to cover just the most typical and troublesome problems that subsequently haunt the editorial process, or those that can be avoided easily. For complex treatment of the style requirements always consult the [Style Guidelines](#). The list will be updated occasionally, so it is advisable always to download a fresh copy.*

## Before handing in your manuscript, please make sure that you have:

- avoided spaces and TABs to emulate paragraph indentation and multiple adjoining spaces and/or empty lines;
- avoided extra spaces for punctuation:

correct:	wrong:
(this way)	( never this way )
“this way”	“ never this way ”
this way!	not this way !
nice, isn't it?	not nice, is it ?

- completely avoided underlines and used bold emphasis very sparingly, if at all;
- used hyphens [-], dashes [–] and minuses [−] correctly:

correct:	wrong:
Ann – I know – is wrong.	Ann—I know—is wrong. Ann–I know–is wrong. Ann - I know - is wrong.
1620–1648	1620-1648; 1620 – 1648
5 + 1 – 2 = 4	5 + 1 - 2 = 4; 5 + 1 - 2 = 4; 5+1-2=4

- placed your footnote reference numbers after any punctuation and never made them bold or italic:

correct:	wrong:
always this way; <sup>2</sup>	never this way <sup>2</sup> ;
<i>this way</i> <sup>4</sup>	not <i>this way</i> <sup>4</sup>
not <b>thus</b> <sup>27</sup>	but <b>thus</b> <sup>27</sup>

- conformed to the required citation style – especially, that you have italicised titles of books, journals etc., but enclose into double quotes titles of articles, conference papers, parts of books and the like; and that in the notes you have written the first name of authors first and the last name last, but the other way around in bibliography entries, where, however, only the name of the *first* author is inverted;
- have not put parentheses around “ed.” and “eds.”, as the Chicago style uses just a comma;
- have used colon, not period to separate the subtitle from a title in references and bibliography entries;
- used the correct form of the apostrophe:

correct:	wrong:
John's	John's; John's; John's; John`s, John's;

- used the correct form of quotation marks in English and Latin:

correct:	wrong:
“Peter”	„Peter“, “Peter” “Peter”, "Peter", «Peter»

but in German (and Czech and Slovak):

correct:	wrong:
„Peter“	“Peter”, „Peter“, "Peter", "Peter", « Peter »

(note: the shape of the quotation marks is determined by the language of the surrounding text, not by the language of the quotation they contain);

- avoided, in departure from the Chicago style, the so-called typesetter’s quotes and placed all punctuation that does not belong to the quoted text outside the quotes (“logical quotes” or “British style”):

correct:	wrong:
J. L. Austin, “Truth”, etc.	J. L. Austin, “Truth,” etc.

- purged your document of any unnecessary formatting: a small set of basic styles for main text, footnotes, block quotations and headings is enough, and only italics should be done by direct formatting;
- included a bibliography (divided up into Primary sources and Secondary literature, if applicable) and provided abstracts and your scholarly profile, including e-mail and snail-mail addresses.

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SEE ALSO:

- [Guidelines for authors](#)