

CHCECKLIST FOR FINAL DRAFTS

TO BE SUBMITTED FOR PUBLICATION IN *STUDIA NEOARISTOTELICA*
(last update: 18th February 2025)

*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 submitting your manuscript, please make sure that you have:

- avoided spaces and TABs to emulate paragraph indentation, and multiple adjoining spaces and/or empty lines in general;
- 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

- used the correct form of the apostrophe:

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

- used the correct style 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 style of the quotation marks is determined by the language of the surrounding text, not by the language of the contained quotation);

- 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 quotation marks (“logical quotes” or “British style”):

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

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

correct:	wrong:
always this way; ²	never this way ² ;
<i>this way</i> ⁴	not <i>this way</i> ⁴
thus ⁴⁵	not thus ⁴⁵

- conformed to the required citation style – especially, that you have:
 - italicised titles of books, journals etc., but enclosed into double quotes titles of articles, conference papers, parts of books and the like;
 - written the first name of authors first and the last name last in footnote citations, but the other way around in bibliography entries, where, however, only the name of the *first* author is inverted;
 - also observed the other differences between the style of a footnote citation and that of a bibliography entry;
 - given the full page range in bibliography entries for journal articles and contributions in an edited volumes;
 - 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 the title in references and bibliography entries;
 - have given the figures in ranges in full:

correct:	wrong:
120–128	120–8; 120–28

- have used Title Case for the title of your paper but Sentence case for section headings;
- 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 (or in some other suitable way), if applicable and unless it is very short;
- placed the Acknowledgements, if present, not in the footnotes but as the last section before Bibliography.