**Instructions for Authors**

More information about the *JBI* and submission guidelines can be found at:

* <http://bioethicalinquiry.com/>
* <http://bioethicalinquiry.com/submissions/authors/>
* <http://bioethicalinquiry.com/wp-content/uploads/JBI_IFA.pdf>

**Manuscript Formatting**

Ensuring your paper conforms to *Journal of Bioethical Inquiry* style will increase the speed of the reviewing and copy-editing processes and reduce overall time to publication. Please follow all instructions carefully.

For full details regarding the formatting of manuscripts, please see the *JBI* [Style Guide](http://bioethicalinquiry.com/wp-content/uploads/JBIN_StyleManual.pdf) and/or the *JBI* [Instructions for Authors](http://bioethicalinquiry.com/wp-content/uploads/JBI_IFA.pdf).

Please submit your Title Page, Manuscript, and any Supplemental Materials as either a **Microsoft Word file** or a **PDF**.

**Font, Margins, and Spacing**

* Times New Roman, 12-point font
* 1 (one) space (not two) following ending punctuation between sentences
* 1.5 line spacing (and remove all padding Word adds before/after paragraphs)
* Left-justification (“align text left”)
* Standard/reasonable margins (e.g., 1 inch on all sides)
* 1 (one) space before and after ellipses but no (0) spaces before and after en- and em-dashes
* No more than six (6) footnotes

**Title Page (please save as a separate document)**

The title page should be formatted as follows (please include the headings in brackets and pay attention to bolding and case):

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* Keywords should be separated by a semicolon and employ “Sentence case.”
* For example: Bioethics; Informed consent; End-of-life issues; Advance directives

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The *JBI* publishes all papers using Oxford’s “[British & World English](http://www.oxforddictionaries.com/)” for spelling and hyphenation but punctuates according to *The Chicago Manual of Style* (e.g., double quotation marks, periods and commas inside quotation marks, etc.). Please consult both references (and the *JBI* [Style Guide](http://bioethicalinquiry.com/wp-content/uploads/JBIN_StyleManual.pdf) or the *JBI* [Instructions for Authors](http://bioethicalinquiry.com/wp-content/uploads/JBI_IFA.pdf)) for assistance.

1. Please use [Oxford Dictionaries: British & World English](http://www.oxforddictionaries.com/).
   * Always use the **first accepted spellings** of words.
   * For example, “recognize” instead of “[recognise](http://www.oxforddictionaries.com/definition/english/recognize?q=recognise" \t "_blank),” etc.
   * Please note, you likely will have to look up many words. Please consult the print or online version of the Oxford dictionary, and do not rely on Microsoft Word’s spelling.
2. Hyphenate compound words according to the Oxford dictionary (e.g., neo-liberal, non-compliance, socio-economic, etc.).
   * Again, you likely will have to look these up. Please do not rely on Microsoft Word’s spelling.

**NOTE:** Keep original spelling in all direct quotes and references.

**Abbreviations and Punctuation of Certain Words**

* Use abbreviations sparingly, stating in full at first use:  
  The *Journal of Bioethical Inquiry* (*JBI*) is a peer-reviewed publication.
* healthcare (one word per Oxford)
* well-being (hyphenated)
* U.S. or U.K. is an adjective, not a noun (e.g., U.S. courts tend to … vs. courts in the United States tend to …)
* *CMOS* (as of 16th edition) prefers web, website, web page, e-mail, and so forth (with a lowercase “w” and “e”); however, capitalize World Wide Web and Internet (see *CMOS* § 7.76, 16th edition).
* the three Rs; the 1600s (not the 1600’s); the 1990s (not the 1990’s); the ’80s (not the 80’s)

**In-Text Citations and References**

*JBI* style is based on *The* *Chicago Manual of Style* and uses the author–date referencing system. Please follow the [examples](http://bioethicalinquiry.com/jbi-style-guide/) provided closely.

Direct quotations must include page or paragraph (¶) numbers in in-text citations. Use double quotation marks for direct quotations and for words or phrases used in a special sense. Use single quotation marks for quotations within quotations. Direct quotations longer than forty (40) words should be set off clearly in an indented paragraph; quotation marks are not used for these longer block quotes.

Please list references at the end of the manuscript:

* Use a hanging indentation (*not* hard returns and tabs)
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**Questions**

If you encounter any difficulties during the submission process, please contact *JBI*Managing Editor [Bronwen Morrell](mailto:bronwenmorrell@gmail.com" \o "bronwenmorrell@gmail.com).

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