

The National Catholic Bioethics Quarterly Information for Authors

Submission Guidelines

The National Catholic Bioethics Quarterly is the official journal of The National Catholic Bioethics Center, an organization dedicated to research and the analysis of moral issues arising in health care and the life sciences. The *NCBQ* seeks to foster intellectual inquiry on moral issues by publishing articles that address the ethical, philosophical, theological, and clinical questions raised by the rapid pace of modern medical and technological progress. Inspired by the harmony of faith and reason, the *NCBQ* unites faith in Christ to reasoned and rigorous reflection on the findings of the empirical and experimental sciences. While the *NCBQ* is committed to publishing material that is consonant with the magisterium of the Catholic Church, it remains open to other faiths and to secular viewpoints in the spirit of informed dialogue.

The journal publishes essays and articles on all topics in bioethics but is especially friendly toward the Aristotelian-Thomistic tradition and its great authors, recent and ancient. Submissions that show a familiarity with the Catholic medical-moral tradition and with previous discussions in the *NCBQ* are encouraged.

Manuscript Preparation

Depending on its length (including notes), your submission will be considered for inclusion in one of three sections:

Colloquy: letters to the editor of 2,000 words or less, on matters discussed in the *NCBQ* and on topics of general interest to Catholic bioethics

Essays: generally short works of less than 5,000 words, which touch on contemporary issues in bioethics in such areas as law, politics, education, morality, nursing, medicine, religion, and science

Articles: generally full-length studies of 5,000 to 15,000 words, which should be major contributions to the field

We do not publish any work advancing views that are clearly contrary to the established teachings of the Catholic Church.

Please be sure you understand what constitutes plagiarism before you submit your paper: plagiarism is “turning in someone else’s work as your own; copying words or ideas from someone else without giving credit; failing to put a quotation in quotation marks; giving incorrect information about the source of a quotation; changing words but copying the sentence structure of a source without giving credit; [or] copying so many words or ideas from a source that it makes up the majority of your work whether you give credit or not” (“What is Plagiarism?” Plagiarism.org, November 20, 2012, <http://plagiarism.org/plagiarism-101/what-is-plagiarism>). Importantly, even when paraphrasing the source material, word choices or phrasing that are largely the same as the original are considered plagiarism. All submissions are tested for plagiarism, and plagiarized papers are rejected.

NCBQ style is based on the sixteenth edition of the *Chicago Manual of Style*, but you are welcome to prepare your manuscript using a more familiar style, so long as your styling is consistent and clear. We do ask that references follow *NCBQ* style; examples can be found in recent issues of the journal and in an attachment to these guidelines.

Each manuscript should include the following parts:

Abstract. The purpose of the abstract is to summarize your paper succinctly. It should be no longer than 120 words and should not present new information or include footnotes. Your abstract will be edited for consistency of style and may be shortened to fit the available space.

Headings. Place headings at three or more appropriate places in your manuscript. The heading “Introduction” can almost always be deleted, and the word “Conclusion” should be changed to reflect the content of your final remarks.

Footnotes. Properly document all quotations and ideas that were originally proposed by others. Whenever possible, cite primary sources and articles published in peer-reviewed journals. Gray literature, in particular government data and reports, is appropriate as well. Unless unavoidable, refrain from citing magazines and non-peer-reviewed journals, such as *America* and *Public Discourse*. For example, rather than citing an article from one of these sources that comments on an issue, find the primary sources for the debate. Finally, avoid sources that are considered to be tabloids, such as the *New York Post*. To ensure that bioethical concerns and conclusions are grounded in fact, avoid hypothetical scenarios when providing examples. When feasible, cite case studies. Not all cases are documented in the academic literature. Consequently, references to news articles and even to personal experiences or those of your colleagues are acceptable if necessary. When citing studies, please use sources published within the past ten years to ensure that the *NCBQ* reflects the most current scientific knowledge. Of course, older data must be used in some situations, for example when citing a historically significant work or when no recent data are available. In these cases, please provide a brief note explaining to readers why the source was included. Insert footnotes so that they can be renumbered automatically by the word processing software; this means using References → Insert footnote or a similar command. Whenever possible, place citation numbers at the ends of sentences, not in the middle. If you cite several works in one place, combine them into a single footnote. Please provide specific page numbers on which cited information can be found in each source.

Because our external review process is blind, be sure your name does not appear in the body or running heads of your paper. In the footnotes, please mask any reference to your own work that might identify you, including an explanatory note to the reviewer if necessary.

Send your manuscript to Edward J. Furton, Ph.D., Editor-in-Chief, *The National Catholic Bioethics Quarterly*, 600 Reed Road, Suite 102, Broomall, PA 19008; e-mail: submissions@ncbcenter.org. We prefer submissions by e-mail attachment in Microsoft Word or Corel WordPerfect. Include a brief biography in your e-mail and, in an attached file that is separate from the manuscript, a page giving your name, institutional affiliation (one or two sentences), and contact information (e-mail address, phone, and mailing address).

The Review Process

We ask you not to submit your work to any other journal while it is under review here. All material must be original scholarship and may not have appeared in another publication.

Essay and article submissions undergo a complete peer review.

Our review process typically consists of an initial review at our offices followed by an outside review, the first by an expert in the field of bioethics, the other by an expert in the field of interest described in the submission. In cases where there are conflicting reviews, a third reviewer will be enlisted to help finalize a decision. When an author cannot respond to reviewers’ comments in a manner considered satisfactory by the editor of the *NCBQ*, the article will be rejected. The initial in-house review is usually completed within four weeks and is for the purpose of determining the suitability of the submission for the *NCBQ*. The time necessary for outside review depends on the complexity of the submission and the availability of appropriate reviewers.

Our external review process is blind: reviewers are not told the identity of the author. This is why we ask you to keep identifying details separate from your manuscript.

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The Production Process

Manuscript editing is done in house, by NCBC staff. Statements of fact, quotes, and references are checked for accuracy and completeness, and your manuscript is edited for clarity and consistency with *NCBQ* style, which is based on the seventeenth edition of the *Chicago Manual of Style*. The text is then typeset and proofread. You will have a chance to review page proofs, approve edits, and make corrections. At the end of production, you will receive corrected page proofs for final approval. These must not be posted or distributed, as they may contain errors. After publication, we will send you a PDF of the published article on request.

Publication

Each issue of the journal is published online (at <https://www.pdcnet.org/wp/> and at <https://search.ebscohost.com>) and in print. After print publication, each author will receive a complimentary copy of the journal by mail.

NCBQ Reference Style

Books

One author

Christopher Kaczor, *The Ethics of Abortion: Women's Rights, Human Life, and the Question of Justice* (New York: Routledge, 2011), 11.

Short title (for subsequent references):

Kaczor, *Ethics of Abortion*, 11.

Two authors

Edmund Pellegrino and David Thomasma, *The Virtues in Medical Practice* (New York: Oxford University Press, 1993), 31.

Short title:

Pellegrino and Thomasma, *Virtues in Medical Practice*, 31.

Three authors

Maxine Papadakis, Stephen J. McPhee, and Michael W. Rabow, *Current Medical Diagnosis and Treatment 2013*, 51st ed. (New York: McGraw-Hill Education, 2013).

Short title:

Papadakis et al., *Current Medical Diagnosis*, 23.

More than three authors

William S. Klug et al., *Essentials of Genetics*, 8th ed. (San Francisco: Benjamin Cummings, 2012), 465.

Short title:

Klug et al., *Essentials of Genetics*, 465.

Edited and Multi-volume Books

Edited book

Edward Furton, ed., *Catholic Health Care Ethics: A Manual for Practitioners*, 2nd ed. (Philadelphia: National Catholic Bioethics Center, 2009), 316.

Short title:

Furton, *Catholic Health Care Ethics*, 316.

[Don't include "ed." in the short title.]

Chapter in an edited book

Francis Martin, "Marriage in the New Testament Period," in *Christian Marriage: A Historical Study*, ed. Glenn W. Olsen (New York: Crossroad, 2001), 56–65.

Short title:

Martin, "Marriage in the New Testament Period," 58.

Book in a multivolume work

Germain Grisez, *Way of the Lord Jesus*, vol. 1, *Christian Moral Principles* (Quincy, IL: Franciscan Press, 1997), 84.

[Give the volume number in arabic, not roman, numerals.]

Short title:

Grisez, *Christian Moral Principles*, 84.

Second or later edition

Gilbert Meilaender, *Bioethics: A Primer for Christians*, 2nd ed. (Grand Rapids, MI: Eerdmans, 2005), 76.

Short title:

Meilaender, *Bioethics*, 76.

Translated work

Chantal Delsol, *The Unlearned Lessons of the Twentieth Century: An Essay on Late Modernity*, trans. Robin Dick (Wilmington, DE: ISI Books, 2006), 11–34.

Short title:

Delsol, *Unlearned Lessons*, 24.

Church document, Vatican edition

John Paul II, *Evangelium vitae* (March 25, 1995), n. 62.

Short title:

John Paul II, *Evangelium vitae*, n. 62

Can often be cited in the text.

Church document, Pauline edition

John Paul II, *Evangelium vitae* (March 25, 1995), (Boston: Daughters of St. Paul, 1955), n. 62.

[Give the date of the document in parentheses, with the paragraph number following.]

Short title as above.

Church document, other edition

Pius XII, "Christian Norms of Morality" (September 29, 1949), in *The Human Body: Papal Teachings*, ed. Monks of Solesmes (Boston: St. Paul, 1960), 117.

Short title:

Pius XII, "Christian Norms of Morality," 117.

Periodicals

Journal article

Steven A. Long, "Engaging Thomist Interlocutors," *Nova et Vetera* 9.2 (Spring 2011): 267–295.

[The volume and issue numbers appear before the date; they are separated by a period but no space. A colon precedes the page number.]

Short title:

Long, "Engaging Thomist Interlocutors," 267.

Martin M. Monti et al., "Willful Modulation of Brain Activity in Disorders of Consciousness," *New England Journal of Medicine* 362.7 (February 18, 2010): 579–589

[Journal titles are cited in full, not abbreviated.]

Short title:

Monti et al., "Willful Modulation of Brain Activity," 579.

Newspaper or magazine article

Leon R. Kass, "The Pursuit of Biohappiness," *Washington Post*, October 16, 2003, A25.

Short title:

Kass, "Pursuit of Biohappiness," A25.

Online article

Shirley S. Wang, "The Tricky Chemistry of Attraction," *Wall Street Journal*, May 9, 2011, <http://online.wsj.com/article/SB10001424052748704681904576313243579677316.html>.

[If the print edition is cited, the page number replaces the URL.]

Short title:

Wang, "Tricky Chemistry."

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The *published article* has the look of the journal. It has been checked for accuracy, copyedited, corrected, typeset, proofread, and given final approval by the author and editor. *Page proofs* are an earlier typeset version; they resemble a published article but are likely to contain errors and do not show the correct page numbers. ***Page proofs (like the edited manuscript) are only for the author's use during production; they may not be posted, distributed, or used in any other way or for any other purpose.***

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