

PhiMiSci Author Guidelines

(Word DOCX) V 1.8

Please read these instructions carefully! Failure to comply with these guidelines may result in rejection of your article at any stage—even if it has already been accepted.

We realize that complying with these guidelines will require you to invest some extra time. However, we can only operate as a cost-free journal if submitted articles are formatted exactly according to these guidelines.

We appreciate your support in keeping PhiMiSci free of cost.

Table of Contents

Before submission	2
After acceptance	3
OJS data: Title, abstract, author names, etc.	3
General formatting instructions	4
Subsection	4
First subsection.....	4
Second subsection {#my-label}.....	5
Another subsection	5
References, quotations, and citations	5
References.....	5
Quotations and citations	5
Multiple citations within parentheses	7
Citations within quotations.....	7

Formatting your BibTeX file	7
Citing forthcoming works	9
Figures, lists, and tables	9
Figures and labels	9
Lists.....	9
Tables.....	10
Mathematical and logical notation.....	10
TeX (preferred).....	10
Word.....	11
Definitions, Theorems, and Corollaries.....	11
Non-Latin scripts.....	12

Before submission

Types of Submission: Our main aim is to publish original theoretical articles, but we also consider e.g., reviews, commentaries, or studies presenting original research data.

Word limit: PhiMiSci does not have a word limit. While we expect a majority of submissions to be between 4,000 and 10,000 words, we do allow for exceptions in both directions as long as the length of an article is justified by its content. If your submission exceeds 12,000 words (excluding references), please contact the editors-in-chief before submitting. Please note that we do not consider manuscripts exceeding 20,000 words for publication.

Please indicate the word count of your article (including title, abstract, section headings, and footnotes, but excluding the reference list) at the top of the first page of your manuscript.

Authors’ Rights: PhiMiSci is an open access journal. All PhiMiSci articles will be published under Creative Commons licenses. We encourage authors to publish their papers under a CC-BY license (<https://creativecommons.org/licenses/by/4.0/>), which permits unrestricted use, distribution, and reproduction in any medium, provided one gives appropriate credit to the original author(s) and the source, provides a link to the Creative Commons license, and indicates if changes were made. If an author prefers a different Creative Commons license, they must indicate this when submitting the proofs of their accepted manuscript. Other suitable Creative Commons license additions include the requirement that any repurpose must be non-commercial (NC) or that the article must not be cut or altered (ND).

Submission format: Original submissions have to be in PDF format and must be anonymized and suitable for double-blind peer review. This also means you have to remove any author data from the “properties” of the PDF file. Alternatively, you can remove your personal data from the Word file, as described [here](#), before converting the file to PDF).

After acceptance

The following guidelines specify the format for accepted manuscripts. If your manuscript has been accepted for publication, please submit your paper in one of the following formats: .docx, .md, .odt, .rtf, or .tex.

It is mandatory that you format your manuscript in accordance with the guidelines given below. Failure to do so in a timely manner may result in rejection of the manuscript (even if it was initially accepted!).

OJS data: Title, abstract, author names, etc.

The editorial management system we use to handle and publish manuscripts (and which you already used to submit your manuscript) is called *Open Journal Systems* (OJS). Please review and complete the following information using the corresponding forms in OJS (located under “Publication”). *This is especially important if the title or abstract of your paper changed during the review process, as the data inserted here will appear in the final, typeset version of your paper.*

Title & Abstract

Prefix: *Please leave this field empty.*

Title: This is an example title, and it’s a very long title: This example title even has a subtitle

Subtitle: *Please leave this field empty (insert your subtitle as part of the title, separated by a colon, and capitalize the first word after the colon).*

Abstract: This is an example abstract. It is very short. An abstract should have a length of no more than 250 words. Please only paste plain text here. Use the formatting options in OJS to format your abstract.

Contributors

For each author, please add a contributor under ‘Contributors’:

Name: Author’s first name (Given Name), author’s last name (Family Name)

Contact: Enter the author’s email address here.

Country: Please select the author’s country.

Affiliation: Enter the author’s affiliation here.

ORCID: To add the author’s ORCID, select ‘send e-mail to request ORCID authorization from contributor’ and click the ‘Save’ button. Ensure that the authors confirm the email request to add their ORCIDs to the submission.

Metadata

Keywords: Please add keywords that describe your article and press ‘Enter’ after each keyword. Start each keyword with a capital letter.

References

Please leave this field empty.

Please insert any **acknowledgments** at the end of your manuscript, after the conclusion.

General formatting instructions

Most of the formatting options available in Microsoft Word will be recognized and automatically preserved during conversion. The text generated by the following input, for example, will contain the same hyperlinks and words in boldface and italics:

At quantus resonantia **membrana pietas capillis** noctes mansit pependit, utroque acceptior nataque, boum dicere. Nempe iungitur causamque volucris pennas ait temptavit salutem *posuisti*; alte antris lyra, adimit. [Reddidit erat spes](#) et, arte quem succinctis, manent qua mensum tibi autem iaculo.

You can use footnotes.¹ Please do not use endnotes. Endnotes will automatically be converted to footnotes.

Subsection

Use Microsoft Word's heading mark-ups for sections, subsections, and subsubsections. Avoid subsubsubsections and lower.

The numbering of your sections will be done automatically (so do not worry about numbering sections in your manuscript).

First subsubsection

This is a subsubsection. If you want to insert a link to a section, please add a label (e.g., “{#my-label}”) after the section heading:

First subsubsection {#my-label}

You can point to this section using a link, which must be enclosed by square brackets and must be defined at the end of the manuscript:

I will say more about this in [the first subsubsection].

At the end of the manuscript you insert:

[the first subsubsection]: #my-label

This will be converted to:

I will say more about this in [the first subsubsection](#).

You can also use a numeric link such as:

I will say more about this in section [2].

At the end of the manuscript you insert:

[2]: #my-label

This will be converted to:

I will say more about this in section [2](#).

¹ As mentioned above, please do not use endnotes.

Second subsection {#my-label}

Another subsection. Note that this section has a label. Instead of “my-label”, any other string of characters can be used.

Another subsection

Do not capitalize words in your headings (except for the first word, as well as words that would need to be capitalized anyway (such as names) and words at the beginning of a sentence or after a colon).

References, quotations, and citations

References

It is highly recommended to use a reference manager like Zotero to insert citations! In particular, if you use the Zotero plugin for Word, you may not have to do any manual formatting of your citations in accordance with the formatting rules given below. If you *manually insert* your citations, you will have to *manually format* them (see below, “Quotations and citations”).

In all cases: Do not insert a reference list in your accepted manuscript! Instead, please submit your reference data in a separate .bib file.

You can use a reference manager, such as Endnote, Mendeley, Zotero, or JabRef to insert citations in your manuscript and automatically convert them into bibtex format (.bib). You can then save the converted references as a separate .bib file. Every reference entry has a unique tag, such as “author79”. Citations in your manuscript will contain this tag.

Quotations and citations

Note that you will have to **manually format** all citation commands in your manuscript according to the rules given below, even if you are using a reference manager to create your reference list.

The following input, for example, will create an in-text reference to the work tagged with the identifier “author79”:

Please note that the cited text in block quotes ends with a period. There is no period after the citation command (“[@author79, 8]”). [...] Omissions within quotations should be indicated with three dots in square brackets. [@author79, 8]

Please use **block quotes** for quotations that are 35 words or longer. Note that the text has to be indented (using [tab stops](#) or the tabulator key `↵`) to create a block quote. Assuming that the tag “author79” belongs to a reference by *James*, and was published in 1979, this will be converted to:

Please note that the cited text in block quotes ends with a period. There is no period after the citation command (“[@author79, 8]”). [...] Omissions within quotations should be indicated with three dots in square brackets. (James, 1979, p. 8)

In general, the following citation commands are available:

Example:	Will be converted to:
@author79	James (1979)
James [-@author79, 5]	James (1979, p. 5)
[@author79]	(James, 1979)
[@author79, 14–15]	(James, 1979, pp. 14–15)
In James' [-@author79, 5] own words ...	In James' (1979, p. 5) own words ...
You can add text before or after the reference pointer: [see @author79] [@author79, for instance] [see @author79, for details] [see @author79, 16, for details]	(see James, 1979) (James, 1979, for instance) (see James, 1979, for details) (see James, 1979, p. 16, for details)
Don't use round brackets in addition to square brackets: (see [@author79, 16], for details) Instead, use: [see @author79, 16, for details] Note that this only applies to round brackets containing citations. You <i>may</i> use round brackets if they do not contain a reference pointer such as “@author79”.	This would lead to (undesired) nested brackets: (see (James, 1979, p. 16), for details) Desired output: (see James, 1979, p. 16, for details)
Please separate multiple reference pointers with semicolons (not commas): [@author79, 4; @author82, 5-7; @author.xyz]	(James, 1979, p. 4; Jones, 1982, pp. 5-7; Doe, 1901)

Using these citation commands is necessary in order to ensure that all citations and references in the final, typeset document will have the desired format and are properly linked.

Multiple citations within parentheses

Multiple citations within the same pair of square brackets **must be** separated by semicolons.

Example:	Will be converted to:
[@Kirchhoffetal2018, 6, @Allen2018, 2473]	(Allen, 2018) [Note the missing reference!]
[@Allen2018, 2473; @Kirchhoffetal2018, 6]	(Allen, 2018, p. 2473; Kirchhoff et al., 2018, p. 6)

In cases in which no semicolon is desired, a semicolon still has to be added in the formatted manuscript, but will be removed in the final stage of the production process. E.g., the semicolon in “[@Allen2018; and @Kirchhoffetal2018]” is needed for technical reasons, but will in the final production stage be converted to “(Allen, 2018, and Kirchhoff et al., 2018)”.

Citations in parentheses are ordered alphabetically. E.g., “[see also @Kirchhoffetal2018, 6; @Allen2018, 2473]” will erroneously be converted to “(Allen, 2018, p. 2473; see also Kirchhoff et al., 2018, p. 6)”. The correct formatting in this case would be: “[see also @Allen2018, 2473; @Kirchhoffetal2018, 6]”.

Example:	Will be converted to:
[see also @Kirchhoffetal2018, 6; @Allen2018, 2473]	(Allen, 2018, p. 2473; see also Kirchhoff et al., 2018, p. 6)
[see also @Allen2018, 2473; @Kirchhoffetal2018, 6]	(see also Allen, 2018, p. 2473; Kirchhoff et al., 2018, p. 6)

Citations within quotations

If a quoted text contains a citation, you also have to provide a reference entry for this citation. Let us say you want to quote the following passage:

As pointed out by Doe (2010), it is important to provide reference details for all cited works. If a citation appears within a quoted text, the source must be specified in the reference list. (James, 2019, p. 123)

In this case, you will have to provide reference details for James (2019) *and* for Doe (2010). Consequently, the quotation in your correctly formatted manuscript should *not* look like this:

As pointed out by Doe (2010), it is important to provide reference details for all cited works. If a citation appears within a quoted text, the source must be specified in the reference list. [@James2019, 123]

Instead, it should look like this:

As pointed out by @Doe.2010, it is important to provide reference details for all cited works. If a citation appears within a quoted text, the source must be specified in the reference list. [@James.2019, 123]

Formatting your BibTeX file

Please add **DOI-fields** to all entries for journal articles. Example:

```
doi = {10.33735/phimisci.2020.I.50}
```

Note that the DOI fields should not contain a URL (such as “https://doi.org/10.33735/phimisci.2020.I.50”), but only the DOI itself. If an article does not have a DOI, please provide a stable URL (if available) using the “url” field.

Please make sure that the **title-fields** and **booktitle-fields** do not contain double curly braces. For instance, a title field should not look like this:

```
title = {{This Is a Short Title}}
```

Instead, it should look like this:

```
title = {This Is a Short Title}
```

or like this:

```
title = {This is a short title}
```

Any **capitalized abbreviations or names** in a title have to be protected with curly braces. Please *do not* protect any others capitalized terms with curly braces. Curly braces within a field value ensure that the capitalization of letters is not changed. Example:

```
title = {{EEG-fcMRI} correlates of consciousness of {C}otard syndrome}
```

Please note that the correct entry type for **articles in edited collections** is “incollection” (or “inbook”), not “article”.

If you cite a new edition of a book that has been published before, you may specify the original publication date using the **origdate**. Example:

```
@book{James2007principles,  
  title={The principles of psychology},  
  author={James, William},  
  volume={1},  
  year={2007},  
  origdate = {1890},  
  publisher={Cosimo},  
  address = {New York}  
}
```

Please always specify the **publisher** of monographs and edited collections. Please always specify the **page numbers** of articles published in edited collections.

Make sure that your reference file **does not contain year-fields with letters**, as some reference managers automatically add letters to publication years. For instance, the year-fields of two references with the same author and the same year could *erroneously* look like this in a BibTeX file:

```
year = {2003a}
```

```
year = {2003b}
```

The correct way to specify the years is by omitting any letters, i.e., the year-tag should be “year = {2003}” in both cases. All that matters is that different references have different identifiers, e.g. “author79abc” and “author79xyz”. In the final, typeset file, letters will automatically be added to the citations.

Example:	Will be converted to:
[@author79abc, 4; @author79xyz, 5-7]	(James, 1979a, p. 4, 1979b, pp. 5-7)

Also make sure that your reference file **does not contain any “type” fields** (some versions of Endnote, for instance, automatically add the tag “type = {Journal Article}” to some references in BibTeX). Please remove these fields (if there are any) from your reference file.

Citing forthcoming works

Sometimes it is necessary to cite a work that has not yet been officially published. You may cite manuscripts that are available online (e.g., on a preprint server), even if they have not been officially accepted for publication. If an article has been accepted by a journal, but has not been published yet, you may cite the article as “in press”. Do not cite manuscripts that are “in preparation” but are neither available online nor in press.

Figures, lists, and tables

Figures and labels

For figures, use .eps, .jpg, .jpeg, or .png format and insert them using the following command:

```
![insert-caption-under-image](insert-filename-of-picture.jpg){ #fig:label width=100%}
```

In this example, “insert-caption-under-image”, “insert-filename-of-picture.jpg”, and “fig:label” serve as placeholders for the figure caption, the file name, and label, respectively.

You can use a label to refer to a figure in the text, i.e., if you want to refer to this figure, you write “\ref{fig:label}”, where you replace the “label” with the specific sequence of letters you used after the colon of “#fig:label” in the curly brackets. For instance, “link to figure \ref{fig:my-first-figure}” will be converted into “link to figure 1” (provided it is the first figure in the document). You may adjust the “width=100%” command if you would like to insert a figure that does not cover the full width of the page.

Lists

Lists, whether enumerated or not, should be created with the help of Word’s own [toolset](#).

- First item in a list.
- Second item in a list.
- Third item in a list.

or, alternatively:

1. First item in a list.
2. Second item in a list.
3. Third item in a list.

Tables

Please also use Word’s toolset for [tables](#) (unless they are inserted as figures):

Some text	More text	<i>Even more text</i>
<i>And more</i>	And more	
And more	<u><i>And more</i></u>	<u><i>And more</i></u>

Table: This is a table caption.

Format the table caption with the “Table caption” mark-up. Do not try to create a “fancy” table in Word (using colors etc.). If you would like your table to have a specific design, please insert it in either .jpg, .jpeg, or .png-format as a figure. In the final paper, the above table would look like this:

Table 1: This is a table caption.

Some text	More text	<i>Even more text</i>
<i>And more</i>	And more	
And more	<u><i>And more</i></u>	<u><i>And more</i></u>

Mathematical and logical notation

Logical or mathematical notation, whether part of the text or not, should be entered using a TeX command in the word file itself or [Word’s formula tool](#):

TeX (preferred)

Please always use the TeX shorthands ‘\$... \$’ and ‘\$\$... \$\$’ for math environments—instead of the LaTeX shorthands ‘\ (... \)’ and ‘\ [... \]’.

Example:

Lorem ipsum $\cos \varphi = -1$ dolor sit amet.

$$\sin^3 \Theta = \frac{1}{4} \cos \omega + \frac{3}{4} \cos 2x$$

This example will be converted to:

Lorem ipsum $\cos \varphi = -1$ dolor sit amet.

$$\sin^3 \Theta = \frac{1}{4} \cos \omega + \frac{3}{4} \cos 2x$$

Word

You may also use Word's formula tool.

Example:

Lorem ipsum $\cos \varphi = -1$ dolor sit amet.

$$\sin^3 \Theta = \frac{1}{4} \cos \omega + \frac{3}{4} \cos 2x$$

Definitions, Theorems, and Corollaries

In addition, you may, if you wish, highlight definitions, theorems or corollaries (the spacing should be created using [tab stops](#) or the tabulator key ↵):

Consciousness

: Consciousness is very hard to define.

This will be converted to:

Consciousness: Consciousness is very hard to define.

Non-Latin scripts

Contact us if you intend to use non-Latin scripts.

Some scripts, including **Greek and Cyrillic**, can just be pasted into the text. Examples: Ελληνικά. Русский. Íslenska. Tiếng Việt.

Other scripts, such as **Sanskrit**, must be declared in the text. Use the command “\textsanskrit{संज्ञ}”. The text between the curly braces (i.e., ‘संज्ञ’) will then be typeset using the correct script.