

## Instructions for authors writing for *Etikk i praksis – Nordic Journal of Applied Ethics*

### Procedure

Manuscripts should be submitted to the editors as e-mail attachments. Articles found suitable will be subjected to review by independent expert peers (double-blind refereeing). In the course of two months the author will normally receive feedback in the shape of 'rejected', 'please revise and resubmit', or 'accepted'. In cases of 'please revise and resubmit' the author must take into account the expert peer review. When the article has been accepted for publication, it is subjected to copy-editing, whereupon it is sent back to the author for proof-reading. The article is then set, and set draft is sent to the author for final approval (in this last round a 48 hour deadline applies, and only small changes are accepted at this stage).

### Formal requirements

Article length will normally be 3000 to 8000 words, but longer articles may be accepted if required by the empirical material upon which they are based. All contributions must be made anonymous, that is, all authors must ensure that any references to their own works or other statements identifying the author directly or indirectly are avoided or replaced by the reference 'xxx'. The responsibility for inserting this information after the expert peer review rests upon the author. All contributions must be submitted via e-mail, preferably in Microsoft Word format. The full name and title of the author as well as the name of the institution he or she belongs to must be given in the actual e-mail message or accompanying letter. The author is responsible for procuring permission to use illustrations and other materials. Figures and pictures must be of adequate resolution and format – preferably EPS or TIF, with a minimum of 200 dpi. Lower quality pictures may be used in the initial document provided that higher quality versions can be produced if the article is accepted for publication.

### Language, abstract and key words

The journal accepts manuscripts written in Norwegian, Swedish, Danish and English. The first page of the manuscript must contain the full title, an abstract of up to 250 words, and a maximum of five key words.

### The Harvard style of referencing

*Etikk i praksis – Nordic Journal of Applied Ethics* uses the Harvard style of referencing specified in the following: <http://www.tvu.ac.uk/lrs/guides/harvard.html>

In addition, the following specifications apply:

- The number and length of notes should be kept to a minimum. Notes should be placed at the end of the document (endnotes).
- Avoid numbered headlines. Use bold 14 point type for first level headings, and italicised 12 point type for second level headings.
- For in-text citations, give the surname of the author and the year of publication. Page references should be supplied as a general rule, and must be supplied when quoting from a source.
- Do not use abbreviations such as *ibid.*, *op.cit.*, *loc.cit.*, *idem*, or *et passim*.
- Quotations must be indicated by quotation marks. Quotations that are longer than 3 lines must be organised as separate paragraphs using 10 point font, single spacing and an 0.5 cm indentation from the left hand margin. Use single quotation marks for a quotation enclosed inside another quotation. Use square brackets to indicate any shortening of a quotation: [...]
- Distinguish between the dash (←→,, hold down the ctrl key and hit the minus key) and the hyphen (↔,, hit the hyphen key).
- Submitted papers should use the Times New Roman font, 12 point for the body text, with 1.5 spacing. Use indentation or a blank line (choose one) to indicate a new paragraph.
- In order to emphasise words, please italicise – do not underline or use bold type.
- Leave the right hand margin uneven. Do not use manual hyphenation or page shift.
- See the link provided above for examples of referencing.

Please submit your article to [redaktor@etikkipraksis.org](mailto:redaktor@etikkipraksis.org).