UTILITAS: STYLE SHEET (Revised September 2019)

TO ALL CONTRIBUTORS: This style sheet pertains only to pieces accepted for publication in Utilitas. *Articles or replies that have not yet been accepted may employ any standard reference system and should be prepared for blind review. Please read this style sheet carefully before preparing the final version of your work for submission to the editor. Errors in style are costly for all concerned and may cause delay in publication. If you have any questions, please consult the editorial team sooner rather than later.*

Instructions for Articles and Replies

1. Preliminaries: Please head your article/reply in the following way:
Title (Please don't attach a footnote reference to the title.)
Authors(s) and Affiliation(s)
Corresponding (first) author's email address
An abstract of no more than 150 words.

2. Footnotes: These should be double-spaced and consecutively numbered. Please keep footnotes as brief as possible. Superscript numbers used as footnote markers should appear outside the relevant punctuation, except in the case of a dash. Note in particular that this means that footnote numbers in the text should be superscripted *after* the full stop. Please do not juxtapose two note indicators (e.g.: 'This is text.[7, 8]'); either merge the notes into one or place the indicators further apart. Please do not attach a footnote indicator to a subheading.

3. References: Utilitas now follows a very slightly modified version of the Modern Humanities Research Association reference formats. The MHRA offers both a footnote-based reference format sans bibliography and an author-date format with bibliography, either of which is acceptable. **Whichever style is used, no quotation marks should be used around book chapter titles, article titles, etc.** Book and journal titles should still be italicized. Details of the MHRA reference styles, with examples, can be found at http://www.mhra.org.uk/style/.

4. Punctuation and Spelling: Authors may choose between American and British spelling and punctuation conventions, but each article should follow one usage or the other consistently. *Fowler's Modern English Usage* is perhaps the ultimate guide to UK style, as is *Garner's Modern American Usage* to US style, although numerous online guides are available for each that cover most common issues. (Authors using US punctuation may still use single quotation marks to indicate words that are being mentioned rather than used.)

5. Italics: Do *not* use underlining instead of italics.

6. Capitalization: Keep to a minimum. Use lower case for 'utilitarianism', 'egoism', 'government', and so on.

7. Quotations: Quoted material of 50 words or more should be set out from the text through being block indented. Leave a line of space above and below the extract. Do not use quotation marks around block quotes. In quotations, the *exact* spelling and punctuation of the original must be faithfully copied. Your own interpolations into quoted matter should be clearly enclosed in square brackets, *not* round ones.

8. Sections: You are welcome to divide your article into sections. Titles of sections ('A' headings), if included, should be in boldface ('**Section One**'). Sub-sections ('B' headings) should be in italics ('*Recognition*'). The first line of any section or subsection should not be indented. Authors may choose whether to number sections and, if they are numbered, whether to use Arabic or Roman numerals.

Instructions for Book Reviews

Where applicable, reviews should follow the instructions for articles and replies above. Head your review following the example below:

> Tommie Shelby and Brandon M. Terry (eds.), *To Shape a New World: Essays on the Political Philosophy of Martin Luther King, Jr.* (Cambridge, MA: The Belknap Press of Harvard University Press, 2018), pp. 464. $35.00.