

**CONVERSATIONS ON PHILANTHROPY**  
**MANUSCRIPT PREPARATION GUIDELINES**

The editorial mission of *Conversations on Philanthropy* is to foster the emergence of a thoughtful conversation among scholars, philanthropists, and social critics that will raise public consciousness of the great scope, power, and potential of the institutions of civil society for enhancing social cooperation and broadly improving the quality of life of individuals and communities through voluntary social action. The scope of this conversation will range from broadly conceptual analyses of social action to explorations of the history and accomplishment of voluntary social institutions to the presentation of specific actionable strategies and tactics to promote confidence in the effectiveness of local, voluntary (non-governmental) action for achieving public goods and to help donors act more effectively in this sphere.

We are particularly interested in publishing articles, essays, and case studies exploring

- The past, present, and future institutional landscapes of American philanthropy, including a typology of charitable needs and the types of institutions that create positive individual and social change through voluntary association and charitable activities.
- The principles and history of American Progressivism and its prescriptive influence on American institutions, commercial, philanthropic, and political.
- The constitutional status of American voluntary organizations and the potential for creating constitutional safeguards reversing and preventing the encroachment of government on tasks that can be accomplished through voluntary social and economic cooperation.
- The potential of the “invisible hand” to coordinate activities in the gift or charitable economy as it does in the commercial economy.
- The implications of new, non-bureaucratic paradigms of corporate management for the reformation of philanthropic institutions, particularly the large private foundations.
- The possibilities for and implications of establishing new methods and standards for measuring success in non-market social activities and for broadly communicating performance information to philanthropic investors.
- The infrastructure and institutions needed to help donors improve their philanthropic practices.
- The role of entrepreneurial activity, including venture philanthropy, in the social sector.
- The potential for reconceptualizing the relationships between commercial and non-commercial social institutions and fostering more creative partnerships among institutions of both types for achieving charitable purposes.
- The nature of social change and the prospects for reintegrating fragmented disciplinary understandings (history, philosophy, sociology, economics, political theory, etc) into a coherent mode of social thought capable of informing action toward civic and social renewal.

Questions and manuscripts should be submitted to:

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## MANUSCRIPT FORMAT:

- **LENGTH:** Essays/Articles: 2,500-7,000 words. Comments: 1,500-3,000 words.
- **MARGINS:** Set margins at 1” on all sides.
- **FONT:** Use Times New Roman font (12-point).
- **DOUBLE SPACE,** including long citations.
- **PARAGRAPH INDENT:** Indent the beginning of each paragraph .5” (a standard tab stop in MS Word), but do not skip an extra space between paragraphs
- **AUTHOR INFO:** At the end of the essay, please place a brief biographical tag in italics. If there are two authors, each should have a separate biographical tag. For example: *Dr. Helmut Schmidt holds the Thorne Chair of Botany at the University of New South Wales. Forrest Kresser Smith is the Executive Director of the Onomastics Foundation.*
- **ACKNOWLEDGMENTS:** Any acknowledgment of funding organization or of the assistance of colleagues is to be placed at the bottom of the first page of your essay.

## PRINCIPLES OF STYLE:

As the central purpose of *The Philanthropic Enterprise* is to foster a thoughtful conversation among scholars, philanthropists, and social critics, preference is given to manuscripts which are both erudite and readable, crafted with an audience in mind of educated readers who are not necessarily scholars or academicians. Thus, technical terms and specialist jargon are to be avoided wherever possible, or if they must be included, explained clearly for the lay reader. The use of tables and graphs is to be avoided as much as possible.

Avoid explanatory footnotes. If you cannot incorporate a point in the text, it is probably not essential to your argument. For references, use the concise parenthetical format discussed below.

When using quotations, follow American rather than English rules of punctuation. All punctuation belongs inside, rather than outside of, the closing quotation marks.

Quotations of fewer than 100 words, or less than 8 lines, are to be run into the text and not indented. Identify quotations by enclosing them in double quotation marks and citing page numbers. For example: “*Rose is a rose* subverts the traditional understanding of flowers as signifiers” (Schmidt 1993, 446).

Quotations of 100 or more words, or over 8 lines, should not be marked with quotation marks, but should instead be set off through indentation. Only the left margin should be indented. The source of the quotation should be indicated as above, in parenthesis.

Foreign words and abbreviations, such as *e.g.* and *i.e.*, should be italicized. Foreign passages should be offered in the original, and then translated into English.

Authors should be referred to by their full names the first time, but subsequently by surname only, regardless of sex.

For stylistic matters not covered above, please consult the editor.

## CITATION FORMAT:

We have adopted a parenthetical style for citations based on the style manual of the American Political Science Association. Quotations from or paraphrases of other authors' work is to be designated clearly, according to the following examples:

Schmidt (1993) is an ardent critic of flowery prose.

It has been observed that "flowery prose withers the imagination on a sapless vine of verbiage" (Schmidt 1993, 447).

Two recent studies attribute reader suicide to hyperflorid prose (Schmidt 2003, 447; Smith *et al.* 2004, 35-38).

As indicated above, do not use footnotes. Incorporate material directly into the text, or delete it.

Brief endnotes are permissible. If used, these are to be placed after the end of the essay but before the List of References. Endnotes should not contain bibliographical data (though they may contain brief citations, as above); the endnotes' function is strictly discursive.

The List of References consists of a list, alphabetized by authors' last names, of all works cited or alluded to in your essay. Each entry should include the following information: author, date of publication, title, place of publication, name of publisher, issue (if a journal article), and page numbers (if a journal article).

Like the rest of your essay, your List of References is to be done in double-space. Do not triple-space between entries.

Use authors' full names. Do not replace authors' first names with initials, unless the author himself employs initials only.

After every entry ending with a period (save a middle initial), use two spaces. Thus, between the last letter of an author's name and the first letter of the title of his book, there are two spaces, and between the last letter of his book title and the first letter identifying the place of publication, there are also two spaces.

Use American postal abbreviations to identify the names of states when indicating places of publication (Paris, TX and Englewood Cliffs, NJ). Do not abbreviate the names of foreign places (Gloucestershire, not Glos.).

## Reference List Examples

*Book with a single author; a translation:*

Masdevallia, C. 2001. *My Roots in Humid Climes*. Paris, TX: Cattleya Press.

Spaeth, Ludwig. 1996. *Writers of the Purple Sage*. Forrest Kresser Smith, trans.

Bronxville, NY: University of Bronxville.

*Book with more than one author:*

Schmidt, Helmut and Forrest Kresser Smith. 2000. *Soils and Souls*. Montpelier, VT:

University Press of Montpelier.

*Edited book:*

Spaeth, Elsa and Ludwig Spaeth, eds. 2002. *A Living Anthology*. 4<sup>th</sup> edition.

Peacham, VT: University of Peacham.

*Volume in a series:*

Ruppel, Etiole. 2002. *The Multivolume Series: A Multivolume Series*. Vol. 6: *The*

*Series Continues*. Peacham, VT: University of Peacham.

*Chapter in an edited book:*

Moser, Nelly. 1995. "Chapter." In Julie Correvon, ed., *A Book of Many Chapters*.

Bookville, ND: Eastern Virginia Press.

*Journal article:*

Barlow, Nora. 1992. "Journal Article." *Journal of Especially Interesting Ideas*, 15: 58-72.