

Encyclopedias typically comprise:

- **Tertiary literature** - digested and accepted knowledge in an easily accessible self-contained format. Encyclopedias provide a comprehensive overview of the field. Chapters are written especially for the encyclopedia and are NEW (i.e., an encyclopedia shouldn't contain previously published material).
- **Not introductory** – chapters should assume a certain level of knowledge of a particular subject area. Aimed at post-graduate level and upwards although undergraduates may find a useful reference tool.
- **500/1,000 to 5000/10,000 words per entry/chapter.**
- **Entries are organized in one continuous A-Z format.**
- **No index, no table of contents.**

The following **guidelines** will serve as a **template** for contributing authors to structure their entries:

1. A precise, brief title (one, or two-to-three-word)
2. A brief definition and overview of the topic/subject at the beginning, followed by a more detailed analysis in the main body.
3. A main body, possibly with sub-headings, depending on the length of the entry.
4. References and suggestions for further study
5. Cross-reference or related entries

The following **guidelines** excerpted from the *Stanford Encyclopedia of Philosophy* operationalize these requirements quite well and seem pertinent to most disciplines:

Entries should be objective/neutral analyses/surveys that offer a broad perspective of the topic rather than advocate a point of view. Authors should see their mission as that of introducing advanced undergraduates (or grad students and colleagues), who may have no special knowledge of the topic, to the main issues and the most important pieces of primary and secondary literature on the topic, to bring them to a state where they can read that literature with insight and understanding. Clarity of substance and style should also be one of the most important goals.

Encyclopedia entries should therefore not be idiosyncratic or polemical, or promote the author's work, but rather strive for balance by presenting the important arguments that have been put forward on both sides of an issue. Controversial claims should be identified as such.... Authors may, however, illuminate various sides of an issue by presenting potential objections and responses as long as the entry remains neutral and/or reflects the weight of scholarly opinion.¹

¹ <https://plato.stanford.edu/guidelines.html>