

Fieldwork in Religion

Notes for contributors

Guidelines for Contributors to *Fieldwork in Religion*

Please follow these guidelines when you first submit your article for consideration by the journal Editors and when you prepare the final version of your article following acceptance for publication.

Fieldwork in Religion (FIR) is a peer reviewed, interdisciplinary journal seeking engagement between scholars carrying out empirical research in religion. It will consider articles from established scholars and research students. The purpose of *Fieldwork in Religion* is to promote critical investigation into all aspects of the empirical study of contemporary religion. The journal is interdisciplinary in that it is not limited to the fields of anthropology and ethnography. *Fieldwork in Religion* seeks to promote empirical study of religion in all disciplines: religious studies, anthropology, ethnography, sociology, psychology, folklore, or cultural studies. A further important aim of *Fieldwork in Religion* is to encourage the discussion of methodology in fieldwork either through discrete articles on issues of methodology or by publishing fieldwork case studies that include methodological challenges and the impact of methodology on the results of empirical research.

There will be two issues a year, each of roughly 128 pages and including articles, reviews and sometimes review essays. From time to time there will be a Special Issue covering a particular aspect of the subject. Proposals for Special Issues, accompanied by an overall rationale and abstracts of any individual papers which are already planned, should be sent electronically to the Editors in the first instance.

The journal is published simultaneously in print and online.

There is a team of Editors responsible for the running of the journal, supported by an international Editorial Board to advise the Editors both on individual articles and on questions of policy. There is also a Reviews Editor. The publisher is Equinox Publishing Ltd.

The Editors will only exceptionally consider previously published material. They will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

Articles

Articles are to be 5000–7000 words in length, should be accompanied by a bibliography and may be accompanied by notes (see below).

Book Reviews

Book reviewers are normally approached by the Reviews Editor. Unsolicited reviews will be considered; they should be between 300 and 1,000 words, although occasionally review articles of 2,000 words will be considered. Please submit a proposal for such a review through the online system in the normal way.

Language of Publication

The language of publication is English. The language of submission is normally, but not necessarily, English.

Review Process

You will be able to track the progress of your submission through our online submission system when you log in as an author.

All submissions are evaluated by referees, who may be members of the Editorial Board or external referees. Authors and referees remain anonymous to each other throughout this process. The Editors will make every effort to have all submissions evaluated in a timely manner and in any case within three months of submission. The evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted.

Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) on the Equinox website for and for details regarding minimum technical standards for artwork. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations

The journal accepts only original articles which have not been previously published. The Editors will not consider articles which are under consideration by other publishers. It is assumed that once you have submitted an article to FIR it will not be sent to other publishers until the Editors have made a decision about its inclusion.

The Editors will only exceptionally consider previously published material. They will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

Agreement to Publish

It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere **in print** only *after* publication without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. Once an article has been accepted for publication, the author must complete the 'Agreement to Publish' form downloadable from the website <http://www.equinoxpub.com>. Please read the conditions, sign the form and return it to Equinox Publishing Ltd., Unit 6, The Village, 101 Amies Street, London SW11 2JW, UK. Any other re-use of the material must be cleared in advance with the Publisher.

Online Submissions

We normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editor.

Online submission is a five-stage process and you may submit articles or book reviews but in the case of book reviews, please check in advance with the Book Review editor to ensure that the book you want to review has not already been assigned.

Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article including an abstract of 100-150 words, (Book Reviews do not require abstracts) and three to six keywords, a short biographical statement of up to 75 words, contact details and appropriate library of congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. Manuscripts should be formatted using single line spacing, with pages numbered consecutively.

For articles containing diacritics, you should upload an original submission file in Word and a PDF as a supplementary file (in a two stage process). We do not accept other programs since diacritics written in other programs may not be received correctly by the Editors and are more likely to be corrupted during the production process.

You may also upload other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal.

When you have completed the submission process, the Journal Editor will receive a notification of your submission and you will receive confirmation that the review process has started.

Ensuring a Blind Peer Review

All articles are blind peer-reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Decision about Publication

The Editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log on to the submission site to check progress yourself. The decision period is generally between eight and twelve weeks.

Proofs, Offprints and Copyright

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one copy of the issue in which their article appears. Please refer to the Agreement to Publish regarding permission for reuse of your article. Copyright is retained by the Publisher. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

Style Rules

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Diacritical Marks/Romanization, Phonetic Fonts

For phonetic fonts please use SIL Doulos IPA93.

For diacritic marks, wherever possible use a Unicode font such as Gentium, which is available as a free download from:

http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download

As noted above, in articles containing diacritics it is a good idea to submit a PDF as a supplemental file.

Quoted matter, if more than four lines, should normally be indented, without quotation marks. Quotations of up to four lines should form part of the text, and should be indicated by single quotation marks. Double quotation marks should be used only for quotations within quotations.

Foreign words and phrases should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated.

Spelling: -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.). Contributors may use North American spelling and punctuation.

Headings: Please mark up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.

Gender and Language

1. Where a gender-inclusive alternative is possible, it is to be preferred. E.g. ‘humanity’ rather than ‘man’ when referring to both sexes.
2. When personal pronouns are used both sexes should generally be included. E.g. ‘The Christian has to acknowledge his or her dependence on grace’. (If this seems clumsy, use plural forms: ‘Christians have to acknowledge their dependence on grace’.)

Verbal Style and Spelling

1. Brackets within brackets should be square, e.g., G.H. Jones (‘The Decree of Yahweh’, *VT* 15 [1965]: 336-44). However, the major exception to this rule is that square brackets indicating text inserted into a quotation by the author stay in square brackets, e.g., [sic].
2. Numerals are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. Use Roman numerals for vol. numbers of books, and series numbers; and Arabic numbers for journal issue nos.
3. Possessives. For possessives of proper names ending in a (pronounced) s add ’s, e.g. Child’s Introduction, Jones’s views. The exception is for ancient names, e.g. Jesus’, Barthes’, Descartes’ etc.
4. Ellipses: all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.
5. Use: focused, focusing etc (not focussed, focussing) first, secondly, or first, second (but not firstly) acknowledgment, judgment analyse (but analyze in American spelling).

6. 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within brackets. Likewise, please avoid 'etc.' unless it is in a footnote. Please do not use op. cit. and avoid ibid. Avoid 'f.' and 'ff.'

Author-Date (Social Science) Style

This style is the preferred style for FIR. The function of the author-date style of referencing is to reduce the need for footnotes, by embedding references to cited works in the text in abbreviated form (e.g. Brown, 1980: 123). Note a space always follows the colon between the date and the page reference (which omits 'p.' or 'pp.'). Several works by the same author are cited by date only, the dates being separated by semicolons: (Jones, 1963; 1972a; 1986) (Jones 1963a: 10; 1972; 1986: 123). Where there are authors with the same surname, initials should be included.

In the References

In the References, the basic forms of the author-date style are illustrated here:

For journals:

Clifton, C. S., 2003. 'Smokey and the Sacred: Nature Religion, Civil Religion, and American Paganism'. *Ecotheology: The Journal of Nature and the Environment* 8(1): 50-60.

For books:

Wojcik, D., 'Apocalyptic and Millenarian Aspects of American UFOism.' In Partridge, C. (ed.), *UFO Religions*. London: Routledge, 2003: 274-300.

The order of entries is by year; if there is more than one item from the same year, the dates are labelled a, b, c, etc.