

Contributor Guidelines: Religious Studies and Theology (February 2007)

Now entering its 26th year, *Religious Studies and Theology* is a peer-reviewed journal concerned with presenting fresh scholarship in both theology and religious studies, particularly those that use the resources of the world's religious traditions. The new subtitle introduced with volume 25 signals a commitment to interdisciplinary research. While international in scope and intention, and welcoming international submissions, the journal has always played a major role in bringing a Canadian perspective to recent debates. In addition to open issues, the journal publishes thematic issues, most recently, (Volume 25.1) dealing with the philosophy of religion. Each issue includes book reviews or reviews of digital media or film.

Language of Publication

The language of publication is English. The language of submission should be English but occasionally submissions made in other languages will be considered.

Online vs Paper Submissions

We normally accept only online submissions. If you are unable to submit your contribution electronically, 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. Our review process takes approximately 12 weeks.

Articles

The editor will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted to *Religious Studies and Theology* articles will not be sent to other publishers until a decision about inclusion has been reached.

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 a 150 word abstract and three five keywords, a short biographical statement, 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. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be numbered consecutively throughout.

PDFs are not acceptable for submission of articles; you can upload a PDF through the system as a Supplementary File following submission of the Word File if you wish to bring to the attention of the Editor any particular features which will be required at the layout stage or to clarify font usage. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d)

figures or tables (e) audio/video material. If you intend these to become an official part of the online journal, please indicate in a note to the Editor.

Permissions

The journal accepts only original, previously unpublished articles. 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) if you have any questions about how to obtain permissions and what sort of material requires permission to reproduce.

Book Reviews

Book reviews do not require abstracts but do require keywords and other metadata. Always check with the Book Review Editor before submitting a review. Except for the title page, they should be in the same form as articles. The title page should include the name of the Reviewer, university, address and email.

Ensuring a Blind Peer Review

All articles are 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.

Guidelines for Submission

Articles are to be 3000–6000 words in length, and may be accompanied by endnotes and **must** contain a complete list of references (see below).

Review essays are to be 1000–3000 words in length. They may review one or more books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Review essays may also be joint-authored, and may be commissioned and accepted by the editor without outside review.

Book reviews/Media reviews are to be 200–500 words in length, and as much as possible refrain from the use of endnotes and references.

Publishable Copy

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

General Style Rules

Headings

All headings should be left-aligned, and if more than one level is used should be distinguished by type style, e.g. roman for first-level head; italics for a second-level head.

References

All references in the body of the text and in the notes should conform to the Chicago Manual of Style using the author-date system. All sources should be briefly cited in the text in parentheses, by author's last name and date of publication and where necessary page references (see below). The short citations in the text are amplified in a list of references, where full bibliographic information is provided. Further information on this style may be found in the Chicago Manual of Style (15th ed.), Chapter 16 and 17 and a short citation guide can be found at <http://www.chicagomanualofstyle.org>.

Notes of a substantive nature should be provided as endnotes, but where possible should be avoided through incorporation of text into the body of the article. Notes should NOT be inserted into the text using the footnote/endnote tools in Word, but should rather be indicated in the text by using round brackets and Arabic numerals, (1), (2), etc. All endnote text should be provided in a separate document from the main text file listing the notes in order according to the body of the text. All sources referred to in the text and notes should be compiled by the author in a separate document, in alphabetical order according to the style outlined below.

Quotations

Quoted matter, if more than three lines, should normally be indented, without quotation marks. Quotations of up to three lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations or for emphasis in the text. Spelling and punctuation should be reproduced exactly as in the original, with any additional material by someone other than the original writer in square brackets. 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.

Foreign Words and Phrases

In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [bayt]). Where essential to the text, ancient languages may be included, but should be reproduced in their appropriate fonts, followed by an English translation in parentheses, rather than transliteration. Ancient language fonts must be the Scholars Press fonts available free at: www.sbl-site.org (select 'Resources', 'Biblical Fonts'). For Greek use SPionic; for Hebrew use SPTiberian.

Transliteration of Arabic, Persian, and Turkish words should follow the style indicated in the *International Journal of Middle East Studies*. Transliteration of Hebrew and Aramaic should follow the style in the *Journal for the Study of the Old Testament*. Chinese transliterations should follow the modern pinyin. Transliterations of other languages should follow an accepted standard which should be indicated in a footnote at the first occurrence.

Verbal Style and Spelling

Spelling: Preferred spelling follows North American spelling and punctuation, but contributors may opt to use British or Canadian standards of spelling but must stipulate this at the time of their submission. Please note that -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

Square brackets should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicized.

Numerals: 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. Numerals in references, and in particular volume numbers should be given in Arabic rather than Roman format (2 instead of II). Please use the en-dash (not hyphens) to connect numbers, e.g. "In Genesis 6:13–22 we find God's instruction to Noah."

Possessives: For possessives of proper names ending in a (pronounced) *s* add 's, e.g. Childs's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Moses', Barthes', Descartes' etc.

Use: focused, focusing etc (not focussed, focussing); first, secondly, *or* first, second (but not *firstly*); acknowledgment, judgment; analyse (but analyze in American spelling) 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid 'etc.' unless it is in a footnote. Please do not use *op. cit.*, *idem* and avoid *ibid*. Avoid 'f.' and 'ff.' whenever possible through reference to exact pagination.

Illustrations

Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. 'humanity' rather than 'man' when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Capitalization

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. In the case of book titles, significant caps are recommended. Sentence style capitalization must be used for titles in Arabic and German.

Abbreviations

Do not abbreviate journal titles. BC, AD, CE, BCE should be unpunctuated and may be set in small capitals.

Note the following abbreviations:

ed. (editor[s], edited by)

trans. (translator, translated by)

rev. (reviser, revised by)

2nd ed. (second edition)

repr. (reprint)

vol./vols. (volume)

Footnote and bibliography style

The following conventions should be followed in references, endnotes and the bibliographic list of references.

In-text references should list the author followed by year and if necessary pagination e.g. (Smith 1995, 33-45).

Full publication data, including place of publication and publisher, should be used in the list of references. Book and journal titles are in italics. The following provide examples:

Journal article:

Text Reference:

(Smith 1998, 639)

Bibliographic Reference:

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Books:

One author

Text Reference:

(Doniger 1999, 65)

Bibliographic Reference:

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

Text Reference:

(Cowlshaw and Dunbar 2000, 104–7)

Bibliographic Reference:

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Three or more authors

Text Reference:

(Laumann *et al.* 1994, 262)

Bibliographic Reference:

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Chapter/article in a collected volume:

Text Reference:

(Wiese 2006, 101–2)

Bibliographic Reference:

Wiese, Andrew. 2006. The house I live in: Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

For further information on referencing style, please refer to *The Chicago Manual of Style*, 15th ed online at: www.chicagomanualofstyle.org.

Proofs

Authors of articles and book reviews will be emailed a proof as a PDF file, and will normally be expected to return these within seven days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors and substantial changes or additions to the original essay will not be accepted.