Churchman Submission Guidelines

1. Submission

Any item for publication should be e-mailed to admin@churchsociety.org in both Microsoft Word and PDF Formats. The latter is particularly important if there are tables, diagrams or ancient languages that use a different alphabet.

We assume that submissions are not being submitted simultaneously elsewhere and have not been previously published. All sources must, of course, be properly referenced.

Authors are encouraged to be mindful of the Churchman mission statement:
http://churchsociety.org/churchman/page/about_churchman/

2. Articles

Submitted articles should generally be between 4000 and 8000 words. They will be sent for peer review, and we aim to offer authors a decision on publication within six months of submission. Publication of accepted articles is usually between 12 and 24 months after submission.

Articles should be laid out as follows:
Title
Author's name
Summary: 100–150 words outlining the main points of the argument
Text. Please use headings.
Author's name and one-sentence biography.

3. Reviews

A template for book reviews is available on request.

4. Style

We follow the SBL Handbook of Style, 2nd edition (2014) and will make our own alterations where necessary. There are various free online introductions to SBLHS, such as
https://www.sbl-site.org/assets/pdfs/pubs/SBLHSsupp2015-02.pdf
http://spu.libguides.com/cite_sbl
A few suggestions can be found on the next page.

Revised July 2019

Further Notes on Style

i) Spelling and Punctuation

Please use British spelling and "double quotes" as the primary punctuation to indicate quotations from another source. Full stops and commas are usually included inside the quote marks.

ii) References and Notes

Footnote numbers are placed either at the relevant place within a sentence or *after* the full stop at its end. They are all set out in full and *op. cit.* and *ibid.* are not used.

iii) Abbreviations and Contractions

Bible references are of the form Mark 16:1–8 (en dash). You can make abbreviations of Bible books, e.g., Ezek 4:11–12. Fuller explanation of abbreviations can be found in the SBL Handbook of Style.

iv) Greek and Hebrew

Breathings and accents are shown. Greek or Hebrew should be inserted into the article using a Unicode font. A pdf should be sent as well to show how the author intends it to look.

v) Capitals

Capitals are used for words in titles and subheads of articles or book titles except:
> The, a(n), prepositions, and conjunctions.

Use in text is limited to particular meanings, titles and words derived from proper nouns, e.g., Anglicans, Bible, Bishop Smith, Christian, Church of England, Marxist, Parliament, Roman Catholic (i.e., not just Catholic), Scripture, Trinity.

Capitals are not used for general meanings, e.g., biblical, bishop, church, evangelical, gospel. Capitals are not used for pronouns relating to the Deity.

vi) Italics

In the text of articles and reviews these are used for: titles of books, periodicals, plays and films; foreign words in Latin script (i.e., not Greek or Hebrew script) which have not been assimilated into English.