Guidelines for Articles Submitted
Journal of Religious Leadership

SUBMISSION STANDARDS

The *Journal of Religious Leadership* uses the following four standards to judge articles for publication.

1. **Scholarship**. The purpose of the Journal is to promote faithful critical thinking about religious leadership. Therefore, every article has a clearly defined central question and an equally clear theoretical framework and research methodology the author uses to address the question. The editorial board is open to various theoretical frameworks (e.g., ecclesiology, congregational studies, feminist theology, organizational behavior or theory, pastoral care, church history, nonprofit studies, queer theory, ethics, financial management, etc.) and methodologies (e.g., quantitative, qualitative, or mix-methods) as long as the method is a good fit for addressing the central question.

2. **Theological**. With the Journal's primary focus on religious leadership, matters of faith and practice are instrumental. Therefore, the Journal is looking for articles that provide critical reflection from within a faith tradition. The Journal, though, does not privilege one tradition over another and, consequently, expects authors to share freely the tradition they are writing and researching without condemnation of any other tradition.

3. **Expansive**. The Journal intends to be expansive regarding both religion and leadership. Consequently, articles need not be confined to ordained, church leadership in the Christian tradition.

4. **Suggestive**. Finally, the Journal intends for articles to include a section where the author suggests outcomes, practices, behaviors, models, implications, etc. for readers to consider and incorporate in their contexts.

SUBMISSION FORMAT

Articles are to be submitted electronically to the Editor at Editor@arl-jrl.org, using the following formatting: **Garamond 12 Point Font, Single Line Spaced, 1 Inch Margins, Left Justified, with Single Space between Sentences.**

Include an 80-100 word abstract at the beginning of the article along with name, title, and organization affiliation.

The paragraph setting for first line (indentation) should be set to .5 inch (rather than using the tab key). Do not double space between paragraphs.

Use footnotes with Arabic numerals (1, 2, 3, …) in Garamond (10 pt).

The length of articles is to be between 6000-8000 words (body count) and book reviews between 800-900 words.

Authors may use headers, but the Journal only uses two levels. The first level is left justified (no indentation), bold, using Garamond (12 pt) and is used to delineate major sections of the article (typically numbering between 4-7 for the whole article). A second level may also be used to delineate sections under a major header. The secondary header's format is indented .5 inch, italized, using Garamond (12 pt). An example of this formatting is as follows:

A Survey of the Meaning of City
Greek Meaning of Polis
Polis translates as "city," hence the English use in proper city names like Minnea*polis*. …

PEER-REVIEW PROCESS

Articles which meet all the requirements of these submission guidelines enter a double-blind, peer-review process as set by the Editorial Board, where the Editor sends out the article without the author's name to two peer reviewers. The reviewers' comments are then summarized by the Editor for the author's consideration. Along with the comments is the judgment of the piece: (1) publish, (2) publish with revisions, (3) do not publish. Once an article is approved for publication and formatted for a particular volume (including copy-editing by professional hired by the Journal), final page proofs are sent to the author for a final read.

STYLE

The Chicago Manual of Style and the *Random House College Dictionary* are the primary references with respect to questions of style, usage, and spelling. Commonly occurring situations, as well as deviations from these resources, are delineated below.

Abbreviations:

Books of the Bible: The preferred style is to spell out books of four or fewer letters or use the traditional abbreviations as found in *Chicago* 14.34, 1st list (Gen., Matt., John). Separate chapter and verse with a colon. When more than one verse is cited, separate them with commas (Gen. 2:3-6, 12). Be sure to include the period after the abbreviation (Gen. instead of Gen).

Presbyterian Church (U.S.A.) or PC(USA)

Do not use postal abbreviations (IA, CA, MI).

Academic Degrees and Titles:

When abbreviating degrees, use a period and no space between letters (B.A., MDiv., Ph.D.)

Capitalize academic titles when they precede a personal name. Otherwise use the lower case. (President Jones, Dr. Jones is president and professor of homiletics.)

Capitalize the names of departments, offices, and committees. (She is a professor in the Department of Biblical Studies.)

Other Capitalization:

Church: Uppercase when referring to a specific congregation, when used as part of the official name of an organized body of Christians (the Church of England), and when referring to the whole body of Christians, worldwide, or throughout time. Lowercase references to a division of the universal Church or to the church as an institution.

Scripture, scriptural.

Bible, biblical.

Gospels, the Gospel of John; but lowercase gospel when used in a general sense.

Hispanic.

twenty-first century

Commas:

Use the series comma. (He disliked peas, potatoes, and ginger ale.)

Omit comma between month and year. (May 1997)

Commas are used to set off geographical places. (He lives in Austin, Texas, during the winter.)

Hyphen:

Turn off the automatic hyphenation option on your word processing program.

Compound adjectives, except those ending in "ly," which appear before the noun they modify, often employ a hyphen (first-century Palestine).

Do not hyphenate racial/ethnic groups (African American, Native American).

Italics:

Please use italics sparingly. Emphasis should be evident from phrasing, and readers should not need a typographical device to understand the importance of an idea. When emphasis is needed, italicize rather than encased in quotation marks (e.g., The word *charisma* refers to a spiritual gift.)

Numbers:

Spell out numbers one through ninety-nine, and numbers at the beginning of a sentence. (One hundred ten men and 103 women graduated.) Spell out rounded numbers (three hundred, seven thousand).

Do not use the letter O for the number 0 (zero) or lower-case letter l for the number 1.

Spell out and lower case centuries (nineteenth century, twenty-first century).

Plurals:

Abbreviations having more than one period often form plurals by the addition of an apostrophe and an "s" (Ph.D.'s); Noun abbreviations with only one period usually add only an "s" (vol.s).

Form the plural of multiple letters without periods or numbers with only an "s" (IOUs, 1950s).

Possessives:

For singular nouns, add an apostrophe and an "s." Plural nouns take an apostrophe only (horse's mouth, puppies' tails).

Proper names ending in "s" take an apostrophe and an "s" (Charles's dissertation). The exceptions are Jesus' and Moses'.

Quotations:

It is the author's responsibility to verify the accuracy of quotations and cite sources for the quotations.

A quotation should be run into the text with quotation marks if it contains fewer than fifty words. A quotation containing more than fifty words should be extracted from the text with a line space (return) above and below.

Put periods and commas inside quotation marks; semicolons go outside quotation marks; question and exclamation marks go inside the quotation marks if the material quoted forms the question (He said, "Why are we leaving now?")

Questions introduced within sentences are ordinarily not enclosed in quotation marks (One must ask, Why are we continuing down this path?)

Usage:

Use "more than" instead of "over" when referring to a number.

Use "different from" instead of "different than."

A book, speech, or paper is "titled"; a person who has a right to something is "entitled."

Compose means to make up or put together; *comprise* means to include or contain.

References:

Place a colon between main title and subtitle.

If the place of publication is not widely known, the abbreviation of the state name, region, or country should follow it. Short state names are given in full (Mich., Ohio, Ill.).

Lower case *chapter*, *vol.*, and *ed.* and use Arabic numerals with these terms (chapter 2, vol. 1, 3rd ed.)

First Reference:

Book

¹ Gary Johns and Alan M. Saks, *Organizational Behaviour: Understanding and Managing Life at Work,* 5th ed*.,* (Toronto: Addison Wesley Longman, 2001), 432.

(Note comma before page number.)

Article in edited book

¹ C. Maslach and S. E. Jackson, "Burnout in Organizational Settings," in *Applied Social Psychology Annual,* 5th ed*.,* ed. Stuart Oskamp, (Beverly Hills, CA: Sage, 1984), 134.

(Note numeral for edition number.)

Journal article

¹ Todd W. Hall, "The Personal Functioning of Pastors: A Review of Empirical Research with Implications for the Care of Pastors," *Journal of Psychology and Theology* 25(2) (1997): 245.

(Note parentheses around issue number and colon before page number.)

Second Reference

Do **not** use *ibid.* or *op. cit.*

Instead use authors' last names and page number if you have cited only one source by these authors:

Johns and Saks, 251.

Maslach and Jackson, 143.

If you have cited two of more works by these authors, include the first word or two of the title in second reference:

Johns and Saks, *Organizational Behaviour,* 367.

Maslach and Jackson, "Burnout," 154.

The *Chicago Manual of Style* website (http://www.chicagomanualofstyle.org/home.html) offers more examples.