Journal of Religious Leadership
GUIDELINES FOR ARTICLES

(GUIDELINES FOR BOOK REVIEWS AVAILABLE UNDER DIFFERENT COVER)

SUBMISSION STANDARDS FOR ARTICLES

The *Journal of Religious Leadership* uses the following five standards to judge <u>articles</u> for publication. All five standards will normally be represented in each article.

1. **Scholarly**. The purpose of the *Journal* is to promote relevant, clear, and informed thinking, including careful analysis, about contemporary issues in the field of religious leadership. Therefore, every article has a clearly defined central question/thesis and an explicit theoretical framework and research methodology from which the author addresses the subject. The editorial board is open to various theoretical frameworks (e.g., ecclesiology, congregational studies, feminist theology, organizational behavior or theory, pastoral care, church history, theology and race, 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 subject.

2. **Critical**. Articles critically engage the subject, sources, and the author's perspective. Critical Thinking analyzes the sources, substance, and methods of thought for the purpose of improving it. Critical thinking assumes that every perspective is limited and fallible and desires to improve thinking by a) acknowledging its limitations and b) relating one's perspective to other authoritative perspectives for the sake of transcending and contributing to them all. This means that articles should seek to engage multiple perspectives for the sake of greater analytical clarity and creative contribution to the field.

3. **Theological**. With the *Journal's* primary focus on religious leadership, matters of faith, theology, and practice are foundational. Therefore, *Journal* articles are situated self-reflectively within a faith tradition without denigrating other religious and secular traditions, even while engaging traditions – including one's own – critically. Typically, articles are characterized by practical theological methods, although it is open to the practical employment of other, more hermeneutical or analytical, models of theology as well.

4. **Expansive**. The *Journal* intends to be expansive regarding both religion and leadership. Consequently, articles can address both lay and ordained, formal and informal leadership, in a variety of religious faiths, traditions, and academies.

5. **Suggestive**. Articles should offer creative and constructive recommendations. Characterized largely as an exercise in practical theology, the *Journal* requires articles to revise practice, that is, to suggest revisions for practice that guide future practice with respect to, for example, implications and outcomes, new practices, requisite behaviors, innovative models, etc., for readers to consider and incorporate in their contexts. Articles should be attentive to the increasing plurality within cultures and interaction among cultures in discussions of religious leadership and practice.

SUBMISSION FORMAT for Articles and Book Reviews

Articles are to be submitted electronically to Robert Martin (<u>rkmkcnh@gmail.com</u>) using the following formatting: **Garamond 12 Point Font, Single Line Spaced, 1 Inch Margins, Left**

Justified, with Single Space between Sentences. All tables, graphs, and diagrams must be submitted as .jpg files in Garamond font. Files in .jpg format allow the editors to resize tables of publishing.

The manuscript needs to include these elements:
- An 80-100 word abstract at the beginning of the article.
- A biographical statement of the name, title, and organization affiliation of the author(s).

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 even though these guidelines are formatted as such. 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); for book reviews, between 800-900 words.

Headers: 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), followed by a single space. A second level may also be used to delineate sections under a major header. The secondary header's format is also left justified, italicized, 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 Minneapolis. ...

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. The managing editor will walk with the author throughout this process.

STYLE

The Chicago Manual of Style and the *Random House College Dictionary* are in general 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 the latest version of *The Chicago Manual of Style* (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)

Footnotes can use postal abbreviations (IA, CA, MI).

Academic Degrees and Titles:
When abbreviating degrees, use a period and no space between letters (B.A., M.Div., 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 use lower case for 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 and Citations:

Citations in the JRL are in the form of *footnotes* generally following the *Chicago Manual of Style*. The JRL does not include bibliographies.

Footnotes should be as lean as possible, with as little explanatory or parenthetical material as possible.

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. Footnotes can use postal abbreviations (IA, CA, MI).

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

Exception to the *CMS*: There is no need for a comma to precede or follow a closed parenthesis, e.g.: ed. Stuart Oskamp (Beverly Hills, CA: Sage, 1984) 134.

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.

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 or 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.

COMPOSITION SUGGESTIONS
(with thanks to *International Journal of Pastoral Theology)*

The first paragraph of your article should introduce your topic, not describe your methodology or the history of your research. It should grab your reader's attention and introduce your unique perspective on the subject.

Suggestions for engaging writing include:
- Use active verbs; avoid passive voice constructions. Prefer "she concludes" to "her conclusion is."
- Avoid repeating the same word in a paragraph
- Do not use vague pronouns. E.g., Use 'this' only when its reference is clear. Do not start a sentence: "This implies…"
- Avoid extra words. Sentences beginning with "It is…" or "We argue that…" slow the pace of the article.
- Do not use "we" unless there are two authors.
- Avoid annotated footnotes. Most of the time, footnotes should be limited to references. If the additional matter in the footnote is important to include, it belongs in the text.

When you have finished your article, read the article, especially the first sentence of each paragraph, to check for clarity of argument and direction as well as the article's pace. Every paragraph and each item should clearly advance the argument or reasoning of your topic. Delete extraneous material.

It helps to read the essay aloud before submitting to catch awkward phrasing. Consider having a colleague proof-read for substance, clarity, argumentation, and rhetoric.

GUIDELINES FOR BOOK REVIEWS AVAILABLE UNDER DIFFERENT COVER