Bulletin for the Study of Religion Guidelines for Contributors, January 2010

Please follow these guidelines when you first submit your contribution for consideration by the journal editors and when you prepare the final version of your contribution, following acceptance for publication. Final versions must conform to the *Bulletin*'s style guidelines.

General Points

The *Bulletin* primarily publishes articles, which are often invited, and Theory and Method essays, which are peer-reviewed. All submissions—even invited ones—should be uploaded to the online system, as we use this system to archive data and to automatically generate emails to authors when proofs, etc., are ready to review.

The *Bulletin* considers submissions from both established scholars and research students; articles should be written for a general scholarly audience.

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

The *Bulletin* seeks to publish the widest possible diversity of critical inquiry in religion. Authors should not assume that readers share their own, specialized, disciplinary background or their religious or ethical perceptions or beliefs. Specialized jargon should be eliminated or explained immediately upon first use. The genre of *the article should not assume, either explicitly or implicitly, that readers share the author's religious or philosophical presuppositions*. Essays should approach the subject matter with methodological atheism or agnosticism. Normative arguments are acceptable only under the condition that authors utilize normative commitments that are generally acceptable within the academic study of religion.

Length

Articles and essays are to be approximately 3,000 to 4,000 words in length, should be accompanied by a bibliography, and may be accompanied by endnotes.

Language of Publication

The language of publication is English. The language of submission should be English.

Review Process

All "Key Thinkers" and "Theory and Method" essay submissions are evaluated through a review process and may include review both by editorial board members and external reviewers. The General Editor will make every effort to have all submissions evaluated in a timely manner. You will be able to track the progress of your submission through this system when you log in as an author.

Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to our separate PDF (Permission Guidelines for Authors) which is available on this website.

Online submissions

If it is impossible for you to submit online, please contact the editor for assistance. Otherwise, please submit your article through our website.

Once you have begun the submission process, you will be prompted to supply various types of information (metadata) along with your actual article, including a 150-word abstract (book reviews do not require abstracts) and three to 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 Rich Text Format (RTF) or Microsoft Word 97-2004 format. We do not accept submissions in Word 2007 format at this time (these files have a .docx extension).

PDFs are not acceptable for submission of articles, although 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 that will be required at the layout stage or to clarify font usage, and it is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set. There is a separate step in the process for this.

Ensuring a Blind Peer Review
All Theory and Method essays are peer-reviewed. To ensure 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>Security>Remove personal information from the file properties on save>Save. (The path for this may be different for different operating systems or different versions of Microsoft Office.)

3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Bulletin for the Study of Religion
Style Guidelines for Contributors
January 2011

Articles for the *Bulletin for the Study of Religion* are usually between 3,000 and 4,500 words, including endnotes and references. Shorter and longer contributions are published when appropriate. Articles should be saved in Microsoft Word 1997-2003 format (designated by a .doc file extension) or RTF format (designated by a .rtf extension); please do not submit contributions in Word 2007 format (designated by a .docx file extension). Documents should be single-spaced and use the Times New Roman, 12 point font. For style, spelling, and punctuation, consult *The Chicago Manual of Style*, 15th edition (2003).

TITLE
All titles are to be in bold letters, centered and properly capitalized.

AUTHOR
Following the title, but separated by one line, should come the author's name, title, university affiliation, and email address as follows:

Craig Martin
Assistant Professor of Religious Studies
St. Thomas Aquinas College
cmartin@stac.edu

BODY OF THE ARTICLE
The article proper follows the author's name and information, separated by one line. A number of important style matters deserve special attention:

USE OF SUBHEADS
The titles of subheads should be properly capitalized, bold, centered on the page, and set off from the preceding and following material by a double-spaced return. The first sentence following a subheading should not be indented. Essays should not begin with a subheading, and the use of second-level subheads is discouraged. If used, second-level subheadings should be properly capitalized, centered, italicized, and set off from the preceding and following paragraphs by a double-spaced return.

QUOTATIONS

1. Longer quotations (five or more typed lines) should be typed double-spaced, 12-point font, indented on the left, and with no quotation marks.

2. Quotations should be reproduced exactly as in the source, with errors indicated by [sic].

3. Use brackets [ ], not parentheses ( ), to enclose material interpolated into a quotation.

4. Use three periods without spaces (...) to indicate omissions within a quotation. Use four periods (….) where the elision cuts off the end of a sentence before continuing to another (e.g., "J.Z. Smith is well known for his attention to the work of taxonomies …. However, not all of his readers are equally attentive."). Use four periods with a

space between the first and second if the quotation completes the sentence and something following is elided (e.g., "Hegel's theory of religion is teleological. … This alone makes it unusable today.").

5. Translations of all biblical quotations should be identified using the proper abbreviation. See *The SBL Handbook of Style* (1999) 8.2.

ITALICS IN THE TEXT

1. Place titles of books and periodicals in italics, but not series titles (e.g., Anchor Bible).

2. Do not italicize books of the Bible, but do italicize titles of other ancient works.

3. Do not italicize foreign words or abbreviations now in common English usage or familiar in the field of religion (e.g., et al., inter alia, bhakti, kerygma), but do italicize unfamiliar foreign words and phrases.

4. Use italics for emphasis sparingly.

ABBREVIATIONS

1. Common abbreviations may be used (e.g., viz., cf., etc.). See the lists in *The Chicago Manual of Style*, chapter fifteen, and *The SBL Handbook of Style*, chapter eight. Use OT for Old Testament, HB for Hebrew Bible (preferred), and NT for New Testament.

2. Books of the Bible should be abbreviated when used with chapter and verse reference in a parenthetical reference (e.g., Matt 5:16), but spelled out otherwise (e.g., "In Matthew 5:16, it states...."). Follow *The SBL Handbook of Style* on these matters, not *The Chicago Manual of Style*.

3. Omit periods between capital letter abbreviations (e.g., CE, not C.E.; BCE, not B.C.E.).

4. In deciding whether to abbreviate titles of other common or ancient works, keep in mind that the *Bulletin* is an interdisciplinary journal. What is common knowledge in one field may not be in another.

5. The initial reference to contemporary works should give the full title. Subsequently, a shortened form of the title will suffice.

TRANSLITERATIONS

When possible, transliterate words in other alphabets, following whatever system is prevalent in your discipline. Transliterated words and phrases should be accompanied by English translations, at least at their first occurrence. If an alternate font is necessary for special characters, you may wish to provide a PDF file to the editor, to which he or she can refer when preparing the essay for publication.

CAPITALIZATION

In general, follow *The Chicago Manual of* Style for the rules and exceptions in capitalizations. Many words that are often written upper case can and should be written lower

case. Examples: biblical, christological, church, rabbinic, eastern religions, the ancient Near East, etc.

NUMBERS
On how to list page numbers in the body of the essay, in documentation, and in Notes and References, see *The Chicago Manual of Style* 9.62-64.

CITATIONS IN THE ESSAY
Documentation should follow *The Chicago Manual of Style* author-date (in-text) system. At the point where the documentation is desired, enclose in parentheses the last name(s) of the author(s) or editor(s), the year of publication, and any page reference(s). The author's name should not be used if it is obvious from the text. No comma should appear between author and year. For works with more than two authors or editors, use "et al." after the first author/editor. Separate multiple references within parentheses by a semicolon when commas are also used within a reference. Citations should be inserted after the closing quotation mark but before the period (but after the period in block quotations). If it is unclear from context which book is being cited, include the author's last name followed by the page reference without additional punctuation. Shorten the second page number in a citation where appropriate (i.e., 201-208 should be 201-8). All works thus cited should be listed at the end of the article under "References," as indicated below.

> EXAMPLES: The point is made clear by one of the books this essay considers (Johnson 1998, 399). This has been argued again (Smith 1995, 36-50); or, This has been argued recently by Joan Smith (1995, 36-50).

NOTES
Endnotes, if needed, should be used sparingly, and then only for substantive comments, not for citations.

REFERENCES
The author should provide a list of all works cited or referenced in the article. References should appear at the end of the article, following the bold, centered heading "References." The *Bulletin* follows Chicago's author-date style for references. See the Chicago Manual of Style, which can be found online here.

EXAMPLES

Carrette, Jeremy and Richard King. 2005. *Selling Spirituality: The Silent Takeover of Religion*. London: Routledge.

Epley, Nicholas, et al. 2009. "Believers' Estimates of God's Beliefs Are More Egocentric than Estimates of Other People's Beliefs." *Proceedings of the National Academy of Sciences of the United States of America* 106/51: 21533-21538. Available at http://www.pnas.org/content/106/51/21533.

Ganly, Sarah. 2007. "The Negative Impact of Organized Religion." *Associated Content*. Available at: http://www.associatedcontent.com/article/372622/the_negative_impact_of_organized_religion.html.

McCutcheon, Russell. 2001. “Writing a History of God: ‘Just the Same Game Wherever You Go,’” in *Critics Not Caretakers: Redescribing the Public Study of Religion*. Albany, New York: State University of New York Press.

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Smith, Steve. 1989. “Preface” to *Everyday Zen: Love & Work*, by Charlotte Joko Beck. San Francisco: HarperSanFrancisco.