



## ***Journal for Research into Freemasonry and Fraternalism***

### **Guidelines for Contributors**

Updated August 2015

Before submitting your article/essay/review for the editors' consideration, please read this document fully to ensure your work is set out properly in accordance with the Journal's style.

Published twice a year, in spring and autumn (fall), *Journal for Research into Freemasonry and Fraternalism* is an interdisciplinary peer-reviewed academic journal that seeks to appeal to a broad-based scholarly audience in the domains of arts, humanities and social sciences. Each issue consists of roughly 146 pages and includes articles, essays, and a number of book reviews. It is published simultaneously in print and online.

There is a small team of editors responsible for the running of the journal, supported by an international editorial board to advise them, both on individual articles and on questions of editorial policy. There is a designated book reviews editor. The publisher is Equinox Publishing Limited (UK).

The editors welcome previously unpublished submissions written in English, in the following three categories:

- Research articles based upon original research of 8,000-10,000 words, inclusive of notes and bibliography.
  - In exceptional circumstances the editors will give consideration to previously published work that has appeared within the last 3 years in a language other than English. At the Executive Editor's discretion works may from time to time be published in French.
- Essays of no more than 6,000 words.
  - These can take the form of reports on discoveries, reports on academic events, opinion pieces, intellectual kite-flying exercises, and other scholarly communications.
- Book reviews of no more than 1000 words, of books published within the last two years.
  - Please note that the Reviews editor normally approaches the reviewers of books.
  - Those who are asked to prepare a book review, please note that in addition to the general guidelines set out in the main part of this document, particular procedures concerning the content and style of book reviews must also be followed. These are set out in the section 'Book Reviews' to be found at the end of this document.

It is assumed that once submitted to *Journal for Research into Freemasonry and Fraternalism* articles, essays and reviews will not be sent to other publishers until a decision about inclusion has been reached.

### **Online Submissions**

All submissions to *Journal for Research into Freemasonry and Fraternalism* must be prepared according to the Journal's style (see 'Format for submissions' below), and submitted on-line via the journal website:

<http://www.equinoxpub.com/journals/index.php/JRFF/about/submissions>

Registration and login are required to submit items online and to check the status of current submissions. All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The editors will make every effort to have all submissions evaluated in a timely manner.

Online submission of articles, of essays and of reviews is a several-stage process during which you will be prompted to supply various types of information ('metadata') alongside your submission. Typically, these metadata include:

- A 150-word abstract for articles and essays; book reviews do not require abstracts.
- Three to five keywords.
- A short biographical statement about you, written in the third person, e.g.:
  - Gordon Square received his Ph.D in antique histrionics in 1998 from the University of Wannabee, Nohope, Australia, and is currently associate professor in the University of Things and Stuff, Some-whereville, UK. His research interests include: lifestyle wistfulness, cultural hysteria and the ethics of embroidery. His most recent book-length publication is *Needlework: Dreaming or Shouting?* (2012, Blue Sky Press). Address for correspondence: Department of Eighteenth-century Nonsense, University of Made-it-Up, Somewhereville, OMGI 8IT, UK. Email: <mailto:gsq@miu.ac.dud>
- Your contact details for editorial communications.
- An appropriate Library of Congress subject classification code or codes. (You will see that a link is provided to a code guide).

All this metadata is important because it facilitates the indexing of your article/essay/review once it is published, thus leading to more citations and greater readership.

You will then be asked to upload your article. Note that there is a separate step to allow authors to upload any supplementary files, such as photographs, maps or other artwork. Why? See the 'Artwork' section for full details.

### *Author Copyright*

See 'Permission to publish' below.

### *Copyright Material*

Authors using copyright material in their work are responsible for obtaining and paying for all copyright and reproduction charges where these apply. For guidance see:

<http://docs.equinoxpub.com/equinoxdownloads/permissions.pdf>

### *Decision about Publication*

The editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log-on to the journal's website to check progress for yourself. The decision period is generally between eight and twelve weeks. The evaluation may include recommendations for revision, which the author should carry out to the editors' satisfaction before the article can be accepted.

### *Double-Blind Peer Review*

All articles are blind peer reviewed and to ensure the integrity of the review process the editors make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

- Remove your name entirely from the main text replacing it with the following text in square brackets: [AUTHOR].
- If you cite your own publications be sure to substitute the same text – [AUTHOR] – not only for your own name but also for the actual title of your work cited.
- With Microsoft Office documents, your identity should also be removed from the file properties (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.
- On any PDF uploaded, remove any reference to your identity from the Document Properties found under File on Adobe.

### *Off-prints*

Authors are sent a PDF copy of their published article. The publisher does not provide printed offprints.

### *Permission to publish*

Once an article has been accepted for publication, the author must complete the 'Agreement to Publish' form downloadable from:

<https://www.equinoxpub.com/home/wp-content/uploads/2015/08/Equinox-Journals-Contributor-Agreement-2015.pdf>

Please read the conditions, sign the form and return it to the Publisher. Your submission cannot be published without this.

Why? It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate.

However, after publication authors may use the article elsewhere in print without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to *Journal for Research into Freemasonry and Fraternalism* as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. See also:

<https://www.equinoxpub.com/home/wp-content/uploads/2015/08/2015-Journals-copyright-conditions.pdf>

### *Proofs*

Proofs of articles and book reviews will normally be sent to authors as PDF files via email. The author should correct and return them electronically within the specified time period. Only typographic corrections, and responses to specific questions raised by the editors, can normally be accepted by this stage.

### **Format for Submissions**

- All submissions should be made using Microsoft *Word* at A4 size (not US letter size), in portrait orientation and with standard margins.
- The font used should be 12 point, Times New Roman.
- The text should be single spaced.
- The article title should be placed at the top and centre of the first page.
- The author's name *should not* appear anywhere in the submitted file. Why? See the section *Double-Blind Peer Review*, above.
- After the title there should be a 150-word abstract and below this at least three 'keywords'.
- Pages should be numbered consecutively from the first page onwards.

### *Abbreviations*

- Do not
  - ... abbreviate journal titles.
  - ... use op. cit., idem or ibid.
  - ... use f or ff but give the full pagination of the reference, for e.g. 2-35, but not 2f.
- CE, BCE should be unpunctuated and should be set in small capitals.
- 'etc.' should be avoided unless it is in a footnote.
- Note the following acceptable abbreviations:
  - ed. (editor[s], edited by)
  - trans. (translator, translated by)
  - rev. (reviser, revised by)
  - 2nd edn (second edition)
  - repr. (reprint)
  - vol./vols. (volume)
  - 'e.g.', and 'i.e.', are only permissible in the body of the text if they introduce a list or are within parentheses.

### *Appendices*

Any appendices should be placed at the end of the article, but before the References.

### *Artwork (figures)*

If you are using any form of artwork and/or diagrams, please see the separate 'Artwork' section, below.

### *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 and journal article titles use initial capital letters.

### *Dates*

Full dates should be given in the order of day month year, without punctuation. Examples: 5 March 2003; 'Sir Laurens Jan van der Post was born in the Orange Free State of South Africa on 13 December 1906 and died shortly after his ninetieth birthday in London.'

Unless the specific era referred to is clear in the text, please identify years with BCE (Before Common Era) and CE (Common Era), using small capitals.

### *Gender*

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

### *Headings*

Where research articles are divided into sections only two levels of sub-headings should be used: non-italic and aligned centre for first-level headings; italics aligned left for second-level headings.

### *Italic type*

Italics are used:

- to indicate titles of books, newspapers and journals
- for foreign terms not in regular use in English
- to indicate second-level headings
- very sparingly to indicate emphasis.

### *Non-English Words and Phrases*

In general, non-English words and phrases not commonly used in English, both in main text and endnotes should be used in translation. See also 'Quotations', below.

### *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.

Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. Numerals in references, and in volume/part numbers should be given in Arabic rather than Roman format (2 instead of II; 2/2 instead of 2/ii).

The en-dash (not a hyphen) should be used 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.

### *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 single quotation marks. Double quotation marks should be used only for quotations within quotations.

Spelling and punctuation should be reproduced exactly as in the original, with any additional material not in the original placed in square brackets.

All quoted matter must be given in English whatever the original language, but significant expressions in the original may be indicated in the following manner: 'Zimmermann said: "The appeal to his own experience befits only a person who has the spirit of observation [*Beobachtungsg Geist*] in all its strength"'. In such a case any non-Latin alphabets should be transliterated within the square brackets, e.g. 'Such writers anticipated a Greek Republic [*Ελληνική Δημοκρατία (Ellēnikē Dēmokratia)*] in these works'. Such a transliteration should use a commonly accepted form that is identified in a footnote at the first occurrence.

Since all quotations amount to extracts from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.

### *Referencing: general*

Articles and essays need to be prepared for submission using the most recent version of the *Chicago Manual of Style* 'Notes and Bibliography' referencing system, general details of which can be found on-line at:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

All notes should be given as footnotes using Word's footnote facility. Reference to notes in the text should be given with a superscripted Arabic numeral. (NB. Book reviews do not normally require references).

The author's name and references to her/his work should not appear anywhere in the submitted file, even in the references. Why? See the section *Double-Blind Peer Review*, above.

When providing a citation for archival materials there are three elements that must be present in the citation: 1, item description; 2, collection information; 3, repository information. Depending on the item, these sections may consist of multiple parts.

- *Example footnote:*  
1, item description; 2, collection information (date, box number, folder number, collection number, collection name); 3, repository. Thus:
  - Letter, Cynthia Allen to Stan Grinch, October 26, 1976, box 13, folder 4, Coll. 8302, Stan Grinch Papers, Outer Space Heritage Center, University of Made-it-Up.
- *Example short form* (used only when the item has already been fully cited)  
1, item description; 2, collection information (date); 3, collection name.  
Thus:
  - Letter, Cynthia Allen to Stan Grinch, October 26, 1976, Stan Grinch Papers
- *Example bibliography listing*  
1, collection name; 2, collection information (collection number); 3, repository.  
Thus:

- Stan Grinch Papers. Coll. 8302. Outer Space Heritage Center, University of Made-it-Up.

At the end of each article and essay should be a separate section under the heading 'References', containing a full set of references to works cited in the article, listed alphabetically by author surname, each reference separated by a line break. Every work quoted from or mentioned in the text must not only be indicated in a footnote but also be included in the references section. Please double-check to be certain that each reference is accurately and consistently represented the text, in the footnotes and in the 'References' section according to the *Chicago* 'Notes and Bibliography' style. Please be aware that in *Chicago* the form for References is slightly different to that for Footnotes.

### *Spelling*

Follow British-English conventions for spelling and punctuation. Contributors may opt to use American-English conventions of spelling, but must stipulate this at the time of their submission.

In all cases please note:

- that -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).
- that lower case letters for the words freemason, freemasonry, freemasonic, lodge, temple, mason, masonry masonic, except where these form part of a proper name or title.
- Focused, focusing etc (not focussed, focussing); first, second, third, but not *firstly*, *secondly*, *thirdly* etc); acknowledgment, judgment; analyse (but analyze in American spelling).

### *Square brackets*

Square brackets should be used within parentheses, to indicate text inserted into a quotation by the author.

### *Tables*

- Tables should be included in the article at the point at which they are needed.
- A caption should be placed before each table, e.g. Figure 1. The occurrence of masonic lodges in Costa Rica in the period 1910–1920.
- Do not use background tints in cells.
- Ensure that a table will fit into the final text width (around 114mm) without the font size falling below 9pt.
- Avoid vertical rules in tables. Minimal horizontal rules will be applied during production to bring tables into house style.

## **Artwork**

Authors are expected to supply camera-ready artwork with their manuscripts. These notes explain what that means in practice, and gives guidance as to how to prepare the most common kinds of artwork needed in academic publications. Supplying the right kind of

artwork is critical to the timely production of a journal issue. Please be aware that when you submit the final draft of your manuscript to the Publisher you are confirming that the artwork (photographs, line drawings, diagrams, music examples etc.) are ready for publication. Although you will be given an opportunity to check proofs of your work, this is intended only to ensure that nothing untoward has occurred in the production process. For the majority of artwork, no changes will be possible at proof stage.

There are many suitable packages that create artwork suitable for publication ranging from the free Open Office Draw to expensive industry standards such as: Corel Draw, Macromedia Freehand, Adobe Illustrator. In all cases, make sure that you use no colours other than black or shades of grey.

It is often possible to create usable artwork using drawing tools in Microsoft Word or *Powerpoint* provided that you convert the artwork file to PDF on the same machine as you created the drawing, ensuring that all fonts are embedded in the PDF. Make sure that you use no colour – only use black and tints of grey.

*If you are using Word or Powerpoint* to create artwork be very careful to follow the guidance about colour, tints, fonts etc given in these guidelines. Do not include any text in the artwork file that does not form an integral part of the figure (e.g. a caption or running head).

All artwork must be supplied separately from the text. Do not embed any artwork in the Word files containing the manuscript since any such artwork will be lost in the conversion process. At the point in the text where a figure should appear, indicate this on a separate line as, for example: [FIGURE 3.1 NEAR HERE]. On the line *after* this, include the caption. Ensure that the caption is always placed in the manuscript and NOT in the artwork. The caption should include any copyright permission statement.

Supply each artwork item in a single file, in the following formats: either PDF, ai (Illustrator), .eps (Encapsulated Postscript), or Tiff. Note that Jpg format should be used only for photographs and should be compressed with a High Quality setting; photographs should be supplied in black and white (not colour) at a resolution that will allow reproduction at 300 dpi at the final size. Ensure the background to the artwork is white or transparent.

Do not:

- ... use screen-grabs to create artwork.
- ... use drop shadow effects on artwork.
- ... enclose the artwork in a frame or tinted box.
- ... use colour in artwork.
- ... use tints (e.g. in graphs or bar charts) below 20% or above 80% and ensure that any tints used differ by at least 20%.

Each item will be reproduced exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. Artwork that is wider than the width of the text column in the printed page will in most cases be scaled to 114mm. This will reduce the size of any text in the original artwork and you should take this into account when creating it. Where there is a compound diagram – i.e. one that has arrows, boxes, etc. added from within Word – then print it to PDF and supply that as a separate file, together with the original (in Word) in case editing needs to be done. Text fonts should be in Times New



Roman, and where any such files in PDF format contain text, please make sure that all fonts are embedded.

## **Book Reviews**

The Book Reviews section of the journal provides a critical review of recent books related to the study of freemasonry and fraternalism. In general the books reviewed will have been published within the last two years. Scholars wishing to review a book should contact the Reviews editor for his approval.

Once the Reviews editor has accepted your review proposal he will arrange for the publisher to send you a review copy. When you receive your review copy, please send an email to the Reviews editor (Martin Cherry [mcherry@freemasonry.london.museum](mailto:mcherry@freemasonry.london.museum)) confirming receipt of the book. However, please note that some publishers do not offer review copies and the Reviews Editor will let you know if this is the case. If no review copy is available and you still wish to submit a review, then obtaining the book in good time will be your responsibility.

### *Deadlines*

The deadline for submitting reviews to the Reviews Editor is ten weeks after the book has been delivered to you. Reviews are only accepted via the online submission system at: <http://www.equinoxjournals.com/ojs/index.php/JRFF/about/submissions>

### *Guidelines for Reviews*

The purpose of each review is to provide an accurate, concise and critical summary of the book under consideration to specialist and non-specialist readers worldwide. Thus the Reviewer is required to:

- Present clearly the objectives, the major points, the methodology and the target audience of the book as well as its original contribution to the relevant field of research. Approximately 60% of a review should be devoted to the informative and lively discussion of these elements. Avoid a chapter-by-chapter summary.
- Place the findings in a broader intellectual framework by comparing and contrasting them with other related works. A thorough examination of the book is more crucial than providing a survey of the area in question.
- Identify the author's possible biases and presuppositions and their impact on the argumentation.
- Explicitly indicate your discipline and the viewpoint from which you are analysing the book.
- Provide a fair, honest and critical evaluation of the achieved goals of the book in light of the clarity and novelty of the arguments, the supporting evidence, the soundness of the methods employed and the quality of the writing.
- Making constructive comments on the strengths and weaknesses of the book in question, which should be underlined by specific examples, should carry this out. Deficiencies should be discussed within the context of the author's stated purpose and remain respectful in tone. Do not include vague or potentially libellous remarks.

- Promote further discussion of the themes and arguments elaborated in the book, for instance, by asking critical questions.

### *Length*

Single-book reviews should be 800-1,000 (maximum) words in length. More in-depth and longer reviews assessing two or three books on a similar topic in a comparative manner may be considered solely at the Review editor's discretion.

### *Style and Format*

Given the interdisciplinary and diverse readership of *Journal for Research into Freemasonry and Fraternalism*, avoid using too much academic jargon related to your sub-discipline.

- Keep quotations to a minimum and do not include footnotes.
- The full publication details of the book being reviewed, including ISSN/ISBN, page length and price should be stated at the start of the manuscript.
- The reviewer's name, e-mail address and contact details should appear at the end of the review.
- Reviews should be written using Microsoft Word in Times New Roman font at 12 point, and be single-spaced, using A4 size paper (not US-letter size paper) with standard margins.
- Prior to submission please be sure to proofread the text of the review carefully.
- The Reviews editor will reject submissions that do not meet the journal's required standards.