

Notes for Contributors

Religious Studies and Theology is a peer-reviewed journal that publishes thoughtful original research of an interdisciplinary nature with significance to the various inter-related fields of Religious Studies and Theology. For over thirty-five years, *Religious Studies and Theology* has played a major role in bringing a Western Canadian perspective to contemporary debates. Its aim is to disseminate scholarly insight that reflects and contributes to positive, fruitful action in the world.

Religious Studies and Theology welcomes traditional scholarly commentary in critical essay format that engages both disciplinary and educated cross-sectoral readers. International contributors from many disciplines explore understandings of the varied and complex phenomenon of religion and spirituality in the contemporary world. The journal gives special attention to studies on religion and religious communities in Canada, with regard to the place of this nation in our inter-connected global community.

A unique section of the journal is dedicated to reflection on professional issues and each journal issue includes book reviews and/or reviews of digital media or film.

Guidelines for Submission

Each issue will consist of about 128 pages and include articles, reflections on the profession, and book reviews. All articles are to be submitted first as a Word document through the Online Journal System (OJS).

This may be done by going to <https://journals.equinoxpub.com/index.php/RST/about/submissions>. Login or, if a new contributor, by registering and following the prompts. Once registered, click on NEW SUBMISSION, and answer the online check list and copyright questions. The process then leads to Step 2, which allows you to upload your submission, followed by Step 3, where you will be asked to fill out the meta data form, which includes Title and Abstract, as well as Indexing details. **Please ensure you supply keywords for your submission.** Additional materials (such as figures) may be uploaded at Step 4.

Articles are to be 3000–6000 words in length and must include an Abstract of approximately 150 words, Keywords and a list of References of works that are cited in the body of the article only. Articles must be written in English. Remove all references to yourself from the text you submit. All your personal details will be captured separately during the upload process. This is to enable blind review.

Reflections from the Field engaging the profession are to be 1000–3000 words in length. Reflections from the Field may also be joint-authored, and may be commissioned and accepted by the editor without outside review.

Book reviews are to be 600–1000 words in length, and do not include footnotes or references.

Review of Submissions

We normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editors.

Online submission is a five-stage process and you may submit articles or book reviews; however, in the case of book reviews, please check in advance with the Book Review Editor to ensure that the book you want to review has not already been assigned.

All submissions are evaluated through a double-blind review process, and may include review by editorial board members and external reviewers. Please note that an editorial decision regarding the suitability of the manuscript for the journal can take up to four weeks. Reviewers are subsequently given three months to review and comment on each submission that goes forward to the review process. You will be able to track the progress of your submission through our online submission system when you log in as an author.

Ensuring a blind peer review

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the Editorial Board or external referees. To insure 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 (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
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Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive final versions of their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one copy of the print issue in which their article appears. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

Publishable Copy

All articles and reviews accepted for publication **must** conform to the following style rules and be submitted according to the following instructions:

General style rules

1. Manuscripts should be formatted using double spacing with pages numbered consecutively throughout.
2. Keywords and a short abstract of approximately 150 words **MUST** be supplied with your manuscript.
3. Quoted matter, if more than three lines, should normally be indented, without quotation marks.
4. Quotations of up to three lines should form part of the text, and are **indicated with double quotation marks**. Single quotation marks should be used only for quotations within quotations.
5. In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [*bayt*]). All non-Roman alphabets should be transliterated following the style provided below.
6. Titles should be capitalized headline-style unless they are in a foreign language (see *CMS* 8.157, 11.3); titles of larger works such as books and journals are italicized; and titles of smaller works such as journal articles are presented in roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.
7. -ize spellings should be used (recognize, emphasize, organization, etc. **BUT** analyse, exercise, etc.).
8. Preferred spelling should follow the *Oxford English Dictionary* but contributors may opt to use American or Canadian standards of spelling but must stipulate this at the time of their submission.
9. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
10. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

Footnote and bibliography style

References within the submission should follow the *Chicago Manual of Style* using the **author-date system** (<http://www.chicagomanualofstyle.org>).

Sources should be cited in the text within parentheses, by the author's last (family) name, and the publication date of the work cited with no intervening punctuation. A page number or other locator may be added, following a comma.

All notes of a substantive nature should be provided as footnotes using the footnote tool in Microsoft Word, and using Arabic numerals, 1, 2, etc.

All entries must be in alphabetical order. Full publication data must be used in the bibliography. Book and journal titles are in italics, with all key words capitalized. Articles from periodicals or titles of book chapters are printed within **double** quotation marks. All inclusive page numbers are separated by an en-dash. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in *ascending* order.

If you are using citation software, please ensure that the inserted citations and references conform to these style rules.

Journal article

In-text citation:

(Caldwell-Harris, *et al.* 2011, 659)

(Merton 1938, n.p.)

References

Caldwell-Harris, C. L., Wilson, A. L., LoTempio, E. and Beit-Hallahmi, B. 2011.

"Exploring the Atheist Personality: Well-being, Awe, and Magical Thinking in Atheists, Buddhists, and Christians." *Mental Health, Religion & Culture* 14(7): 659–672.

Merton, Robert K. 1938. "Science, Technology and Society in Seventeenth Century England." *Osiris* 4. <https://doi.org/10.1086/368484>

Lists within in-text references are separated by a semi-colon: (Hofmann and Kotabe 2014; Hofmann, Deutsch, *et al.* 2010; Berridge 1996).

Book

In-text citation: (Benn and Evans 1998, 97)

References

Benn, D.I. and D.J.I. Evans. 1998. *Glaciers and Glaciation*. London: Arnold.

Chapter/article in a collected volume

In-text citation:

(Greenwalt 2006, 230)

(Pearce 1992, 392)

(Torrell 2005, 116)

References

Greenawalt, Kent. 2006. *Religion and the Constitution*. Volume 1: Free Exercise and Fairness. Princeton: Princeton University Press.

Pearce, David, ed. 1992. "Rent Seeking." In *The MIT Dictionary of Modern Economics*. Fourth Edition, 372–373. Cambridge, MA.: MIT Press.

Torrell, Jean-Pierre. 2005. *Saint Thomas Aquinas: The Person and His Work*. Translated by Robert Royal. Volume 1. Washington, D.C.: Catholic University of America Press.

Film

In-text citation: (Cameron 2010)

References

Cameron, James. 2010 [2009]. *Avatar*. Beverly Hills, CA: Twentieth Century Fox.

Website

In-text citation: (Pinker 2012, n.p.)

References

Pinker, Steven. 2012. "The False Allure of Group Selection." Edge.

http://edge.org/conversation/steven_pinker-the-false-allure-of-group-selection

Miscellaneous

Abbreviations

Do not abbreviate journal titles.

BC, AD, CE, BCE should be unpunctuated and should not be set in small capitals.

The only permissible abbreviations in the body of the text are e.g. and i.e., if they introduce a list or are within parentheses; otherwise, write them out in full. Likewise, please avoid “etc.” unless it is in a footnote. Please do not use op. cit., idem and avoid ibid. Avoid “f.” and “ff.”

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, significant caps are used. Sentence style capitalization must be used for titles in Arabic, French, German and Spanish.

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For details regarding copyright, please refer to the *Religious Studies and Theology* page at <http://www.equinoxpub.com>

Electronic illustrations

Must be grey scale or black and white. They should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). For eventual publication, they must be high-resolution (i.e. 300 dpi for grey tones [photos] and 600 dpi for black-and-white line-drawings at a maximum width of 149 mm) and submitted in .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors.

Headings

Centered, Boldface, Regular Type, Headline-style Capitalization

Centered, regular type, sentence-style capitalization

Flush Left, Italic Type, Headline-style Capitalization

Flush left, run in at beginning of paragraph (no blank line after), italic type, sentence-style capitalization

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. “humanity” rather than “man” when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Structure of Your Submission

Title

Author name(s)

Authors’s affiliation

Author email address(es)

Abstract: Abstracts of approximately 150 words must be submitted in English. If an article covers a topic specific to a region or country and a translation in the language of that region or country would considerably enhance the value of the publication, then such a translation can be submitted. It will be placed after the references.

Keywords: Up to six keywords that adequately capture the main elements of your paper. Suitable examples might be: anthropology, Bosnia, material science, x-ray diffraction, cemetery excavation. Please avoid the word ‘forensic’ and all words appearing in the title of the journal. By default, any article in this journal is related to forensic science.

Glossary: if appropriate and necessary, it must be included on the first page, before the main body of text.

Acknowledgments: If necessary, should follow the main body of text.

Verbal Style and Spelling

Square brackets: used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicized.

Numerals: written out in full when they are one hundred 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.

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.

Punctuation: with the exception of possessives as noted above, all punctuation falls within quotations; e.g., “here is a quotation,”

Do not use a comma before the word and.

Ellipses: all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words. This style indicates that there is text eliminated from *within* a quotation: [...].

Spelling: focused, focusing etc. (not focussed, focussing); first, secondly, *or* first, second (but not *firstly*); acknowledgment, judgment; analyse

References to Scripture and its Commentary

All scriptural citations are to be numerical (i.e., Q 2:125 for surah 2, verse 125; Matt 1:16 for Matthew chapter 1 verse 16, *etc.*)

References to hadith reports in one of the texts indexed by A.J. Wensinck (6 books plus Muwatta and Darimi) should be cited in the numerical style he adopts (i.e., Bukhari 1:125 for Sahih Bukhari, section 1, hadith 125 in that section). References to hadith reports from Ahmad b. Hanbal may be to the volume and page number of the edition used by Wensinck or another version. Whenever possible, citations should indicate section and hadith number in addition to volume and page number for easier access in the case of multiple editions.

References to scriptural commentaries should cite the reference in addition to the volume and page number (i.e., Ibn Kathir, *Tafsir al-Quran al-azim*, on Q 2:125, 1:403).