

GUIDELINES FOR SUBMISSION OF MANUSCRIPTS FOR THE 2021 CTS ANNUAL VOLUME

1. All submissions should be submitted as email attachments in Microsoft Word and in the “title.doc” or “title.docx” format to Annual Volume editors Jessica Coblentz and Daniel Horan at CTS.Volume.Editors@gmail.com no later than **Thursday, July 1, 2021**. Please be sure to save a copy for your own files in case there is any error in the email transmission. You will receive an email acknowledgment of your submission. Please be sure to use an email address that you will check regularly throughout the summer.
2. Please include a first page (cover sheet) with your name and institution, along with your email address, telephone number(s), and current mailing address. This page will be retained by the editors when your paper is sent out for blind review by two peer reviewers. Do not include your name on subsequent pages. Please send this cover sheet as a separate document.
3. Include the paper’s title, but no other identifying information, on the first page.
4. Please number the pages of your paper.
5. In a separate Word file, please provide a brief biographical note (no more than 75 words) in the form used in previous CTS annual volumes for use if your submission is accepted for publication.
6. The CTS Board of Directors limits the pages allowed for the volume, so briefer, substantive articles (approximately 3,000-4,000 words, including notes) are ideal and are more likely to be accepted than substantially longer essays. Joint authors, including panels or papers with responses, may be given more leeway on length. Please provide a word count at the end of your manuscript. Please note that promising essays may need to be shortened in order to be published in the volume.
7. It is expected that authors will make any stylistic changes appropriate *to move the essay from a spoken piece to one designed to be read in print*. In addition, some substantive changes are appropriate, especially improvements based on feedback received at the convention (and possibly from the reviewers). Overall, however, the changes should not result in a new essay, but in a revised piece that demonstrates well the kind of scholarship presented at the convention.
8. Rules of Style:
 - a. Double space and use Times New Roman 12-point type throughout the manuscript, *even in the notes*. Justify only the left margin and not the right.
 - b. Use italics (not underlining) for titles of books and journals or, occasionally, for emphasis or foreign-language words. Do not use special fonts, including all upper-case, boldface, or larger fonts for titles or headings. Do not underline/hyperlink internet addresses.

- c. Avoid inserting formatting in the body of your text, including margin changes (except for excerpts; see below in 8.d) or font changes.
- d. Block quotes (those of at least 60 words) should be indented.
- e. Use endnotes, not footnotes. References should appear in endnotes, not in the body of the text. (The exceptions are biblical texts and official church documents.)
- f. The first reference to a source must include the author's full name; the work's complete title and subtitle; in parentheses, the city of publication, publisher, and date; and the page number or sequence of pages. Subsequent references use the author's last name, the title, and the page number.
- g. Ibid. can be used (it is not italicized) with the page number (if needed) for the immediately preceding reference. Do not use op. cit.
- h. As precisely and as accurately as possible, use Kate Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, 8th ed. (Chicago: University of Chicago Press, 2013), for stylistic matters. A short form of Turabian is available online at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html. If Turabian is insufficient, consult *The Chicago Manual of Style*, 17th ed. (2017). Attend carefully to punctuation, especially in the notes.
- i. In citing internet sources, use Turabian, 8th ed., 17.7.
- j. Resolve all internet citations to their basic URL (www.vatican.va/VII/texts/docs/gaudium_et_spes.htm is resolved to www.vatican.va, for example).
- k. Use gender-inclusive language. However, when directly quoting material, do not edit or replace non-inclusive language.
- l. The first letter of certain words commonly used in theology and religious studies is sometimes upper-case and sometimes not. For the sake of consistency, capitalize the following throughout your text: "Mass," "Eucharist," and "Bible" (but not "biblical"). Capitalize "church" only when it is used as a proper noun (e.g., in reference to a specific church, such as Immaculate Heart of Mary Church, or to a specific religious group or denomination, like the Roman Catholic Church or the Church of England). The obvious exception to this rule is that upper- or lower-case use should not be edited within quoted material.
- m. All non-Roman characters should be transliterated. Any transliteration of biblical and related languages should follow the guidelines in *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, Second Edition, 2014.
- n. Orbis uses BCE and CE (no initials) instead of B.C. and A.D.

o. Original sources should be quoted whenever possible. The use of “qtd. in” should be limited to those cases in which the original source is no longer available.

9. Manuscripts not conforming to these instructions will be returned for corrections before sending out for review. Please note, in this instance, there may not be enough time to send it out for review after a second submission.

10. Submissions must be emailed in the same email to *all* Annual Volume editors: Jessica Coblentz and Daniel Horan at CTS.Volume.Editors@gmail.com no later than Thursday, July 1, 2021. Submissions after this deadline will not be considered. Submissions will be sent to referees in early July with responses to authors in early August.

PERMISSIONS INSTRUCTIONS BELOW MUST BE STRICTLY FOLLOWED!!

ELECTRONIC ARTWORK

(Maps, graphs, tables, photographs, or other illustrations)

Many images are protected by copyright and cannot be used without permission. **It is the author’s responsibility to obtain this permission and to pay any associated fees.** A permission document (letter or other document showing that permission has been given and paid for, with any stipulations for attribution by the artist) **MUST** be included with your manuscript submission.

Common Problems

Color: Please note that all images will be printed in **black-and-white**; we do not print in color. Artwork submitted in color can be easily converted to grayscale; however, the results may be less than optimal. For instance, distinctly colored sections of a pie chart could well turn out to be indistinguishable grays. **Please convert artwork to grayscale before submitting it, in order to check quality.**

Type Size: Keep in mind that artwork prepared for an 8.5 x 11 page will generally be reduced by about 65% or more to fit on a book page. This means that the text in the figure will be similarly reduced, so it is best to use type that is at least 65% bigger than what you envision for the illustration.

Original Artwork for Scanning

Original artwork for scanning should be of good quality and clean, with clear lettering, sharp black lines, and sides trimmed straight. Photocopies are not acceptable. The scanner faithfully reproduces all smudges, crooked or broken lines, and stray marks. Tape, creases, and other surface irregularities may produce shadows that the scanner will render as black.

Electronic Artwork

Final original artwork should be submitted in EPS or TIF file formats, although high resolution PDF, JPG, GIF and BMP graphics files **MAY** be acceptable if approved in advance. In general, 300 dpi is good for bitmapped photos, but print, especially small print, should be in vector format (which is the equivalent of 2400 dpi). One way to deal with this is to get the artwork at 1200 dpi.

NOTE: Graphics created in PowerPoint, Word, or other software not intended for creating printable art are low-resolution images that may not be suitable for professional reproduction—these must be pre-approved before your manuscript is submitted.

Internet Graphics

Graphics downloaded from Internet web pages are almost always unacceptable for print reproduction. These graphics are low-resolution images (usually 72 dpi) that are suitable for screen display but far below acceptable standards for print reproduction. Further, **many are protected by copyright and cannot be used without permission.** Again, these must be pre-approved before your manuscript is submitted.

PERMISSIONS

Permission fees are paid by the author. It is the author's responsibility to obtain permission in writing for reproducing materials copyrighted by other persons and groups. Permissions are absolutely required for all maps, photographs, and artwork, as well as for all citations from works of fiction, poetry, and song lyrics and scores. Artists, photographers, and their publishers are zealous in protecting their rights. They also charge high fees when they discover permission to reproduce has not been sought or granted.

Citations from academic works are governed by standards of "fair academic use." This is generally interpreted as permitting direct quotations of others' work when you are commenting on it or quoting it to advance or distinguish another author's position from your own. Correct scholarly references are always required whenever you cite another author.

You should request permission to reprint more than 400 words consecutively from the work of another, even if it falls within the parameters of "fair academic use." All complete works (e.g., a short poem) need permission, regardless of the number of words. **Permission letters are to be included with the final version of your manuscript.**