

GUIDELINES FOR SUBMISSION OF MANUSCRIPTS  
FOR THE 2017 CTS ANNUAL VOLUME

Deadline: Saturday, July 1, 2017

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 Ben Peters at [benjamintpeters@gmail.com](mailto:benjamintpeters@gmail.com) and Nick Rademacher at [nickrademacher@gmail.com](mailto:nickrademacher@gmail.com) by **Saturday, July 1, 2017**. Please be sure to save a copy for your own files in case there is any error in the email transmission. You’ll receive an email acknowledgment of your submission.
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. If your submission is accepted for publication, you will be asked for a brief biographical note (no more than 75 words) in the form used in previous CTS annual volumes. If you wish, you may include the note with your cover page.
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. 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 (if possible) 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 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 five lines) should be indented five spaces on both sides.
  - 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](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html). If Turabian is insufficient, consult *The Chicago Manual of Style*, 16th ed. (2010). Attend carefully to punctuation, especially in the notes.

i. In citing internet sources, use Turabian, 8<sup>th</sup> ed., 17.7.

j. Resolve all internet citations are to their basic URL ([www.vatican.va/VII/texts/docs/gaudium\\_et\\_spes.htm](http://www.vatican.va/VII/texts/docs/gaudium_et_spes.htm) is resolved to [www.vatican.va](http://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 B.C.E. and C.E. (small caps, please) 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.

10. Submissions must be emailed to Annual Volume editors Ben Peters at [benjamintpeters@gmail.com](mailto:benjamintpeters@gmail.com) or [nickrademacher@gmail.com](mailto:nickrademacher@gmail.com) **no later than Saturday, July 1, 2017**. Submissions after this deadline will not be considered. Submissions will be sent to referees in early July with a turnaround date in early August.