

JOURNAL OF ANGLICAN STUDIES

Guidelines for Contributors

The *Journal of Anglican Studies* is an international, fully refereed journal which publishes articles and reviews current work in the study of Anglicanism. The journal publishes regular thematic issues on special topics. Correspondence about potential topics for future thematic issues should be directed to the Editor.

Books for review and correspondence about reviews should be sent to the Review Editor, Dr Mark Chapman, MChapman@ripon-cuddesdon.ac.uk

Submissions should be sent to the Editor as an email attachment in Word 97, or later, and/or Rich Text Format to Professor Andrew McGowan, e-mail: anglicanstudies@cambridge.org. Manuscripts are not returned except by request.

Submissions should include a cover sheet, preferably letterhead, with the title of the paper, name and title of the author, institutional affiliation and teaching or research post (if relevant), postal address, phone, fax, and email. If accepted for peer review, papers will be assessed anonymously. Except for the cover sheet, all identification of authorship should be removed from the text.

It is essential that the following guidelines are observed. We may ask you to revise your article if it is not supplied in house style.

GENERAL

1. Manuscripts should be formatted using one and a half line spacing, and numbered consecutively throughout. Margins of approximately one and a half inches or 39mm should be used.
2. An abstract of between 50 and 150 words describing the aims, methods and conclusions of the manuscript should be included in your article. A list of 6–8 key words, in alphabetical order, must follow the abstract.
3. All articles will be refereed and should normally be 5000–8000 words in length.
4. Quoted matter, if more than four lines, should normally be indented, without quotation marks.
5. Quotations of up to four 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.
6. In general, foreign words and phrases should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated. Formatting such as bold or underlining should not be used for emphasis.
7. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc. may be used).

8. Headings: Please mark up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.

9. Authors of articles and book reviews will be sent a first proof and will normally be expected to return these within two weeks 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.

11. For further reference, *The Oxford Dictionary for Writers and Editors* (Clarendon Press 1981) is recommended.

12. Authors are required to assign copyright to The Journal of Anglican Studies Trust, subject to retaining their right to reuse the material in other publications written or edited by themselves and due to be published at least one year after initial publication in the journal. Accepted articles cannot be published in the absence of the signed copyright transfer form.

13. Authors will receive a pdf of the published version by email and one copy of the journal.

14. Formatting effects such as italics, underlined or bold should not be used in the text for emphasis.

GENDER & LANGUAGE

1. Where a gender-inclusive alternative is possible, it is to be preferred.

e.g. 'humanity' rather than 'man' when referring to both sexes

2. When personal pronouns are used both sexes should generally be included.

e.g. 'The Christian has to acknowledge his or her dependence on grace'. (If this seems clumsy, use plural forms: 'Christians have to acknowledge their dependence on grace'.)

UPPER & LOWER CASE

1. Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc.

2. In the case of the Church, use upper and lower case as follows:

Upper case (a) for the whole Church

(b) for a denomination, e.g. the Church of England

Lower case (a) for the building

(b) for the local church

(c) as an adjective: church teaching

also: churchgoer but High Church

(d) Use

Bishop, not Right Reverend

Archbishop, not Most Reverend

Archdeacon not The Venerable

Dean not The Very Reverend

3. In the case of the Scriptures, use upper and lower case as follows:

(a) Bible and Scripture but biblical and scriptural

(b) Gospel - when referring to a canonical book

(c) gospel - when speaking in more general terms

(d) Kingdom of God but cross, crucifixion, resurrection, etc.

ABBREVIATIONS

1. Use of full stops in abbreviations:

When an abbreviation is formed by cutting a word short, a full stop must be used at the end; when an abbreviation is formed by the omission of internal letters, a full stop is not generally used.

Thus: Rel. but Sgt

Note: Prof. Revd St Dr Mr

2. CE, BCE should be unpunctuated and set in small capitals and are preferred to BC and AD.

3. Note the following abbreviations:

ed. (editor, edited by)

trans. (translator, translated by)

rev. (reviser, revised by)

edn (edition)

repr. (reprint)

vol./vols. (volume)

VERBAL STYLE and SPELLING

1. Brackets within brackets should be square, e.g. G.H. Jones ('The Decree of Yawweh', VT 15 [1965], pp. 336–44). However, the major exception to this rule is that square brackets indicating text inserted into a quotation by the author stay in square brackets, e.g. [sic].

2. 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. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. Use Roman numerals for vol. numbers of books, and series numbers; and Arabic numbers for journal issue nos.

3. Possessives. For possessives of proper names ending in a (pronounced) s add 's, e.g. Child's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Barthes', Descartes' etc.

4. 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.

5. Use:

focused, focusing etc (not focussed, focussing)

first, secondly, or first, second (but not firstly)

acknowledgment, judgment

analyse (but analyze in American spelling)

6. 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce

a list or are within brackets. Likewise, please avoid 'etc.' unless it is in a footnote.

Please do not use op. cit. and avoid ibid.

Avoid 'f.' and 'ff.'

BIBLICAL REFERENCES

Please observe the following abbreviations:

OLD TESTAMENT

Gen., Song, Exod., Isa., Lev., Jer., Num., Lam., Deut., Ezek., Josh., Dan., Judg., Hos., Ruth, Joel, Sam., Amos, Kgs, Obad., Chron., Jon., Ezra, Mic., Neh., Nah., Est., Hab., Job, Zeph., Ps. (plural Pss.), Hag., Prov., Zech., Eccl., Mal.

NEW TESTAMENT

Mt., Mk, Thess., Lk., Tim., Jn, Tit., Acts, Phlm., Rom., Heb., Cor., Jas., Gal., Pet., Eph., Jn, Phil., Jude, Rev., Col.

Use Arabic numerals throughout: 2 Cor. not II Cor.

Full stops between chapter and verse numbers: Lk. 6.12

Hyphens to mark sequences of verses: Mt. 3.6-8 Lk. 6.10-12 Jn 10.12-14, 16 (N.B. the space after the comma).

En rules for sequences extending beyond a single chapter: Mt. 6-9

Semicolons to divide distinct references to different chapters of the same book: John 6.15; 14.12

Semicolons to divide single references to separate books: Lk. 4.12; 2 Cor. 3.8

Biblical references may be placed in parentheses in the text - e.g. (Mt. 2.6-8) - or in the footnotes but please be consistent.

FOOTNOTE STYLE

The following conventions should be followed in footnotes. Please note articles from periodicals or titles of book chapters are printed within single quotation marks. Book titles are in italics. Always provide the full page reference for articles or chapters as shown below. Where a specific quotation is being noted use the form pp. 155–72 (159).

Journal article:

L. Barrett, 'Theology as Grammar: Regulative Principles or Paradigms and Practices?', *Modern Theology* 25.2 (1988), pp. 155–72.

Book:

Colin E. Gunton, *The One, The Three and The Many* (Cambridge: Cambridge University Press, 2nd edn, 1993), pp. 56–59.

Chapter/article in a collected volume:

J.L. Martyn, 'Have we Found Elijah?', in R. Hamerton-Kelly and R. Scroggs (eds.), *Jews, Greeks and Christians: Cultures in Late Antiquity* (trans. J. Smith; SJLA, 21; Leiden: E.J. Brill, 2nd edn, 1976)

Where a quotation is being identified in a book section include the page range of the section first and then the page reference in brackets.

James D.G. Dunn, 'Criteria for a Wise Reading of a Biblical Text', in David Ford and Graham Stanton (eds.), *Reading Texts, Seeking Wisdom* (London: SCM Press, 2003), pp. 38–52 (43).

Short title

When a book, a chapter or an article is referred to again, after its first occurrence, a short title form is used, e.g. Martyn, 'Have we Found Elijah?', p. 235.

The following conventions should be observed in the footnotes:

1. Place and publisher should be given for all book titles except when the reference is to a nineteenth-century or older work, in which case the publisher's name may be omitted.
2. Page references should be in the following form: pp. 92–98, pp. 153–79 but pp. 107–109, pp. 107–114. Avoid the use of 'f.' and 'ff.'
3. For more than three authors or editors it is permissible to use et al.
4. Title and subtitle. Between the title and subtitle of a book there should be a colon, not a full stop (though occasionally a book has a more complicated title and a full stop is more appropriate).
5. More than one place of publication. When a publisher has more than one office, only the first stated or the head office should be given.
6. More than one publisher. Where a book has been published by more than one publisher, use the following style:

Exeter: Paternoster Press; Grand Rapids: Eerdmans.

INFORMATION FOR REFEREES

The following information sets out policies relevant to the refereeing of articles for the journal.

(1) Editorial Policy

(i) The Journal is founded as part of a strategic effort aimed at the renewal of the faith and life of the Anglican community world wide. The *JAS* will make this contribution in conversation and collaboration with scholars throughout the Anglican Communion.

(ii) In pursuit of this general purpose the Journal will promote scholarly discussion on Anglican Christianity from a variety of perspectives, such as History, Missiology, Theology, Liturgy and Social issues. It will also promote a conversation in the global Anglican tradition on these issues.

(iii) While the *JAS* is an Australian based journal and is part of a wider project within Australian Anglicanism, it maintains a clear commitment to Anglican Christianity worldwide. It welcomes contributions in relation to Anglican Christianity in any part of the world as well as contributions which address themes on a Communion wide basis.

(iv) The journal seeks to encourage and nurture scholarship in all areas of its concerns. It particularly aims to encourage younger scholars.

(v) Unsolicited contributions will be welcomed and the Editor will also solicit articles from authors.

(vi) The editor welcomes any suggestions about any aspect of the journal.

(vii) The editor consults on a regular basis with the Editorial Board

(viii) The Journal will be indexed in relevant journal indexes.

(ix) The Journal is published twice in each year, in June and December.

(2) Referee Policy

(i) All articles both unsolicited and solicited will be refereed.

(ii) The name of the author of the article will not be available to the readers, nor the identity of the reader made available to the author.

(iii) The reader's comments will be reported to the author.

(iv) The reader's comments will be sought on an article in relation to the scholarly quality of the article, including such considerations as:

* imagination in treating the subject

* its contribution to issues facing the church

* the rigour of the argument

* the relevance for the argument of the material referred to in the article.

* awareness of relevant research and published material

* appropriate treatment of this material

* accuracy in the use of sources

(v) The Panel of Readers will be drawn from the community of Anglican scholarship around the world.

(vi) The decision to publish lies with the Editor.

updated 6th November 2013