AUTHOR GUIDELINES

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## Publication Policies

In order to be published in *Socio-Historical Examination of Religion and Ministry* (SHERM), the manuscript must not have been submitted elsewhere for publication (with the exception of unpublished lectures, conference papers, master's theses, or doctoral dissertations), and no part of the manuscript (whether quotation or paraphrase) should appear online or in print without proper citation. Failure to abide by this policy will result in automatic disqualification for plagiaristic concerns. SHERM has a zero-tolerance policy regarding plagiarism, and every manuscript must pass an originality-plagiarism checker before moving forward in the review process. For Copyright Privileges and Licensing Transfer policies, see the Rights Agreement page on the SHERM website. Submitting a manuscript to SHERM is an indication that the author(s) consents to the rights agreement policies as stated on the SHERM website. Finally, prior to submitting a manuscript, authors need to review SHERM's Publication Ethics webpage online.

Please be aware that if your manuscript is accepted for publication, the Editorial Advisory Board will either make changes to your article during the typesetting phase or require you to revise portions of your article in order to ensure it aligns with SHERM's high academic standards, as well as Turabian-style grammar and formatting protocols. These changes may include (but are not limited to) the addition, alteration, or omission of words, phrases, and punctuation to clarify the text's subject matter. However, the article's original content should remain intact. Authors will have the opportunity to review their article and make corrections to the edited version prior to publication. Submitting your manuscript to SHERM means you are aware of this process and agree to SHERM's editing and typesetting procedures.

**Submission Instructions**

1) Review and adhere to the Author Guidelines below.

2) Download the "SHERM MSS Template" document from the SHERM website.

3) Insert your manuscript into the template and reformat according to the template's instructions.

4) Resave your manuscript file with a shortened version of your article's title (do not include your name with the shortened title).

5) Ensure there are no self-identifying references in your manuscript.

6) Upload the manuscript file through the SHERM website.

No title page or table of contents are required for the manuscript.

For more information on what constitutes a high-quality, publishable journal article, see this helpful guide here.

**Social Science, Philosophy, and Ministerial Research Articles**

Writing Style

Every manuscript should exhibit a critical and scholarly writing style concomitant with the general expectations of graduate-level grammar and academic vocabulary (i.e. no informal expressions, contractions, or colloquialisms). Avoid first-person (*I*, *me*, *we*, *us*, *my*, *mine*, *our*, *ours*) and second-person (*you*, *your*, *yours*) language whenever possible; write predominantly in the third-person even if referencing yourself (or the manuscript's other authors). Likewise, there only needs to be *one* space after the end of each sentence, not two spaces.

Wherever possible, sentences should be in the active voice, and references to the grammar and syntax of literary texts should be in the present tense. However, references to the actions of a literary text's author should be in the past tense (*e.g. the biblical writer <u>employed</u> hyperbole; the author <u>intended</u> to captivate; the book <u>seeks</u> to motivate*). The SHERM editors will not scrutinize every grammatical or syntactical element of the manuscript's writing style so long as the author(s) employs the same style consistency throughout the article.

*Language, Numbers, and Commas*

SHERM accepts any and all languages for publication. For those articles written in English, authors must be sure to write using proper English (American or British), consistently using the spelling of either the *Oxford English Dictionary* or the *Merriam-Webster's Collegiate Dictionary*. All numbers under 100 should be written out (e.g. ninety–nine) with the exception of percentage values or numbers involving decimal points. Use the percentage symbol instead of writing the word out (99%), use a period for all decimals (99.9%), and a comma for all number groupings of three that are greater than three digits left of the decimal point (9,999,999.9999). In a series of three or more items, it is the prerogative of the author(s) whether to include a final comma or not so long as the same practice is employed consistently throughout the manuscript.

*Hyphens, Dash Marks, and Em Dashes*

Please use the following dash marks throughout the article:

- - (regular hyphen)
  e.g. Socio-Historical Examination of Religion and Ministry

- – (elongated dash for numbers and dates)
  e.g. From 1994–2004, the number of religious "nones" have tripled.

- — (em dash used to separate thoughts within a sentence)
  e.g. Both versions of the journal—where available—allow for advertisements.

- ——— (3-em dash for bibliographic entries)

The 3-em dash is used in the bibliography when citing the same author more than once. See the example bibliography below.

*Bias-Free Language and Capitalizations*

With the exception of direct quotations or generic stylistic devices, the manuscript should maintain bias-free language throughout. Thus, masculine nouns (not meant generically) and capitalized pronouns (He, Him, His) in reference to God should be avoided. Wherever possible, authors should provide culture-, religious-, ethnic-, and gender-inclusive vocabulary so as to avoid uncritical, obsolete, or prejudicial stereotypes.

Likewise, theological terms need to avoid the appearance of preferential treatment toward a particular belief system. The following expressions and capitalizations should be used throughout the manuscript and can act as a general guide for other terms not listed here:

- Hebrew Bible (*not Old Testament*)
- Second Temple Judaism/period (*not intertestamental period*)
- ancient Near East
- deuterocanonical literature (*not Apocrypha*)
- Christlike, Christology
- christocentric, christological
- Scripture, scriptural
- Bible, biblical
- Catholic Church, Eastern/Greek Orthodox, Lutheran Church
- church (general/sociological term), church father(s)
- messiah (general), the Messiah (reference to Jesus)
- word of God (reference to the Bible or other sacred texts), Word of God (reference to Christ or other person)
- Mosaic law
- book of Acts
- the apostles *or* an apostle, the Apostle Paul
- Qur'an (*not Koran*)

For other capitlization examples, see Appendix A (pp. 153–64) of *The SBL Handbook of Style* (downloadable on the SHERM website by clicking here).

## Three Required Sections

Every *research* submission should include the following three sections:

1) Abstract:
   a. (150–300 words) The abstract should summarize the article by including (at a minimum) the thesis and purpose statement, relevance of the research, outline of the article, and conclusion.

2) Introduction:
   a. The introduction needs to contain at least two elements:
      i. an explicit problem statement (*why the present research is <u>important and necessary</u>*);
      ii. and an explicit thesis statement (*what specifically the article is <u>arguing and concluding</u>*).

3) Bibliography:
   a. Most footnote citations should also appear in the bibliography section at the very end of the article, alphabetized according to the primary author's last name. See below for examples.

Three Recommended Sections

It is recommended that every *research* submission include the following three sections:

1) Literature Review:
   a. If applicable to your research, a literature review section should contain a *brief* overview that chronicles the history and conclusions of previous research on the subject.

2) Relevance of Present Research
   a. A relevancy section should explain how the present research will contribute to the overall academic community or the specific field of study, including its practical applications wherever appropriate.

3) Methodology:
   a. A methodology section should describe (however briefly) the methodological approach taken to conduct and analyze the research.
      i. The methodology may include sociological procedures on gathering data samples, psychological models, historiographic philosophies, or any other design parameters relevant to your research.
      ii. The methodology section should also discuss the criteria utilized in making an evaluative conclusion.

Because SHERM specializes in the social-scientific investigation of religion and the resultant consequences for vocational ministry, SHERM will prioritize articles that employ sociological, psychological, and historiographical methodologies in the formation of theological, philosophical, ecclesial, or missiological analyses.

Competing / Conflict of Interest

If the article's author(s) has any competing or conflicting interests, it must be noted right away in the introductory section. A competing or conflicting interest is here defined as deriving personal, financial, professional, political, or religious benefit from the decision-making process of which data to include in the research and which information to exclude in the article. Examples of benefits may take the form of gaining personal relationships, financial exchanges, professional affiliations, institutional recognition, and product promotion.

## Article Length and Quotations

There are no hard page or word-count limits. However, on average, manuscripts should be approximately eight to fifteen pages in length. Larger articles may be divided into multiple articles and published as a series across separate journal issues.

Use a block quotation for direct quotes that exceed four full lines of text, indented .5 inches on all lines (see example below). When directly quoting another source shorter than five lines of text, be sure to have all punctuation marks inside the quotation marks. For example, Louis Pojman wrote, "Only in the absurd does the possibility of seeing God arise."[1] Introduce quotations with either a comma or a colon depending on what is most appropriate:

> Use a block quotation for direct quotes that exceed four full lines of text. In other words, five or more lines in a single quote should be placed in a block quotation. Each block quotation should be indented .5 inches for all lines of text, 11-point font, single spaced, and justified. Place a single space before and after every block quotation. Place a footnote at the end of the text.
>     If the block quote continues into a separate paragraph in the original source, indent the first line and then return to normal .5 formatting. There is no need to indent the very first line of the entire block quotation even if it is indented in the original source.[2]

## Footnotes and Bibliography

With the exception of ancient or sacred texts (which will have parenthetical citations), all source material or other comments (not directly pertinent to the article's main content) should appear in Turabian-style footnotes using the "Insert Footnote" function in Microsoft Word (under the "References" tab). For consistency and accuracy, authors should use this online Turabian Style Generator. Note: the online generator is already set for the most recent edition of Turabian. Simply select "Source Type" (click "more" if needed), choose the source being cited, and then fill out the

---

[1] Louis P. Pojman, *The Logic of Subjectivity: Kierkegaard's Philosophy of Religion* (Tuscaloosa, AL: The University of Alabama Press, 1984), 8. Footnotes should have a hanging indent on the first line and be copied and pasted directly from the online Turabian-style generator. All footnotes should be Times New Roman, 9-point font, and justified on both ends.

[2] There should be no spaces in between footnotes.

information using the "Advanced" button in the upper right part of the screen (see images below).
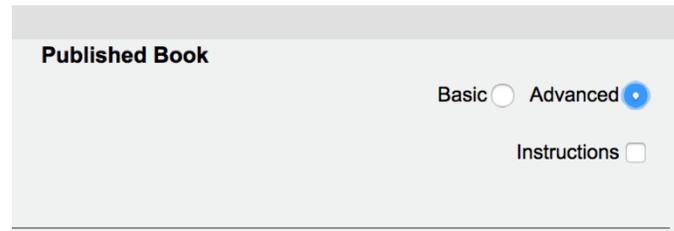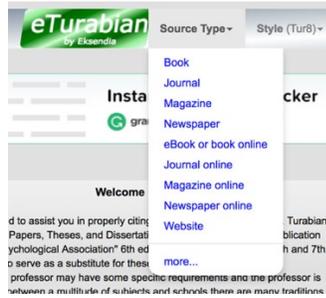


Avoid placing more than one footnote in a single sentence (though multiple sources can be cited in the same footnote). Try to reserve all footnote placements for the very end of the sentence after the final punctuation mark (even if the footnote cites a quotation in the middle of the sentence). For example:

According to Søren Kierkegaard, the "absolute paradox" was Christ's incarnation.[3] Footnotes should have a hanging indent, and they should be copied directly from the online Turabian-style generator. All footnotes should be Times New Roman, 9-point font, and left justified. The first time citing a source, the footnote should contain as much bibliographic detail as possible.[4] When citing the same source in the immediately successive footnote *on the same page*, use the abbreviation for the Latin *ibidem* (without italics).[5] When citing a source in a subsequent footnote that has already been cited (or if it is the same source in a successive footnote but on a separate page), use the author's last name and a shortened version of the title.[6]

Finally, most footnote entries will require a bibliographic entry. All resources listed in the bibliography should be Times New Roman, 10-point font, and justified on both ends. With the exception of the very first line, all entries be indented and copied directly from the Turabian-style generator. Multiple resources by the same author should include a 3-em dash (———) in place of the author's name. See the example bibliography below.

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[3] Howard V. Hong and Edna H. Hong, trans., *Søren Kierkegaard's Journals and Papers* (Bloomington, IN: Indiana University Press, 1975), 3:3083. Cf. Søren Kierkegaard, *Practice in Christianity*, ed. and trans. Howard V. Hong and Edna H. Hong (Princeton, NJ: Princeton University Press, 1991), 14, 82. See also, C. Stephen Evans, *Kierkegaard's "Fragments" and "Postscript": The Religious Philosophy of Johannes Climacus* (Atlantic Highlands, NJ: Humanities Press, 1983), 148, 212–25.

[4] For example, J. Rendel Harris, "The Apology of Aristides on Behalf of the Christians: From a Syriac MS. Preserved on Mount Sinai," in *Texts and Studies: Contributions to Biblical and Patristic Literature*, 2nd ed., ed. J. Armitage Robinson (1893; repr., Nendeln, Liechtenstein: Kraus Reprint Limited, 1967), 1:1–64.

[5] Ibid., 1:60.

[6] Harris, "The Apology of Aristides on Behalf of the Christians," 1:17.

*DOI Numbers Required*

If your article cites a journal article, book, or other reference work that contains a unique DOI number, meaning the content is available digitally, it is *required* that the DOI number be included as a hyperlink in both the bibliographic entry and in the first footnote that lists the reference work.[7] Additional citations of the same source do not need to include the DOI number. To locate a source's DOI, use the Crossmark Metadata Search for help.

## BIBLIOGRAPHY

Cherlin, Andrew J. "The Deinstitutionalization of American Marriage." *Journal of Marriage and Family* 66, no. 4 (2004): 848–61. http://dx.doi.org/10.1111/j.0022-2445.2004.00058.x.

Evans, C. Stephen. *Kierkegaard's "Fragments" and "Postscript": The Religious Philosophy of Johannes Climacus*. Atlantic Highlands, NJ: Humanities Press, 1983.

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Hong, Howard V., and Edna H. Hong, trans. *Søren Kierkegaard's Journals and Papers*. 7 vols. Bloomington, IN: Indiana University Press, 1967–1978.

Kierkegaard, Søren. *Practice in Christianity*. Edited and translated by Howard V. Hong and Edna H. Hong. Princeton, NJ: Princeton University Press, 1991.

———. *Concluding Unscientific Postscript to the Philosophical Crumbs*. 2009. Edited and translated by Alastair Hannay. Cambridge Texts in the History of Philosophy. New York: Cambridge University Press, 2013.

Tables, Figures, Charts, Diagrams, and Images

If the article requires tables, figures, charts, diagrams, or images, insert them directly into the Word document as shown below immediately after the paragraph(s) in which they are described. Be sure to center align all the tables, etc. and use the general format shown in Table 4.2, though the design and precise configuration can be adjusted however the author wants. All tables need to have a citation wherever possible (and if applicable) listed underneath as "*Source*" using the shortened Turabian footnote style. The tables, etc. should be numbered sequentially according to the order of their appearance in the article. Avoid identifying the table as "above" or "below" your text (or as being on a certain page); simply refer to the table by its number. See the table example below:

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[7] For example, Andrew J. Cherlin, "The Deinstitutionalization of American Marriage," *Journal of Marriage and Family* 66, no. 4 (2004): 848–61, http://dx.doi.org/10.1111/j.0022-2445.2004.00058.x.

Table 4.2: Short Title of Table

| | *Column Title* | *Column Title* | *Column Title* |
|---|---|---|---|
| *Row Title* | | | |
| *Row Title* | | | |

*Source:* Pojman, *Logic of Subjectivity*, 8.

### Ancient and Sacred Texts

When citing ancient texts, the full title (either in English or in its original language) should be placed in the body of the article, *italicized*, prior to including a parenthetical citation that includes the abbreviated form of the text's title. The abbreviated title should be based on the work's original language. For standard abbreviations of Greek and Latin texts, see Appendix H (pp. 237–63) of *The SBL Handbook of Style* (downloadable on the SHERM website by clicking here). Biblical books do not need to be italicized or fully mentioned prior to the parenthecial citation.

All chapter and verse numbers for sacred texts (e.g. the Bible, the Qur'an, etc.) should include a nonitalicized abbreviation of the book and a colon. Each parenthetical citation ought to occur right after the direct quote or paraphrase of the sacred text and should never be placed outside the final punctuation mark (e.g. Deut 25:11–12) unless it occurs in a block quotation. All chapter and section numbers for nonsacred texts should include an italicized abbreviation of the title and a period, no colon (*Leg*. 3.38).

For biblical, septuagintal, deuterocanonical, pseudepigraphical, Second Temple, Dead Sea Scroll, mishnaic, talmudic, targumic, rabbinic, classical, Nag Hammadi, and patristic literature abbreviations, see pp. 73–84 of *The SBL Handbook of Style* (downloadable on the SHERM website by clicking here).

### Qur'anic / Islamicate Articles

For articles dealing with Islamic studies, as well as articles that merely reference the Qur'an, use Arabic terms and script, or employ other Islamicate languages, authors must follow the *International Qur'anic Studies Association* (IQSA) style handbook (downloadable on the SHERM website by clicking here).

Foreign and Ancient Languages

All foreign languages, expressions, and terminologies, including ancient languages such as Greek, Hebrew, Aramaic, Arabic, and Ugaritic, should be italicized followed by an English translation in parentheses. It is the prerogative of the author(s) whether to use transliterations of the language(s) or not so long as the decision (and style of transliteration) is employed consistently throughout the manuscript. If providing an English translation that is not the personal rendition of the author(s) specifically, manuscripts need to cite the source of the English translation.

**Invited Position Papers / Book Reviews**

<u>Invited position papers</u> The "Position Paper" is a unique feature to SHERM journal where hand-selected scholars are invited to write their particular standpoint or attitude on a specific issue. The position paper is intended to engender support for the paper's argument. However, in contrast to a simple op-ed piece, the academic nature of this position paper derives its argumentation from facts, verifiable data, and/or the author's training and experience as a scholar in a particular field of study. Both the scholar and the topic are determined by the Editorial Advisory Board and, thus, SHERM does not regularly accept unsolicited position papers from the general public. SHERM highly encourages its invited scholars to incorporate as much scholastic research as appropriate to make their arguments.

<u>Book reviews</u> should include (at a minimum) a Turabian-styled bibliographic entry, a summary of the major portions, arguments, and conclusions of the book, an evaluation of the strengths and weaknesses of the book, and a conclusion explaining whether the reviewer would recommend the book for particular audiences. SHERM highly encourages its book reviewers to incorporate as much scholastic research as appropriate to make their arguments.

In general, all invited position papers and book reviews should conform to the same guidelines as the *research* articles above with the following exceptions:

- <u>Invited position papers</u> (due to their nature) do not need to conform to the bias-free language rules, capitalization policies, or required sections.
- <u>Book reviews</u> do not need to conform to the required sections and article length requirements. Book reviews should be no more than five pages in length.

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