

GUIDELINES FOR SUBMISSION OF MANUSCRIPTS
FOR THE 2009 CTS ANNUAL VOLUME

1. Submit **three** hard copies (paper, not fax, not e-mail attachment) of your manuscript. Include your name and institution on a cover sheet on only one of the **three**, along with your e-mail address, telephone number(s), and current mailing address. This copy is for the editor; the other **two** are for peer reviewers. 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 the copies for the editors.

2. You must also submit **a copy of your manuscript as an e-mail attachment** in Microsoft Word (philip.rossi@marquette.edu). Please be sure to save a copy for your own files in case there is any error in the e-mail transmission.

3. Avoid excessive length: the CTS Board of Directors limits the pages allowed for the volume. Briefer, substantive articles (15 to 20 pages) are more likely to be accepted than a 30+ page paper. Joint authors may be given more leeway on length. Please provide a word count at the end of your manuscript.

4. 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 4d) 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, complete title and subtitle, and in parentheses (the city of publication, the publisher, the 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*, 7th ed. (Chicago: University of Chicago Press, 2007) for stylistic matters. If Turabian is insufficient, consult *The Chicago Manual of Style*, 15th ed. (2003). Attend carefully to punctuation, especially in the notes.

i. In citing internet sources, use Turabian 7th ed. 17.7.

j. Use gender-inclusive language. However, when directly quoting material, do not edit or replace non-inclusive language.

k. 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.

l. All non-Roman characters should be transliterated. For transliteration of Hebrew and Greek, see the guidelines in *Catholic Biblical Quarterly* 46 (1984): 396.

m. Orbis uses B.C.E./C.E. (small caps, please) instead of B.C. and A.D.

(If you have questions about style and specifically the format for notes, please consult earlier volumes.)

5. Manuscripts not conforming to these instructions will be returned for corrections.

6. The submissions must be postmarked, and attachments sent, **NO LATER THAN JULY 1, 2009**. Submissions after this deadline will not be considered. Submissions will be sent to referees in early July with a turnaround date in early August.

Please send all materials for the Annual Volume to:

Philip Rossi, SJ
Marquette University
Department of Theology – Coughlin Hall 100
PO Box 1881
Milwaukee, WI 53201-1881
Email: philip.rossi@marquette.edu
Telephone: 414 288-3738