

HORIZONS

GUIDELINES FOR MANUSCRIPT SUBMISSION

PREPARING YOUR MANUSCRIPT

Manuscript submissions to the journal should be between 25 and 30 pages, not including notes. On rare occasions, the editors will give consideration to a lengthier submission of exceptional quality. The text and bibliographic documentation of the manuscript must conform to the *Chicago Manual of Style* (CMOS), 16th edition. We require that authors use endnotes rather than footnotes and that they double-space the entire manuscript.

Manuscripts must have a separate title page that includes the author's name, affiliation, e-mail address, postal address, an abstract of no more than 150 words, and an author vita of no more than 50 words. The author's name should appear nowhere else in the manuscript. All references to the author's work in the text or notes should be in the third person.

In the endnotes, full bibliographical documentation must be given in the first reference. For example:

Kevin J. Madigan and John D. Levenson, *Resurrection: The Power of God for Christians and Jews* (New Haven: Yale University Press, 2008), 235–57.

Danièle Hervieu-Léger, *Religion as a Chain of Memory*, trans. Simon Lee (New Brunswick, NJ: Rutgers University Press, 2000).

Gesa Thiessen, "Images of the Trinity in Visual Art," in *Trinity and Salvation: Theological, Spiritual and Aesthetic Perspectives*, ed. Declan Marmion and Gesa Thiessen, *Studies in Theology, Society, and Culture*, vol. 2 (Bern: Peter Lang, 2009), 119–39, at 132.

Maura A. Ryan, "A New Shade of Green? Nature, Freedom, and Sexual Difference in *Caritas in veritate*," *Theological Studies* 71 (2010): 335–49.

In subsequent references use "ibid." when the reference is clear; in other cases, use a shortened version of the main title. (The journal's house style does not use "op. cit.>") For example:

Ibid., 65–66.

Thiessen, "Images of the Trinity," 120.

In referencing recent Church documents, it is important that you follow *Horizons'* house style. Be as consistent as you can with these citations. For example:

Second Vatican Council, Dogmatic Constitution on the Church (*Lumen Gentium*) §1, in Norman P. Tanner, ed., *Decrees of the Ecumenical Councils*, 2 vols. (Washington, DC: Georgetown University Press, 1990), 2:849.

For spelling guidelines (e.g., church/Church, scripture/Scripture, etc.), use those provided by *Theological Studies* on its website (<http://www.ts.mu.edu/contributors/index.html>). Place all titles and other words that are usually underlined in *italics*; do not underline or use bold print. Within ranges of numbers, *Horizons'* style, following *CMOS*, uses an *en-dash* rather than a hyphen. For example:

Mark 10:46–52

1999–2008

Ibid., 135–39.

SUBMITTING YOUR MANUSCRIPT

Our editorial office requires two copies, one digital and one hard copy. Send the digital copy of your manuscript to the journal's e-mail address (horizons@villanova.edu). The preferred digital format is Microsoft Word (.doc or .docx), but the journal can also accept WordPerfect (.wpd) or Rich Text (.rtf) if necessary. Send the hard copy, along with a cover letter, to this address:

The Editor

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In the cover letter, the author should state that the manuscript will not be submitted to another journal until *Horizons'* evaluation is completed.

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