



ReviewforReligious.com | 7300 Hanover Drive Suite 304, Greenbelt, MD 20770 | 240.436.1311

Submission and Style Guidelines

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A. Submission Guidelines

1. Article submissions must deal primarily with consecrated religious life, secular religious institutes, or third order/oblato religious life.
2. The normal length for an article is between 2,000 and 6,000 words, although other lengths will be considered.
3. Accepted articles will be published in our print journal.
4. Articles must have a thesis and provide evidence appropriate to the field being written for their thesis.
5. Theological submissions are the primary focus of *RfR*, but we welcome interdisciplinary or other non-theological submissions about religious life. These may include sociological, psychological, canonical, historical, biographical, anthropological, literary, or other research.
6. All articles should be prepared for blind review. Do not type your name or affiliation on the manuscript. If you reference your own previous work in your initial submission, do it in such a way that it is not obvious you are the author of the article. If there are footnotes in which you cannot avoid such a reference, omit the footnote and substitute language in its place such as "Citation withheld for purposes of review."
7. All articles should include page numbers, and if any figures or charts are used, they should be numbered for easy reference.
8. All articles should be original research not published elsewhere or currently being considered by another journal.

B. General Guidelines

1. For most pieces, follow the *Chicago Manual of Style*, 17th edition (hereafter *CMOS*). For submissions that utilize methods calling for a different style guide, the author should follow the most widely accepted stylistic conventions for that field, such as the *Publication Manual of the American Psychological Association*, 7th edition (hereafter *APA*) for social science research.
2. Social science research should follow the standard convention of literature review, hypothesis or thesis, method, findings or results, discussion, and references. Given that our article length is shorter, not all these have to be presented in detail, but they

should at a minimum be touched upon.

3. All submissions should keep in mind that most readers of the *Review* are not specialists and write in a style that will allow an intelligent but general reader to follow the point being made.
4. The *RfR* uses American English spelling conventions.
5. Please submit articles in .docx format. Remove any codes from citation management software such as Zotero or EndNote.
6. For citations, see our [Citation Guide](#). For book reviews, see our [Book Review Guidelines](#). For article formatting, see our [Formatting Guide](#). All these documents are available on our website, www.reviewforreligious.com.

C. Style Guidelines

1. Transliterate Greek and Hebrew words according to the Society of Biblical Literature system in *The SBL Handbook of Style* chap. 5. A useful resource is <http://transliterate.com/>.
2. When using religious call letters, do not use periods; thus SJ, not S.J., and OFM, not O.F.M. See *CMOS* 10.22, “Abbreviations for professional, religious, and other designations.”
3. When using *CMOS*, numbers are connected by an en-dash, not a hyphen: 354–55, not 354-55 (on Windows, type alt-8211; on MacOS, type alt-shift-hyphen). Omit an extra 0 in the second number: 300–1, not 300–01.
4. When quoting a translated text, indicate original words in parentheses, e.g. “Therefore God is the object (*subiectum*) of this science.” See *CMOS* 11.12, “Translation relative to quotations” and *CMOS* 11.15, “Adjusting translated quotations.”
5. Brackets may be used sparingly to indicate words added to clarify a quotation or translation, e.g. “Up to his twenty-sixth year [Ignatius] was a man given to worldly vanities” for “Up to his twenty-sixth year he was a man given to worldly vanities.” See *CMOS* 13.60, “Bracketed clarifications.”
6. Avoid using *italics*, **bolding**, underlining, CAPITALIZATION, or other t y p o g r a p h i c a l conventions to draw your reader’s attention. Use sentence structure, word order, and good style to achieve your desired emphasis. Italics may be used sparingly to draw attention to part of a quote; indicate in the footnote that the italics are yours. Generally speaking, avoid capitalizing anything except the start of sentences and proper nouns.