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Guidelines for Contributors

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Please follow these guidelines when you first submit your contribution for consideration by the journal editors and when you prepare the final version of your contribution, following acceptance for publication. Final versions **must** conform to the *Bulletin's* style guidelines.

General Points

The *Bulletin* primarily publishes a wide array of essays on the study of religion and the various institutional and research field sites where that work takes place. Submissions are accepted on a rolling basis and reviewed by our editorial team at the Department of Religious Studies at the University of Alabama. If you are interested in submitting an essay, we ask you to contact the editor, Prof. Richard Newton (rwnewton@ua.edu), so that he can assist you in the process, including submission to our online system. We use this system to archive data and to automatically generate emails to authors when proofs, etc., are ready to review.

The *Bulletin* considers submissions from both established scholars and research students; articles should be written for a general scholarly audience. The editor will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted here, articles will not be sent to other publishers until a decision about inclusion has been reached.

The *Bulletin* seeks to publish the widest possible diversity of critical inquiry in religion. Authors should not assume that readers share their own, specialized, disciplinary background or their religious or ethical perceptions or beliefs. Specialized jargon should be eliminated or explained immediately upon first use. The genre of the article should not assume, either explicitly or implicitly, that readers share the author's religious or philosophical presuppositions. Essays should approach the subject matter with methodological atheism or agnosticism. Normative arguments are acceptable only under the condition that authors utilize normative commitments that are generally acceptable within the academic study of religion.

Length

Articles and essays vary in length depending upon the column but are roughly between 2000 and 5000 words. All submissions should be accompanied by a bibliography and may be accompanied by endnotes.

Language of Publication

The language of publication is English. The language of submission should be English.

Review Process

The *Bulletin* has a number of columns under which we publish. We ask those interested in submitting to consider the most appropriate column, given the scope, requirements, and approximate word-count listed below.

Open Submission Columns

The Essay—2000-5000-word articles experimenting with a line of inquiry on a question, data set, or literature that can help us rethink an aspect of the academic study of religion. Successful submissions will balance nuanced investigation with an understanding of broader, field-wide relevance. This is a great place for conference papers and panels.

The Conference—2000-word reports on happenings from societies, associations, and meetings from across the field. These should not only communicate what took place, but also the reasons we should take note. Individual and group submissions are encouraged.

The Press—Are you the editor of an academic journal or book series? This column is your chance to introduce your publication to our readership. Our editorial team has an eight-question survey that we would like you complete that will help *Bulletin* readers engage with you as a reader and potential contributor. Email the editor for inquiries.

The Canon—2000-5000-word literature reviews that make an argument about what scholars and research students should read in order to acquaint themselves with your subfield and why. These essays are an opportunity to make specialists' exchanges intelligible to a generalist audience.

The Department—1500-word showcase on innovations in department life, administration, and management. This column focuses specifically on departments dedicated to the study of religion in higher education.

The Example—750-word short pedagogical pieces that use a single example to teach a point in the study of religion. These pieces should be framed for application in undergraduate courses. For more on the examples approach, see the American Examples website, <https://americanexamples.ua.edu/about/>.

Invited Features

The Editorial-The editor of the *Bulletin* begins each issue with brief remarks on the contents of the publication, themes, and guiding questions. This is usually around 1000 words.

The Field-Verbatim interviews with scholars who have made interventions in the field. This centerpiece feature is around 5000 words.

The Conversation-Our editorial team finds timely discussions taking place on social media among scholars in the field, then creates a forum to amplify the exchange. If there's a hot-button issue you'd like to see discussed, please email the editor.

The Profession- A profile on a scholar who has put their training in the study of religion to work in an interesting manner. Our editorial team conducts an interview with the scholar and background research to develop an article of around 2500 words.

The Archive-The editorial team republishes an article from earlier iterations of the *Bulletin* that we think may take on new importance today.

The Question-A professional advice column by the anonymous Sage D'vice. Questions for submission can be emailed to the editor.

The Download- University of Alabama's Dr. Jeri Wieringa brings readers up to speed on all of the fundamentals of digital religious studies. This column will occasionally feature profiles or reports on work being done in this particular field. Please submit any ideas or inquiries to the editor.

Permissions

You will need to clear copyright and pay, if applicable, for any copyrighted material that you use or quote, including artwork and images.

Online submissions

Please contact the editor if you are interested in making a submission. You will then receive instructions on how to upload your piece on our website. Once you have begun the submission process, you will be prompted to supply various types of information (metadata) along with your actual article, including a 150-word abstract (book reviews do not require abstracts) and three to five keywords, a short biographical statement, contact details, and appropriate Library of Congress subject classification codes, among other things. Please insert this information as plain text without any formatting. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership. You will be asked to upload your article. Your submission should be in Rich Text Format (RTF) or Microsoft Word 2007 (or later) format (these files have a .docx extension).

PDFs are not acceptable for submission of articles, although you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the Editor any particular features that will be required at the layout stage or to clarify font usage, and it is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set. There is a separate step in the process for this.

Style Guidelines for Contributors

Articles for the *Bulletin* should be saved in Microsoft Word 2007 (or later) format (designated by a .docx file extension) or RTF format (designated by a .rtf extension). Documents should be single-spaced and use the Times New Roman, 12-point font. For style, spelling, and punctuation consult the latest edition of the *The Chicago Manual of Style*.

TITLE

All titles are to be in bold letters, centered and properly capitalized.

AUTHOR

Following the title, but separated by one line, should come the author's name, title, university affiliation, and email address as follows:

Craig Martin
Assistant Professor of Religious Studies
St. Thomas Aquinas College
cmartin@stac.edu

BODY OF THE ARTICLE

The article proper follows the author's name and information, separated by one line. A number of important style matters deserve special attention:

USE OF SUBHEADS

The titles of subheads should be properly capitalized, bold, centered on the page, and set off from the preceding and following material by a double-spaced return. The first sentence following a subheading should not be indented. Essays should not begin with a subheading, and the use of second-level subheads is discouraged. If used, second-level subheadings should be properly capitalized, centered, italicized, and set off from the preceding and following paragraphs by a double-spaced return.

QUOTATIONS

1. Longer quotations (five or more typed lines) should be typed double-spaced, 12- point font, indented on the left, and with no quotation marks.
2. Quotations should be reproduced exactly as in the source, with errors indicated by [sic].
3. Use brackets [], not parentheses (), to enclose material interpolated into a quotation.
4. Use three periods without spaces (...) to indicate omissions within a quotation. Use four periods (....) where the elision cuts off the end of a sentence before continuing to another (e.g., "J.Z. Smith is well known for his attention to the work of taxonomies However, not all of his readers are equally attentive."). Use four periods with a space between the first and second if the quotation completes the sentence and something following is elided (e.g., "Hegel's theory of religion is teleological. ... This alone makes it unusable today.>").
5. Translations of all biblical quotations should be identified using the proper abbreviation. See the latest edition of *The SBL Handbook of Style* 8.2.

ITALICS IN THE TEXT

1. Place titles of books and periodicals in italics, but not series titles (e.g., Anchor Bible).
2. Do not italicize books of the Bible, but do italicize titles of other ancient works.
3. Do not italicize foreign words or abbreviations now in common English usage or familiar in the field of religion (e.g., et al., inter alia, bhakti, kerygma), but do italicize unfamiliar foreign words and phrases.
4. Use italics for emphasis sparingly.

ABBREVIATIONS

1. Common abbreviations may be used (e.g., viz., cf., etc.). See the lists in *The Chicago Manual of Style*, chapter fifteen, and *The SBL Handbook of Style*, chapter eight. Use OT for Old Testament, HB for Hebrew Bible (preferred), and NT for New Testament.
2. Books of the Bible should be abbreviated when used with chapter and verse reference in a parenthetical reference (e.g., Matt 5:16), but spelled out otherwise (e.g., "In Matthew 5:16, it states..."). Follow *The SBL Handbook of Style* on these matters, not *The Chicago Manual of Style*.
3. Omit periods between capital letter abbreviations (e.g., CE, not C.E.; BCE, not B.C.E.).
4. In deciding whether to abbreviate titles of other common or ancient works, keep in mind that the *Bulletin* is an interdisciplinary journal. What is common knowledge in one field may not be in another.
5. The initial reference to contemporary works should give the full title. Subsequently, a shortened form of the title will suffice.

TRANSLITERATIONS

When possible, transliterate words in other alphabets, following whatever system is prevalent in your discipline. Transliterated words and phrases should be accompanied by English translations, at least at their first occurrence. If an alternate font is necessary for special characters, you may wish to provide a PDF file to the editor, to which he or she can refer when preparing the essay for publication.

CAPITALIZATION

In general, follow *The Chicago Manual of Style* for the rules and exceptions in capitalizations. Many words

that are often written upper case can and should be written lower case. Examples: biblical, christological, church, rabbinic, department, eastern religions, the ancient Near East, religious studies, etc.

NUMBERS

On how to list page numbers in the body of the essay, in documentation, and in Notes and References, see *The Chicago Manual of Style* 9.62-64.

CITATIONS IN THE ESSAY

Documentation should follow *The Chicago Manual of Style* author-date (in-text) system. At the point where the documentation is desired, enclose in parentheses the last name(s) of the author(s) or editor(s), the year of publication, and any page reference(s). The author's name should not be used if it is obvious from the text. No comma should appear between author and year. For works with more than two authors or editors, use "et al." after the first author/editor. Separate multiple references within parentheses by a semicolon when commas are also used within a reference. Citations should be inserted after the closing quotation mark but before the period (but after the period in block quotations). If it is unclear from context which book is being cited, include the author's last name followed by the page reference without additional punctuation. Shorten the second page number in a citation where appropriate (i.e., 201-208 should be 201-8). All works thus cited should be listed at the end of the article under "References," as indicated below.

EXAMPLES: The point is made clear by one of the books this essay considers (Johnson 1998, 399). This has been argued again (Smith 1995, 36-50); or, This has been argued recently by Joan Smith (1995, 36-50).

NOTES

Endnotes, if needed, should be used sparingly, and then only for substantive comments, not for citations.

REFERENCES

The author should provide a list of all works cited or referenced in the article. References should appear at the end of the article, following the bold, centered heading "References." The *Bulletin* follows Chicago's author-date style for references. See the Chicago Manual of Style, which [can be found online here](#).

EXAMPLES

Carrette, Jeremy and Richard King. 2005. *Selling Spirituality: The Silent Takeover of Religion*. London: Routledge.

Epley, Nicholas, et al. 2009. "Believers' Estimates of God's Beliefs Are More Egocentric than Estimates of Other People's Beliefs." *Proceedings of the National Academy of Sciences of the United States of America* 106/51: 21533-21538. Available at <http://www.pnas.org/content/106/51/21533>.

Ganly, Sarah. 2007. "The Negative Impact of Organized Religion." *Associated Content*. Available at: http://www.associatedcontent.com/article/372622/the_negative_impact_of_organized_religion.html.

McCutcheon, Russell. 2001. "Writing a History of God: 'Just the Same Game Wherever You Go,'" in *Critics Not Caretakers: Redescribing the Public Study of Religion*. Albany, New York: State University of New York Press.

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Smith, Steve. 1989. "Preface" to *Everyday Zen: Love & Work*, by Charlotte Joko Beck. San Francisco: HarperSanFrancisco.

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Equinox does not accept manuscripts that have already been submitted to preprint repositories, such as SSRN. However, an author may deposit their accepted *postprint* manuscript in their Institutional Repository (only), with due acknowledgement to Equinox Publishing and an embargo period of 24 months. Please see <https://www.equinoxpub.com/home/open-access-policy/> for more information.
