# CAMBRIDGE Instructions for Contributors

#### HORIZONS: THE JOURNAL OF THE COLLEGE THEOLOGY SOCIETY

#### AIMS AND SCOPE

*Horizons* publishes award-winning peer-reviewed articles, roundtables, and book reviews across a wide range of topics in theology and religious studies. While rooted in a commitment to the long and deep Catholic tradition of "faith seeking understanding," that commitment also welcomes all original scholarship in theology and religious studies that contributes to its basic constructive focus. It is unique in content with its ecumenical view, layperson editorial staff, wide range of methods and topics, and insightful analysis of belief interacting with culture. *Horizons*, though based in the USA, publishes work by national and international college and university professors with both active research profiles and teaching experience. One does not have to be a member of the College Theology Society to submit to the journal.

## PREPARING YOUR MANUSCRIPT

Manuscript submissions to the journal should be between 25 and 30 pages (about 10,000 words), 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*), 17th edition. We require that authors use endnotes rather than footnotes and that they double-space the entire manuscript, including the endnotes.

Manuscripts must have a separate title page that includes the author's name, affiliation, email address, postal address, an abstract of no more than 150 words, up to 8 keywords, 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.

All authors must include a competing interest disclosure at the end of the author vita. This is to align with Cambridge University Press' publishing guidelines. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, each contributing author must include their own declaration.

There are two forms of COI disclosure and thus two templates for writing these disclosures. They are below:

- 1. If no conflicts of interest exist, the declaration should state: "Competing interests: The author(s) declare none"
- 2. If conflicts of interest do exist, the declaration should follow the following example wording: "Competing interests: Author A is employed at organization B. Author C is on the Board of company E and is a member of organization F. Author G has received grants from company H."

Should an article be published, the disclosure(s) will be published with the article.

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, CT: 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,* eds. 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, authors should use "ibid." when the reference is clear; in other cases, they should 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 authors follow *Horizons*' house style and be as consistent as possible 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.

John Paul II, *Ut Unum Sint* (May 25, 1995), http://w2.vatican.va/content/john-paulii/en/encyclicals/documents/hf\_jp-ii\_enc\_25051995\_ut-unum-sint.html.

For spelling guidelines (e.g., church/Church, scripture/Scripture, etc.), authors should use those provided by *Theological Studies* on its website: <u>https://theologicalstudies.net/spelling-and-abbreviations-guide/.</u> Words often underlined should be in italics, not underlined or in 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

Send your manuscript prepared in Microsoft Word to the journal's e-mail address, <u>horizons@collegetheology.org</u>, and to the managing editor at <u>mary.pappalardo@villanova.edu</u>. Postal mail can be sent to:

The Editor *Horizons* St. Mary's Hall, Villanova University 800 Lancaster Avenue Villanova, PA 19085

Submission is taken to imply that the article has not been previously published either in the same, abridged, or expanded form elsewhere, and is not being considered for publication elsewhere. The cover letter must state this clearly. The author may republish the article in any future work authored or edited by themselves, according to the publisher's guidelines

(http://www.cambridge.org/about-us/rights-permissions/). The author agrees to acknowledge in all such subsequent publications that the article was first published in *Horizons*.

If research was conducted with human participants, include a statement indicating that an institutional review board (IRB) approved the study. If IRB approval was not obtained, an explanation must be provided. The editor reserves the right to decline for review research conducted with human participants that does not have IRB approval.

## PROOFS

Authors will be sent proofs via email. They should mark the PDF proof electronically or in hard copy and are requested to return their proof corrections by email within three days of receipt. Authors should let the Editorial Office know if they are likely to be away for any extended period at that time, or if the proofs should be sent to an alternative email address. The publisher reserves the right to charge authors for excessive correction of non-typographical errors.

Authors of articles and review articles (but not book reviews) will receive a PDF file of their contribution upon publication and one gratis issue.

If you request color figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

Last Updated: March 3, 2022