

Publication Guidelines for *Teilhard Studies*

PREPARING YOUR MANUSCRIPT

The text of manuscripts submitted to *Teilhard Studies* must conform to the most recent edition of *The Chicago Manual of Style (CMOS)*, and notes should follow the CMOS "notes and bibliography" format. Commonly used elements of the CMOS are summarized below. Contact the editor, Laura Eløe (eloel1@udayton.edu), with any questions or if you need to request an exception to these guidelines.

Manuscripts must have a **separate cover letter** that includes the author's name; affiliation; e-mail address; postal address; an abstract of no more than 150 words; a statement 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; and an author vita of no more than 50 words. The author's name should appear nowhere else in the manuscript since manuscript review is a double-blind process. In certain rare instances, previously-published materials will be considered for publication in *Teilhard Studies*. Contact the editor for more information.

GENERAL GUIDELINES

Manuscripts are to be submitted in **Microsoft Word**.

Manuscripts should be **between 17 and 25 pages**.

Use **default settings in Word** for page size, margins, tabs, etc. *except* for the following:

- Font: Times New Roman
- Font size: 12
- Line spacing: double
- Pages should be numbered in the center of the footer.

Use simple formatting to clearly distinguish subheading levels, extracts, quotes, poems, enumerations, lists, and any other element that would not otherwise be immediately recognizable by the typesetter. For **subheadings**, we suggest:

- **boldface** centered A-headings
- **boldface** flush left B-headings
- *italic* flush left C-headings.

Use *italics*, rather than underscoring or **boldfacing**, for emphasis.

Footnotes must be properly embedded in the text using the "insert footnote" function in the References toolbar in Word. Do not input them at the end of the document or in a separate document. In most cases, *Teilhard Studies* will use footnotes for the published piece.

STYLE GUIDELINES

Use **inclusive language** throughout your work *except* when directly quoting an author. Do not use "sic" when quoting non-inclusive language found in the work of others.

Spelling should be consistent with *Webster's New Collegiate Dictionary*, except for quoted matter.

Quotations:

- Use standard double quotation marks (") except for quotations within quotations, for which single quotation marks (') should be used.
- Quotations of five or more lines are to be set off as block quotes. Do not use quotation marks at the beginning and end of blocks. Double-indent blocks.
- Punctuation is placed within quotation marks (except for dashes, colons, and semicolons unless these are part of the quoted matter).

Use **Oxford commas** (i.e., "red, white, and blue" as opposed to "red, white and blue") in lists of three or more items.

Names should have spaces between initials (e.g., U. R. Wright).

Contractions and abbreviations should have a period (Mr., St., Ave.) in both singular and plural forms (vol., vols., ed., eds.).

Ellipsis points:

- one space between ellipsis points (i.e., . . . rather than ...)
- no square brackets around ellipsis points unless there is a special need to distinguish yours from those of a primary text

Hyphens are:

- used in compound adjectives and adverbs (eighteenth-century architecture, slow-sailing vessel, well-known books) *except*
 - not in, e.g., "the book is well known;"
 - not in compounds with adverbs ending in -ly, e.g., expertly written texts
- not usually used following the prefixes "non" or "post."

Numbers:

- Write out up to one hundred, except in a discussion that includes a mixture of numbers less than and greater than one hundred, in which case all of them should be in figures (e.g., "325 walrus outswam 71 others while 6 stayed on the beach").
- Elide numbers above 100 consistently using 2 or more digits to show the changed part in page references and elsewhere as applicable (e.g., 281-82). Years should be given in full in titles, subtitles, and chapter titles (e.g., 1924-1925) even if elided within the text.
- Precise measurements, money, etc. (\$4.95, 18 ounces, 3mm) are in figures.
- Percentages are in figures; the word "percent" is spelled out (27 percent) *except*:
 - in technical discussions;

- in a series of comparisons.
- Centuries are written out (e.g., eighteenth century).
- Numbers of four or more digits (except years) should have commas (2,000; 20,000).
- Dates before the common era (BCE) should not be elided; dates during the common era (CE) may be elided.

PERMISSIONS

It is your responsibility to obtain permission in writing for reproducing materials copyrighted by other persons and groups. Citations from academic works are governed by standards of "fair academic use." This is generally interpreted as permitting direct quotations of others' work when you are commenting on it or quoting it to advance or distinguish another author's position from your own. Correct scholarly references are always required whenever you cite another author. All complete works (e.g., a short poem) need permission. Permission letters are to be included with the final version of your manuscript.

REFERENCE SYSTEMS

Please cite in **footnotes**.

Authors are expected to have examined the works they cite, so **quoting a primary source from a secondary source** is generally discouraged. If an original source is unavailable, however, both the original and the secondary sources must be listed.

Give **complete reference information** at the first mention of a title. Then use the author, short title, and page number in subsequent references. **CMOS no longer requires that the city of publication** be included in complete references.

Avoid use of "ibid.," "cf," "op. cit.," "loc. cit.," "idem," and similar **Latin abbreviations**.

Access dates are not necessary for **URLs**.

As author, you are responsible for the accuracy of quotes and excerpts from texts. You are also responsible for giving accurate references to such texts. **Check each quote and citation before submitting the final version of the manuscript**, especially if your text was reorganized during the editorial process.

Please see the next section on **citing sources**, paying special attention to punctuation and the use of italics. More examples are available in the *CMOS*.

SAMPLE SOURCE CITATIONS

Do not include a bibliography. Single space within notes and between notes. In your text, footnote numbers should be superscripted. At the bottom of the page, either superscripted numbers OR in-line numbers followed by a period are acceptable.

Book, Single Author

¹ Robert North, SJ, *Teilhard and the Creation of the Human Soul* (The Bruce Publishing Company, 1967), 204-05. (first reference footnote)

² North, *Creation of the Human Soul*, 204-05. (subsequent footnote)

Book with translator (trans.) and/or editor (ed.) other than author

¹ Claude Cuénot, *Teilhard de Chardin: A Biographical Study*, trans. Vincent Colimore, ed. René Hague (Helicon, 1965), 140, 454-55.

² Cuénot, *A Biographical Study*, 140, 454-55.

Book, Multiple Authors (for more than two authors, list all and use Oxford comma)

¹ Jeanne Mortier and Marie-Louise Auboux, *Teilhard de Chardin Album* (Harper and Row, 1966), 18.

² Mortier and Auboux, *Album*, 18.

Article in a Journal, Newspaper, or Magazine

¹ Amnon Buchbinder, "Out of Our Heads: Philip Shepherd on the Brain in Our Belly," *The Sun* 448 (April 2013): 11-13.

² Buchbinder, "Out of Our Heads," 11-13.

Work by one author in a volume authored by another

¹ Pierre Teilhard de Chardin, letter to Lucile Swan (20 Dec 1937), in Thomas King and Mary Wood Gilbert, *The Letters of Teilhard de Chardin and Lucile Swan* (Georgetown University Press, 1993), 103-04.

² Teilhard, letter to Swan (20 Dec 1937), King and Gilbert, *Letters*, 103-04.

Church Documents (replace URL with print source information as above if appropriate)

¹ Pius XII, *Humani Generis* (12 August 1950), http://w2.vatican.va/content/pius-xii/en/encyclicals/documents/hf_p-xii_enc_12081950_humani-generis.html, §2, §5.

² Pius XII, *Humani Generis*, §2, §5.

Works by Teilhard in volumes attributed to him

Teilhard's works may be cited as in the examples above, though authors making historically located arguments may wish to cite essay titles by composition date (in addition to books by publication date). The examples below adapt *CMOS* conventions for such authors.

¹ Pierre Teilhard de Chardin, "Sketch of a Personalistic Universe" (4 May 1936), in *Human Energy*, trans. J. M. Cohen (Harcourt Brace Jovanovich, 1962), 57.

² Teilhard, "Sketch of a Personalistic Universe" (4 May 1936), in *Human Energy*, 57.

¹ Pierre Teilhard de Chardin, "The Heart of Matter" (30 Oct 1950), in *The Heart of Matter*, trans. René Hague (Harcourt, 1978), 42-43.

² Teilhard, "The Heart of Matter" (30 Oct 1950), in *Heart of Matter*, 42-43.

¹ Pierre Teilhard de Chardin, letter to his parents (15 Nov 1906), in *Letters from Egypt, 1905-1908*, trans. Mary Ilford (Herder and Herder, 1965), 130.

² Teilhard, letter to his parents (15 Nov 1906), in *Egypt*, 130.

¹ Pierre Teilhard de Chardin, *The Divine Milieu* (Mar 1927), ed. Bernard Wall (Harper Perennial, 2001), 142.

² Teilhard, *Divine Milieu* (Mar 1927), 142.

SUBMITTING YOUR MANUSCRIPT

Send your manuscript to Kathy Duffy, SSJ at kduffy@chc.edu .

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. The author agrees to acknowledge in all such subsequent publications that the article was first published in *Teilhard Studies*.