



GTU

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The Journal of the Graduate Theological Union

Instructions for Authors and Book Reviewers

Updated: December 20, 2017

This document contains instructions for authors and book reviewers. It details how submissions should be made to the Berkeley Journal of Religion and Theology (the “Journal”). It also includes the Journal’s Style Guide. **Authors and book reviewers who are interested in submitting material to the Journal to be considered for inclusion must adhere to these instructions.** The editors reserve the right to return submissions to the authors or reviewers if they do not follow the Style Guide. The editors also reserve the right to ask authors and reviewers to revise their article at any time during the process prior to publication in order to conform to the Style Guide. For more information, please contact the editor-in-chief or the managing editor.

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0. INTRODUCTION

The editors welcome and thank authors and reviewers for submitting contributions to the Berkeley Journal of Religion and Theology (BJRT and “the Journal”). The BJRT’s primary mission is to be an international and diverse forum for original, cutting-edge scholarship in religious studies, philosophy, and theology, that reflects the GTU’s endeavor to be a nexus for “where religion meets the world.” Given the diversity of religious, philosophical, and theological perspectives that are reflected in the scholarship at the Graduate Theological Union and the University of California at Berkeley, the BJRT has adopted the following policies and instructions in order to facilitate the peer-review process.

Authors and book reviewers who are interested in submitting material to the Journal to be considered for inclusion must adhere to these instructions. The editors reserve the right to return submissions to the authors or reviewers if they do not follow the Style Guide. The editors also reserve the right to ask authors and reviewers to revise their article at any time during the process prior to publication in order to conform to the Style Guide. By submitting materials for consideration to the BJRT, authors or reviewers acknowledge their familiarity with the information contained in this document.

The BJRT is not ideologically aligned and so does not discriminate publication based on the authors’ or reviewers’ race, gender, sexual orientation, religion, theological position, etc. Articles and reviews will only be discriminated on the basis of the quality of the arguments being presented and the writing style demonstrated, as well as the appropriateness of the submission in a journal of theological and religious studies. Prospective authors and reviewers who are unsure as to whether their submission is appropriate for the Journal should consult the Journal’s editor-in-chief or managing editor to discuss suitability *before* submitting.

For submitting an article for consideration for publication, please consult sections 1 and 3 below. To submit a book review, please familiarize yourself with sections 2 and 3 below. If you might be republishing accepted articles or reviews in another work, consult section 4 on post-publication information. The editors have also furnished for authors and reviewers several suggestions and a checklist that should help with the submission process. As with all matters relating to the Journal, any questions should be directed to the managing editor.

I. ARTICLES

Instructions for Submitting Articles to the Journal

- A. **Prior to submission**, in order to ensure full and fair consideration of the submission for publication, authors are required to ensure the following:
1. **Articles must not contain any self-identifying content.** This includes any self-references to the author's published work. (e.g. "My argument in [work] suggests...")
 - i. After the submission's acceptance, author(s) are given an opportunity to revise their article prior to publication. At that time, authors are welcome to re-insert any self-identifying content.
 2. **Articles must be prefaced with a 200-word abstract (or less).** Please single-space your abstract at the beginning of the submission and label is clearly with "Abstract."
 3. **Articles must conform to the BJRT Style Guide** (see Section 3 below), including footnotes, indentation of paragraphs, block quotes, etc. The general rule of thumb is that the BJRT follows the latest Chicago Manual of Style, currently the 17th edition (2017).
- B. **Authors' Information:** on a separate Word document, authors must state the following and submit that document as a separate attachment with the submission:
1. Authors' names and a 2-sentence biography of each author.
 2. Each author's primary institutional affiliation.
 3. E-mail contact. (For multiple authors, authors should designate one of the authors to be the primary e-mail contact, and submit that e-mail.)
 4. 5-10 keywords/phrases that describe the key figures or subjects covered in the journal. Each keyword should be separated by a comma.
 - i. Examples: Jacques Derrida, Continental philosophy, Soteriology, Bhagavad Gita, Economics of Religion

C. Submission Instructions

1. E-mail your submission and authors' information together as **.doc** or **.docx** attachments to bjrt@ses.gtu.edu. Make sure the submission and authors' information are two *separate* documents.
2. E-mail your submission and authors' information before 11:59 pm PST on the due date (February 1).
 - i. **Late Submissions:** Submissions sent after the due date will not be considered for that year's publication. Exceptions can only be granted by the editor-in-chief or the managing editor, and only for extremely unusual circumstances. Late submissions will **NOT** automatically roll over for consideration in next year's volume. Authors will need to resubmit their articles to be considered in that volume.
 - ii. **Resubmissions:** (see I.D.2.ii below) If the editor returns a submission to the author to rework it in conformity to the BJRT Style Guide, the resubmission is subject to the same deadline of February 1 of the year of publication. In other words, authors who are asked to resubmit are not given any extensions or grace periods to bring their submissions into conformity with the Style Guide. If the resubmission is late, authors will need to resubmit their articles to be considered in next year's volume.

D. What to Expect after Submitting your article.

1. **Confirmation of Receipt.** Within 2 weeks, the managing editor will issue an e-mail that confirms receipt of the submission. If you do not receive the confirmation within 2 weeks, please contact the managing editor at bjrt@ses.gtu.edu to verify.
2. In the confirmation e-mail, the editors will provide an initial assessment as to the appropriateness of the submission for the Journal.
 - i. **Appropriate Submission.** If the submission is deemed appropriate and acceptable for consideration, it will enter the peer-review process. The confirmation e-mail will include a statement to that effect.

- ii. **Unsuitable Submission.** If the submission is deemed unsuitable for the Journal, the confirmation of receipt will include a statement to that effect, along with an assessment on why the submission is unsuitable. For unsuitability due to non-compliance with the BJRT Style Guide, the author will be invited to ensure their submission is in compliance with the BJRT Style Guide, and to resubmit.

II. BOOK REVIEWS

Instructions for Submitting Book Reviews to the Journal

- A. **Prior to writing the review**, reviewers should first write to the Book Review Editor (bjrt@ses.gtu.edu) and signal their interest in reviewing a particular book. The Book Review Editor will approve the review if the book is relevant to the Journal, and if nobody else has been approved to review that particular work.
 1. It bears repeating again: book reviewers should not submit unapproved book reviews. **Submitted book reviews that have not been approved will not be considered for publication.**
 2. Books to be reviewed should not be older than 5 years from the date of submission.
- B. **Access to Books for Review.** Generally, reviewers are responsible for their own access to the books for review. Reviewers borrowing review books from the library should be aware that the BJRT is not responsible for any late fees or other consequences that arise from borrowing books; the reviewer is entirely responsible for borrowed books. There are two exceptions to this general expectation, although in both cases, permission must be granted by the Book Review Editor to review the books:
 1. **Books Received.** Occasionally, the BJRT receives requests to review a book. Requests will be posted on the BJRT website or Facebook page. In some circumstances, the BJRT is given a hard copy of the book for review. The reviewer should meet with the Book Review Editor to obtain the

review copy, and after the review is completed, the reviewer is welcome to keep the book.

2. **Requesting Review Copies.** Reviewers are welcome to request review copies of books. Interested reviewers should first contact the Book Review Editor, who will put in the official request for the reviewer. Normally, reviewers should provide their mailing address to the Book Review Editor, who will arrange for review copies to be delivered to the reviewer's address. After the review is completed, the reviewer is welcome to keep the book.
- C. Prior to submission of review, **reviewers should ensure that their reviews conform to the BJRT Style Guide.** See sections III.A and III.C below.
- D. **General Procedure for Submission.** Upon completing their review, reviewers should submit their review to the Book Review Editor (bjrt@ses.gtu.edu) with their reviews in **.doc** or **.docx** format and attached to the e-mail. Reviews need to include a 1-2 sentence short biography of the reviewer, which can be included in the same document as the book review.
 1. The short biography is 1-2 sentences. The editor reserves the right to reduce longer biographies to this limit.
- E. **Post-Submission Expectations.**
 1. **Confirmation of Receipt.** The Book Review Editor will respond to the reviewer with an e-mail confirming receipt of the review.
 2. Within a few weeks, the Review Editor will send back suggested corrections or revisions. The reviewer will work on the corrections or revisions, communicating by e-mail with the Book Review Editor as often as is necessary, until the Review Editor deems the review acceptable for publication.
 3. The editor-in-chief and managing editor reserve the right to request additional changes by the book reviewer prior to final publication.

III. THE BJRT STYLE GUIDE

A. **General Guidelines for Articles and Book Reviews.**

1. **Submission Format:** All submissions must be submitted in **.doc** or **.docx** formats (**.docx** preferred). All other formats will be returned to the author.
2. **Structural Requirements.** The BJRT employs the most recent edition of the Chicago Manual of Style.
 - i. Submissions should be **double-spaced** and **12-point** fonts should be used. There should be no spaces between paragraphs, and one-line spacing between subsections. The document's text should be aligned left. (i.e. no "justify text" or "distribute text")
 - ii. **Subheadings** should be in **bold** and flush-left (not indented).
 - iii. **Emphases** made by the author should appear in the footnote, not in-line. See "Example of Block Quotation" and "Example of Footnote" below.
 - iv. **Block Quotations** should be single-spaced and the *entire quote* should be fully indented on the left *and* right sides of the block quote. Block quotations should not be quoted (i.e. no "...") and internal quotations should use double-quotes, not single quotes.

Example of Block Quotation:

Whereas John Whitstone has argued rather persuasively that correspondences can carry multifarious significances, Kelly Edison disagrees, writing that

In times of difficulty, significances can demoulute matters even further and unfurl incorrectly when hermeneutical knots are tied, untied, and perhaps iteratively (de)constructed. These are dimensionally faceted but nonetheless may have a unifying petrifying structure. As the poet Lurin Damien has presciently mused, "If it can't be unificent, can thence be it unitary?" Certainly, his musings may be rather translucent, but here it is salutary.²³

Thus, Edison's reflections fly in the face of Whitstone's paradigmatic layout of the theory of significations. I argue, however, that the two may indeed have critical...

- v. **Footnotes** are desired. They should be in 9-point Arial font and indented from the left in the first line. Footnotes are single spaced. Footnotes should be used mainly for citations; **long footnotes are discouraged, particularly those that “chat”**. If you are prone to “chatting” in the footnotes, please consider whether your chat is necessary to the content of the article. If so, consider bringing it into the body of the text. Otherwise, you should leave it out.

Example of Footnote:

²³ Kelly Edison, *Ficiary Poetics and Univerbiages: Recommencing Introspectives in the Poetics* (Carlton: Norton Routledge Publishing, 2023), 34. Emphasis mine.

- vi. **Bibliography.** A bibliography of all works cited should be included at the end of every submission.
 - 1. *For book reviews*, citing the work under review can be done using in-line, parenthetical citations. (e.g. “Smith has made this argument in the book. (25)”). In such a situation, no bibliography is necessary. However, reviews citing more than 5 outside sources will require a bibliography.

3. Additional Style Requirements

- i. **Foreign Languages.** Romanizations are preferred if possible.
 - 1. For Chinese, Hanyu Pinyin is preferred, excepting words and names that are often expressed in Wade-Giles or other systems. (e.g. Taipei, Kowloon).
 - 2. For Sanskrit, Pali, and Tibetan, ALA-LC Romanization tables should be used.
- ii. **Biblical Abbreviations.**
 - 1. Hebrew Bible: Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1-2 Sam, 1-2 Kgdms, 1-2 Kings, 3-4 Kgdms, 1-2 Chr, Ezra, Neh, Esth, Job, Ps, Prov, Eccl (Qoh), Song (Cant), Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal
 - 2. Septuagint: Bar, 1-2 Esd, Jdt, 1-4 Macc, Sir, Tob, Wis

3. New Testament: Matt, Mark, Luke, John, Acts, Rom, 1-2 Cor, Gal, Eph, Phil, Col, 1-2 Thess, 1-2 Tim, Titus, Phlm, Heb, Jas, 1-2 Pet, 1-3 John, Jude, Rev

iii. **Figures, Tables, and Images**

1. Figures, Tables, and Images should be embedded into the document.
2. **CRITICAL:** The author is responsible for securing all permissions to use figures, tables, or images that are not original to them.

B. **Additional Guidelines for Articles**

1. **Length.** Manuscripts are expected not to exceed 7,500 words *excluding* footnotes. Long footnotes are discouraged and are subject to editing by the editors. Authors who have a habit of extensive discussion in their footnotes should consider leaving the discussion out if it cannot be incorporated into the body of the text.
2. Submissions should be in Microsoft Word format. (.doc or .docx with .docx preferred)
3. Please include page numbers in your submission.
4. Single quotes ('...') should not be used unless it is an embedded, inline quote.
5. **Citations and Bibliography.**
 - i. The use of *ibid.* is acceptable. However, the BJRT strongly discourages the use of *op.cit* or *passim*.
 - ii. The BJRT recommends shortened citations as formatted in the example below.

Example of Shortened Footnote:

²⁴ K. Edison, *Ficiary Poetics and Univerbiages*, 39.

- iii. The BJRT strongly discourages the use of “_____” in place of citations by the same author. All bibliographic entries should have the full name of the author. (e.g. “Kwok, Pui-Lan”)

6. **Permissions for Using Figures, Images, Tables.** Authors are responsible for securing permissions for using non-original figures, images, or tables

that are used in their submissions. If such images, figures, or tables are found in the submission, the editors will inquire with the author regarding whether permissions have been obtained. If not, the article will go through the peer-review process, but if accepted cannot be published without permission being obtained. Authors who are not confident about obtaining permission should either describe the figures, images, or tables, or omit them from the submission.

C. **Additional Guidelines for Book Reviews.**

1. **Length.** Reviews are generally around 1,500 words including footnotes. However, the Journal extends some flexibility regarding length with more voluminous books being reviewed.
2. **Required Heading:** The beginning of all review must contain the book's information, single spaced and left aligned, in the following format:

Title: Subtitle italicized and in bold.

By/Edited by (Authors or editors' names)

Translated by: (translator; omit if irrelevant)

Place of Publication: Publisher, Year of Publication. Page #s

ISBN-13

Price (On Amazon.com, use pre-discounted prices.)

Example of Required Heading:

A Pilgrim in Chinese Culture: Negotiating Religious Diversity

By Judith Berling

Eugene, OR: Wipf and Stock Publishers, 2005. 174 pages.

ISBN 978-1597522359.

\$21.00

IV. POST-PUBLICATION INFORMATION

Authors' Rights and Permissions

- A. **Authors' Rights.** Upon acceptance for publication, the authors agree that the rights to the article belong to the Berkeley Journal of Religion and Theology. Authors must be responsible for the content of the material they publish in the Journal. The Journal does not compensate authors for their submission, nor does the Journal charge authors for publishing in it.
- B. **Sharing and Course Materials.** Authors are free to share published papers on social network (e.g. Academia.edu) provided they display a copyright by the Graduate Theological Union and the year of the copyright. Articles can be included in course reading materials without permission being sought by the Journal.
- C. **Permissions.** Permission must be sought from the editor-in-chief or managing editor of the Journal if an author wishes to re-use or extensively cite a published article in a book chapter or another work or function.
1. To request permission for republication, extensive citation, etc., the author must write to the editor-in-chief or managing editor (bjrt@ses.gtu.edu) requesting permission. The e-mail should include the following information:
 - i. The article title and volume/issue of publication in the BJRT.
 - ii. The location for where the article will be reprinted in. (e.g. forthcoming book title, publisher, etc.)
 2. Permission is ordinarily given on the condition that the reprint acknowledges in a footnote that the contribution has been previously published in the Berkeley Journal of Religion and Theology, and is reprinted by permission.
 3. The Journal will send an e-mail granting permission with a PDF attachment of a Permission Agreement, signed by the editor-in-chief or managing editor.

V. SUGGESTIONS FOR PREPARING SUBMISSIONS

- Ensure that your submission conforms to the BJRT Style Guide. This is very important because (1) it facilitates peer-review and reduces the workload for all the editors involved, and (2) it also facilitates the copy-editing process. Pay special attention to the abstract – make sure it is less than 200 words, and simply states the goal and method of the article.
- Footnotes should not be long. Authors who have a habit of extensive discussion in footnotes should consider including that discussion in the main body of the text. If the discussion would not be relevant, it should be left out of the submission entirely.
- Submissions should be in Microsoft Word (.doc or .docx formats, with the latter preferred). We have received submissions in other formats, which necessitated resubmission. Keep in mind that resubmission does not entitle the author to a later deadline.
- **Zotero, Endnote, and Citation Management Software.** Citation management software do not always format citations correctly. Authors should ensure that the downloaded information for publications are correct, and that the format conforms to BJRT Style.
- When deciding on which keywords or phrases to use for the article, note that editors use those keywords and phrases to determine who should peer-review the submission. General keywords (e.g. biblical studies, systematic theology) are not helpful. Too-specific keywords are also unhelpful because there is less of a chance we can find an appropriate reviewer for the paper (e.g. Peter Martyr Vermigli's youth, 18th century letter-writing practices). Strike a balance between too-specific and too-general. Also, the more keywords, the more helpful (up to 10!). Use the BJRT's Journal Areas on the website as a guide (not as a list of required keywords).
- **Peer-Review Process.** The peer-review process concludes generally a month after submission. The managing editor will send the author an e-mail with the results of the peer-review, followed by comments by the reviewers. Authors cannot challenge the peer-reviewers regarding their comments, in furtherance of the Journals' blind peer-review process. However, authors can request that the managing editor or editor-in-chief make a third opinion regarding their submission. They should know, however, that (1) the editor-in-chief or managing editor's decisions are final and not challengable, and (2) in the history of the BJRT, the managing editors and editors-in-chief have never overturned the results of the peer-review when requested for a third opinion on a submission.

VI. SUBMISSION CHECKLIST FOR ARTICLES AND REVIEWS

- The submission does not contain any self-identifying content.
- The author/reviewer has read the Instructions for Authors and Reviewers, which has the Style Guide and ensured that the submission conforms to it.
- The author/reviewer agrees to comply with the policies described in the Instructions for Authors and Reviewers, including Authors Rights and Permissions.

For Article Submissions:

- The submission is prefaced with a 200-word abstract (or less).
- The author has put together an Author Information document that has:
 - The authors' names and institutional affiliations
 - E-mail contact
 - 1-2 sentence biography
 - 5-10 keywords or phrases
- The submission and Author Information document are in .doc or .docx.
- The submission is formatted so that...
 - ... it is in 12-point font, double spaced, left aligned.
 - ... block quotes are single spaced, completely indented on both sides.
 - ... footnotes and bibliography are correctly cited and formatted.
 - ... subheadings are flush-left and in **bold**.
- The submission conforms to the BJRT Style Guide.

For Book Review Submissions:

- The Book Review Editor is expecting the review. (i.e. the Reviewer has received permission from the Editor to write the review.)
- The submission conforms to the BJRT Style Guide, which includes the required heading with the book information.
- The submission includes a 1-2 sentence reviewers' biography.