Instructions for Authors and Book Reviewers

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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 submit material to the Journal to be considered for publication should adhere to these instructions. The editors may return submissions to authors or reviewers if they do not follow the Style Guide. The editors may require authors and reviewers to revise their article at any time during the review process in order to conform to the Style Guide. For more information, please contact the editor-in-chief or managing editor.

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INTRODUCTION

Thank you for your interest in submitting contributions to the Berkeley Journal of Religion and Theology. The BJRT's primary mission is to be an international and diverse forum for original, cutting-edge scholarship in religious studies, philosophy, and theology, reflecting the GTU's endeavor to be a platform "where religion meets the world." Given the diversity of religious, philosophical, and theological perspectives reflected in the scholarship at the Graduate Theological Union, the BJRT has adopted the following policies and instructions in order to facilitate the peer-review process.

Authors and book reviewers who submit material to the Journal for consideration should adhere to these instructions. The editors may reject submissions if they do not closely follow the Style Guide, or may require authors and reviewers to revise their article *at any time prior to publication* in order to conform to the Style Guide. In submitting materials for consideration to the BJRT, authors and reviewers acknowledge their familiarity with the information contained in this document.

The BJRT is not ideologically aligned with any position or movement, and does not discriminate in publication decisions based on race, gender, sexual orientation, religion, theological position, political affiliation, etc. Articles and reviews are evaluated solely on the quality of the argumentation, writing style, topical suitability, and adherence to the Style Guide. Prospective authors and reviewers with questions about the appropriateness of their submissions are invited to consult with the Journal's editors to discuss suitability at any time before submission.

When 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. Authors and reviewers who would like to pursue the republication of BJRT-published articles or reviews in another publication should consult section 4 for additional information. We have also provided several suggestions and a checklist to better facilitate the submission process. As with all matters relating to the Journal, any questions should be directed to the editors. We welcome your inquiries.

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 closely follow these steps:

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, authors are given an opportunity to revise their article prior to publication. At that time, authors are welcome to re-insert any self-identifying content, such as footnotes citing their own previously published work.

2. Articles must be prefaced with a 200-word abstract (or less). Please single-space your abstract at the beginning of the submission and include the clear label "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. **Author Information:** on a separate Word document, authors must state the following, and submit this document simultaneously with their submission:

1. Names and a 2-sentence biography for each author.

2. Each author's primary institutional affiliation.

3. Primary 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 author information together as **.doc** or **.docx** attachments to bjrt@ses.gtu.edu. Make sure the submission and author's information are two *separate* documents.

2. E-mail your submission and author's information before 11:59 pm PST on the due date.

    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 may or may not roll over for consideration in next year's volume. Authors may be required to resubmit their articles for consideration in future volumes. Please contact the editors with concerns or questions about this policy.

    ii. **Resubmissions** (see I.D.2.ii below): If the editor returns a submission so that it can be brought into conformity with the BJRT Style Guide, or for minor revisions of content, the resubmission is subject to the extant publication deadline. <u>In other words, authors who are asked to resubmit for formatting failures should not expect extensions or grace periods to bring their submissions into conformity with the Style Guide</u>. If the resubmission is late, authors may be required to resubmit their articles for consideration for publication in next year's volume. Please contact the editors with questions or concerns about this policy.

    Please Note: While not every submission will be accepted for publication, we are grateful for your interest and we want to see every suitable and high-quality submission published in a timely manner. If a major issue causes substantial delay, please contact us directly and discuss the problem with us so that we can work with you directly for the best possible outcome.

D. What to Expect after Submitting Your Article or Paper

1. **Confirmation of Receipt**. Within two weeks of your submission, the managing editor will issue an e-mail that confirms receipt of the submission. If you do not receive the confirmation within two weeks or ten business days, please contact the managing editor at bjrt@ses.gtu.edu to verify.

    In the confirmation e-mail, the editors will provide an initial assessment as to the appropriateness of the submission for the Journal.

    1. **Appropriate Submission.** If the submission conforms with the Style Guide and is otherwise acceptable for consideration, it will enter the peer-review process. The confirmation e-mail will include a statement to that effect.

    2. **Unsuitable Submission.** If the submission is deemed unsuitable for the Journal, the confirmation of receipt will include a statement to that effect, along with a brief explanation of why the submission has been deemed 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.

2. **Peer review**. If your submission is deemed appropriate for review, the Journal will solicit the input of multiple peer reviewers, who will review the submission anonymously without knowledge of the author's identity or institution of affiliation. The peer review process may take eight to twelve weeks or more to complete. Authors are invited to check on the status of their submission after eight or more weeks.

    The editor will inform authors of the outcome of the peer review process:

    1. **Recommended for Publication.** Peer reviewers have deemed the paper suitable for publication as it is, without major revision. The editor may suggest minor style revisions, corrections to grammar, etc.

    2. **Recommended for Publication with Revisions.** Peer reviewers have deemed the paper suitable for publication,

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but with moderate to major revision—for example, additional sourcing, lengthy clarification of major points, reordering of structure, deletion of inappropriate content, etc. Authors are invited to resubmit their papers after revision, at which time they will be <u>re-reviewed by the editors</u> and deemed suitable or unsuitable for publication.

3. **Not Recommended for Publication.** For papers deemed unsuitable for publication, authors can also expect anonymous feedback from their peer reviewers, as communicated or otherwise summarized by the editor. Rejected papers may be substantially revised and resubmitted for consideration in future editions of the BJRT.

II. BOOK REVIEWS
Instructions for Submitting Book Reviews to the Journal

A. **Prior to writing the review,** reviewers should first contact 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 already been approved to review that particular work.

- Book review submissions that have not been previously approved by the Book Review Editor may not be considered for publication.

- 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 relying on books from the GTU 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 from publishers or authors to review a book. Requests will be posted on the BJRT website or Facebook page. In some circumstances, the BJRT receives a hard copy of the book for review. The reviewer should contact the Book Review Editor to obtain the review copy, and after the review is completed, the reviewer is welcome to keep the book. Review copies may be digital or a hard copy.

2. **Requesting Review Copies.** Reviewers without access to the book through a library system are welcome to request review copies of books. Interested reviewers should first contact the Book Review Editor, who will contact the publisher. If the publisher declines to provide a review copy, the reviewer is invited to obtain the book at their own expense. If the publisher provides a hard copy, reviewers should expect to provide a mailing address to the Book Review Editor, who will arrange for delivery to the provided address. Please note that publishers may provide a digital copy, and if this is not a suitable format, the reviewer should expect to

obtain a hard copy at their own expense. After the review is completed, the reviewer is welcome to keep the digital or hard copy.

PLEASE NOTE: If you accept a review copy but do not produce a review, we strongly encourage you to notify us and return the review copy so that we can pursue the publication of a review through different channels.

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)](mailto:bjrt@ses.gtu.edu) with their reviews in **.doc** or **.docx** format and attached to the e-mail. Reviews should include a 1-2 sentence short biography of the reviewer, which can be included in the same document as the book review.

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 Book 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 Book Review Editor deems the review acceptable for publication.

3. The editors reserves the right to request additional changes by the book reviewer at any time prior to final publication.

III. THE BJRT STYLE GUIDE
Instructions for Submitting Book Reviews to the Journal

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 follows 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. **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.' [See Below]

   iv. **Footnotes** are desired. They should be in 10-point Arial font and indented on the left in the first line. Footnotes are single spaced. Footnotes should be used mainly for citations; long footnotes are discouraged. [See Below]

   v. **Bibliography**. A bibliography of all works cited should be included at the end of every submission.

   vi. *For book reviews*, citing the work under review can be done using in-line, parenthetical citations. [e.g., "Smith argues for this position extensively, but most particularly in when discussing his primary thesis (25)."] In such a situation, no bibliography is

necessary. However, reviews citing more than 5 outside sources should include a bibliography.

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 unificient, 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…

Example of Footnote (used for the first citation of a work):

[23] Kelly Edison, *Ficiary Poetics and Univerbiages: Recommencing Introspeculatives in the Poetics* (Carlton: Norton Routledge Publishing, 2023), 34.

Example of Shortened Footnote (used for all subsequent citations of a work):

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

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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. To facilitate publication, the author should provide evidence that relevant permissions have been sought. Without that evidence, the editors are required to remove those figures/tables/images from the article.

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 including the pertinent discussion in the body of the article, or excluding superfluous discussion if it cannot be incorporated into the body of the submission.

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 be used only when quoting a source that includes another quotation.

    i. EXAMPLE: According to Michaelson, "The faculty report was 'not dependent on the opinion of the administration' but did seek administration input."

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.

    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 1,000 words including footnotes. However, the Journal extends some flexibility regarding length with more voluminous books being reviewed.

2. **Required Heading:** The beginning of all reviews 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.)

<u>*Example of Required Heading:*</u>
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 author or authors agree that the rights to the article belong to the Berkeley Journal of Religion and Theology. Authors are solely 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 publication.

B. **Sharing and Course Materials.** Authors are free to share published papers on social networks (e.g. Academia.edu, Facebook.com) **provided that they display a copyright by the Graduate Theological Union and the year of the copyright** (ex: © 2020 Graduate Theological Union). Articles can be included in course reading materials without permission from the Journal.

C. **Permissions.** If an author wishes to re-use or extensively cite a published article in a book chapter or another work or function, they must seek written permission from the editor-in-chief or managing editor of the Journal

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)](mailto:bjrt@ses.gtu.edu). The e-mail should include the following information:

   i. The article title and volume/issue of publication in the BJRT.

   ii. The location and format of republication. (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. Authors must possess the signed PDF as proof of permission to republish, either in digital or printed format.

V. SUGGESTIONS FOR PREPARING SUBMISSIONS

- Ensure that your submission conforms to the BJRT Style Guide. This is very important because (1) it facilitates the peer-review process and reduces the workload for all editors involved, and (2) it also facilitates the copy-editing process.

- Ensure the abstract is 200 words or less, and simply states the methods, goals, and basic conclusion 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 to the main body of the text, 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.

- **Regarding Zotero, Endnote, and Citation Management Software:** Citation management software does 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, make two considerations:

  1. BJRT 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). Seek 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).

  2. Online library systems like JSTOR will index your published submission using your keywords. Make sure they are appropriate to the fields or subfields in which you are publishing.

- **Peer-Review Process.** The peer-review process concludes generally two to three months 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 are unable to challenge the peer reviewers regarding their comments, as a consequence

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) the managing editors and editors-in-chief have never yet overruled the results of the peer-review process. We value our peer reviewers and generally do not seek to overturn their expertise.

- Finally, please keep in mind that the BJRT is typically staffed by graduate and doctoral students who understand very well the labor-intensive processes of research and writing, as well as the emotional ups and downs of article submission, rejection, or publication. We want you to succeed and are willing to work with you for the best possible outcome. Do not hesitate to contact us with your questions and concerns.

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, including the Style Guide, and have ensured that their submission conforms to its guidelines.

❒ The author/reviewer agrees to comply with the policies described in the Instructions for Authors and Reviewers, including Author's Rights and Permissions.

For Article Submissions
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❒ 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.