

## **Cranmer Theological Journal**

Author Guidelines

April 2024

### **About CTJ**

*Cranmer Theological Journal* is a peer-reviewed journal that publishes work related to Biblically orthodox Anglicanism for both an ordained and lay audience. Our goal is to enable rigorous conversations that will help to shape the Church in North America and the world, written and edited by contributors who share that orthodox perspective.

The Governing Board is responsible for maintaining the theological and scholarly standards of the journal, while the editors and editorial board are responsible for implementing those standards.

The journal is published as an open access journal, which means articles are free to read and are indexed by Google Scholar. There are no publication fees.

### **Types of Submissions**

The journal accepts three types of submissions:

- **Article:** 4,000–8,000 words (excluding title, author information, and abstract).
- **Invited Essay:** 500–2,000 words. Unsolicited submissions are not accepted in this format, and in most cases such essays are written by the journal's Editor(s).
- **Book Review:** 500–1000 words.

Prospective authors are encouraged to look at previous issues for example of each type.

Submissions should be made through the submission link on the journal's website.

### **Review Process**

The review process is slightly different for the two main types of submissions

- Articles are peer reviewed by volunteer reviewers using a double-blind process. The process is managed by a handling editor (normally a member of the Editorial Team) who is selected by the Editors to handle each manuscript, and who solicits suitable reviewers.
- Book Reviews are not double-blind, and the handling editor is the Book Review Editor.

However, there are important similarities between these types of submissions:

- The *final decision* on whether to accept or reject a submission is made by the handling editor, in some cases after consultation with the journal's Editors. Normally a Book Review is accepted with limited (or no) changes suggested by the Book Review Editor, while an Article may require more substantial changes to address concerns identified by the handling editor and reviewers.
- Waivers to the *length limits* for either type of submission are made by the handling editor in consultation with the Editor(s).
- *Qualified reviewers* must have religious beliefs and behaviors consistent with the journal's mission, qualifications suitable to write the specific review, and not have a significant conflict of interest.
- A significant *conflict of interest* occurs when a reviewer has contributed to the writing, editing, or making of the work.
  - The author of an Article should notify Editors of any potential reviewers with such a conflict.
  - A prospective reviewer of an Article who believes such a conflict exists should notify the handling editor immediately.

- Authors of a Book Review should disclose any possible conflict and should not propose or accept an assignment if a significant conflict exists.

### **Articles**

Prior to submission, authors of potential articles are encouraged to query the editors ([editors@cranmerjournal.org](mailto:editors@cranmerjournal.org)) to discuss the proposed topic and its suitability for the journal.

In final form, every Article includes the following information:

1. The Title (centered and in bold)
2. Author Name (centered, not bold)
3. Abstract in italics (75 words or less).
4. Keywords: 5-8 keywords (1-3 words each). To make it easier for readers to find your work, the keywords should overlap those of related articles.

Attach the first footnote of the paper to the author's name and include the following information in prose format:

- Author's current title and affiliation(s), including city and state. The affiliations might include a seminary, university, primary or secondary school, diocese, or church. If you are not sure what is appropriate in your context, please ask the editors.
- Your contact information (email address).
- Acknowledgements (if any), including financial support or previous conference presentation (not to exceed 50 words).

Manuscripts are submitted in blinded form, omitting the author's name and footnote. However, omitted information is collected by our submission system with the submitted manuscript.

### **Book Reviews**

The purpose of a book review is to provide a brief overview of the book and its potential audience, both for those who might buy the book and those who will not. Any review should provide a fair and precise critique of the book's strengths and weaknesses, and also distinguish its assessment between two (or more) prospective audiences. Normally, the review should be submitted within 24 months of publication of the edition being reviewed.

Because of the journal's mixed audience, the opening paragraph should identify for the typical reader the general topic of the book — e.g. the English Reformation, the Harrowing of Hell, or evangelizing nonbelievers in twenty-first century America.

Quotations from the book (with just a page number) or citations to other works may be used where appropriate and formatted as for other articles. However, they must be used sparingly to support your argument in the limited space available. Normally book reviews will be on the shorter end of the range, but for a particularly important book or multi-book reviews, a longer review may appropriate with the agreement of the book review editor.

Because author and subject of each review are at the discretion of the book review editor. Therefore, prior to beginning any reviewer, prospective reviewers should send a query to the book review editor ([books@cranmerjournal.org](mailto:books@cranmerjournal.org)), identifying the book, its relevance to the journal, and your own qualifications for the review. If you need the editor to obtain a book for your planned review, please allow an extra month.

### **Format of Review**

The review contains the following:

1. The book citation in modified Chicago Manual of Style style, with the author and title in bold. This is followed by the 13-digit ISBN, the number of Roman numbered and Arabic numbered pages, and least expensive paper format (hbk, pbk), and the price of that

edition rounded to the nearest dollar. If the book is available in other formats, then list any remaining paper formats, followed by electronic formats (EPUB, Kindle, Logos, Nook, PDF) in alphabetical order.

2. The actual review
3. The author's name and affiliation

Examples of #1 and #3 are:

**Hans Boersma, *Pierced by Love: Divine Reading with the Christian Tradition*.** Bellingham, WA: Lexham, 2023. ISBN 978-1-68359-677-6, xviii+255 pp., hbk \$23; also Kindle, Logos.

...

Greg Peters  
Biola University  
La Mirada, California

## Manuscript Preparation

### Formatting

Manuscripts should be formatted as follows:

- US Letter, 1-inch margins
- Section headings (Word “Heading 1” style) in Arial 12-point bold.
- Main text in Times New Roman, 12 point, 1½ line spacing
- Footnotes numbered with Arabic numerals, single spaced, 10 point
- Paragraphs indented 0.25", with no extra space between paragraphs
- Quotations longer than 5 lines indented .5 inch, with one line space above and one below

The manuscript should be submitted as a .docx, .doc, or .rtf file. If you have another file format, free online websites exist that will convert from other formats to docx format.

### Writing Style

The manuscript style for the journal is given by the *Chicago Manual of Style* (17<sup>th</sup> edition). A free summary of CMS guidelines can be found at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org) and [owl.purdue.edu](http://owl.purdue.edu).

### *General Guidelines*

- Use US English spelling
- Capitalize God, Jesus, Holy Spirit etc., but use lower-case pronouns
- Avoid long footnotes with parenthetical information; for production reasons, all footnotes are limited to a maximum of 15 lines
- Rather than include a hyperlink in the text of the submission, use a properly formatted website citation

### Bible Quotations

Biblical quotations should use

- Inline citation of the verse
  - Traditional abbreviations for the OT (Amos, Dan., Deut., Zech., Zeph.), NT (Acts, Col., Rev., Titus) and Apocrypha (Bar., Ecclus., Tob.)
  - Arabic numerals for books with duplicate names (1 Cor., 2 John)

- An en dash between verses of a chapter (Matt. 28:18–20)
- For a quotation, a translation identifier after the citation (I Tim. 3:1–13 NJKV).

Our readers will be most familiar with the KJV, NJKV, ESV, and RSV. Other translations may be used to make a specific point, but if you are unsure, consult your editor. If you use the same translation throughout (including your own), include this explanation in a footnote on the first biblical quotation and omit the identifiers.

### **References**

References are given in footnotes. The first reference should include the full citation in Chicago style. If you are citing a specific page of a multi-page work article or chapter, list the full pagination, and then say “at” followed by the page(s) you are citing. Any subsequent reference will be the first author name, a short version of the work (article or book) name, and the page number. For example:

- <sup>11</sup> Barry A. Orford, “Music and Hymnody,” in *The Oxford Handbook of the Oxford Movement*, ed. Stewart J. Brown, Peter B. Nockles and James Pereiro (Oxford: Oxford University Press, 2017), 377-385 at 378.  
<https://doi.org/10.1093/oxfordhb/9780199580187.013.34>.

- <sup>12</sup> Orford, “Music and Hymnody,” 381.

Articles do *not* include a bibliography or reference list at the end.

### **Website content**

Content cited from a website should also be referenced using Chicago style, including the author (if available), title, and either the publication or organizational name. For example,

- <sup>13</sup> Thomas Plant, “Anglicans and the Reunion of Christendom,” *First Things*, May 17, 2023, <https://www.firstthings.com/web-exclusives/2023/05/anglicans-and-the-reunion-of-christendom>
- <sup>14</sup> “Orthodox Anglican,” Global Fellowship of Confessing Anglicans, accessed January 14, 2024, <https://www.gafcon.org/about/orthodox-anglican>

If no publication date is available, list the accessed date. Verify all links before submission; if the website URL no longer works, an older version of the page may be available on the Internet Archive.

### **Reference Linking**

To make it easy to access our published content, the journal registers all articles and reviews with a unique DOI reference. As a consequence, the DOI service asks journals to have their content provide links to references wherever possible. Such references also make it easier for readers to examine (and in some cases read) the cited work.

Citations should have a URL providing a permanent reference wherever possible. In order of preference, these are:

- DOI
- JSTOR
- Internet Archive (Archive.org), either for a book or for an archived web page.
- URL for another recognized archive, like ccel.org or Anglican.org
- URL for a current web page (but note that such link may eventually become obsolete)

As with Chicago style, all references should have a publication date wherever possible; if not, then an accessed date for an online reference should be included. Some examples

- <sup>15</sup> Justyn Terry, “Evangelical Identity in Anglicanism.” *Cranmer Theological Journal* 1, no. 1 (2024): 19-38. <https://doi.org/10.62221/ctj.2024.103>

- <sup>16</sup> Edmondstone Duncan, "Christmas Carols," *Musical Times* 55, no. 862 (Dec. 1, 1914), 687-691 at 689, <https://www.jstor.org/stable/911006>
- <sup>17</sup> Charles Dodgson, trans., *Tertullian, Vol. I: Apologetic and Practical Treatises*, Vol. 10 of *The Library of the Fathers of the Catholic Church* (London: J.H. Parker, 1842). <https://archive.org/details/10ALibraryOfFathersOfTheHolyCatholicV10>

### **Writing for a Broader Audience**

While our readers are likely to be educated Christians whose beliefs align closely with the journal's mission, they span a wide range of roles, mostly within Anglican churches but not all. These include clergy and laity, both those in universities and those in local parishes. The accuracy and precision of the research should reflect the high academic standards of any peer reviewed religion journal, but the writing and presentation should be accessible to a wider audience, rather than merely those scholars who would be qualified to author such a submission.

Authors can assume readers have basic Biblical literacy (e.g., the threefold classification of the books, subdivisions within the Old and New Testaments) and Anglicanism (threefold order of clergy, role of the *Book of Common Prayer*). But other topics may not be familiar to those without graduate theology training.

The main impact of this mixed audience will be in the writing style, such as sentence length and the use of jargon. In some cases, this just requires defining terms in context and with a footnote. For example:

Omitted from the 1662 Prayers of Consecration is any explicit language for the epiclesis, the invocation of the Holy Spirit that in the 1549 liturgy followed the Words of Institution.<sup>31</sup>

<sup>31</sup> See Shawn Strout, "The Role of the Holy Spirit in Early Anglican Eucharistic Theology." *Studia Liturgica* 47, no. 1 (2017): 31-60.

### **Questions**

If you have any questions about formatting or the submission process, please contact the managing editor at [info@cranmerjournal.org](mailto:info@cranmerjournal.org) .