

ECCLESIASTICAL HISTORY SOCIETY

Notes for Contributors to *STUDIES IN CHURCH HISTORY*

edited by Charlotte Methuen and Andrew Spicer

(as revised September 2019)

Studies in Church History is an annual publication, produced by Cambridge University Press for the Ecclesiastical History Society. It contains papers and communications delivered at the Society's conferences. **Papers submitted for publication must not have been included in any other work, nor should the copyright have been assigned elsewhere.** Publication is undertaken subject to the completion of the Publisher's normal form of contract, by which copyright is assigned to the Society. Contributors receive a free copy of the volume and a digital offprint of their contribution.

All articles should be **8,000 words in length**, including abstract (100-150 words), footnotes and any appendices (we do not include bibliographies). All are peer reviewed and this process can take several months to complete.

- a) We expect to publish all **plenary papers** given at the conferences. Those given at the Summer Conference should reach the Assistant Editor in electronic format by **15 October**, and those from the Winter Conference by **20 February**.
- b) **Summer conference communications:** An electronic copy should be supplied to the Assistant Editor by **10 September** for peer review purposes.
- c) **Winter meeting communications:** An electronic copy should be supplied to the Assistant Editor by **20 February** for peer review purposes.

We ask contributors to submit papers in Microsoft Word. Your submitted version should incorporate any post-conference revisions you wish to make. If your paper contains non-British characters or punctuation, please submit a pdf file as well. (If in doubt, please submit an additional pdf.)

All papers are sent out for blind peer review, although plenary papers are normally guaranteed publication. In the light of the reports received, a **selection process** for communications will be carried out by the Editors in consultation with the President, using the criteria of clarity, relevance to the conference theme, originality, competence and length. Broader considerations relating to the overall composition of the volume may also affect editorial decisions. The aim will be to ensure that each volume covers a full chronological range, has a clear theme and reflects the history of the Church worldwide.

Decisions about publication of communications from both conferences will normally be communicated by the end of April, although you may be asked before then to undertake some revision. Whilst we expect to publish all plenary papers, these will also be sent out to reviewers for comment and we ask authors to co-operate with requests for revision. Editorial feedback will be offered for all submitted papers, including (where appropriate) suggestions for publishing the work elsewhere.

We have developed a series of points which referees are asked to address in the selection process, and you may find it helpful to look at these when preparing your paper for publication. The **Peer Review Report Form** is available [here](#).

Please follow the conventions detailed in the 'Style Sheet' below when preparing your paper. For any points not covered below, please consult the Assistant Editor.

If you have any **queries**, please feel free to contact the Assistant Editor: Dr Tim Grass, 1 Thornhill Close, Ramsey, Isle of Man, IM8 3LA; e-mail: ehseditorial@gmail.com.

General Guidelines

In preparing contributions for publication, the Editors encourage contributors to ensure that they have given attention to the following points:

- That they have (perhaps briefly) made clear the relevance of the present contribution to wider questions and problems in the study of its period.
- That a clear indication has been given of the 'state of scholarship', including reference to the most important recent bibliography relevant to the topic.
- That the introduction gives a clear indication of the thesis to be argued.
- That the conclusion gives a clear indication of the significance of the contribution for further study.
- In addition, since submissions are sent out for blind peer review, please avoid referring to yourself and your work in the text in such a way as to compromise your anonymity.

Every paper must be accompanied by a completed **cover sheet** (downloadable from <https://www.cambridge.org/core/journals/studies-in-church-history/information>). Papers should include:

- An abstract of 100-150 words.
- A title that should not exceed 15 words.
- Place markers to indicate the preferred positioning of figures and tables.

Contributions should conform to the 'Style Sheet' below.

The Reviewing and Editorial Process

The initial peer review process has a range of possible outcomes:

- a) **Accept with revisions:** suggested revisions arising from the peer review process will be communicated by the editors to the author, together with the deadline for submission of the revised version.
- b) **Revise and resubmit:** the peer review process has generated suggestions for substantial revisions, and the editors would like to see a revised version of the article before making a final decision about its inclusion or its rejection. Here too, comments arising from the peer review process will be communicated to the author, together with the deadline for submission of the revised version.
- c) **Reject for *Studies in Church History*;** editors will provide feedback, including where the reviewers' comments, and suggestions relating to possible submission elsewhere. Authors should note that a rejection might be for reasons relating to any of the criteria listed above, including the shape of the volume.

If your article is to appear in *Studies in Church History*, it will therefore be returned to you with editorial suggestions for revision. The revised version, which should deal with these and incorporate any other changes you wish to make, will be reviewed again, and further guidance may be offered. The version agreed at the end of this process is the 'author accepted manuscript' (see the note on Open Access below). This is the version that should be uploaded to any institutional repository. The publisher has asked that certain points be stressed concerning this:

* The version attached is the 'author accepted manuscript', not the 'version of record'. The version of record is the final typeset PDF, to which different rules apply.

* You may post the 'author accepted manuscript' to your institutional website, institutional repository or any non-commercial subject repository without restriction or embargo. This will render the article fully compliant with all known open access funding mandates, including those of RCUK, HEFCE (REF), the EU, NEH, ARC and other national funding bodies, unless there are special terms attached to your funding.

* You should include alongside the posted 'accepted manuscript':

- 1) a link to the place of final publication (<<http://www.journals.cambridge.org/StudCH>>),
- 2) a clear statement that it is a manuscript accepted for publication in *Studies in Church History*, that will appear in revised and final form in the volume, and
- 3) a clear statement that the manuscript may only be used for personal research and not further distributed.

* Neither the 'author accepted manuscript' nor any previous work-in-progress version of your article may be posted to any commercial site or repository; this includes <<http://academia.edu/>>, SSRN, Mendeley, LinkedIn and Research Gate. The 'version of record' (the final published PDF) may not be posted anywhere without specific permission.

After official acceptance, it will be copy-edited, and some minor queries may arise from that process. Once all contributions have been copy-edited, the volume will be sent to the publisher for typesetting. You will receive page proofs of your article, usually during the second winter after the relevant summer conference. By this stage, **no major changes are allowed to your text and only factual errors, typographical errors and spelling mistakes can be corrected.**

When your accepted manuscript is ready to be sent out, you will be asked to complete a copyright assignment form. This form can be downloaded at <http://journals.cambridge.org/images/fileUpload/documents/STC_ctf.pdf>. This should be filled in, signed (by hand, not electronically) and returned to me:

Dr Tim Grass (EHS)
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Ramsey
ISLE OF MAN [via UK]
IM8 3LA

By signing it you:

- * transfer copyright in the article to the Ecclesiastical History Society;
- * warrant that the article is yours, original and unpublished;
- * confirm that you have permission for all third-party copyright material;
- * assert any conflicts of interest;
- * and, critically, accept the journal's open access policies.

You can choose, using the form, whether you wish to publish under the standard green Open Access policies or opt for enhanced 'gold' open access publication through the payment of an APC. CUP expects most authors, probably all, to opt for the former. We would highlight that the standard green OA terms of SCH are compliant with the major funding bodies, including HEFCE in reference to the REF. This should encourage you to select the green route with confidence.

We expect the volume to be published approximately two years after the original summer conference.

Illustrations

Illustrations can only be included if they are key to your argument. Please refer to the Guidelines for Including Illustrations in SCH ([here](#)). For plenary papers, a maximum of ten illustrations can be included; for communications, a maximum of four is normally allowed.

NB: It is the responsibility of the author to obtain written permission from the relevant library or repository for illustrations to appear in *Studies in Church History*. **Please be aware that this can sometimes take a considerable length of time.** Such permissions should be forwarded at the point when the accepted manuscript is finalized. Authors are responsible for paying any charges relating to the granting of permission to reproduce copyright items, and also for supplying any copies of the volume requested in the terms of the reproduction permissions.

Archive Acknowledgements

It is also the author's responsibility to make appropriate acknowledgement of permission to use unpublished archive material, checking with the institution what form of wording is required.

Datasets and Supplemental Files

All authors of quantitative empirical articles are encouraged to make the data available for data replication purposes. *Studies in Church History* can host such data on its website alongside the digital version of the paper, and authors wishing to avail themselves of this facility should supply all files electronically once a paper has been accepted for publication.

Other types of supplemental material including, but not limited to, images, videos, audio and slideshows can be hosted on the *Studies in Church History* website as supplementary material provided they are judged to add to the argument of the piece with which they are associated. There are some restrictions on file size and format.

Open Access [NB: This section is subject to change]

Studies in Church History operates an open access policy that is compliant with open access (OA) mandates required by the UK government, universities and funding bodies. Authors whose articles are accepted for publication may post their accepted manuscript on their personal/departmental websites and their institution's digital repository, and in **non-commercial** repositories from the point of acceptance. The 'accepted manuscript' is considered for this purpose to be the version of the article post-editorial comment and revision and finally accepted for publication, prior to copy-editing, typesetting and the proofing process. An author will therefore know that their paper will be published in *SCH* some time before the official point of acceptance is reached. The assistant editor will notify each author when this stage has been reached, which is likely to be during autumn the year after the conference. A link to the final publisher-produced, paginated 'version of record', published on the publisher's platform, must be included once the article has been published. This 'version of record' (the publisher pdf) must not be made available beyond the publisher's platform without separate permission from Cambridge University Press.

This policy allows all authors to achieve full compliance with all existing OA policies including those of the RCUK and HEFCE in the UK, the Wellcome Trust, the EU's Horizon 2020 funding programme and the Australian Research Council. The HEFCE policy currently (July 2019) relates to articles accepted for publication after 1 April 2018. To be eligible for inclusion in the next Research Excellence Framework, papers must be deposited in the author's institutional repository no more than three months after they have been accepted for publication. It is the author's responsibility to ensure that this action is undertaken.

If you or your funder wish your article to be freely available online to non-subscribers immediately upon publication (gold open access), you can select this option subject to the payment of an article processing charge (APC). In these circumstances, the manuscript submission and peer review procedure is unchanged. On acceptance of your article, you will be asked to let Cambridge University Press know directly if you are choosing this option. More information about the APC price and licensing choices can be found on the Cambridge Journals website.

Style Sheet

Authors should ensure that their articles conform to the conventions given below. Where a convention is not specified, we will generally abide by R. M. Ritter, *The Oxford Guide to Style* (Oxford, 2002).

NB: if using any non-British standard characters or non-Western character sets (e.g. Anglo-Saxon, Cyrillic, Greek, Hebrew), you will need to indicate that you are doing so and supply a pdf in addition to the usual Word file.

BIBLIOGRAPHICAL REFERENCES

Full citation is given in the first reference, using the models below. Thereafter, use short title references, and 'idem/eadem' or 'ibid.' for authors/editors and references which are both identical and consecutive. Where a volume is published in more than one place, only the first place of publication is normally required.

We prefer to use authors' first names where these are given, but if the title page shows initials only, use these. For jointly authored or edited volumes, up to three names should be given in full. For four or more authors/editors, please consult the assistant editor.

Titles should be capitalized according to the normal prose conventions applying in the languages concerned, with the exception of English and French. In English, we follow the practice of capitalizing all significant words, as in the examples below, for all titles. Use a colon between title and subtitle. For French titles, capitalize the first word and proper nouns. For German titles of all periods, capitalize the first word and all nouns; for Latin titles, follow the practice for classical works. Ritter offers fuller guidance for these and other languages. Titles using non-European character sets or in Cyrillic should normally include both the original character set and a transliteration. Please inform the assistant editor which system of transliteration you are using.

Do **not** include a bibliography at the end of your essay.

NB: Passim and **ff** should not be used. Instead, references to specific page numbers should be given.

Books:

- Beryl Smalley, *The Study of the Bible in the Middle Ages*, 3rd edn (Oxford, 1983).
- Quentin Skinner, *The Foundations of Modern Political Thought*, 2 vols (Cambridge, 1978), 2: 35.
- [multi-volumed work in which each volume has its own subtitle] Michael R. Watts, *The Dissenters*, 1: *From the Reformation to the French Revolution* (Oxford, 1978),
- Editions of texts have editors' names *following* the title: Thomas Hobbes, *Leviathan*, ed. Michael Oakeshott (Oxford, 1960), 32–6.
- Edited collections of articles, including *Festschriften* and *Denkschriften*, have editors' names *before* the title: Robert A. Markus, ed., *Augustine: A Collection of Critical Essays* (New York, 1972). Helen Barr and Ann M. Hutchison, eds, *Text and Controversy from Wyclif to Bale: Essays in Honour of Anne Hudson*, *Medieval Church Studies* 4 (Turnhout, 2005).
- Volumes in a series should be identifiable as such: Matti Peikola, *Congregation of the Elect: Patterns of Self-Fashioning in English Lollard Writings*, *Anglicana Turkuensia* 21 (Turku, 2000); Frances Andrews, Charlotte Methuen and Andrew Spicer, eds, *Doubting Christianity: The Church and Doubt*, *Studies in Church History* 52 (Cambridge: CUP, 2016). A number of series have standard abbreviations; those included in the *SCH* abbreviations list should be used. Series titles are not italicized.

- Titles using non-European character sets or in Cyrillic should normally include both the original character set and a transliteration.
- 鄭振秋 [Zheng Zhenqiu], 新劇考證百齣 [*Xinju kaozheng bai chu; Textual Criticism on a Hundred Spoken Drama Plays*] (Shanghai, 1919), 1–29.
- James H. Grayson, 羅約翰, 한국의 첫 선교사 [*Na Yohan: Han'gug-ŭi ch'öt sŏn'gyo-sa; John Ross: Korea's First Missionary*] (Taegu, 1982)

ESTC / Thomason / Wing catalogue numbers are not required.

Articles:

NB: at the first reference, please give the full page range for the article. Where journals or series are included in the *SCH* abbreviations list, the abbreviation should be used throughout.

- David Maxwell, 'Historicizing Christian Independency: The Southern African Pentecostal Movement, c.1908–1960', *JAH* 40 (1999), 243–64 [Subsequent refs: Maxwell, 'Historicizing Christian Independency', 255].
- [for a journal not included in the abbreviations list] E. M. Fraser, 'Robert Owen in Manchester, 1787–1800', *Transactions of the Manchester Literary and Philosophical Society* 82 (1937–8), 29–41, at 33. [Subsequent refs: Fraser, 'Owen in Manchester', 32–3.]
- [for a journal whose issues are paginated by issue rather than by volume] Joel Cabrita, 'People of Adam: Divine Healing and Racial Cosmopolitanism in Transvaal, South Africa', *Comparative Studies in Society and History* 57/2 (2015), 1–36 [Subsequent refs: Cabrita, 'People of Adam', 29–30].
- For articles in edited volumes: Kathleen Hughes, 'The Celtic Church and the Papacy', in Clifford H. Lawrence, ed., *The English Church and the Papacy in the Middle Ages* (London, 1965), 3–28, at 16–17. [Subsequent refs: Hughes, 'Celtic Church', 25–7.]
- Christopher J. Holdsworth, 'Christina of Markyate', in Derek Baker, ed., *Medieval Women, SCHSub 1* (Oxford, 1978), 185–204.

Manuscripts:

Manuscripts should be cited according to the following pattern: [1] Place (name to appear in the English form), [2] Library/repository (title to appear in the local language), [3] 'MS' [if needed], [4] Collection, [5] Manuscript number, [6] Title and number(s) of folios / pages / membranes.

- Oxford, Bodl., MS Laud Misc. 432, fols 120^r–263^v
- London, BL, MS Harley 4763, fols 3^r–5^r.
- Preston, Lancashire Record Office, MS Hawkshead-Talbot of Chorley, DDHK 9/1/ 77, Memorandum Book of James Parker, unpaginated.

The name of the library / repository must be included in all subsequent citations even of the same document.

The name of the library / repository should be given in abbreviated form if this is provided in our List of Abbreviations.

Internet sources:

For web pages, if possible please give [1] Author, [2] Full title of the page, [3] Date of last revision, [4] Full web address [known as the URL, and enclosed in angle brackets < >], and [5] Date when you accessed it.

- Ronald Roberson, 'The Eastern Christian Churches: A Brief Survey', 13 February 2008, online at: <<http://www.cnewa.org/generalpg-verus.aspx?PageID=182>>, accessed 23 April 2008.
- Barbara Rosenwein, 'History of Emotions: Religious Emotions across the Medieval/Early Modern Divide – Barbara Rosenwein', video lecture, University of Warsaw, 20 October 2014, online at: <<https://www.youtube.com/watch?v=CqeQFbjTSgw>>, accessed 28 November 2014.

If the item is a reproduction of a printed work, please add, in brackets at the end of the reference, details of the original edition.

References to journals which are only published online should give: [1] Author, [2] Article title, in single quotation marks, [3] Journal title, in italics, followed by volume/number/date and the words '[online journal]', [4] URL, and [5] Date accessed.

Electronic media:

Where using an item accessed on CD-ROM, for example, give: [1] Author, [2] Title, followed by '[CD-ROM]', [3] Usual publication details, and [4] Page number(s). If the item is a reproduction of a printed work, please add in brackets details of the edition which has been electronically reproduced.

It would take too much space to include advice here for all other electronic media; as a general rule, include as much information as possible, and we will format the citation according to the guidelines provided by Ritter.

Abbreviations: *SCH*'s 'List of Standard Abbreviations' is available [here](#). You may define other abbreviations where necessary, specifying after the first full reference: [hereafter: XYZ].

Biblical references: book titles in roman type. In footnotes, these are abbreviated according to our List of Abbreviations; e.g. Eccles. 5: 15–16; Matt. 5: 3, 14, 37; Acts 17: 18; 26: 24–5; Job 1: 6 – 3: 4; 2 Chron.; 1 Cor. Where biblical books are mentioned in the text, they should not be abbreviated.

Patristic references: titles should generally be given in the original language, unless the reference is to a specific translation. Useful lists of abbreviations of major classical and patristic works appear in certain reference works, such as the *SBL Style Guide*.

References should be given in a form that allows the passage to be found in any scholarly edition. At the first mention of any work you should provide bibliographical details of the edition/translation used.

Where the reference is summing up the general sense or meaning of a section of a text, page numbers of a modern edition are not required in addition to the reference to the original. If there is direct quotation, or if the interpretation hinges on a word or series of words, then specific page numbers to an edition or translation are required.

Canon Law citations should be laid out according to the 'modern form': see James A. Brundage, *Medieval Canon Law* (London and New York, 1995), app. 1, with quotations and page references from *Corpus iuris canonici*, ed. Aemilius Richter and Emil Friedberg, 2 vols (Leipzig, 1879–81).

Acta Sanctorum references follow the convention used by the Bollandists, e.g. *ActaSS* Ian. 2 indicates the second volume for January.

OTHER CONVENTIONS

Footnotes: insert in normal numerical progression, using the footnote function in Word. In an asterisked footnote referring to the title, you should give your preferred address and e-mail address. Any acknowledgement to funding agencies should also be included here.

Subheadings: section breaks may be used, with or without subheadings.

Quotations:

- Quotations within the text should be enclosed by single quotation marks, with double quotation marks inside these where needed.
- Quotations of fifty words or over should be set as indented paragraphs with spaces before and after, rather than incorporated into the text in quotation marks.
- Quotations from languages other than English should normally be translated. The original text may, where appropriate, be given in the footnote. Please indicate whether the translation is your own. Where non-English words or brief phrases are given for purposes of comment or definition, rather than quotation, they should be set in italics and not enclosed within quotation marks.
- All quotations should generally follow the punctuation and spelling of the original. Where at least one full sentence is given, and the quotation ends where a sentence ends, the full stop (period) or question mark should appear within the quotation marks. Otherwise, a full stop, comma, colon or semi-colon should fall after the inverted comma/quotation mark.

Capital Letters: a capital is not required for general descriptions, such as ‘the north of England’, ‘the south of France’.

- **church/Church:** for an unspecified place of worship no capital is needed (‘the church in the main street’). For a particular named building, a capital is used (‘the Church of St Michael in the Northgate’ or ‘St Andrew’s Church’). A capital is required when referring to denominations (‘the Methodist Church’), or to the universal Church. A capital is also required for adjectives derived from denominational or religious identity, such as Christian, Anglican, Methodist, Orthodox or Roman Catholic. NB: used as adjectives in their general sense these do not take capitals: ‘catholic tastes’, ‘orthodox beliefs’.
- **The Trinity:** capitals are required for the Persons of the Trinity, i.e. Father, Son and Holy Ghost/Spirit, and for ‘Trinitarian’. They are not needed for ‘he’, ‘his’, etc., when used with respect to those persons (except where they appear in a quotation). Where terms such as ‘Providence’ are used periphrastically for God, they should be capitalized.
- **The Bible:** a capital is required for the Bible, the New Testament, the Vulgate, the Epistles, etc. The adjective ‘biblical’ does not take a capital, but ‘Bible’ used adjectivally does (as in ‘Bible-based’).
- **Historical Periods:** a capital is required for Late Antiquity, the Reformation, the Renaissance, the Middle Ages, etc., but note ‘medieval period’, ‘modern period’.

SPELLING AND ABBREVIATIONS

Spellings: Please set your spellcheck in Word to English (United Kingdom). Modern UK spelling (as given in the *Oxford English Dictionary*) should be followed. Thus, use ‘honour’, ‘defence’, ‘centre’, ‘travelling’, ‘practice’ (noun) and ‘practise’ (verb), ‘licence’ (noun) and ‘license’ (verb).

For words ending in *-ize* or *-ise*, the *-ize* form is preferred (but note: ‘analyse’ and other words where the derivation demands *-ise*, e.g. ‘advertise’, ‘exercise’).

Note also the following:

- medieval, **not** mediaeval
- judgement, **not** judgment (except when referring to a legal decision)
- acknowledgement, **not** acknowledgment
- focused, **not** focussed

Hyphenation should be used where the first of two or more words is used adjectivally: e.g. 'a tenth-century manuscript' versus 'in the tenth century'. Where one of the words is an adverb, do not hyphenate: e.g. 'a handsomely bound codex'. Please turn off automatic hyphenation.

Apostrophes: The decade following 860 is referred to as '860s' (not '860's'). Proper names ending in a pronounced *-s* (or other sibilant) take a possessive in *-s*: e.g. 'Jesus's parables', 'Berlioz's criticisms'.

Contractions (see also the List of Abbreviations): Contracted forms of words that end in the same letter as the full form, including plural *-s*, do not take a full-stop, e.g.: Mr, Dr, Ms, St, fols, nos, vols. Other abbreviations take a full stop, e.g.: ed., fol., no., p., pp., ps., repr., sc., trans., viz., vol. In all cases a space follows the full stop.

The abbreviations for denoting years of birth or death are: 'b.' and 'd.' (in parentheses with the date).

DATES, NUMBERS AND CHRONOLOGY

Dates should be in the form: '24 September 1897'.

- Where Old and New Styles need to be indicated use the form: '11/21 July 1605'. Where the year differs because it did not start on 1 January, it may be necessary to use the form: '21 January 1564/5'.
- Use BCE, CE without full stops, rather than BC, AD; both follow the date.
- Numbers up to one hundred, including ordinals, should be written in full (except in quoted material, statistical tables or the dimensions of manuscripts). Thus: 'a twelfth-century missal', '45 x 95 mm'. So too should numbers that begin sentences (e.g. 'One hundred and forty-seven manuscripts are extant'), and round multiples of hundred, thousand or million (e.g. 'The fire destroyed five thousand books').
- When giving numerical extents, give the last two digits of all numbers within the teens, thus: '213–15'.