

Style Sheet for *Chicago Studies*

Journal mission: *Chicago Studies* bridges the gap between the academy and the parish by providing a space where rigorous theological scholarship meets the demands of parish ministry and evangelization.

Length: Articles should range anywhere from 3,500 to 5,000 words; exceptions to this range can be discussed.

Topic: *Chicago Studies* explores contemporary issues in parish ministry from a variety of critical theological lenses. We welcome faithful and creative essays in pastoral, spiritual, historical, dogmatic, and moral theology, and also hope to further ecumenical and interreligious dialogue. While each issue usually revolves around a specific theme, additional articles that support the theme in a more general way are also welcome.

Style: Please follow the points of style and formatting guidelines listed below. For all questions about formatting, style, grammar, and punctuation that are not explicitly covered below, please consult the seventeenth edition of the *Chicago Manual of Style* (CMOS). Please follow the CMOS's requirements for endnote citations. For a sample of the CMOS's guidelines on how to properly cite, please see the following link: [Notes and Bibliography Style \(chicagomanualofstyle.org\)](https://www.chicagomanualofstyle.org). Should you have any additional questions after consulting both the seventeenth edition of the CMOS and the points of style and formatting guidelines given below, please email the editor of *Chicago Studies* at cseditor@usml.edu for assistance. Goodwill efforts at reviewing your contribution in light of these requirements are greatly appreciated and will help us get your article out without delay.

Formatting Guidelines and Points of Style:

1. Type manuscripts in single space—including quotes and other indented matter—with both left and right justified margins. Please use “Times New Roman” 12-point font.
2. Please use only one space after periods and after all other punctuation marks as well.
3. Do not include page numbers; they will be added later.
4. Please do not use unidirectional quotation marks ["]; use smart quotation marks [“].
5. To indent paragraphs, use “indent first line of paragraph .5” setting, rather than manual tabs (or 5 spaces).
6. For block quotations, indent .5” on both the left and the right (using the paragraph indentation before text/after text settings).
7. Any necessary references should appear as endnotes and must follow the guidelines for the formatting of endnotes put forth by the seventeenth edition of the *Chicago Manual of Style*. Endnotes should be first line-indented (using the automatic setting), with 10-point font, justified on both left and right. Please note that CMOS does not use *ibid.* in

endnotes; see CMOS 14.29-14.36, especially 14.34, for instructions on shortened citations.

8. References to cited sacred texts should be included parenthetically in the text, rather than as endnotes. Example: (Gen. 1:26-27).
9. When citing web pages in endnotes, remove the underline and then change the hypertext to black (instead of blue).
10. Use a hard-right (“enter” button) only when ending a paragraph, after a title or subhead, or when necessary for a poetic break.
11. In general, please avoid hyphenating words. The only hyphens that should be used are those that are required, such as in hyphenated words and between dates, pages, or scripture verses. There should be no space before or after a dash.
12. Avoid using the letter “l” for 1 (one), or the letter “O” for 0 (zero).
13. If you want something in italics, use the italics function; please do not underline it.
14. The main title should be positioned at the very top of your article, and it should be bold, centered, and in 18-point font.
15. The “By Author” line should be put directly below the main title line, and it should be centered and in 14-point font.
16. Type all first-level subheads **bold and centered**; use upper and lower case (not all capitals). Skip an extra line both before and after all first-level subheads. Example:

Communion Ecclesiology

The leading idea in Catholic ecclesiology for much of the second millennium was of the Church as a perfect society (*societas perfecta*)...

17. Type second-level subheads *italicized and flush left*, upper and lower case. Skip an extra line before all second-level subheads. Example:

The Role of Attitude

One point which should be held in mind is that a college campus is not automatically a hostile environment. Certainly, the growth of atheism and agnosticism has become...

18. Save your manuscript in Microsoft Word and then please submit your article as an e-mail attachment.
19. Finally, submit your article to the editor of CS by email at cseditor@usml.edu.