

**JOURNAL OF THE IRISH SOCIETY FOR THE ACADEMIC STUDY OF RELIGIONS
(JISASR)**

AUTHOR GUIDELINES

The JISASR editorial team is composed of a small group of volunteers. We do all the typesetting and layout ourselves. Please help us by submitting articles that conform to the following guidelines and by using the template, which you can find on the Submissions page of our website: <https://jisasr.org/about/submissions/>. We will return your article for revision if it is not submitted in the correct style and format.

1). SUBMISSION

All files submitted must be in Microsoft Word and formatted according to the template provided. All correspondence regarding submissions should be sent to the editors at jisasr.journal@gmail.com

Your submission should comprise:

- a) **Article:** Submissions should be between 8,000 and 12,000 words, including the abstract of 100 to 200 words, footnotes and bibliography plus a list of between 3 and 10 keywords. JISASR has an international audience and so local concepts and contexts should be explained adequately.
- b) **Author details:** In a separate file to the article, please submit a short personal description (identical to the one you insert into the article template) including the author's name, academic position and research interests. Also provide an up-to-date correspondence address and email address. This is to ensure anonymity in the peer review process. Please note that anonymity is compromised by extensive citation of your own work in the initial submission. If you need to extensively cite your own work, put 'Author' in place of your name in citations of your own work – these will be replaced after peer review. You should also remove your name from the 'Author' field of the document's 'Properties'.
- c) **Covering Email:** Please state in your email, with your submission, that the article has not been submitted for publication elsewhere, and will not be submitted elsewhere until a decision has been made on it by JISASR.

2). PROCESS

- a) Authors will be kept informed regarding the progress of their submission.
- b) All articles submitted to JISASR will initially be rigorously reviewed by the editors. If the article seems appropriate for the journal the author will be informed that the manuscript is being sent for blind peer-review. We endeavor

to solicit two blind peer reviews for each article whenever possible.

- c) The anonymous reviews will be prepared by members of the international editorial board and other national and international specialists in the subject area of the article in question. They will assess the article and make comments and recommendations. The editors will then decide on the basis of the reviewers' reports whether to accept or reject the article. Upon acceptance revisions will usually be required.
- d) Revised versions of submissions will go through a second round of review by the journal editors.
- e) From submission to publication, the editors reserve the right to make minor editorial changes to format, punctuation, grammar, or spelling. However, the editors will make no major alterations to the text without the author's permission.
- f) Book reviews do not go through the peer review process but are assessed by the editors.

3). STYLE (PLEASE FOLLOW EXACTLY)

- The text should be in **Book Antiqua** font size 12.
- To indicate emphasis, italics should be employed (not underlining).
- Subheadings should be in bold type, italics, font size 12, with all the words capitalised except for articles, conjunctions and prepositions.

Layout

- Margins should be Top: 2.6, Bottom: 3.5, Left: 3.5, Right: 3.5.
- The text is single-spaced. Pages should be numbered sequentially.
- The first line of a paragraph should be indented from the left (using a tab, not spaces) without a blank line above, except when following a (sub)heading when there should be no indent.

Headings

- Apart from the title, no more than two levels of headings should be used.
- There should be no full stops at the end of headings.
- First level subheadings should be on a new line, with two blank lines above and one below, in bold italic 12-point font.

- Second level subheadings should be in bold type without italics and with a blank line above but none below.

Figures, illustrations and tables

- Illustrations, figures and tables are placed within the text at the appropriate points, rather than at the end.
- Illustrations, figures and tables must be accompanied by a one-line text in 10-point font describing the image/table and labelled sequentially (Figure 1, Figure 2, etc.).

4). LANGUAGE AND PUNCTUATION ISSUES

- Please use British English and conventions. Use -ize where allowed (e.g. organization and not organisation). If unsure, check the Oxford Dictionary and follow the preferred spelling (www.oxforddictionaries.com)
- Abbreviations are only allowed in footnotes (for example --e.g.; and so on – etc.).
- Write centuries with ordinal numbers without superscript: 19th century.
- Write decades as 1980s and not 1980's.
- There is no space between a forward slash and the words: word/word.
- Use the term 'references' and not 'bibliography' at the end of the article.
- Only institutional references get capitals while general references to academic disciplines are in lowercase: 'He was a scholar in religious studies based in the Department of Religious Studies'.
- Authors are responsible for language editing. We strongly recommend non-native speakers to send their text to a language editor before submitting it to the journal. If the referees or journal editors feel that a submission needs additional language editing, the contribution will be referred back to the author. This also applies to the formatting of references, which should follow the guidelines below.
- Please contact the editors directly regarding any transliteration issues.

5). QUOTATIONS

- Quotes of less than two lines should be enclosed in single citation marks and run-

on in the text, with the full stop after the citation.

- Quotations of more than two lines should be indented from the left and from the right, with a blank line above and below, using font size 11 (see template).
- A quote within a quote has double citation marks.
- In the quotation, square brackets should be used to indicate letters or words not present in the original, while ellipsis indicate that words have been omitted from the original (a sequence of three dots ...).

6) NOTES

Please use footnotes and not endnotes. The superscript should be in ordinal numbers. If there is only one footnote it should be at the end of the sentence after the full stop. If multiple footnotes are required within one sentence, it is acceptable to place the footnote after the appropriate word in the sentence.

7). REFERENCING

JISASR follows the Harvard citation system with references in the text giving the author, year and page, e.g. Freeman 2012, 153) and a full bibliography at the end of the article. All submissions to the journal should follow the Harvard system on the basis of the following examples:

1. In-text reference: (Lincoln 2012, 2).

2. Bibliography book:

Lincoln, B. (2012). *Gods and Demons, Priests and Scholars: Critical Explorations in the History of Religions*. Chicago, University of Chicago Press.

3. Bibliography journal:

Aung-Thwin, M. (2003). Genealogy of a Rebellion Narrative: Law, Ethnology and Culture in Colonial Burma. *Journal of Southeast Asian Studies*. 34(1). pp. 393-419.

4. Bibliography Edited Book

Silverman, D.F. and Propp, K.K. eds., (1990). *The Active Interview*. Beverly Hills, CA, Sage.

5. Bibliography Chapter in an Edited Book:

Cooke, D.J. and Philip, L. 2001. To Treat or Not to Treat? An Empirical Perspective. In: Hollin, C.R. ed. *Handbook of Offender Assessment and Treatment*. Chichester, Wiley, pp. 3-15.

6. Bibliography Television or Radio Broadcast:

Programme title. (Year of production). [Medium]. Place of broadcast: broadcaster. Date of broadcast.

The war on democracy: A film by John Pilger (2006). [Television broadcast]. UK: ITV 1. 20 August 2007, 11pm.

If part of a series:

Episode title (year of production). Series Title. Series and episode numbers if available. [Medium]. Place of broadcast: broadcaster. Date of broadcast.

Bills, Bills, Bills. (1998). *The Royle Family*. Series 1, episode 1. [Television broadcast]. UK: BBC 1. 14 September.

7. Bibliography Interviews:

Name of interviewee, (Year of interview) Interviewed by Name. Title of interview (if any).

8. Bibliography Newspaper Articles:

Toynbee, P. (2006). Comment & Debate. *Guardian*, 5 September, p. 27.

No author:

Elemental, My Dear Turner. (2003). *Times*, 12 November, pp. 12-13.

Basic guidelines can be found at http://en.wikipedia.org/wiki/Harvard_referencing

8). COPYRIGHT

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