

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.

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 eighteenth 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 cite properly, please see the following link: [Notes and Bibliography Style](#). Should you have any additional questions after consulting both the eighteenth 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 your manuscript in Word and use single space, including for quotes and other indented matter. Justify left & right margins; margins should be one inch all around.
2. Please use "Times New Roman" 12-point font.
3. Please use only one space after periods and after all other punctuation marks.
4. Do not include page numbers; they will be added later.
5. Please do not use unidirectional quotation marks ["]; use smart quotation marks [“].
6. To indent paragraphs, use "indent first line of paragraph .5" setting, rather than manual tabs (or 5 spaces).
7. For block quotations, indent .5" on both the left and the right (using the paragraph indentation before text/after text settings).
8. Any references should appear as endnotes and must follow the guidelines for the formatting of endnotes put forth by the eighteenth edition of the *Chicago Manual of Style*. For instructions on proper citation in CMOS style, see Chapters 13 and 14 of the eighteenth edition. For specific examples of how to cite in CMOS style, please

reference this link [Examples](#) before contacting the editor. Endnotes should be first line-indented (using the automatic setting), in 10-point font, and justified on both left and right. Do not use *ibid.*; consult CMOS 13.37 or see the link above on “shortened notes.”

9. References to cited sacred texts should be included parenthetically in the text, rather than as endnotes. Example: (Gen. 1:26-27).
10. When citing web pages in endnotes, remove the underline and then change the hypertext to black (instead of blue).
11. Use a hard-right (“enter” button) only when ending a paragraph, after a title or subhead, or when necessary for a poetic break.
12. 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.
13. Avoid using the letter “1” for 1 (one), or the letter “0” for 0 (zero).
14. If you want something emphasized, use the italics function; please do not underline it.
15. The main title should be positioned at the very top of your article, and it should be bold, centered, and in 18-point font.
16. The “By Author” line should be put directly below the main title line, and it should be centered and in 14-point font.
17. 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*)...

18. Type second-level subheads *italicized and flush left*, upper and lower case. Skip an extra line before, but not after, 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...

19. Save your manuscript in Microsoft Word and then submit your article to the editor of *Chicago Studies* by email at cseditor@usml.edu.
20. In the body of your email, please include your current biography.