



# concordia historical institute

*Department of Archives and History of The Lutheran Church—Missouri Synod*

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## **CONCORDIA HISTORICAL INSTITUTE QUARTERLY**

### **ARTICLE SUBMISSION GUIDELINES AND STYLE GUIDE**

The *CHIQ* is committed to accuracy, consistency and high quality. Please follow the guidelines below in preparing your material for submission.

1. Articles should not be submitted simultaneously to other journals.
2. Articles are to be submitted in five parts:
  - (a) title and body of article in RTF or MS Word file. Note: endnote numbers in the text are to be designated using “[1]” format without superscript. *CHIQ* layout staff will convert the “[1]” to “1” in superscript.
  - (b) text of endnotes as one RTF or MS Word file.
  - (c) folder with photographs in TIFF or JPG format, 600 dpi or better. Include scan of permission secured for reproduction of the photograph. \*Note: do not embed photographs in the article file.
  - (d) folder with scans of original source for all direct quotes, with file names that reflect article endnote numbers.
  - (e) a text file with a short biography of the author, including information relevant to the subject of the article submitted.
3. Photographs submitted should be scanned from originals in color mode including a neutral greycard for color correction. Permission from the owner of the photograph needs to be obtained by the author at time of submission.
4. Single space, not double space, between sentences.
5. Indicate emphasis, book titles, and uncommon foreign words with italic, not boldface or underline.
6. Spell out numerals 10 and under; use numerals over 10.
7. Recast sentences that begin with numerals over 10.
8. Full dates are to be spelled out in the text. Example: June 25, 1917.
9. An en dash is used between two numbers to show inclusive range. Example: 1917–1927. An em dash (or pair of em dashes) is used to set off an explanatory comment. An em dash is used in the name “The Lutheran Church—Missouri Synod.”
10. Documentation of Bible verses, references to the Lutheran Confessions, and the American edition of *Luther’s Works* should be included in parentheses in the text.
11. The English Standard Version (ESV) is the translation of choice for CHI publications.

12. Be clear in references to the Book of Concord. Citations should specify either Concordia Triglotta, the Tappert edition, the Kolb-Wengert edition, or the Göttingen edition.
13. The American edition of *Luther's Works* is abbreviated and italicized. Example: *LW* 50:234.
14. Any direct quote must be with quotation marks and cited in the endnotes.
15. Avoid using the endnotes for discursive comments. Include relevant and important information in the text itself. Discursive notes in the text or endnotes may be shortened or eliminated in *CHIQ's* editorial process.
16. Avoid using "f." and "ff." in endnote citations. Cite actual page numbers.
17. Avoid the use of the first person.
18. Avoid clichés, archaisms, and neologisms.
19. Titles and texts from hymns and songs should follow the wording and punctuation of the source.
20. After a first complete spell-out of the journal name, subsequent references are abbreviated. Example: *Concordia Historical Institute Quarterly (CHIQ)*.
21. Citing the state along with the city is unnecessary for commonly know cities. Example: "Chicago" instead of "Chicago, Illinois."
22. Spell out the names of states in the text body. Example: "Texas," not "TX."
23. After a first complete spell-out of the title of a hymnal, subsequent references are italicized and abbreviated. Example: *Lutheran Service Book (LSB)*.
24. Use the full name of the day or month.
25. Use a comma after the next-to-the-last item in a series before the conjunction. Example: Matthew, Mark, Luke, and John.
26. Set of states with commas on both sides.
27. Do not confuse "which" for "that."
28. Avoid split infinitives.
29. Avoid incomplete sentences.
30. Capitalization follows *LCMS Official Stylebook* ([www.lcms.org/Document.fdoc?src=lcm&id=847](http://www.lcms.org/Document.fdoc?src=lcm&id=847)) and *Concordia Publishing House Stylebook* (<https://www.cph.org/images/topics/pdf/CPHstylebook.pdf>).
31. *CHIQ* observes the capitalization of divine pronouns. Example: "Christ and His," not "Christ and his."
32. Consult the 14th edition of the *Chicago Manual of Style*. Avoid the 16th edition of the *Chicago Manual of Style*.
33. All quotations longer than 25 words should be formatted as a block quote. \*Note importance of using an indent in the block quote only when there is an indent in the original publication being quoted.
34. Endnote citations can be abbreviated after first complete citation. Example: (Initial citation) Walter O. Forster. *Zion on the Mississippi*. St. Louis: Concordia Publishing House, 1953. 202. (Subsequent citation) Forster. *Zion on the Mississippi*. 232.
35. Include first name or first initial when there may be confusion about multiple individuals with the same last name, both commonly associated with Lutheran history in North America. Example: "Ottomar Fuerbringer," or "Ludwig Fuerbringer;" "Theodore Graebner" or "August Graebner."
36. Use spaces between abbreviated names of individuals. Example: "C. F. W. Walther," not "C.F.W. Walther."
37. Authors who have their articles published in *CHIQ* are given 3 gratis copies of the issue in which their article appears.

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