

# ***Concordia Historical Institute Quarterly***

Submitting Articles for Publication

## **Guidelines and Recommendations**

Revised September 23, 2019

### **ABOUT THE JOURNAL**

#### **1. AUDIENCE**

The *CHIQ* audience includes both lay and professional readers. Articles are academic in nature and make extensive use of footnotes to cite original historical documents. However, authors should not assume the reader has a detailed understanding of the history of the LCMS or Lutheranism in North America. *CHIQ* readers are interested in Lutheran history but may not have a Lutheran or LCMS background.

#### **2. CIRCULATION**

Current circulation of *CHIQ* is 650 pieces. Additionally, promotional copies are made available at LCMS Conventions, LWML Conventions, LCMS District conventions, pastors' conferences, LCMS seminary student events, etc.

#### **3. INCLUDED IN EACH ISSUE**

Each issue includes book reviews, a "Director's Circle" acknowledgment page, and other pages with CHI announcements or events.

### **ARTICLES SUBMITTED — LENGTH**

#### **1. HARD LIMITS ON ARTICLE LENGTH**

Important: The total word count for all articles in one issue of *CHIQ* is 26,000 words (does not include footnotes). These are hard limits as our printer cannot go beyond 62 pages for articles per issue.

For three articles in one issue this amounts to no more than **8,500 words per article**.

### **ARTICLES SUBMITTED — ILLUSTRATIONS**

#### **1. ILLUSTRATIONS / PHOTOS**

A suggested ratio of one photo/illustration per 600–800 words of text is recommended.

#### **2. HIGH QUALITY SCANS NECESSARY**

Photos and illustrations should be scanned at a minimum of 600dpi and submitted in TIFF format. Scanning in color including a greycard in the scan is recommended for all photos (even if they will finally be printed in black and white). *CHIQ* will crop out the greycard during the final layout of the journal.

#### **3. CAPTIONS**

Include an appropriate caption text for each illustration / photo.

#### 4. COPYRIGHT PERMISSION FOR ILLUSTRATIONS

Permission from the owner of the photograph needs to be obtained by the author of the article at the time of submission.

### ARTICLES SUBMITTED — FOOTNOTES

#### 1. *CHIQ NO LONGER USING ENDNOTES*

*CHIQ* now utilizes footnotes instead of endnotes. See recent issues for examples of style and format.

#### 2. USE ACTUAL PAGE NUMBERS

Avoid using “f.” and “ff.” in endnote citations. Cite actual page numbers using an n-dash.

#### 3. DO NOT FOOTNOTE TITLE

Article titles should not be footnoted.

#### 4. DISCURSIVE COMMENTS IN FOOTNOTES

Avoid using the footnotes for discursive comments. Include relevant and important information in the text itself. Discursive notes in the text or footnotes may be shortened or eliminated in *CHIQ*'s editorial process.

### ARTICLES SUBMITTED — STYLE

#### 1. *CHICAGO MANUAL OF STYLE 14*

Consult the 14th edition of the *Chicago Manual of Style*. (Avoid using the 16th edition.)

#### 2. COMMA AFTER PENULTIMATE ITEM IN LIST

*CHIQ* utilizes the Oxford comma.

#### 3. INITIAL PARAGRAPH OF ARTICLE FUNCTIONS AS PRECIS

The initial paragraph of each article functioning as a precis is strongly encouraged.

#### 4. EMPHASIZE WITH ITALIC

Indicate emphasis, book titles, and uncommon foreign words with italic, not boldface or underline.

#### 5. DIRECT QUOTES

**Any direct quote over 30 words is to be formatted as a block quote.** It is important to keep the indents occurring in the original publication being quoted. Important note: Use an indent in the block quote only when there is an indent in the original publication being quoted.

#### 6. NUMERALS

Spell out numerals 10 and under; use numerals over 10. Recast sentences that begin with numerals over 10.

#### 7. DATES

Full dates are to be spelled out in the text. Example: June 25, 1917. Do not include day of the week in citing dates.

#### 8. WORDS TO CAPITALIZE

Capitalization follows the *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>).

#### 9. DIVINE PRONOUNS

CHIQ observes the capitalization of divine pronouns. Example: “Christ and His,” not “Christ and his.”

#### 10. GERMAN INITIALS IN NAMES

Use spaces between abbreviated names of individuals. Example: “C. F. W. Walther,” not “C.F.W. Walther.”

#### 11. ESV FOR BIBLE VERSES IN ENGLISH IS PREFERRED

The English Standard Version (ESV) is the translation of choice for CHI publications.

#### 12. NUMBER RANGES USE N-DASH

An en dash is used between two numbers to show inclusive range. Example: 1917–1927.

#### 13. EXPLANATORY COMMENTS USE M-DASH

An em dash (or pair of em dashes) is used to set off an explanatory comment.

#### 14. AVOIDING CONFUSION BY INCLUDING FIRST INITIAL OF CITED AUTHOR

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.”

#### 15. DISCOURAGED

Avoid the use of the first person. Avoid clichés, archaisms, and neologisms.

### **ARTICLES SUBMITTED — CITATIONS**

#### 1. DIRECT QUOTES

Any direct quote must be made with quotation marks and cited in the endnotes.

#### 2. SUBSEQUENT CITATION OF SOURCES CAN BE ABBREVIATED

Footnoted 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 citations: Forster. *Zion on the Mississippi*. 232.

#### 3. CITING NAMES OF JOURNALS

After a first complete spell-out of the journal name, subsequent references are abbreviated. Example: *Concordia Historical Institute Quarterly (CHIQ)*.

#### 4. CITING STATES

Spell out the names of states in the text body. Example: “Texas,” not “TX.” Citing the state along with the city is unnecessary for commonly-know cities. Example: “Chicago” instead of “Chicago, Illinois.”

#### 5. CITING THE LUTHERAN CONFESSIONS

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.

#### 6. CITING LUTHER’S WORKS

The American edition of Luther’s Works is abbreviated and italicized. Example: *LW* 50:234.

#### 7. CITING HYMN TITLES

Titles and texts from hymns and songs should follow the wording and punctuation of the source. After a first complete spell-out of the title of a hymnal, subsequent references are italicized and abbreviated. Example: *Lutheran Service Book (LSB)*.

#### 8. PARENTHETICAL CITATIONS IN TEXT

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 instead of including the citation in the footnotes.

### **REVIEW GRAMMAR, SPELLING AND STYLE BEFORE SUBMISSION**

#### 1. REVIEW GRAMMAR AND SPELLING BEFORE SUBMISSION

It is strongly suggested that each article be checked with "Grammarly" or similar program before submission. Review by a skilled copy editor is also strongly encouraged. Please double check spelling and consistency in style.

### **SUBMISSION**

#### 1. SUBMISSION OF ARTICLE AND SUGGESTED ILLUSTRATIONS WITH CAPTIONS

Submission of all text and illustrations to be sent to Dr. Wohrable at [editorchiq@gmail.com](mailto:editorchiq@gmail.com). (Please advise Dr. Wohlrabe if your article was / will be submitted to other publications.)

#### 2. ALSO SUBMIT AUTHOR RESUME / VITA

Each issue contains "About This Issue," written by Dr. Wohlrabe. Please submit a brief vita / resume to be used in crafting "About this Issue."

### **IF YOUR ARTICLE IS PUBLISHED IN *CHI*Q**

#### 1. GRATIS COPIES OF *CHI*Q FOR PUBLISHED AUTHORS

Authors who have their articles published in *CHI*Q are given 3 gratis copies of the issue in which their article appears. Please include your shipping address with all articles submitted.

#### 2. COVER LAYOUT

The CHI editors will, after consultation, select the illustration / photo and issue summary banner text for the cover.

#### 3. *CHI*Q COPYRIGHT

Copyright for all articles published in *CHI*Q needs to remain with CHI. CHI has no problem granting permission for reprints, as long as credit is given to CHI and reference is made to the text's appearance in *CHI*Q.

#### 4. ADDITIONAL COPIES FOR AUTHORS OF PUBLISHED ARTICLES IN *CHI*Q

Additional copies are \$3.20 per piece up to 200 copies. If you wish to purchase more than 200 copies the price drops to \$3.00 per piece.