

Concordia Historical Institute Quarterly

Submitting Articles for Publication

Guidelines and Recommendations
Revised September 1, 2026

ABOUT THE JOURNAL

1. AUDIENCE

The *CHIQ* audience includes both lay and professional readers. Articles are generally academic in nature and make extensive use of footnotes to cite original historical documents.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 Missouri Synod 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" and "Vault Society" 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 22,200 words. Our printer cannot exceed 62 pages for articles per issue.

For three articles in one issue, this amounts to no more than **7,400 words per article**, counting the words in footnotes. For four articles in an issue, the corresponding word count for each would be **5,550 words**.

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 grey card in the scan is recommended for all photos (even if they will finally be printed in black and white). *CHIQ* will crop out the grey card 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 USES ENDNOTES*

CHIQ 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 footnote citations. Cite number ranges using an n-dash. Example: 1847–1947.

3. PLACEMENT OF FOOTNOTES

Footnotes should not appear in article titles. Within articles, footnotes should appear at the ends of sentences.

4. DISCURSIVE COMMENTS IN FOOTNOTES STRONGLY DISCOURAGED

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. COMMA AFTER PENULTIMATE ITEM IN LIST

CHIQ utilizes the Oxford comma.

3. INITIAL PARAGRAPH(S) OF ARTICLE FUNCTIONS AS *PRECIS*

You are encouraged to write the first paragraph or two of your article as a *precis*. See the Appendix for examples.

4. EMPHASIZE WITH ITALIC

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

5. DIRECT QUOTES

Any direct quote over 30 words is to be formatted as a block quote. It is important to retain the indents that occur 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 numbers ten and under; use numerals starting with 11. Do not begin sentences with numerals.

7. DATES

Spell out full dates 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) 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 n-dash is used between number ranges to show inclusive range. Example: 1917–1927.

13. EXPLANATORY COMMENTS USE M-DASH

Use an m-dash (or pair of m-dashes) to set off an explanatory comment, with spaces on either side.

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 (generally, but not absolutely). Avoid clichés, archaisms, and neologisms.

ARTICLES SUBMITTED — CITATIONS

1. DIRECT QUOTES

Any direct quote must be made with quotation marks and cited in the footnotes. (Direct quotes over 30 words to be formatted as a block quote.)

2. SUBSEQUENT CITATION OF SOURCES CAN BE SHORTENED

Footnoted citations can be shortened after the first complete citation. Example: Initial citation: Walter O. Forster, *Zion on the Mississippi* (St. Louis: Concordia Publishing House, 1953), 202. Subsequent citations: Forster, *Zion*, 232.

3. BASIC FORM FOR CITING BOOKS AND JOURNAL ARTICLES IN FOOTNOTES

Book citation example:

C. F. W. Walther, *All Glory to God* (St. Louis: Concordia Publishing House, 2020), 101.

Journal article citation example:

Ken Schurb, “Learning about Evangelism from the Past: TODAY,” *Concordia Historical Institute Quarterly* 98 (Fall, 2025): 38.

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 well-known 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, AMERICAN EDITION

References to the American Edition of Luther's Works are abbreviated. Example: AE 50, 234.

7. CITING HYMN TITLES

Titles and texts from hymns and songs should follow the wording and punctuation of the source. Hymnal titles should be italicized. After a first complete spell-out of a hymnal's title, subsequent references are italicized and abbreviated. Example: A subsequent reference for *Lutheran Service Book* would be: *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 these citations 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 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 should be sent to Editor Ken Schurb at chigeditor@concordiahistoricalinstitute.org (Please advise him if your article was or will be submitted to other publications.) *Put your shipping address, e-mail address and telephone number at the top of the first page of your submission.* Also report there the *number of words in your article* (but not in your bibliography or author vita), inclusive of words in notes. Be sure to number every page of your article.

2. ALSO SUBMIT AUTHOR RESUME / VITA

Please submit a 75-word vita / resume on yourself when you submit an article.

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.

2. COVER LAYOUT

The *CHI**Q* 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 of *CHI**Q* are \$3.50 each for up to 200 copies. If you wish to purchase more than 200 copies, the price drops to \$3.00 each.

APPENDIX: Examples of *Precis*-Style First Paragraphs of Articles

FROM “Learning about Evangelism from the Past: TODAY,” *Concordia Historical Institute Quarterly* 98 (Fall, 2025):

After World War II ended, the Missouri Synod launched a major domestic mission movement. These days, we might call it *evangelism*. The term “Each One Reach One” came into common coin then, in an effort that included not only national and regional conferences but also a new publication. Between 1946 and 1951 Synod brought out a monthly periodical, *TODAY: A Journal of Practical Missionary Procedure*.

TODAY covered the waterfront of evangelistic topics. Many suggestions it conveyed can be helpful in the present, some directly and others with modification. TODAY also raised issues on which Lutheran evangelization efforts still need to be clear.

FROM “Seizing an Occasion: 1980s LCMS Gospel Broadcasting on Commercial Radio Stations in Fort Wayne,” *Concordia Historical Institute Quarterly* 97 (Fall, 2024):

During the 1980s, Fort Wayne, Indiana became a beehive of Lutheran radio activity. Under the providence of God, a happy convergence of willing personnel and ripe opportunities enabled broadcasting several different Gospel-centered programs on a variety of commercial radio stations, all by students and professors from Concordia Theological Seminary (CTS). At the time, students of this institution enjoyed plentiful opportunities to learn about and engage “on the job” in religious radio work.

FROM “On the Cusp of Opportunity: Erich Heintzen’s Campus Ministry at Illinois,” *Concordia Historical Institute Quarterly* 93 (Fall, 2020):

Students at Concordia Theological Seminary, Springfield throughout the 1960s knew Erich Heintzen as a church history professor. For almost two decades before that, he had a different responsibility, as the first full-time Missouri Synod campus pastor at the University of Illinois. Amidst wartime bustle and postwar boom, Heintzen set the tone for the position of “Student Pastor” at Illinois. He proved instrumental as the Central Illinois District (CID) built a chapel and student center, important assets for the work on that campus. In carrying out his ministry, he seized various opportunities under the guidance of God.