***Unfolding***

***University Chaplain in Practice***

**Style Guide**

**Overview**

Submissions for ACSLHE’s Journal, *Unfolding*, should be written with US English grammar. If this piece is going to have distinct linguistic uses, please state that in your abstract.

Please assume that readers have no knowledge of your spiritual tradition or practice. Feel free to footnote liberally. Citations should be in Chicago Manual Style formatting.

It is the responsibility of the author to make sure that all references are complete and accurate. As a best practice, and in order to avoid copywrite issues, we recommend paraphrasing quotations rather than using direct quotes or using less than 3 lines of a direct quote. If this piece has been submitted or used somewhere else, you must have permission to use here. Please contact the editor and get written permission if you are unsure.

**Formatting Guidelines and Elements**

Please use Times New Roman 12 single spaced font. Leave an empty line between paragraphs and other elements below.

* Title of Piece: in Bold
* Full Name & Job Title: plain font
* Contact Info: email and phone number
* 1-2 Sentence Bio: plain font
* Short Abstract: 2-3 sentences in italics
* Long Abstract (if applicable): in italics
* Key Words: in italics
* Body of Text
	+ Leave an empty line between paragraphs
	+ Use bold font for section headings, italics for subheadings
	+ Use footnotes

**Please Include the Following for Each Type of Submission**

*Article*: 2,500 - 10,000 words

* Must include long abstract, “Data”, methods, “Findings” and references from the findings

*Case Study*: Max 2000 words

* Context/Background
* Specifics of case (keeping participants anonymous)
* Takeaways/Questions to ponder

*Expression (This may be Liturgy, Art, Poetry, Order of Service etc.)*:

* Only submit original content
* Share context or description
* Year the work was created
* How this was (or can be) used
* Religious/Philosophical Tradition
* Things to Consider
* Medium if applicable (acrylic, short film, monologue, liturgy, etc)

*Assessment Tools*

* Original use of assessment
* Potential uses

*Book Reviews*: 800 words max

* Summary
* Key Arguments
* Strengths and Weaknesses
* Potential contributions to university chaplaincy

If this is a series, please upload them all together

* Series being written at the same time for one event (Ex. a series of liturgy, multiple art pieces, poems, etc.)

**References**

ACSLHE does not include bibliographies or reference lists. Please cite material in full note form for the first mention of each source. After the first citation, cite in short form rather than using “ibid.”.

*Online Resources*: Do not include a “last accessed” date unless the website mentioned does not have a date of creation or modification.