



HADDINGTON HOUSE JOURNAL

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Standards for Manuscript Submission to the *Haddington House Journal*

Who is our readership?

The intended readers of the *Journal* are ministers, pastors, Bible college students, students of theology and the reading laity. Therefore a reasonable level of Christian scholarship is required in all submissions, that which will serve as a model to our students as well as edifying to the entire readership. Please bear in mind that many students in the developing world are reading this journal. **The goal is high quality writing with piety.** Scholarship is to serve God's people, not one's ego!

Points on Style for All (Reviews and Articles) Submissions

To aid in the editing process, all submissions are to be submitted using MS Word and formatted as follows:

1. Use **Times New Roman font**. Titles and text in 12 point, footnotes in 10 point.
2. Use **single space between sentences**.
3. **Footnotes** are to be used, not endnotes.
4. All long **quotations** (those of four lines or more) in the text are to be indented at both margins.
5. **Pronouns referring to deity** should be capitalized. We also capitalize for "Bible" and "Scripture," but not "biblical" or "scriptural." "Church" is capitalized when referring to the Church universal or a denominational name, but not otherwise. "Gospel" is capitalized only when included in the name of a book, as in the Gospel of Mark.
6. Please provide us with pertinent **biographical information** in order for the editor to craft a short biographical statement. If the editor already has such, there is no need to supply this information. We also need your **photograph**, head and shoulders is fine, but need good quality – preferably 300 dpi.

REVIEWS:

Reviews in our journal come in various word-count lengths. Often the editor will suggest into which word-count category your book fits, but you should also be able to assess which category is needed – in-depth, regular or a book brief.

A. For An In-Depth Book Review (Approx. 1,000 words. Some major works such as large dictionaries, etc. may warrant up to 1,500 words.)

Please follow the word limit and instructions below. If you feel you cannot come up to 1,000 words and that this book should be demoted to a regular review, please do so.

1. The **heading** of your review should look like the following example:

Puritan Papers: Volume Four, 1965-1967. J. I. Packer, ed. Phillipsburg, NJ: P&R Publishing, 2004, 305 pp., paper. ISBN 0-87552-469-9

2. **Content:**

- a. A book review highlights the important parts or themes of the book, gives a concise analysis of the major concepts, and evaluates their importance, keeping in mind the author's general purposes in writing the book.
- b. A review also evaluates and comments upon the author's style, readability, organization, unity, etc.
- c. Briefly include your personal reactions to the book and a short statement of the book's usefulness or value to other readers. Try to state which readers will benefit most from the book. If possible or helpful, relate the book to another book or author. On occasion you may want to tell a bit about the author, as this may be crucial to the review.
- d. Good reviews usually summarize and criticize, i.e. they recapitulate and they analyze. We suggest that you make your review as purposeful and businesslike as possible. Go right to the point. Resist the temptation to be "cute" or idiosyncratic. Also, do not feel compelled to find fault – criticism can involve praise as well as censure. Give the book at hand exactly the sort of objective review you believe it deserves. Treat another's ideas fairly and with consideration.
- e. Try to limit the amount of quoting of the text of the author. Quote with discernment. It is much better in a review to try to summarize what the author is saying yourself; otherwise it starts to become a string of quotations. This does not mean you cannot make direct quotations – you can on occasion, and that is the point – on occasion.

3. **Place your name** at the end of the review together with pertinent biographical information as detailed above. In addition, for all book reviews where we do not supply you with the book, we may need a **scan of the book cover** (please at 300 dpi and saved as a .tif file if at all possible). Please check with us to see if we need it provided.

B. For a Regular Book Review (500-600 word limit)

Please follow this maximum word count.

1. The **heading** of your review is to be the same as in A. 1. above.
2. **Content:** A book review has several elements of an in-depth review only in a condensed form, so please read the instructions above. You are also free to quote book blurbs from the book if you feel that summarizes best the book's content and value. On occasion you may also want to list some of the elements contained within the book. Just remember that the book review highlights the existence of the book for the reader and your estimation of its worth.
3. **Place your name** at the end of the review together with pertinent biographical information as detailed above. Also, if we do not supply you with the book, we may need a **scan of the book cover** as detailed above.

C. For a Book Brief (100-200 word limit)

1. The **heading** of a book brief is the same as for the book review, A. 1. above.
2. **Content:** Book Briefs are just that – they briefly describe the basic content of the book and will offer very limited evaluation. The goal here is to inform readers about the book's existence and to help our readers. These may be 100 to 200 words only and no longer! They are signed only and with no bio-line. If written by the editor they are unsigned. No cover scans are used with book briefs.

ARTICLES:

A. General Articles:

1. Our niches as a journal is somewhat unique. We accept general articles as well as regular academic articles. General articles can be devotional or modal sermons, testimonials, reports on significant events, biographical studies, doctrinal studies or pastoral issues etc. Some of these articles Bible college lecturers use for teaching ESL classes, so bear this in view as you write and write appropriately. General articles are shorter than the academic articles.
2. General articles may be 4 pages to a maximum of 10 (approx. 2,000-5,000 words).

B. Academic Articles:

1. Under academic articles we welcome papers presented at learned societies or research generated papers which one is willing to have peer-reviewed. Occasionally we will consider a review article as well. We ask that authors keep in view that our journal is used by Bible college lecturers for teaching purposes with their students. Ask yourself – could my article serve a lecturer in that way? Questions for consideration could be included and suggestions for further study. We are also happy to consider academic articles which share teaching materials or approaches in their field with other instructors.
2. Academic articles are usually between 10 to 20 pages in length (approx. 5,000-10,000 words).

FOR ALL SUBMISSIONS:

Please **send submissions** as email attachments in MS Word, to: haddingtonhouse@eastlink.ca

Questions? Feel free to email (haddingtonhouse@eastlink.ca) or call at 902-892-7273.

- Please address editorial questions to the editor, Dr. Jack Whytock.
- Please address questions concerning formatting or production to the production editor, Christina Lehmann.

Copyright:

All articles and reviews have copyright vested with the *Haddington House Trust*, unless otherwise stated.

DEADLINE:

All reviews must be in no later than October 1st. Thank you very much for helping us keep to this schedule.

Jack C. Whytock, Editor
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