



The Journal of  
Wesley House,  
Cambridge

# Holiness

## Submitting contributions to Holiness - guidance to authors

**Holiness** - an international theological journal, critically reflecting upon Christian faith and life in the contemporary world.

### Purpose and ethos

**Holiness** is an open access online journal carrying peer-reviewed articles:

- inviting ecumenical dialogue on what holy living means in the contemporary world
- encouraging scholarly debate on questions of importance to those of Methodist/Wesleyan tradition around the world.
- providing a forum for cross-cultural and creative theological engagement with the Wesleyan corpus in worship and study.

Each edition has a focusing theme, and contributions which explore that theme are particularly invited.

### Expected readership of Holiness

**Holiness** is an academic online journal and the target readership is expected to be capable of operating at MA level. Readers are likely to be Methodist or Wesleyan in sympathy (but of course may also include those critical of that tradition). They may be accessing the journal from anywhere in the world, so local matters relevant to an article should be briefly explained. Authors may be of any background, but must be capable of addressing the purpose and ethos of the journal and engaging the expected readership. We welcome proposals for previously unpublished contributions from scholars and practitioners worldwide.

## Expected level of contributions

Peer reviewed articles will offer a focused contribution to knowledge rather than a preliminary or general introduction to a topic. Arguments will be placed in the context of current scholarly debate.

Shorter articles arising from professional reflection, or from practical or creative insights, need not be formally academic, but will display intelligent writing at a high level, providing a good, lively read.

Creative/liturgical contributions will be appropriate for the intended readership.

All contributions should be both theologically reflective and valuable for practice in ministry in the contemporary world. The Commissioning Editor ([commissioningeditor@wesley.cam.ac.uk](mailto:commissioningeditor@wesley.cam.ac.uk)) is happy to have some informal correspondence at an early stage about the length or suitability of a proposed contribution.

All contributions must be submitted in English of publication-level fluency and accuracy. Authors whose first language is not English, and who need assistance to bring their written English draft to publication standard, may contact the commissioning editor for advice.

## Articles for anonymous peer review

- Substantial academic papers will normally be around 5000 words (or, by agreement with the editor, up to a maximum of 8,000 words), exclusive of end notes and bibliography.
- Articles are expected to make a contribution to knowledge.
- The proposed title and an abstract of the argument (up to 300 words) should be sent to the commissioning editor no later than one month before the final deadline for receipt of the article. These should be sent on a separate file, with no reference to the author's name. This is to enable the commissioning editor to plan the edition and to seek appropriate peer reviewers.
- All substantial articles are submitted for anonymous peer review. This means that the reviewers will not know the name of the author, and the author will not be told the names of their reviewers. Therefore the reviewers' judgements will be based solely on the text in front of them and not on the reputation of the author.
- Two academic reviewers, competent in the area covered by the article, will be appointed. A further reviewer, who is a practitioner in ministry, will be appointed to comment on the usefulness and accessibility of the article for their practice.

- Reviewers may recommend the article be published, or that it be declined, or that it be referred back to the author for improvement (guidance will be offered).
- Where an article is referred back, the author will receive 4-6 weeks to revise the text and re-submit it for a further review. In the light of the revision it is then accepted or declined. The decision of the commissioning editor to publish or not publish is final.

### Shorter articles

- Shorter articles, usually based on professional reflection, will be up to a maximum of 3,500 words. End notes and bibliography are not necessarily required.
- Articles need not be formally academic but should be intelligent and lively writing, and should include theological reflection as it arises out of practice in mission and ministry or from professional life.
- Creative or non-discursive texts (eg poetry or liturgy) will also be considered, and should be offered at a length appropriate to the nature of the text, but in any case not exceeding a total of 3,500 words.
- The commissioning editor may suggest revisions to texts before they are accepted for publication. The decision of the commissioning editor to accept or decline a contribution is final.

### Submitting the article - presentation

- If the article is for peer review, no reference to the identity of the author should appear in the submitted text. Reference may be made to published work by the same author, but not in such a way as to indicate that it is the work of the current author.
- The title should be centred. The author's name should be omitted (to ensure anonymous reviewing).
- Page layout: The notional page size should be A4. The line spacing should be one and a half. All margins should be set at 2.5 centimetres. Font style –Use simple sans serif typefaces like Franklin Gothic (12 point) or Arial (12 point).

- Footer: The footer should contain only an abbreviated form of the title sufficient to identify the article, and the page number in the form:

Page # of ##.

The footer should never contain the author's name.

- Paragraphs: There should be one extra line space between paragraphs. The first line of a paragraph should not be indented.
- Headings: Section and paragraph headings are acceptable. In addition to the title, up to three levels of headings may be used.
- Abstract: An abstract of not more than 100 words, printed in italics, should appear below the title.
- Length: Articles submitted for peer review will normally be around 5,000 words. By agreement with the editor an article may be up to 8,000 words, exclusive of end notes and bibliography. Shorter articles will not exceed 3,500 words in total.
- The length of the article (the number of words in the main text, excluding bibliography and endnotes) should appear in the form [4784 words] below the abstract.
- Keywords: The abstract should also be preceded by a list of keywords, up to a maximum of 12, in capital letters and alphabetical order. Abstracts and keywords will facilitate electronic searches and increase the on-line readership of the article.
- The Holiness House Style Guide should be consulted for guidance on detailed matters of punctuation , capitalisation etc. Articles submitted will be professionally copy edited according to the House Style Guide before publication.

### **Biographical statement**

In addition to the main text, authors must submit a further document containing:

Author's public name, address and email address.

The title of the article exactly as it appears at the head of the main text.

A biographical statement not exceeding 30 words in length. If the article is accepted for publication, the biographical statement will appear with it.

## Copyright issues

Contributions must be an author's own original work. Any other source that is quoted or depended upon must be accurately acknowledged in end notes and bibliography. Copyright in the article remains with the author, but we request that contributors do not publish our copy edited and typeset version (other than posting it on their own websites or that of their institution) until 12 months after it has appeared in **Holiness**, which should always be acknowledged as the site of first publication.

## Contributor's publishing agreement

All contributions should be accompanied by a completed and signed Contributor's Publishing Agreement, downloaded as a hard copy and then scanned and attached as a file, or faxed to xxxx. Articles cannot be published without this agreement.

## Checklist

- Informal correspondence with the Commissioning Editor is welcome.
- Please see the website ([www.wesley.cam.ac.uk/holiness](http://www.wesley.cam.ac.uk/holiness)) for the theme of each edition and its copy deadline.
- (Articles for peer review) Title and 300 word abstract no later than one month before the copy deadline. Supply as an attached file with no personal details.
- Full article should be emailed by the published copy deadline for the edition. Ensure that no reference to the personal details of the author is included in the article if it is to be peer reviewed.
- Include up to 12 keywords to help search engines.
- Send the biographical statement (30 words) as a separate document.
- Ensure that any necessary copyright permissions are included.
- Send a completed and signed Contributor's Publishing Agreement.
- If the article is referred back for revision, please comply with any deadlines stated if you wish to re-submit the article.
  
- Articles should be submitted as a Word file by email to:

The Commissioning Editor, Holiness at [commissioningeditor@wesley.cam.ac.uk](mailto:commissioningeditor@wesley.cam.ac.uk)

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