

## **Guide to manuscript preparation**

### **for *Online – Heidelberg Journal of Religions on the Internet***

If you would like to submit an article for publication in the Journal, it should be in sound editorial shape before being sent to the editors. The following guidelines are meant to assist you in this process.

#### **1.) General Considerations**

You can submit articles in English, German, French, Danish and Swedish but you should consider which readers you want to attract by your article. In some cases, even the results of a limited national study might be of interest to a wider international audience. Please send the article as an RTF file to the editor in chief or one of the members of the editorial board:

Prof. Dr. Gregor Ahn: [gregor.ahn@zegk.uni-heidelberg.de](mailto:gregor.ahn@zegk.uni-heidelberg.de)

Prof. Dr. Christopher Helland: [chelland@dal.ca](mailto:chelland@dal.ca)

Dr. Oliver Krüger: [okrueger@Princeton.edu](mailto:okrueger@Princeton.edu)

Dr. Göran Larsson: <mailto:goran.larsson@religion.gu.se>

Dr. Gernot Meier: [Gernot.Meier@zegk.uni-heidelberg.de](mailto:Gernot.Meier@zegk.uni-heidelberg.de)

After submission, your article will be peer reviewed by two experts. It will usually take about two months until you receive a decision on whether your article is accepted for the journal.

Please bear in mind that readers expect the usual length for a scientific journal article – this is neither an online newspaper nor an online monographical series. Your submission should therefore be around 5,000 – 10,000 words.

#### **2.) Style Considerations**

An author's priority should be consistency. Spelling should be consistent throughout (American or British English/new or old German orthography) and the structure of your manuscript should be clear (chapters, headings and subheadings). The article should consist of a headline, the text and the bibliography (Bibliography and Referred Websites). The text can be divided in several sub-chapters.

All direct bibliographical references should be in the footnotes, and **not** placed in the text in parentheses. There are no endnotes. Bibliographical references within the footnotes are abbreviated, for example:

See Miller 2002, 45-47.

See King & Miller 1999, 34; Smith 2004, 35; Bollnow 1967, 29-35.

Every footnote is finished by a full stop.

Please follow the guidelines listed below:

- Do not insert any automatic Microsoft Word functions in your submitted article (such as automatic headlines, numeration etc).
- The first line of a paragraph should be indented (0.5 cm), except after a blank line, a (sub)heading, or a 'block quotation' (for a definition of the latter see below). Use a tab, not spaces, for indentation. Normally, paragraphs should **not** be separated by the insertion of a blank line.
- You can distinguish text to be italicised in print by using *italics*.
- Quotation marks: Single quotation marks ( ' ') are used to distinguish words, concepts or short phrases under discussion. Direct quotations of fewer than 25 words should be enclosed in double quotation marks ( " ") and run on in the text. Double quotation marks should be also used for titles of articles from journals and reference works. For larger sections of quoted text (i.e. anything over two lines): Set these off from other text by inserting a blank line above and below the section, and indent the block of text on the left (0.5cm). These larger sections, or 'block quotations', should not be enclosed in quotation marks.
- Please make sure that each level of subheading is clear from the copy.
- Do not insert two spaces after a full stop – only one!
- Insert the footnote after the full stop, not before.

For the bibliography, please follow the examples listed below:

### ***Monograph***

One author:

Meyrowitz, Joshua (1985): *No Sense of Place: The Impact of Electronic Media on Social Behaviour*. New York: Oxford University Press.

More than one author:

Shannon, Claude E. & Warren Weaver (1962): *The Mathematical Theory of Communication*. Urbana: University of Illinois Press.

Further editions are indicated by exponents (91962). If one author has published more than one work in the same year, this is indicated by alphabetical listing (Smith 1993a; Smith 1993b). Where applicable, the book series, the editors and translators are introduced:

Süßbrich, Ute (1997): *Virtuelle Realität: Eine Herausforderung an das Selbstverständnis des Menschen*. (Kulturanthropologie-Notizen 56), Frankfurt: Institut für Kulturanthropologie und Europäische Ethnologie.

Elias, Norbert (21994): *Die Gesellschaft der Individuen*. Michael Schroeter (Ed.). Frankfurt: Suhrkamp.

### ***Collected Editions***

Hadden, Jeffrey K. & Douglas E. Cowan (Eds.) (2000): *Religion on the Internet: Research Prospects and Promises*. (Religion and Social Order 8), Amsterdam: JAI.

### **Lexicon articles and articles in collected editions**

Helland, Christopher (2000): "Online Religion / Religion Online and Virtual Communitas." In: Jeffery K. Hadden & Douglas E. Cowan (Eds.): *Religion on the Internet: Research Prospects and Promises*. (Religion and Social Order 8), Amsterdam: JAI, 205-223.

If there is more than one article from a collected edition, you can use abbreviations:

Bainbridge, William S. (2000): "Religious Ethnography on the World Wide Web." In: Hadden & Cowan 2000, 55-80.

### **Articles in journals**

Martin, David (1995): "Sociology, Religion and Secularization: An Orientation." In: *Religion* 25, 295-303.

### **Internet resources**

You should use the following format for online text documents:

John A. Saliba (1999): "The Earth is a Dangerous Place: The World View of the Aetherius Society", in: *Marburg Journal of Religion* 2. Retrieved from:

<http://www.uni-marburg.de/religionswissenschaft/journal/mjr/saliba.html>

Retrieved on July 22, 2004.

For general websites, you should use the following format:

Website of Christ.com. Domain holder: Brittan Consulting, USA. Retrieved on July 22, 2004, from: <http://www.christ.com/Jesus/>

Please bear in mind that every Internet resource has to be well defined. If necessary, add the name of the relevant frame in the footnote. (Frames are not defined by the URL address!) For special cases, please contact our colleague Dr. Gernot Meier for advice ([Gernot.Meier@zegk.uni-heidelberg.de](mailto:Gernot.Meier@zegk.uni-heidelberg.de)).

### **3.) Technical Details**

- Photographs can be submitted as electronic files (Jpg).
- If you need to quote extensively from other works or wish to include other copyrighted material, you should seek permission (in writing) from the copyright holder. In most cases this will be the publisher of the original work. Authors are responsible for dealing with reproduction fees, if there are any. Permission should be requested for reproduction of any of the following:
  - extensive quotation of text. It is very hard to exactly define 'extensive'. When in doubt, ask for permission
  - any quotation from a poem, a song, unpublished resources, websites, or elements of websites such as flash animations/pictures/drawings (whether in whole or in part)
  - any illustration (drawing, table, map) – whether redrawn or not
  - any photograph

As an alternative to reproducing an original website within your text, you can use the link on this website.

Credit lines and permissions should be included in footnotes that refer to the copyrighted material.

- another problem concerns the questions of anonymisation of the presented persons on screenshots or photographs. According to the guideline of the 'Code of Ethics': "(t)he security, anonymity and privacy of research subjects and informants should be respected rigourously. The sources of personal information obtained by researchers should be kept confidential, unless the informants have asked or agreed to be cited. Should informants be easily identifiable, researchers should remind them explicitly of the consequences that may follow from the publication of the research data and outcomes." For more information concerning the general ethical conditions in qualitative and quantitative research see the "Code of Ethics" (International Sociological Association: [http://www.ucm.es/info/isa/about/isa\\_code\\_of\\_ethics.htm](http://www.ucm.es/info/isa/about/isa_code_of_ethics.htm)). One possibility is the

rework of the screenshots in a picture editing software and to blacken the names on the screenshots. Most Virtual Worlds like Second Life also offer the possibility to hide the names as an option in the preference menu.

#### **4.) Biographical note**

The article will close with a biographical note on the author that follows the format below and your institutional address.

HEIDI CAMPBELL, Ph.D., is Assistant Professor of Communications at Texas A & M University. Her specialization is in social shaping of technology and religious use of new media. She has published articles on religion and the Internet in *New Media & Society* and the *Journal of Media & Religion*, and a book *Exploring Religious Community Online: We are one in the network* (Peter Lang, 2005).

Address