

Proceedings of the North American Academy of Liturgy

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Guidelines for Contributors

Deadline: All submissions must be received by e-mail on or before **15 February following the Academy meeting**. If you do not receive a confirmation within 48 hours, please call the editor.

Submission: All submissions must be sent to the editor as an e-mail attachment in a Word (.doc/.docx/.rtf) or WordPerfect (.wpd) compatible format. If there are any graphs, tables, illustrations, charts, or any special characters or diacritics, a PDF text (or, if requested, a hard copy) should accompany the electronic submission as well. The author may be asked to provide a high-resolution JPEG file for any illustrations.

Format: The text should be double spaced with one-inch margins on all sides of the page. Paragraphs and block quotes should be indented .25". Please do not use Word "headlines" formatting or preexisting Word paragraph styles. Please do not use spaces for tabs or indentations. The text should be divided by appropriate subheadings.

Style: *Proceedings* follows *The Chicago Manual of Style*, 16th edition (2010), Documentation One (footnote/endnote). Spelling is arbitrated with *Webster's Third New International Dictionary* and its chief abridgment, *Merriam-Webster's Collegiate Dictionary*. Full bibliographic information should be included in the first reference. Subsequent references may be shortened. There should be no free-standing bibliography. All submissions will undergo copyediting, layout, and proofreading. Editorial changes that do not materially affect the meaning of the text may be introduced. All footnotes will be converted to endnotes.

+ For Contributors to Part 1: Plenary Sessions

Send the e-file to the editor directly at the e-mail address given above after the Academy Meeting or at the latest by 15 February of the year of the meeting. The author is responsible for the accuracy of all quotations and documentation. Please include a short biographical notice (up to three lines).

+ For Contributors to Part 2: Seminar Reports

Please see the separate guidelines at the NAAL website. Seminar Convener reports are due to the *Proceedings* editor by February 15 of the year of the meeting.

+ For Contributors to Part 3: Peer-Reviewed Seminar Papers

1. Submissions for part three should ordinarily not exceed twenty-five double-spaced pages, with 1" margins and a standard 12-point font (approximately 7,500 words, excluding documentation).

2. Please note that all submissions for part three must have been presented at a seminar session and come with some form of recommendation by the seminar members for consideration of publication in *Proceedings*. Seminar conveners are free to determine the process. Multiple papers from a seminar can be submitted. The accompanying e-mail should indicate the seminar in which the paper was presented. The editor will confirm with the convener that the paper was presented and has the support of the seminar.

3. All submissions for part three are peer reviewed. To facilitate the anonymous review process, please be sure that your name does not appear in the text.

4. Please include **as a separate cover page to the submission:**

- A. Title of the Contribution
- B. Your name as you would like it to appear under the title
- C. Up to three lines of biographical information (100 words maximum)
- D. Your postal address, e-mail address, and phone number(s).

5. The author is responsible for the accuracy of all quotations and documentation. By submitting a text for consideration for part three, the author agrees that the text in whole or in part is neither under consideration nor accepted for publication in another venue.

Sample Documentation

Please follow *Chicago Manual of Style*, 16th edition, Documentation One.

Book:

1. Paul Lakeland, *Postmodernity and Christian Identity in a Fragmented Age: Guide to Theological Inquiry* (Minneapolis, MN: Augsburg Fortress, 1997), 22.

Chapter in a Multi-author Book:

1. Ronald A. Mercier, "The Holy Spirit and Ethics," in *Moral Theology: New Directions and Fundamental Issues*, ed. James Keating (New York: Paulist, 2004), 44.

Chapter in a Single-Author Book

1. Graham Green, "Religion as Imagination in Modern Thought," in *Imagining God: Theology and the Religious Imagination* (Grand Rapids, MI: Eerdmans, 1989), 9–27.

Journal Article

1. Aidan Kavanagh, "Confirmation: A Suggestion from Structure," *Worship* 58, no. 5 (1984): 387.

2. Dolly Sokol, "Parish Models of the RCIA," *Liturgical Ministry* 15 (Spring 2006): 87–94.

3. Barbara Newman, "What Did It Mean to Say 'I Saw'? The Clash between Theory and Practice in Medieval Visionary Culture," *Speculum* 80, no. 1 (January 2005): 25, <http://www.jstor.org/stable/20463162>.

Online Resource

1. Evangelical Lutheran Church in America, "Worship Formation Modules," <http://www.elca.org/Growing-In-Faith/Worship/Learning-Center/Worship-Formation-Modules.aspx> (accessed 16 November 2011).

2. Vatican II, *Sacrosanctum Concilium (Constitution on the Sacred Liturgy)* (1963), http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19631204_sacrosanctumconcilium_en.html (accessed 3 September 2011).

3. Anthony Ruff, "Missal Translation: The Inside Story," *Pray Tell* (blog), 6 November 2010, <http://www.praytellig.com/index.php/2010/11/06/translation-directory-watch-this-space/> (accessed 5 November 2011).