

ANGLICAN AND EPISCOPAL HISTORY
Guidelines for Engaged History Authors – January 2022

The Engaged History articles in *Anglican and Episcopal History* are an opportunity for churches, organizations, committees, schools, and other church-related institutions to report to the wider Anglican/Episcopal history community. Examples of current Engaged History projects include research by local churches and seminaries on past involvement with slavery; research conducted by dioceses to discern involvement with the Residential Schools; and, research conducted about local monuments, stained-glass windows, etc. to address their origins and appropriateness as symbols of the church today. Engaged History projects of the most interest to the journal are those whereby the research initiates a change process informing the future identity, ministry, and mission of a church-related organization.

The American Historical Association gives the following definition for “Engaged History”:
“By ‘engaged history,’ we mean two things: first, practices of documenting and narrating the past, which are self-consciously concerned with the entanglements of past and present; and second, practices that are centered on collaborations with communities’ cultural institutions, where non-academics are not presumed to be passive recipients of historical knowledge, but are rather understood as active participants in the process of documenting, archiving, and narrating the past.”

Authors Engaged History articles are encouraged to write in a lively report style, rather than the style of an academic article. An example of the style are the Church Reviews, also included in *AEH*. (Samples available on request.) Topics to be included:

- Name, location, and sponsoring entities of the project
- Origins of the project and reasons the project was undertaken
- Research process and methodologies
- Participants who were active in the project
- Sources used and found
- Discoveries, surprises, challenges, and lessons learned
- Impact on the organization in the present and hopes for the future
- Relevance for the practice of Anglican and Episcopal History

Each published article will be signed at the bottom by the author(s), including institutional affiliation and location.

Style Guidelines:

Spacing of copy, font, and footnotes

Please single-space between words. Double-space lines of content throughout, with approximately one-inch margins. Paragraphs are indented three spaces, without additional spaces between paragraphs. Please submit articles in 12 pt. Times New Roman with single-space footnotes (10 pt), not endnotes. The Engaged History articles are written in a report person, rather than as scholarly articles. However, when outside sources are referred to in the article, they should be properly cited. Footnotes are numbered with Arabic numerals. Generally, articles should be in the range of 4-10 pages. For dashes, use em dashes rather than hyphens in the text.

First and subsequent references to persons

When referring to a person, avoid the use of ecclesiastical and other titles. On the first mention of the person, use their first name (and/or initials) and surname, and on all subsequent references use the surname alone. For example, the preferred style is Barbara C. Harris, suffragan bishop of the Diocese of

Massachusetts, thereafter Harris. The birth and death dates should follow the names of lesser known persons, when critical to an article. For example, Mary Astell (1666-1741).

Quotations

Quotations are set off using double quotation marks (“ ”); quotations within quotations use single quotation marks (‘ ’). Avoid multiple block quotations (longer than 10 lines) on a single page.

Quotation marks should conform to U.S. style.

Numbers

In general, numbers zero through one hundred should be spelled out, as should whole numbers have followed by *hundred, thousand, million, etc.* We use numerals for numbers larger than one hundred and complex large numbers. Dates should be listed in the following format: January 1, 2022. Times should be in the following format: 8:00 a.m.

Capitalization

The journal uses capitalization sparingly, also known as the “down” style. Proper nouns are capitalized. For example, “Church” is capitalized only when it is a proper noun and referring to the universal, such as “the Church,” or the “Episcopal Church,” but not as an adjective, such as “church meetings.” The “Bible” is capitalized, but the adjective “biblical” is not, nor is scripture. When referring to “the Gospel” it is capitalized, otherwise use the lower case “gospel.” The word “diocese” is lower case unless a proper name, such as the “Diocese of Los Angeles.” Titles such as “king,” “queen,” “rector,” “bishop,” “pope,” are lower case unless part of a proper name, “Queen Elizabeth II.” The Book of Common Prayer is capitalized and not italicized, but when repeated throughout the article “prayer book” is used and is lower case.

Abbreviations and Acronyms

Keep the number of abbreviations to a minimum, as they are difficult for readers to track while reading the text. Spell out the less common abbreviations; if used throughout the text, follow the first instance of the full term with the abbreviation in parenthesis. For example: World Council of Churches (WCC).

Italics

Book titles within the text are italicized, with the full citation in the corresponding footnote.

Illustrations

The journal will publish a limited number of photographs, mostly black and white, if integral to an article. It is the responsibility of the author to obtain all permissions, and cover the cost if there is a fee, before publication. Authors must provide the editor with a .jpeg file and with the photo caption.

Digital Sources

Online encyclopedias are fine for reference use, but should not be cited as sources. When digital sources are used in footnotes, the access date should be noted as part of the citation, for example: The Book of Common Prayer, 1549, Project Canterbury, justus.anglican.org/resources/bcp/1549/BCP_1549.htm. Accessed January 7, 2022.

The journal follows the latest edition *Chicago Manual of Style* and uses the English spelling and punctuation of the United States throughout. Articles which do not conform may take longer to get into print.

Direct questions to Sheryl A. Kujawa, editor-in-chief, aheditor@gmail.com. Deadlines negotiable.