

Guidelines for Submitting an Article or Review

The Founders Journal

Committed to historic Baptist principles

The Founders Journal is a quarterly theological publication of **Founders Ministries**, sharing the same concerns and committed to the same goals as the Founders Conference and Founders Press. The journal contains articles (reprints from old, largely forgotten works, as well as contemporary writing), book reviews, editorials, news and letters. *The Founders Journal* is committed to publishing articles and reviews that are consistent with the doctrines of grace and that speak from a historic Southern Baptist perspective. These will cover devotional, theological, expositional, historical and pastoral areas of interest.

The Founders Journal takes as its theological framework the first recognized confession of faith that Southern Baptists produced, *The Abstract of Principles*. We desire to encourage the return to and promulgation of the biblical gospel that our Southern Baptist forefathers held dear.

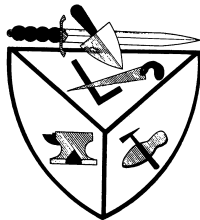
If you are interested in submitting an article or book review in keeping with the purpose statement above, please use the guidelines on the following pages to help you prepare your material.

To submit an **article** or **review** for the journal, please send us the following:

1. Cover Letter
2. Completed Author Information form (See next page)
3. Completed manuscript of article or review (See Issues of Style and Formatting for guidelines in preparing your manuscript)
 - You may send your manuscript as a hard copy (printed on one side of the paper) or as a Word document or PDF file (email attachment, provided it is less than 1 MB). We will not accept manuscripts sent as email text or fax.
 - If your document is too large to send as an email attachment (larger than 1 MB), you may send it on a disk (CD or Zip disks only) as a Word document or PDF file.
 - If your article or review is accepted for publication, you must be able to provide both a hard copy (printed on one side of the paper) and a digital copy of your finished work in Word (.doc) or Rich Text (.rtf) format.
 - If you wish your material returned to you, please include a self-addressed and stamped return envelope.
 - We will try to respond to all submitted articles and reviews as quickly as we are able. If you have not heard from us within 120 days of submitting your manuscript, please contact us to inquire about its status.

Please send your submission to:

Kenneth Puls
Founders Press
P.O. Box 150931
Cape Coral, FL 33915



Founders Press

Committed to historic Baptist principles
P.O. Box 150931 Cape Coral, FL 33915
(239) 772-1400 – phone (239) 772-1140 (fax)
www.founders.org



Article / Book Review

Author Information Form

This completed form should accompany any article or book review sent to *The Founders Journal*.

Information on Author or Reviewer:

Name _____
Address _____
Home Phone _____
Office Phone _____
Fax _____
E-mail _____

Describe your vocation, present position and significant previous employment.

Education (and professional organizations):

Previous books or articles published:

Information for submitting an article:

Title _____
Subtitle _____

What is the purpose of the article?

How is the purpose of the article in keeping with the purpose of *The Founders Journal*?

What main points are you attempting to communicate?

Does your manuscript contain quotations from Scripture? From which version(s)?

Information for submitting a Book Review:

Title of Book _____
Subtitle (if any) _____
Author(s) of Book _____
Place of Publication _____
Name of Publisher _____
Date of Publication _____
ISBN _____
Number of pages _____
Retail Cost of Book _____

Issues of Style and Formatting

- 1) Indentations at the beginning of a paragraph should be 1/4 inch, not 1/2 inch as used to be common. Do not use the space bar or tab key when you indent. (Use paragraph indents on the horizontal ruler in your Word Processor.) Set document margins as follows:

Top:	1 inch	Left	1 inch
Bottom:	1 inch	Right	1.5 inches

The right hand margin for an 8 1/2 by 11 page should be at 6 inches.

- 2) Use only one space between sentences instead of the customary two.
- 3) Make sure your quote marks and apostrophes are the proper symbol (smart quotes). Quotes marks and apostrophes are “curly” not "straight."
- 4) Don't use double dashes between thoughts. The correct typesetting symbol is an “em dash” (shift-option-hyphen) instead of a hyphen to separate parts of a sentence. Also, when you want to use a symbol in place of the word “to” (such as in a range of time, 5 PM–6 PM, or date, 1963–1997), use an “en dash” (option-hyphen) not a hyphen.
- 5) Preferred font is Times (12 point). Second choice is Times New Roman.
- 6) Headings should be centered and in bold type. Subheading should be flush left and italicized. If you need two levels of subheadings, format as follows: First level of subheading should be centered and italicized. Second level of subheading should be flush left and italicized.
- 7) Scripture
 - Be sure to quote Scripture accurately. While a single verse or two stays in the normal body text, large blocks of Scripture should be laid out as a “blocked quote” that is indented 1/2 inches on both sides with the font reduced by one point (size 11). Do not use quotation marks around a blocked quote.
 - Do not italicize Scripture text.
 - Do not abbreviate Scripture references. Please spell-out.
Genesis (not Gen.)
2 Corinthians (not 2 Cor. or II Corinthians)
 - Please indicate which version or translation you are using (NKJV, ESV). If your manuscript quotes from more than one version, you can tag the reference: (James 1:2, ESV). If you manuscript favors one version, you can include a statement such as: Unless otherwise indicated all Scripture quotations are taken from the NKJV. Preferred version is New King James (NJKV).
- 8) Do not underline or use all caps. For emphasizing words in text or for indicating the title of a book, use italics rather than underscoring.

- 9) Italicize all foreign words, including transliterations of Greek and Hebrew.
- 10) Please footnote quotes and provide all necessary bibliographical information on other works used.

¹Horatius Bonar, *God's Way of Holiness* (Hertfordshire: Evangelical Press, 1979), 91.

In subsequent references you may use a shortened form, but be sure to include both the author and enough of the title so that the reference is not confusing or ambiguous.

²O. Palmer Robertson, *The Christ of the Covenants*, (Phillipsburg, NJ: Presbyterian and Reformed Publishing Company, 1980), 15.

³Robertson, *Christ of the Covenants*, 49. [GOOD]

³Robertson, *Christ*, 49. [BAD]

You may use *Ibid.* for references to the same work that follow one another with no intervening references, provided that the references are in close proximity. For subsequent references to the same work that are spread over several pages (or especially that occur in a new section or chapter), please use the shortened form in place of *Ibid.*

- 11) Capitalization:

Do not capitalize the following:

- gospel • epistle (except when naming specific books of the Bible:
Gospel of John / We read in the Gospels...
Pastoral Epistles / the Epistle to the Hebrews)
- church (except when naming a specific church: Grace Baptist Church)
- covenant (except when naming a specific covenant: Covenant of Grace)
- biblical • baptism • paedobaptist • divine • apostle • communion
- law • doctrines of grace • heaven • hell • worship service

Do capitalize the following:

- Word (when in reference to the Bible: God's Word)
- Ten Commandments • New Testament • New Covenant
- Baptist, Reformed Baptist, Presbyterian
- Founders Ministries (no apostrophe)
- Calvinism / Calvinistic / Calvinist / hyper-Calvinist
- Arminian • Pelagian / semi-Pelagian • Christian • Gentiles
- Internet • Reformation • Bible • Scripture • Lord's Supper

Do capitalize personal pronouns for God or references to Him as Creator, Sustainer, Mediator, Advocate, Son, Spirit, etc.

- 12) Do not use serial commas

He read from Matthew, Mark, Luke and John. [YES]

He read from Matthew, Mark, Luke, and John. [NO]