



## PUBLICATION ETHICS AND GUIDELINES

### *The Chesterton Review* ©

The journal of the G. K. Chesterton Institute for Faith & Culture

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### **General Instructions:**

- **Submission Correspondence**
  - All submissions and editorial correspondence should be addressed to:
    - Gloria Garafulich-Grabois, Managing Editor  
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[chestertoninstitute@shu.edu](mailto:chestertoninstitute@shu.edu)
- **Submissions must include**
  - Author(s) name(s) and academic affiliation(s)
  - Author (s) short professional biographical note
  - Contact information, including email, phone number, and mailing address.
  - Confirmation that the manuscript is not currently under consideration by any other publication.

- **Articles:**
  - Word count: Maximum of 5,000 words including endnotes.
    - Note: preference is given to shorter articles
  - All articles must include:
    - If an article includes images, the images must be provided in hi-resolution and credit information.
  - Format: Word Doc.
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    - Title: 12pt., Bold
    - Body: 12pt., Normal, single space
    - Indented paragraphs: 11pt. single space
  - Italics:
    - Book titles and foreign words
  - References must be included as endnotes
    - Must include complete references. Ibid when necessary
    - Numbered: Arabic Numerals
    - Must include: Author's name, *Book Title in italics* (Publisher: City, Year), p. or pp.
      - \*sample below
- **Book Reviews:**
  - Word count: 2500 max.
  - Heading must include:
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    - Author or Editors
    - Publisher, City, Year
    - ISBN-13 & ISBN-10
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  - Font: Times New Roman
  - Spacing: single
  - Italicize: book titles and foreign words
  - Quoted material: double quote marks, not single
  - Indented block quotes should not have quotation marks. Single quote marks can be used for quoted material withing the block quote.
  - Subsection titles: Bold
  - Use em Dashes—not (–) dashes to add content to sentence. There should

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- Please use ‘s to indicate possession even if a word ends in s.
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  - Comma before single,’ or double,”
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  - All references must be endnotes. Kindly convert any footnotes to endnotes before submission.
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  - Endnotes Font: 10pt., Normal. Italics where needed.
  - After a first full citation of a source
    - Author’s name, Book name in italics (Publisher: City, Year), p. or pp.
      - \*sample below
  - Use *Ibid.* and page number
    - *Ibid.*, p. or pp.
  - Do not include a bibliography
    - Endnotes: Please refer to example below below<sup>1</sup>:

### **Publication Information:**

- **Publication Formats**
  - The journal publishes two double issues per year.
  - The journal is available by subscription.  
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Online subscriptions include access to current and back issues.
  - All subscriptions are managed by Philosophy Documentation Center
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  - Spring / Summer Issue: Material due: April 1<sup>st</sup>.  
Publication date: late June
  - Fall/Winter Issue: Material due: October 1<sup>st</sup>.  
Publication date: late December
  - Contributors whose article/book review is published will receive one complimentary printed copy.
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The editor and editorial board make strenuous efforts to ensure that all materials published in the Review adhere to the highest scholarly standards. Evidence of plagiarism or other forms of academic dishonesty are deemed to be in serious violation of the standards required for publication and therefore result in rejection of the manuscript.

## **Revenue Sources**

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<sup>1</sup> Author's Name, *Book Title* (Publisher: City, Year), p. or pp.