

This document contains two parts:

- 1) **AUTHOR COPYRIGHT AND LICENSING AGREEMENT** and
- 2) **ACWI GUIDELINES FOR AUTHORS.**

We strongly recommend that authors read through the entire document before submitting an article to Arizona Christian Worldview Institute (ACWI).

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## **ACWI GUIDELINES FOR AUTHORS.**

Please review the submission guidelines below prior to composing a new article. Then review the same guidelines before submitting the final draft. Authors often overlook a point or two in the guidelines, which adds time to the review and formatting process. The most commonly overlooked items regard opening summary, layout of the contents, and bibliographical format.

ACWI reserves the right to discontinue using an article. This might be required for various reasons--for example, if the editors determine that a revision is needed and the author is not able to revise the article.

**LENGTH.** We recommend that articles do not exceed 10 pages in length. Please remember that visitors to the ACWI site are (generally) not professional theologians or philosophers.

**LEVEL OF SOPHISTICATION.** Articles should be written in a straightforward style that is accessible to intelligent, but general readers. Most visitors to the ACWI website are not professional theologians or philosophers. Many users of the ACWI site are theologically curious web surfers. To best serve these users, authors should minimize unnecessary technical vocabulary.

Your article should be aimed at the reader who has the ability to read challenging articles but who has little prior acquaintance with your particular topic. Most articles should be understandable, in large part, to college graduates (or your typical home-schooler ;~).

For topics that are unavoidably technical, such as an article on postmodern existentialism or on supralapsarianism, the goal should be to make the early parts easy going so that the technically unsophisticated reader will still profit from reading much of the article.

**FORMAL STYLE.** Avoid slang. Avoid reference to yourself, as in "I find this argument to be unconvincing," or "As I've shown in the previous paragraph...."

**STYLISTIC CONVENTIONS.** Spelling and punctuation should follow U.S. English conventions (rather than UK English conventions, for example). Ideally, articles should follow the latest edition of the *Chicago Manual of Style*, although this is not required.

Please be sparing in your use of footnotes or endnotes. Avoid using underlining or bold face, and restrict special font formatting to italics. Be sparing in your use of italics for emphasis. Minimize the use of in-text references.

**REFERENCES AND BIBLIOGRAPHIES.** Bibliographies should be brief and, preferably, annotated. We suggest that you follow [MLA format](#), but other formats are acceptable. More readers are more likely to use your bibliography if each entry is annotated with a short sentence describing the nature of the work cited. Listing a zillion un-annotated references simply confuses the reader who is searching for a little more information about your topic. The heading for the bibliography should be "References and Further Reading," but it may contain subheadings. Typical subheadings are "Primary Sources" and "Secondary Sources." Italicize all names of books and journals.

**HYPERLINKS.** When appropriate, include hyperlinks in your Bibliography. Please keep in mind that external links require continual updating, so choose links to sites that are stable and not likely to move every few months.

**GRAPHICS AND PHOTOS.** Authors are encouraged to include graphics in their articles, **provided they do not infringe on copyrights.** The graphic needs to be in either .jpg or .gif format. The ACWI staff cannot create graphics, but can crop a graphic and make simple adjustments to a graphic's size and border.

**SENDING ARTICLES.** If possible, please send your article in MS Word or HTML format as an e-mail attachment. Authors should avoid using tables and columns unless absolutely necessary.

**DESCRIPTION OF AUTHOR.** Your name will appear at the end of the article along with your email address.

**EDITING AFTER ACCEPTANCE.** As with printed publications, after the article is submitted and accepted, the editors may make minor stylistic changes that will not affect the article's content. After your article is published, feel free to come back in later weeks or years to make minor changes the content (such as updating statistics).