



Toronto Journal of Theology

Submission Guidelines for Authors

Contents

Subject Matter and Scope	2
Peer Review Process	2
Blinding	2
Manuscript Submission Process	2
Manuscript Requirements.....	3
References.....	3
Book:	3
Book with an Editor or Translator:	4
Journal article:.....	4
Additional Elements for Submission	4
Contact Information.....	4
Abstract, Keywords and Acknowledgements	4
Figures.....	4
Captions	4
Copyright Agreement.....	4



Subject Matter and Scope

The [*Toronto Journal of Theology \(TJT\)*](#) is a progressive, double-blind refereed journal of analysis and scholarship, reflecting diverse Christian traditions and exploring the full range of theological inquiry: Biblical Studies, History of Christianity, Pastoral Theology, Christian Ethics, Systematic Theology, Philosophy of Religion, and Interdisciplinary Studies. The journal provides a Canadian forum for discussing theological issues in cross-cultural perspectives, featuring pertinent articles, in-depth reviews and information on the latest publications in the field.

[*TJT*](#) is of critical interest to academics, clergy, and lay and professional theologians. Anyone concerned with contemporary perspectives and reflections on theological issues will find the journal essential reading.

Peer Review Process

[*TJT*](#) is a peer reviewed forum for original contributions and discussion in the field of theology. The journal uses a double-blind peer review process to ensure anonymity and unbiased outcomes for every submission.

Blinding

Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. Appropriately blinding your manuscript requires that you replace your name (and any coauthors' names), wherever it occurs in the text, notes or references, with the word "Author."

"Author" is then inserted into the reference list with the other "A" references. Do not insert "Author" references alphabetically with the letter that corresponds to your last name. When blinding the context of your research, use pseudonyms for the names of institutions or participants, and do not identify the city or town in which the research took place if it could serve to identify the participants and/or the institution. For example, "a bilingual university in Ottawa" is inadequate blinding because there is only one such university. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from the "Properties" section of your Word file.

Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers; this will delay the review process. If the article is accepted for publication, authors are asked to restore all personal information and references to their article.

Manuscript Submission Process

[*TJT*](#) is a bi-annual journal that publishes original scholarship in theological studies and associated fields. In addition to submissions of articles, the journal welcomes proposals from scholars wishing to edit an issue devoted to a particular theme.



Prior to submitting your article, you will have to register through [TJT](#)'s online peer review system [PRESTO](#) where you will be uploading your final manuscript.

All articles must be the author's original work, previously unpublished, and not being reviewed for publication with another journal.

After you submit your article, it will be evaluated. Based on this evaluation, you will receive one of the following responses: accepted as is, rejected, or returned for further revisions.

Upon initial submission, all supporting files including figures and illustrations, and images must be submitted as separate files. For the initial review, photocopies can be sent. If you wish you can include a note in the file indicating where the supporting documents should appear (i.e., insert Figure 1 here). Once the article is accepted for publication, you will be required to resubmit supporting images as high-quality, black-and-white, glossy prints or a *.TIF file (preferred) with a resolution of at least 350 dpi.

Manuscript Requirements

Please submit an electronic version of your article to [PRESTO](#), either in Microsoft Word or in rich-text file format, using a 12-point font. Please single-space your manuscript upon initial submission. Please do not submit any content that would reveal your information as the author.

Articles submitted for consideration should be approximately 5,000 words in length, including endnotes, illustrations and images. Please enter a 250 word abstract and a list of five keywords or phrases when you submit to [PRESTO](#).

Please avoid page-layout formatting. The text should be aligned flush left and ragged right; do not justify or centre.

Use hard returns at the end of paragraphs only. Let your software make line breaks (word wrap), and do not add extra line spaces between paragraphs.

Headings should follow the following format: First-order headings should be in **bold typeface**; second-order headings should be in **bold italic typeface**; third-order headings should be in *italic typeface*. If there are more than three subheadings, indicate the level as appropriate.

References

For grammatical guidance and footnote style, [TJT](#) follows the recommendations of the [Chicago Manual of Style](#) (15th edition). Please use the style suggested for "Notes."

The following examples of reference list entries may prove useful:

Book:

Douglas John Hall, *The Cross in Our Context: Jesus and the Suffering World* (Minneapolis, MN: Fortress, 2003), 165–166.

Subsequent shortened citation:



Hall, *The Cross in Our Context*, 167.

Book with an Editor or Translator:

G.W.F. Hegel, *Lectures on Religion*, ed. Peter C. Hodgson, trans. R.F. Brown, Peter C. Hodgson, and J.M. Stewart (Berkeley, CA: University of California Press, 1988).

Journal article:

Joanne McWilliam, "Patristic Scholarship in the Aftermath of the Modernist Crisis," *Anglican Theological Review* 68 (1986): 25–42, at 30.

Subsequent shortened citation:

McWilliam, "Patristic Scholarship," 32.

Additional Elements for Submission

Contact Information

Please fill out all sections of the registration page on [PRESTO](#).

Abstract, Keywords and Acknowledgements

Abstract

Your abstract must be 250 words and written in the language of the paper.

Keywords

Following your abstract, include a list of five keywords or phrases that will enhance the discoverability of your article online.

Figures

Any figures, appendices or illustrations should be saved as separate files. For first review, you may send photocopies. For final publication, the journal requires either high-quality, black-and-white, glossy prints or a *.TIF file (preferred) with a resolution of at least 350 dpi.

It is your responsibility to obtain written permission to print any illustration that may be subject to copyright. Please indicate in the text file of the article approximately where any illustration should be inserted.

Captions

Captions should be inserted at the end of your article and should be a clear statement that identifies the content of the corresponding *.TIF file.

Copyright Agreement

Upon manuscript acceptance all authors will sign a copyright agreement.



Manuscripts accepted for publication or published in [TJT](#) become the property of the University of Toronto Press and may not be published elsewhere, in whole or in part, without written permission.

Queries

What is a DOI?

A DOI is an article's unique identifier, registered with [CrossRef](#) (FAQ on CrossRef here: <http://www.crossref.org/01company/16fastfacts.html>) and used to create a persistent link to the article -- even if the article moves. (A journal might switch from one online hosting service to another, for example; the URL will change, but the DOI link will follow it.) A reader using the online version of an article's reference list can click on any DOI link to immediately get to the cited source; a reader using the print version can be sure of finding exactly the right article by searching the DOI instead of the author(s) or article title. Each of our online articles has its own DOI, which can be used to link back to it from other documents that cite it; including DOI links in our reference lists is the other end of that process (sort of like using recycled paper as well as recycling used paper). The more citations include DOIs, the more researchers will use them, which ultimately will drive more readers to our content.

[“How to Alienate Your Editor: A Practical Guide for Established Authors”](#), written by Stephen K. Donovan and published in the [Journal of Scholarly Publishing](#), is an excellent article on classic mistakes made during the submission process. Also useful is [“Surviving Referees’ Reports”](#) written by Brian Martin and also published in [Journal of Scholarly Publishing](#).

Questions relating to any of the above details may be directed to the [TJT](#) Editor at the address below.

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