

Author Submission Guide
Consideration of Submitted Articles
For the United States Army
Chaplain Corps Journal

The *Chaplain Corps Journal* will read and consider all submissions regardless of topic. *Chaplain Corps Journal* is specifically looking for articles that are well-written, theologically reflective, thematic, and thought-provoking for the Chaplain Corps. As a result, well-researched, well-written, persuasive articles that espouse a view that deepens the mission of ministry to soldiers and families will more likely find a home at *Chaplain Corps Journal*.

The *Chaplain Corps Journal* makes no final commitments to accepting a manuscript until it has been thoroughly reviewed and, if required, revisions made that satisfy *Chaplain Corps Journal* concerns or that conform to *Chaplain Corps Journal* publication conventions.

Process. Manuscripts are received by the Editor. Those manuscripts receiving a favorable review, based on professional writing style and pertinent themes are sent to the Senior Editor. The Senior Editor evaluates the manuscripts and, on assigns those chosen (see “evaluation criteria”) to the Peer Review Process (see the white paper on the Peer Review Process). Letters of notification are sent during the process for (1) conditional review, (2) request to rewrite, or (3) final acceptance. If a manuscript is not to be used a (4) letter of acknowledgement will be sent.

Multiple Authors. When a manuscript has multiple authors, one point-of-contact needs to be clearly designated with the initial submission. This POC will receive all correspondence from *Chaplain Corps Journal* editors, and will be responsible for conferring with all co-authors about edited versions, revisions, etc., before responding to the editors.

Target Audience. *The Chaplain Journal’s* target audience includes chaplains of company and field grade officers, and flag officers. It, also, includes chaplain assistants who are senior noncommissioned officers, as well as seminarians, scholars and journalists, Department of Defense civilians, chaplains in sister services, chaplains in British, Canadian, and other Commonwealth nations, and other partner nations. Therefore, the journal seeks articles to address issues of concern not only to the American Army chaplain, but also to Air Force, Navy and other sea service chaplains (Navy chaplains serving in the Coast Guard, Marine Corps, and U.S. Merchant Marines). The Chaplain Corps Journal welcomes special guest articles from chaplains serving in our allied nations’ Armed Services.

Preferred Topics of Discussion. *The Chaplain Corps Journal* specifically seeks articles related to our themes, which have been announced. These themes are:

- (2014)
 - Spring-Summer: *Ethics/Moral Leadership*
 - Autumn-Winter: *Ministry in War: Past, Present, and Future*

- (2015)
 - Spring-Summer: *Liturgy and Religious Rites and Ceremonies*
 - Autumn-Winter: *"Tell it to the Chaplain:" The Role of the Army Chaplain in American History*
- (2016)
 - Spring-Summer: *CPE and Pastoral Care/Counseling*
 - Autumn-Winter: *Sacred Communication*
- (2017)
 - Spring-Summer: *Religious Education*
 - Autumn-Winter: *"Holy Spaces: " How Environment Impacts Our Ministry*

The *Chaplain Corps Journal*, also, invites submission of a limited number of sermons, inspirational writings, or theological reflections for each issue. The Editorial Board will select one or two of this genre of writing for each issue.

Book Reviews. Book reviews are by assignment only. Recommended books to be reviewed may be sent to the Book Editor of the *Chaplain Corps Journal*. The present editor is CH (LTC) Brian P. Crane, U.S. Army. Please email to: brian.p.crane.mil@mail.mil

Original Research or Practical Experience Preferred. *Chaplain Corps Journal* prefers two types of articles: those based on original research from primary sources and those stemming from lessons learned via firsthand experience.

Responsibility for Accuracy and Reliability of Research. Authors are responsible for their manuscript's accuracy and source documentation.

Writing Style

Chaplain Corps Journal seeks articles that are characterized as professional ministry; neither too popular (inspirational) nor overly academic. The thesis of the article should be clear, logically developed, and supported by sound reasoning and evidence. The articles should reflect the values of the Army Chaplaincy and always keep its core commitment in mind: "Nurture the Living, Care for Wounded, and Honor the Dead across the full spectrum of military operations." (AR 165, 1-5b)

When possible, authors should avoid the use of acronyms. If used, acronyms should be spelled out on first reference. Authors should avoid the use of arcane or extremely technical language that would be more appropriate for specialized journals.

Authors should write clearly and simply. Clarity, directness, and economy of expression are the main traits of professional writing, and they should never be sacrificed in a misguided effort to appear scholarly. Especially avoid "Pentagonese" and bureaucratic jargon.

Dullness of style is not synonymous with erudition; readers appreciate writing that is lively and engaging.

Artwork, Illustrations, and Photographs. The author’s photograph, preferably in military uniform, will be required. Original photographs in JPEG format with a resolution of 300 DPI or higher are required. If artwork, illustrations, or photograph accompanies an article it should, likewise, comply with the JPEG formatting guidelines.

Copyright sensitivities and the proliferation of the methods used to disseminate art, illustrations, and photographs without proper attribution require *Chaplain Corps Journal* to insist that the origin of any art, illustrations, or photographs be identified. If artwork is copyrighted, the author must obtain copyright approvals and submit them to *Chaplain Corps Journal* along with proposed manuscripts. As a general policy, *Chaplain Corps Journal* will not use artwork it cannot attribute.

Article Formatting. Manuscripts should conform to the formatting as found in this [manuscript sample](#). Authors should ensure there are no embedded macros in the document. The default settings in Microsoft Word are suitable. During the editing process, an author may be asked to use the “track changes” feature in Microsoft Word. [A tutorial about this feature can be downloaded here](#).

Length of Manuscripts. The preferred length for feature articles is 2,000 to 3,000 words, or 10 to 15 typed, double-spaced pages. Manuscript length for “Insights” articles is 1,400 to 2,000 words, or 7 to 10 typed, double-spaced pages. *Chaplain Corps Journal* will adjust article lengths based on available space in a given issue. *Chaplain Corps Journal* reserves the right to edit submitted manuscripts to conform to overall space requirements.

Research Citation Guidelines. *Chaplain Corps Journal* prefers manuscripts that are clearly the product of conscientious research, but no bibliography is necessary (nor used if submitted). Authors should document sources of information and ideas using endnotes, not footnotes.

Authors should strive to reduce the number of endnotes to the minimum consistent with honest acknowledgment of indebtedness, consolidating notes where possible. Lengthy explanatory endnotes are discouraged. Endnotes must contain complete citation of publication data; for Internet citations, include the date accessed. *Chaplain Corps Journal* generally uses the conventions prescribed in Kate L. Turabian’s *A Manual for Writers*, 6th ed. (Chicago: University of Chicago Press, 1973).

Authors should not use the automatic endnote feature of Microsoft Word, or any separate automatic endnote program, in the submitted manuscript. (This feature in Microsoft Word displays the endnote information when the cursor floats above the superscript endnote number.) The automatic formatting is not compatible *Chaplain Corps Journal’s* editing process or the graphic design software. Instead, authors should manually format the endnote numbers within the text in superscript, and then list the endnotes at the end of the manuscript. The endnotes should not be in the footer of the document. To assist in the editing process, authors should highlight in yellow the superscripted endnotes within the text. Manuscripts that have the automatic formatting will be returned to the author for correction. [For a sample manuscript showing the correct format for endnotes, click here](#).

Biographical Sketch. Authors must enclose a brief personal biography. Include significant positions or assignments and civilian and military education that establish credibility with the subject. Authors can

find examples of biographies in recent editions of *Chaplain Corps Journal*, or [see the biography at the end of this sample manuscript](#).

Evaluation Criteria. Evaluation is, in great part, an unavoidably subjective process. However, in an effort to provide a standard of objectivity, *Chaplain Corps Journal* provides its referees the questions below to help them evaluate manuscripts systematically.

1. Is the article well written? Does it move logically from a clear thesis through a well developed argument using supporting evidence to yield persuasive conclusions?
2. Does it use obscure or arcane language or overly complex sentence and paragraph structure that make the article difficult for the average reader to understand?
3. Does the article use excessive acronyms?
4. Is the article written in a straightforward manner or does it give the impression that it has been written to impress rather inform and persuade?
5. Is the article ministry focused? Does it ultimately related to religious support for the soldier and Army family?
6. Does the article show evidence of significant research using accepted academic standards?
7. Is the article the product of original research?
8. If the article is not a product of original research, is it an effective synthesis of existing research, and has it yielded significant insight?
9. Does the article offer plausible solutions to a problem or issue?
10. Is research backed up by careful citations in the endnotes?
11. Does the manuscript show significant reliance on questionable or spurious sources in its endnotes?
12. Does the author of the article know what she is talking about? If the evaluator is familiar with the issues being discussed in the article, does the article fairly represent the background facts and provide a credible examination of those issues?
13. Does the article contribute anything new to the literature of military chaplaincy? Does it say anything new? Does it demonstrate theological reflection that could be helpful to other chaplains?
14. If the manuscript is a historical article, do the issues associated with the historical events evaluated have any direct relevance to current events or the conditions of the current ministry environment?

Review Process. *The Chaplain Corps Journal* will send an acknowledgment to the author upon receipt of manuscript. Submissions not forwarded to our referees for further consideration are generally returned to the author within three to four weeks. For submissions sent to our referees, the review process can take six to eight weeks from date of receipt.

How to Submit a Manuscript. Unsolicited article manuscripts are welcome; book reviews are by assignment only. *Chaplain Corps Journal* encourages authors to submit their manuscript as an attachment to an introductory email. Please send your manuscript via email to email at the bottom of this document. The document should be saved in the latest edition of Microsoft Word.

An author should carefully edit his text before submission; include his name, address, daytime phone number, and email address. *Chaplain Corps Journal* will not accept any faxed manuscripts.

Publication Agreement on Acceptance. Under our publication agreement, *Chaplain Corps Journal* retains first publication rights for any other editions of *Chaplain Corps Journal*. Except for time-sensitive articles, the normal time from acceptance to publication is six to eight months.

As an official Army publication, *Chaplain Corps Journal* is not copyrighted; however, publication by *Chaplain Corps Journal* gives the U.S. Army Chief of Chaplains (*Chaplain Corps Journal's* higher headquarters) the right to reproduce and use the article for training and other official purposes.

Editors' Prerogative. In the interests of length, security, clarity, and conformity with the stylistic standards of *Chaplain Corps Journal*, the editor reserves the right to edit all manuscripts; however, editors will send substantive changes to the author for approval.

Protocol Concerning Simultaneous Submission to Separate Publications. Authors should not submit a manuscript to *Chaplain Corps Journal* while it is being considered elsewhere; nor should they submit a manuscript if it has been published elsewhere or if it is available on the Internet.

As a matter of professional convention and courtesy, authors should not submit a manuscript to a second publication until after *Chaplain Corps Journal* has fully reviewed it and decided whether or not to publish it. *Chaplain Corps Journal* will generally accept or reject a manuscript within 60 days of its receipt.

Evidence that an article has been submitted elsewhere concurrent with submission to *Chaplain Corps Journal*, or that it has already been published or will soon be, are grounds for denying the author future consideration for publication in *Chaplain Corps Journal*.

Contacts:

Submissions should be sent to: usarmy.jackson.usachcs.mbx.ch-journal@mail.mil

- The Editor, Ms. Julia Simpkins: julia.f.simpkins.civ@mail.mil
- Recommendations for book reviews should be sent to CH (LTC) Brian Crane: brian.p.crane.mil@mail.mil
- The Senior Editor of the Chaplain Corps Journal is CH (LTC) Michael A. Milton: michael.a.milton6.mil@mail.mil

Peer Review Process

A Summary of 5-step manuscript review and editorial process for submissions

1. An author submits a manuscript to the editor of the Chaplain Corps Journal (CCJ) by email on Microsoft Word. This is the only way the CCJ will receive a manuscript.
2. The CCJ Editor receives the manuscript. She assigns it to the Senior Editor or not. She sends a letter of rejection or sends a letter of acknowledgement to the author. The basis of her call is excessive errors, other quality issues, etc.
 - a. The CCJ senior editor reviews the manuscript and makes an initial decision based on the quality of the manuscript and editorial priorities. The senior editor will determine either to send the manuscript to peer-reviewers or reject the manuscript at that point.
 - b. Our Associate Editors serve as our Peer Reviewers (as well as other faculty here as needed). They are true “peers” in the chaplaincy.
 - i. The issue of chaplains being “paid” peers is inconsequential since none of us are paid for any work on the Journal. We are all salaried government workers doing other primary work for the United States Army. No one gets extra pay for this. Thus, our editorial board meets the criteria for peer reviewers.
 - c. Approximately 15 articles will be submitted to the editorial review board for peer review. The Senior Editor will advise the Managing Editor and the Commandant of a number of desired articles for the next issue and the Commandant or Managing Editor (Deputy Commandant) will inform the Senior Editor of the number. If the number is, for example, 8 peer reviewed articles and 2 inspirational articles, then, the editorial board will be called to meet to prioritize the selections.
 - d. During the process the articles will remain anonymous to the author. The author will remain anonymous to them until publication and they see the name. Thus, this will be a “double-blind” review process.
3. For the manuscripts that are sent for peer reviewers, the editor makes a decision based on editorial priorities, manuscript quality, reviewer recommendations, and perhaps discussion with fellow editors. At this point, the decision is usually to (1) request a revised manuscript, (2) reject the manuscript, or (3) provisionally accept the manuscript.
4. The Editorial Board meets to finalize those articles that will be included. The Commandant and Managing Editor (Deputy) make the call if there is to be a Supplement Issue to publish additional articles in-between issues. This is a “Special” issue that the Commandant may call for at his pleasure when he/she believes that there are a sufficient number of exceptional peer reviewed articles or inspirational articles/sermons that should be published. Related decisions are made.
 - a. The decision letter is sent to the author informing him/her of the decision in the above step.
5. The Editor sends a decision letter to all remaining authors informing them of the editorial decisions concerning their submission.