



Author Guidelines and Submission Instructions

General Information

Methodist Review, a peer-reviewed scholarly electronic journal, is sponsored by the Candler School of Theology, Emory University; the Perkins School of Theology, Southern Methodist University; the Association of United Methodist Theological Schools; and the General Board of Higher Education and Ministry of The United Methodist Church. The journal receives technical support from the Digital Programs Team of the Emory University Libraries, where it is hosted. Intended specifically for and primarily focused on an academic audience that is global in scope, *Methodist Review* is open to scholarly works of article length in all areas and all eras of Wesleyan and Methodist studies broadly construed, including biblical, theological, ethical, philosophical, practical, historical, biographical, and social-scientific topics and methodologies.

Methodist Review has an open submission policy: authors are invited to submit the full text of articles on any appropriate subject to be considered for publication. The instructions for manuscript preparation and submission given here must be followed as closely as possible in all cases. The guidelines about matters of style and usage provided here represent the considered preferences of the journal editors. They should be understood as recommendations, not as absolute requirements, but authors are strongly encouraged to follow them carefully unless there is a compelling reason to do otherwise in particular cases.

General Submission Instructions

- (1) All articles submitted to *Methodist Review* (MR) are expected to conform to the following instructions. If a submission departs from these instructions in major ways, it will be returned to the author for correction before it is considered for publication.
- (2) Authors may submit only one article at a time for consideration by MR. An article being submitted to MR must not be submitted simultaneously to another journal. Articles that have been published or are to be published elsewhere in their entirety, whether in English or in another language, should not be submitted to MR. If any portion of an article has been previously published elsewhere, the author must specify the full extent and details of that previous publication and provide copyright clearance for its publication in MR (for these matters, see the MR *Copyright, "Fair Use," and Permissions Guidelines*, which are available on the MR web site or separately from the MR editorial office).
- (3) The MS of each article must be submitted electronically as a Microsoft Word, WordPerfect, or RTF text file in what the author intends as its final form.

- (4) Each article should be accompanied by an abstract which is not to exceed 150 words.
- (5) Because all submissions to *MR* will be subject to blind peer review, neither the abstract nor the article (including the footnotes) should contain any information that would enable a reviewer to discern the identity of the author. If this requirement poses what seems to be an unreasonable burden on an author in a particular case, the author should advise the *MR* editorial office of the problem prior to submission.
- (6) Authors will be asked to provide the following information with their submissions:
 - Author contact information—name, title/rank, institutional affiliation, preferred postal address, email address, phone and fax numbers.
 - The title (and subtitle, if any) of the article being submitted.
 - An abstract of the article which is not to exceed 150 words.
 - The actual text file(s) of the article (in Microsoft Word, WordPerfect, or RTF text file form), along with any related supplementary files.

The Electronic Submission Process

Methodist Review uses an electronic submission process, which is outlined below. User registration is required in order to access the *MR* website: <http://www.methodistreview.org>. If you have not previously done so, you must create a user profile when you connect to the website, including your preferred username, password, and other required information. Once you have registered and created your user profile, you will be taken to the **User Home** section of the website each time you log in.

When you log in to the *MR* website, you should see an **Author** link just below the words **Methodist Review** on the **User Home** page. If you do not see this link, then click on **Edit My Profile** under the **My Account** section. When the **Edit Profile** screen is displayed, scroll down toward the bottom to the **Roles** section and ensure that the check boxes beside both **Reader** and **Author** are selected, then click on **Save** at the bottom of the screen. You will be returned to the **User Home** page and should now see the **Author** link on that page. Click on the **Author** link to make a new submission to *MR* or to check on the status of a previous submission. Click on **Start a New Submission** to begin the five-step submission process.

Step 1: Starting the Submission

Under **Journal Section**, select **Articles** in the scroll-down box. Ensure that you have complied with each of the five items in the **Submission Checklist** and check the corresponding boxes. Make any changes to the electronic file(s) of your submission that may be necessary to comply with the instructions given here before continuing. Check the box indicating that you have read and agree to the terms of the **Copyright Notice** for the journal. Note the journal's **Privacy Statement**. In the **Comments for the Editor** box, along with any other comments that you might wish to make, please provide a statement affirming that the article you are submitting has not been previously published elsewhere, either in whole or in part, and that it is not being submitted simultaneously to another journal. When you have completed all of the above, click on **Save and Continue**.

Step 2: Entering the Submission's Metadata

In the **Authors** section provide any data that may not have been automatically supplied by the *MR* system from your user profile, including a brief biographical statement indicating your academic position (title or rank), institutional affiliation, and any other information that you would wish to have included in an “About the Author” statement at the end of your article. If the article being submitted has more one author, click on the **Add Author** button and provide the same information for the additional author(s). Note that the person making the submission is considered to be the principal contact for the submission. In the **Title and Abstract** section, please provide the title (and subtitle, if any) of the article and an abstract of the article, which may not exceed 150 words. Leave the **Indexing** selection set to English. Identify any institutions agencies that provided funding or support for the submission in the **Supporting Agencies** section (optional). When you have completed all of the above, click on **Save and Continue**.

Step 3. Uploading the Submission

Follow the instructions given on this screen to upload the submission file from your computer system to the *MR* system. Before making the upload, please ensure that you have complied with the instructions for **Ensuring a Blind Review** by removing all indications of the identity of the author(s) from the submission file. Once you click on the **Upload** button and the upload process has been completed, the screen will change to show the file name given to the submission in the *MR* system, the original file name, the file size, and the upload date and time. If you see this information displayed, the upload has been successful. Click on **Save and Continue**.

Step 4. Uploading Supplementary Files

If you have additional files to transmit as a part of your submission (e.g., image files for illustrations not included in the primary submission file), upload them from this page. When you upload such a file you will be taken to a separate screen and asked to provide metadata for this supplementary file. When you have finished providing the requested information for this file, click on **Save and Continue**. Repeat this process for any additional supplementary files. When you have finished uploading all supplementary files, click on **Save and Continue** to move to the final step of the submission process.

Step 5. Confirming the Submission

On this screen you will see a list of all the files you have uploaded as parts of your submission. You may wish to click on the name of each file to ensure that it is the correct file. If necessary at this point you may **Cancel** the entire submission in order to change or correct anything as may be necessary. You will be able complete this submission at a later date, or cancel and delete it entirely, by selecting **Active Submissions** under the **Author** link on the **User Home** page of the *MR* website. If everything is in order, then click on **Finish Submission**. You will receive an acknowledgment of the submission by email and will be able to track the progress of your submission through the editorial process by logging in to the *MR* website.

Please contact the *MR* editorial office directly if you have questions or encounter a problem with any part of the electronic submission process. Contact information is found at the end of this document and on the *MR* website.

Preparation of the Electronic Manuscript

- (1) The MS should be designed to print on standard US letter size (8.5" x 11.0") or European A4 size (8.3" x 11.7") paper using Times Roman or a comparable standard 12-point serif font. Use 1-inch margins at the top, left, and right; the bottom margin may be ¾-inch to accommodate page numbering. Use ¼-inch paragraph indents (tab settings). All lines of the main text should be double-spaced. Notes and indented block quotations should be single-spaced. There should be no use of other unusual spacing.
- (2) Do not use numerous font changes or other elaborate formatting techniques, as these introduce codes into your text files that will only complicate the editing and production process on our end. Your goal should be to produce a MS that is as simple and clean as possible; do not try to achieve a typeset "look and feel" in the MS.
- (3) The MS should be consecutively paged throughout, with the page number appearing in the bottom center of each page. The use of running headers with the brief title of the article is permissible if desired but not necessary; if used, the running headers should *not* include the author's name.
- (4) Keep all body text flush left. Do not justify body text so that the right margin is even (as in this document); allow the text to break naturally, even if this results in very ragged right margins in the MS. The use of manual or "hard" hyphens should be avoided, unless the hyphen is part of the spelling of compound nouns (e.g., scholar-poet), compound adjectives (e.g., up-to-date study), or compound expressions (e.g., Luke-Acts). Use of the automatic hyphenation feature of a standard word processing program is acceptable.
- (5) All subheads should be flush left, not centered or indented, with an extra line of spacing above them. Use a consistent system to indicate the various levels of subheads in your MS, such as the following:

<i>First-level subheads: bold italic</i>	[or]	FIRST-LEVEL SUBHEADS: SMALL CAPS
Second-level subheads: bold (only)		<i>Second-level subheads: bold italic</i>
<i>Third-level subheads: italic (only)</i>		Third-level subheads: bold (only)
		<i>Fourth-level subheads: italic (only)</i>

- (6) Words to appear in the final published article in italics (e.g., titles of books and periodicals, foreign words, etc.) or in small caps (e.g., BCE, CE, MS, MSS) should appear in that fashion in the MS.
- (7) Special material (e.g., photographs, lists, tables, charts, diagrams) may be submitted in supplementary electronic files that are separate from the main text file; however, the location of such material should be indicated clearly in the main text (e.g., "insert chart 1 here"). Photographs should be submitted in the form of uncompressed JPG or TIF files. Photographs, charts, diagrams, or tabular material of a complex nature may be submitted in camera-ready form instead of electronically, but only by prior arrangement with the MR editorial office.
- (8) Use only one space character between words and sentences. Never use a string of space characters to make textual elements align in the MS; use tabs instead. If your MS requires tables, use columns or tab settings to align the elements of the tables rather than manual spaces.

- (9) Do not use manual or “hard” returns at the end of lines of normal body text. Manual or “hard” returns should be used only at the end of full paragraphs of body text, and after MS elements such as subheads, block quotations, etc.
- (10) Quotations of five or more lines in any language should be reproduced in a separate indented paragraph (or paragraphs), without opening and closing quotation marks.
- (11) Respect for accuracy in verbatim quotations demands that the spelling, capitalization, punctuation, etc., of the original be reproduced exactly, even if they differ from the style otherwise preferred by *MR*. Should a quotation contain a factual or grammatical error, this may be indicated by [*sic*] or [?], at the author’s discretion.

Footnotes

- (1) Footnotes rather than endnotes should be used in all articles submitted to *MR*. The footnotes should be numbered sequentially throughout the MS. Do not use complicated formatting, such as font changes, in the footnotes; use the same font for both the body text and the footnotes. The footnotes should be numbered consecutively throughout an article. No period is to be placed after the number at the beginning of the text of the footnote itself.
- (2) Insofar as possible, footnote numbers should occur at the end of sentences of the body text. Multiple footnotes within one sentence should be avoided. For example, when several names occur in one sentence and a bibliographical reference is to be given for each, only one footnote should be used (not a separate footnote for each name). This footnote should be placed at the end of the sentence and should include the pertinent reference for each name.
- (3) A raised arabic numeral (without punctuation or parentheses) should follow the appropriate word in the text (and its punctuation, if any) to call attention to the footnote.
- (4) When a footnote comments on an issue and includes a bibliographical reference within a sentence, the bibliographic reference should be set entirely within parentheses, not commas, and if possible placed at the end of the sentence in the footnote. Example:

²³On the other hand, Charles C. Torrey thinks that the name “Cyrus” has been interpolated in Isa 45:1 (“The Messiah Son of Ephraim,” *JBL* 66 [1947]: 253).

General Styling and Usage

- (1) Save for the specific instructions given below, the styling directives of *The Chicago Manual of Style*, 15th edition (Chicago & London: University of Chicago Press, 2003) should be followed (hereinafter referred to as *CMS*).
- (2) *MR* uses the American style of spelling rather than the British style; e.g., “color” rather than “colour.” The preferred authorities on spelling are *Merriam-Webster’s New Collegiate Dictionary*, 10th edition (Springfield, MA: Merriam-Webster, 1993) and *Webster’s Third New International Dictionary of the English Language, Unabridged* (Springfield, MA: G. and C. Merriam, 1967). When there is more than one common way of spelling a word, the first one listed in these authorities should be used.

- (3) Apart from direct quotations from other sources, *MR strongly recommends* that authors refrain from using the term “man” generically (including also “men,” “mankind,” “family of man,” “brotherhood of man,” etc.). Instead, *MR* recommends the use of inclusive terms (e.g., “human being,” “human,” “human-kind,” “humanity,” “people,” etc.) to designate individuals and groups. Moreover, translations of texts (whether ancient or modern) should not be more gender-specific than the original texts, and the use of inclusive language for God is strongly encouraged.
- (4) *MR* follows the recommendations of *CMS* for all general abbreviations. For abbreviations of the books of the Bible, *MR* will accept either the *CMS* style or the style of the *Journal of Biblical Literature* (which is preferred by most biblical scholars) so long as one style is used consistently throughout the MS.
- (5) *MR* recommends use of the abbreviations BCE (“before the common era”) and CE (“in the common era”), rather than BC “before Christ” and AD (*anno Domini*, “in the year of the Lord”), to designate historical eras, but will follow an author’s preferences in this regard. In either case, the abbreviations should be in small caps with no periods.
- (6) In general, *MR* follows *CMS* for capitalization of names, titles, and positions. However, contrary to *CMS*, *MR* prefers to capitalize all academic titles directly following a person’s name, rather than only those titles that themselves contain a proper name (e.g., named chairs). Examples:

David Petersen, Franklin N. Parker Professor of Old Testament
 Joy McDougal, Associate Professor of Systematic Theology
 [but: She serves as associate professor of systematic theology]
 Dr. Jan Love, Dean of the Candler School of Theology; Dean Love
 Dr. James Wagner, President of the Emory University; President Wagner
 [but: the president of the university, James Wagner]

- (7) *MR* follows *CMS* in the capitalization of the names of ethnic and national groups. Examples:

African Americans [NB: without a hyphen]
 American Indian tribes
 Asians
 the British; a British woman
 Chicanos; a Chicano; a Chicana
 Europeans
 Hispanics; a Hispanic
 Italian Americans
 Jews; a Jew; Jewish ethnicity
 Native Americans

- (8) *MR* follows *CMS* in recommending that designations of groups of people based loosely on human skin color should generally be lower-cased unless they are part of a group’s formal name or self-identification, or an author has an otherwise compelling reason to capitalize them. Examples:

black people; blacks; a black separatist movement [but: Negro, Negroes]
 the Black Power movement; the Black College Fund

brown-skinned people [but: the Washington Redskins]
 white people; whites; white supremacist group [but: Caucasian, Caucasians]
 the White Panther Party; the White Citizens' Council

- (9) *MR* prefers to follow the usage of *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*, ed. Patrick H. Alexander, et al. (Peabody, MA: Hendrickson Publishers, 1999), pp. 153–64, in the capitalization of biblical and related terms. Note the following recommendations for capitalization of words referring or relating to God or Jesus:

Adonai	Jehovah
Allah	Jesus and his disciples*
the Almighty	King
the Babe	kingdom of God
Christ	Lamb of God
the Christ Child	Logos
the Creator	Lord
El	the Messiah
Father	Savior
God Almighty	the Son of God
Godhead	the Spirit [the Holy Spirit]
God in his mercy*	the spirit [the human spirit]
heavenly Father	Trinity
Holy Ghost	trinitarian
Holy Spirit	Yahweh

**MR* prefers to lowercase personal pronouns referring to God and Jesus, but if an author insists on capping them, we will let it stand. The most important thing is consistency throughout the MS.

- (10) Note the following recommendations for capitalization for derivatives of Christ, God, and related terms:

Christendom	godliness
the Christ-event	godly
Christian	God's omnipotence
Christianity	Jesus' lordship
Christ-like	Messiah
christological	messianic hope
Christology	non-Christian
the fatherhood of God	the Trinity; trinitarian
godlike	unchristian

- (11) *MR* recommends always capping the following or similar expressions when used as a title or as a euphemism for God or Jesus:

the Eternal	the Holy One
the First Cause	the King of Kings
the Good Shepherd	the Lord of Lords

the Most High
the Omnipotent

the Prince of Peace
the Supreme Being

(12) *MR* recommends the following style of capitalization for names of the Bible, synonyms for the Bible, or versions of the Bible:

the Bible [but: biblical]
the Christian scriptures
Codex Siniaticus
God's Word
the Hebrew scriptures
the Holy Bible
Holy Scripture [as title]
Holy Writ [sometimes satirical]

the King James Version
the New Revised Standard Version
Peshitta
the scriptures; scriptural [general reference]
the Septuagint
the Torah
the Vulgate
the Word of God

(13) *MR* recommends the following style of capitalization for parts of the Bible:

Apocrypha
the Bible [but: biblical]
book of Genesis, etc.
the Decalogue
the Epistles
the Epistle to the Hebrews
Fourth Gospel
Golden Rule
the good news
the gospel [of Christ]
the Gospels [in the NT]
the Gospel of John
Johannine [writings]
the Last Supper
the Letter to the Galatians
the Lord's Prayer
the Lord's Supper
Lukan [writings]

Matthean [writings]
the miracle of the loaves and fishes
the Old Testament
the parable of the good Samaritan
the parable of the prodigal son
the Pastoral Epistles
Paul's Letters
the Prophets [part of the OT]
the prophet Isaiah
the Psalms [but: a psalm; the psalmist]
the Psalter
the Pseudepigrapha
the Second Gospel
the Sermon on the Mount
the Shema
the Ten Commandments
the Wisdom literature
the Writings

(14) *MR* recommends the following style of capitalization for biblical doctrines or historical events:

the Ascension
the Atonement
the Creation
the Crucifixion
the Diaspora
the Exile
the exiled Israelites
the Exodus
the Fall [of humanity]

the Flood
the Incarnation
the Inquisition
the Protestant Reformation
the resurrected Christ
the Resurrection
the resurrection of Christ
the risen Christ
the Second Coming

(15) *MR* recommends the following style of capitalization for proper names and titles in the Bible:

the Apostle of Love [John]	John the Baptist
the apostle Paul	the king
the Baptist	King Herod
the Beloved Apostle	the Pharisees; Pharisaic
the Evangelist	Pharaoh [as title: Pharaoh Rameses II]
Gentiles	the pharaoh
the good Samaritan	the Sadducees
Hebrews	scribes
Israelites	the Twelve

(16) *MR* recommends the following style of capitalization for other Jewish and Christian terms (note that the word *church* is capitalized only when it is used in the proper name of a denomination or of a specific church building):

the apostles; apostolic church	the Kingdom
baptism [general]	the kingdom of God
the bishop [but: Bishop Sheen]	Pentecost [event]; pentecostal [general];
the Blessed Virgin	Pentecostal [movement]
Body of Christ	the pope; papal [general]; Pope John Paul II
charismatic [general]	postexilic
Charismatic [movement]	the primitive church
Christian church [universal]	Primitive Baptist Church [denom. name]
Christian Church [denom. name]	Protestant Reformation
Christian education	a sacrament; the sacraments
the church universal	the Sacrament of Baptism
Communion; Holy Communion	the Sanhedrin
the congregation	seminary [but: Wesley Theological Seminary]
the early church	the sister [but: Sister Mary Margaret]
evangelical [general]	the Social Gospel
Evangelical [movement]	Sunday school
Fundamentalism [movement]	synagogue
the Golden Rule	the Temple [in Jerusalem]
the Great Commandment	the Virgin Mary

United Methodist Terminology and Usage

- (1) Do not use *The Book of Discipline of The United Methodist Church* as an authority on capitalization—it should never be treated as a style sheet or usage guide.
- (2) Always capitalize the definite article *The* in The United Methodist Church when referring to the proper name of the denomination. Capitalize the names of predecessor bodies (The Methodist Episcopal Church, The Evangelical United Brethren) according to the same style. Abbreviations such as UMC do not take a capitalized *the*. Examples:

The United Methodist Church [name of the denomination]
[but: the United Methodist tradition; the United Methodist position on . . .]

the United Methodist church on Oak Street [general reference]
Epworth United Methodist Church [particular church or congregation]
Glenn Memorial UMC; the UMC

- (3) Capitalize the names of general boards and agencies of The United Methodist Church and their departments, divisions, and sections; general councils; general commissions; and committees created by the General Conference and serving The United Methodist Church as a whole. Lowercase the names of local church, district, annual conference, and jurisdictional units unless they are used as part of a proper name. When boards, commissions, or councils serving The United Methodist Church as a whole have the word *General* as a part of their official title, it should be capitalized. Examples:

annual conference [but: the Rocky Mountain Annual Conference]
area [but: the Baltimore Area]
bishop [but: Bishop W. T. Handy]
central conference [but: the West Africa Central Conference]
charge conference [but: the Greenwood Charge Conference]
church council [but: the Druid Hills UMC Church Council]
College of Bishops [jurisdictional]
conference board of evangelism [but: the Texas Conference Board of Evangelism]
the Connectional Table; the Table [in subsequent references]
the Council of Bishops [churchwide]
Curriculum Resources Committee
district [but: the Knoxville District]
general secretary [but: Robert Burgess, General Secretary of . . .]
General Conference
General Board of Global Ministries
General Commission on Religion and Race
General Council on Finance and Administration
Judicial Council [but: the council decided . . .]
jurisdiction; jurisdictional [but: the Southeastern Jurisdiction]
the United Methodist Committee on Relief
the Women's Division
the World Methodist Council; the World Methodist Conference

- (4) Capitalize the titles of official documents or publications of The United Methodist Church in either full or shortened forms. Examples:

The Book of Discipline of The United Methodist Church; the *Book of Discipline*; the
1996 *Discipline*; the *Discipline* [but: “the Methodist discipline” if not referring to
the volume]
The United Methodist Hymnal; the *Hymnal*
The Book of Resolutions of The United Methodist Church; the *Book of Resolutions*
The Book of Worship of The United Methodist Church; the *Book of Worship*
the Constitution of The United Methodist Church; the General Rules; the Articles of
Religion; Article II
The Social Creed; “Our Social Creed” [with quotation marks when referring to the
section of the *Discipline* in which the Creed appears]; our Social Principles; the
Social Principles statement
the *Supplement to the Book of Hymns*

- (5) Capitalize names of official funds and organizations authorized by General Conference. Examples:

Advance Specials
Africa University Fund
Black College Fund
the Episcopal Fund
Interdenominational Cooperation Fund
Ministerial Education Fund
Ministers Reserve Pension Fund [NB: no apostrophe]
missional priority [NB: lowercase]
Missions Initiatives Fund
United Methodist Children's Fund for Christian Mission
United Methodist Women
United Methodist Youth Organization
University Senate
Wesley Foundation
World Service Fund; World Service [general benevolences]; World Service Special;
World Service agencies
Youth Service Fund

- (6) Capitalize only proper names relating to the program of Christian education. Lowercase classes, departments, divisions, and councils of the church school unless a proper name is given. Examples:

the adult class [but: the Good Will Bible Class]
Christian Educators Fellowship (CEF)
church school [but: the Peachtree Road UMC Church School program]
coordinator of children's ministries; children's coordinator; children's council
school of mission [but: the West Ohio Conference School of Mission]
Sunday school; Sunday school class
vacation Bible school (but: VBS as initials, capped)

- (7) Capitalize the names of special days and weeks authorized by the General Conference as in the examples below; see the *Discipline* for others:

Christian Education Sunday
Disability Awareness Sunday
Golden Cross Sunday
Heritage Sunday
Human Relations Day
Native American Awareness Sunday
One Great Hour of Sharing
Rural Life Sunday
United Methodist Student Day
World Communion Sunday

- (8) Lowercase the titles of all positions related to the church when they are used alone or separately, whether or not in conjunction with a personal name, but capitalize them when they directly precede a personal name or are part of a compound title directly following a personal name. Examples:

bishop; Sally White, our bishop
 [but: Bishop Sally White; Sally White, Bishop of the Atlanta Area]
chaplain [but: Chaplain Peterson]
conference coordinator of youth ministry
deacon; deaconess
director of Christian education
the district superintendent; James Jones, our district superintendent
 [but: James Jones, Superintendent of the Knoxville District]
district coordinator of children’s ministries
elder
executive secretary
lay leader
local pastor, pastor [but: Pastor Thackston]

The Writings of John and Charles Wesley

Wherever possible, reference to the writings of John Wesley should be made to *The Bicentennial Edition of the Works of John Wesley* (Nashville: Abingdon Press, 1984—), begun as *The Oxford Edition of the Works of John Wesley* (Oxford: Clarendon Press, 1975–1983). In particular, all references to Wesley’s *Journal* or *Sermons* should now be made to the Bicentennial Edition. If a particular Wesley text is not yet available in a volume of the Bicentennial Edition, other older editions or his writings may be used.

No single system of references or abbreviations will be equally suitable to all situations. Authors are therefore invited to adapt the system of abbreviations suggested below to the requirements of their particular projects, adding other abbreviations as needed and altering the details of publication to reflect the editions of particular works which they are using (e.g., the Hendrickson or Zondervan reprints of *Works* (Jackson) rather than the Baker Book House reprint), so long as consistency is maintained throughout a MS. When such adaptation is necessary, however, authors should observe the following general principles.

Sermons — References should include the sermon number according to the system used in vols. 1–4 of *Works*, the full sermon title (the short title in subsequent references), the internal section number(s), the edition used, and the volume/page number(s). In *Works*, the titles of sermons that first appeared as separate publications are given in italics to distinguish them from sermons that were first published in other works (e.g., in the *Arminian Magazine*). For the purposes of MR, however, this distinction should be ignored and the titles of all sermons given in quotation marks. It is helpful though not absolutely necessary to provide the dates of sermons unless the dates are relevant to a particular point or issue under discussion.

Journal and Diary Entries — References should include the date of a journal or diary entry, the internal section number(s) (if applicable) of the entry being cited, the edition used [now normally vols. 18–24 of *Works*, rather than the older Curnock edition], and the volume/page number(s).

Letters — References should include an indication of the direction of the letters with the names of the correspondents (e.g., “Letter from John Wesley to Alexander Knox” or “Letter from Charles Wesley to John Wesley”), the date of the letter, the internal section number(s) (if applicable) of the letter being cited, the edition used, and the volume/page number(s).

Other Prose Works — References should include the full title of the work being cited (use the short title in subsequent references), the internal section number(s) (if applicable), the edition used, and the volume/page number(s). Titles of shorter works (e.g., “The Principles of a Methodist”) should normally be given in quotation marks; titles of longer works (e.g., *A Plain Account of Christian Perfection*) should be given in italics. Dates are usually unnecessary. Citations of the *Explanatory Notes Upon the Old Testament* and the *Explanatory Notes Upon the New Testament* should be made by biblical book, chapter, and verse, since most editions of these works are not paginated.

Hymns and Other Verse — References should include the title or first line of the hymn or poem if its identity is not made clear in the main text, the hymn or poem number (if applicable), the line or verse numbers of the section cited, the title of the work and/or the edition used, and the volume/page number(s). Hymns included in the 1780 *Collection of Hymns for the Use of the People Called Methodists* should be cited from the edition in *Works*, Vol. 7. Other hymns should be cited by reference to *The Poetical Works of John and Charles Wesley*, ed. George Osborn, 13 vols. (London: Wesleyan-Methodist Conference, 1868–72), or to *The Unpublished Poetry of Charles Wesley*, ed. S T Kimbrough Jr. and Oliver A. Beckerlegge, 3 vols. (Nashville: Kingswood Books, 1988–92), or (preferably) to the original printed versions, most of which have now been made available on the website of the Duke Center for Studies in the Wesleyan Tradition: www.divinity.duke.edu/wesleyan/texts/index.html.

Dates — MR prefers to use the day-month-year form of dates (e.g., 24 May 1738) for scholarly references but the older form of month-day-year, with the year set off by commas (e.g., May 24, 1738), is acceptable. In either case the name of the month should be given in full, rather than abbreviated, and the usage must be consistent throughout the MS. Indicate “old style” dates, where relevant, with the slash (e.g., 1711/12).

Recommended Abbreviations — Since each article in MR constitutes a separate, complete publication, full and complete bibliographic information should be given at the first citation of any work used, with short titles or abbreviations used in subsequent references. The following is a list of abbreviations that MR recommends for subsequent references to the indicated standard works.

AM [MM, WMW]	<i>The Arminian Magazine</i> (1778–97), continued as <i>The Methodist Magazine</i> (1798–1821) and subsequently as <i>The Wesleyan Methodist Magazine</i> (1822–1913).
Appeals	John Wesley, <i>The Appeals to Men of Reason and Religion, and Certain Related Open Letters</i> , ed. Gerald R. Cragg; Vol. 7 in <i>The Works of John Wesley</i> (Nashville: Abingdon Press, 1989).
Chr. Library	John Wesley, <i>A Christian Library: Consisting of Extracts from, and Abridgements of, the Choicest Pieces of Practical Divinity which have been Published in the English Tongue</i> , 50 vols. (Bristol: F. Farley, 1749–55); reprinted in 30 vols. (London: T. Cordeux, 1819–27).
Hymns	John and Charles Wesley, <i>A Collection of Hymns for the Use of the People Called Methodists</i> , ed. Franz Hildebrandt and Oliver A. Beckerlegge; Vol. 7 in <i>The Works of John Wesley</i> (Nashville: Abingdon Press, 1989).
Journal CW	Charles Wesley, <i>The Journal of the Rev. Charles Wesley, M.A.</i> , ed. Thomas Jackson, 2 vols. (London: Wesleyan-Methodist Book Room, 1849; reprinted Grand Rapids: Baker Book House, 1980).

<i>Journal & Diaries</i>	John Wesley, <i>Journal and Diaries</i> , ed. W. Reginald Ward and Richard P. Heitzenrater, 7 vols.; Vols. 18–24 in <i>The Works of John Wesley</i> (Nashville: Abingdon Press, 1988–2006).
<i>Journal</i> (Curnock)	<i>The Journal of the Rev. John Wesley, A.M.</i> , ed. Nehemiah Curnock, 8 vols. (London: Epworth Press, 1909–16). [NB: Should now generally be used only for specific references to Curnock’s editorial notes.]
<i>Letters</i>	John Wesley, <i>Letters</i> , ed. Frank Baker. 7 vols.; Vols. 25–31 in <i>The Works of John Wesley</i> (Oxford: Clarendon Press, 1980—).
<i>Letters</i> (Telford)	John Wesley, <i>The Letters of the Rev. John Wesley, A.M.</i> , ed. John Telford, 8 vols. (London: Epworth Press, 1931). [NB: Use only for letters dated after 1755 that are not yet available in <i>Letters</i> .]
<i>Letters CW</i>	<i>Charles Wesley as Revealed by His Letters</i> , ed. Frank Baker (London: Epworth Press, 1948).
<i>Minutes</i>	<i>Minutes of the Methodist Conferences, from the First, held in London, by the Late Rev. John Wesley, in the Year 1744</i> , Vol. 1 (London: John Mason, 1862).
<i>MS Journal CW</i>	Charles Wesley, <i>The Manuscript Journal of the Rev. Charles Wesley, M.A.</i> , ed. S T Kimbrough, Jr. and Kenneth G. C. Newport, 2 vols. (Nashville: Kingswood Books, 2007).
<i>NT Notes</i>	John Wesley, <i>Explanatory Notes Upon the New Testament</i> , 3rd corrected edition (Bristol: Graham and Pine, 1760–62; many later reprints).
<i>OT Notes</i>	John Wesley, <i>Explanatory Notes Upon the Old Testament</i> , 3 vols. (Bristol: W. Pine, 1765; reprinted Salem, OH: Schmul, 1975).
<i>Poet. Works</i>	<i>The Poetical Works of John and Charles Wesley</i> , ed. George Osborn, 13 vols. (London: Wesleyan-Methodist Conference, 1868–72).
<i>Unpub. Poetry</i>	<i>The Unpublished Poetry of Charles Wesley</i> , ed. S T Kimbrough Jr. and Oliver A. Beckerlegge, 3 vols. (Nashville: Kingswood Books, 1988–92).
<i>Rep. Verse</i>	<i>Representative Verse of Charles Wesley</i> , ed. Frank Baker (Nashville: Abingdon Press, 1962).
<i>Sermons</i>	John Wesley, <i>Sermons</i> , ed. Albert C. Outler, 4 vols.; Vols. 1–4 in <i>The Works of John Wesley</i> (Nashville: Abingdon Press, 1984–87).
<i>Sermons CW</i>	<i>Charles Wesley’s Earliest Evangelical Sermons: Six Short-hand Manuscript Sermons now for the first time Transcribed from the Original</i> , ed. Thomas R. Albin and Oliver A. Beckerlegge (occasional publication of the Wesley Historical Society, 1987).
<i>Societies</i>	John Wesley, <i>The Methodist Societies: History, Nature, and Design</i> , ed. Rupert E. Davies; Vol. 9 in <i>The Works of John Wesley</i> (Nashville: Abingdon Press, 1989).
<i>Survey</i>	John Wesley, <i>A Survey of the Wisdom of God in the Creation: Or, A Compendium of Natural Philosophy</i> , 4th rev. ed., 5 vols. (London: J. Paramore, 1784).
<i>Works</i>	John Wesley, <i>The Works of John Wesley</i> (begun as “The Oxford Edition of the Works of John Wesley” [Oxford: Clarendon Press, 1975–1983]; continued as “The Bicentennial Edition of the Works of John Wesley” [Nashville: Abingdon Press, 1984—]; 16 of 35 vols. published to date).

- Works* (Jackson) John Wesley, *The Works of the Rev. John Wesley, M.A.*, ed. Thomas Jackson, 3rd ed., 14 vols. (London: Wesleyan Methodist Book Room, 1872; reprinted Grand Rapids: Baker Book House, 1979).
- Works* (Pine) John Wesley, *The Works of the Rev. John Wesley, M.A.*, 32 vols. (Bristol: W. Pine, 1771–74).

Abbreviations for Other Methodist-Related Publications

- ACJ/church/name/year* Annual Conference Journal/Minutes/Proceedings/Register for Conference named; e.g., *ACJ/UMC/Dakotas/1998*.
- Asbury/Coke Discipline* *The Doctrines and Discipline of the Methodist Episcopal Church in America, with Explanatory Notes by Thomas Coke and Francis Asbury* (Philadelphia: Henry Tuckniss, 1798; reprint: Rutland, VT: Academy Books, 1979).
- Bangs, History* Nathan Bangs, *A History of the Methodist Episcopal Church*, 12th ed., 4 vols. (New York: Carlton & Porter, 1860).
- Baker, Discipline* Osmon C. Baker, *A Guide-Book in the Administration of the Discipline of The Methodist Episcopal Church* (New York: Carlton & Porter, 1855)
- Behney/Eller, History* J. Bruce Behney & Paul H. Eller, *The History of the Evangelical United Brethren Church*, ed. Kenneth W. Krueger (Nashville: Abingdon, 1979).
- Bradley, AMEZ History* David H. Bradley, *A History of the A.M.E. Zion Church*, 2 vols. (Nashville: A.M.E. Zion Publishing House, 1956–60).
- Buckley, History* James M. Buckley, *Constitutional and Parliamentary History of the Methodist Episcopal Church* (New York: The Methodist Book Concern, 1912).
- Catechism/church* Official catechisms for denomination named, with their year of first publication; e.g. *Catechism/WMC* (Gbr) 1817
- Curts, General Conferences* *The General Conferences of the Methodist Episcopal Church From 1792–1896*, edited by Lewis Curts (Cincinnati: Curts & Jennings, 1900).
- Davies/Rupp, History* Rupert Davies & Gordon Rupp, eds. *A History of the Methodist Church in Great Britain*, 4 vols. (London: Epworth Press, 1975–87).
- DCA/church* *Daily Christian Advocate* for denomination named (publishes daily proceedings for General Conferences).
- Discipline/church* The book of discipline (slightly varying names) for denomination named, with year specified; e.g., *Discipline/UMC* 1996
- Emory, Discipline* Robert Emory, *History of the Discipline of the Methodist Episcopal Church*, rev. W. P. Strickland (New York: Carlton & Porter [1857]).
- EWM* *The Encyclopedia of World Methodism*, edited by Nolan B. Harmon, et al.; sponsored by the World Methodist Council and the Commission on Archives and History, UMC; 2 vols. (Nashville: The United Methodist Publishing House, 1974).

Gregg, <i>AME History</i>	Howard D. Gregg, <i>History of the African Methodist Episcopal Church: The Black Church in Action</i> (Nashville: A.M.E. Church Sunday School Union, 1980).
HAM	<i>The History of American Methodism</i> , ed. Emory S. Bucke, 3 vols. (New York & Nashville: Abingdon, 1964).
Harmon, <i>Ritual</i>	Nolan B. Harmon, <i>The Rite and Ritual of Episcopal Methodism</i> (Nashville: Publishing House of the M. E. Church, South, 1926)
<i>Hymnal/church</i>	Official hymnals for denomination named, with their year of first publication; e.g., <i>Hymnal/AME</i> 1984.
JLFA	<i>The Journal and Letters of Francis Asbury</i> , ed. Elmer T. Clark, 3 vols. (London: Epworth, and Nashville: Abingdon, 1958).
JGC/MEC	Refers to the <i>Journal of the General Conference of the Methodist Episcopal Church</i> for the year indicated. Includes citations from <i>Journals of the General Conference of the Methodist Episcopal Church, 1796–1856</i> , 3 vols. (New York: Carlton & Phillips, 1856). Vol. 1, 1796-1836; Vol. 2, 1840-1844; Vol. 3, 1848-1856.
JGC/MECS	Refers to the <i>Journal of the General Conference of the Methodist Episcopal Church, South</i> for the year indicated. Includes citations from <i>Journals of the General Conference of the Methodist Episcopal Church, South, held 1846 and 1850</i> (Richmond: Published by John Early for the Methodist Episcopal Church, South).
JGC/MPC	Refers to the <i>Journal of the ... General Conference of the Methodist Protestant Church</i> for the year indicated.
Lakey, <i>CME History</i>	Othal L. Lakey, <i>The History of the C.M.E. Church</i> , revised ed. (Memphis, TN: The C.M.E. Publishing House, 1996).
Lee, <i>Short History</i>	Jesse Lee, <i>A Short History of the Methodists</i> (Baltimore, 1810; Rutland, VT: Academy Books, 1974).
McTyeire, <i>History</i>	Holland N. McTyeire, <i>A History of Methodism</i> (Nashville: Publishing House of the Methodist Episcopal Church, South, 1904)
Mathews, <i>Slavery</i>	Donald G. Mathews, <i>Slavery and Methodism</i> (Princeton: Princeton University Press, 1965).
McTyeire, <i>Discipline</i>	Holland N. McTyeire, <i>A Manual of the Discipline of The Methodist Episcopal Church, South</i> (Nashville: Publishing House of The Methodist Episcopal Church, South, 1871)
Merrill, <i>Discipline</i>	S. M. Merrill, <i>A Digest of Methodist Law; Or, Helps in the Administration of the Discipline of The Methodist Episcopal Church</i> , ed. R. J. Cooke (Cincinnati: Jennings & Graham, and New York: Eaton & Mains, 1908)
<i>Minutes</i> (British)	<i>Minutes of the Methodist Conferences, from the First, held in London, by the Late Rev. John Wesley, A.M., in the Year 1744</i> (London: Thomas Cordeaux, Agent, 1791–1836; London: John Mason, 1862).
<i>Minutes/church/year</i>	Annual or General Minutes however titled and aggregated. Reference for the early years of the MEC is to <i>Minutes of the Annual Conferences of the Methodist Episcopal Church for the Years 1773-1828</i> (New York: T. Mason and G. Lane, 1840) unless alternative edition indicated. E.g. reference for 1784 in <i>Minutes of the Methodist Conferences, Annually Held in America; From 1773 to 1813, Inclusive</i> (New York: Published by Daniel Hitt & Thomas

- Ware for the Methodist Connexion in The United States, 1813) as *Minutes/MEC/1784* (1813), p.
- Minutes MEC* (1784) *Minutes of Several Conversations between the Rev. Thomas Coke, LL.D., The Rev. Francis Asbury and others, At a Conference, Begun in Baltimore, in the State of Maryland, on Monday, the 27th of December, in the Year 1784. Composing a Form of Discipline for the Ministers, Preachers and Other Members of the Methodist Episcopal Church in America* (Philadelphia: Charles Cist, 1785)
- Minutes MEC* (1813) *Minutes of the Methodist Conferences, Annually Held in America; From 1773 to 1813, Inclusive* (New York: Published by Daniel Hitt & Thomas Ware for the Methodist Connexion in The United States, 1813).
- Minutes MEC* (1840) *Minutes of the Annual Conferences of the Methodist Episcopal Church for the Years 1773-1828* (New York: T. Mason and G. Lane, 1840).
- Neely, *Bishops* Thomas B. Neely, *The Bishops and the Supervisional System of the Methodist Episcopal Church* (New York: Eaton & Mains, 1912).
- Neely, *Conference* Thomas B. Neely, *A History of the Origin and Development of the Governing Conference in Methodism, and Especially of the General Conference of the Methodist Episcopal Church* (Cincinnati: Curts & Jennings, 1892).
- Neely, *Missions* Thomas B. Neely, *The Methodist Episcopal Church and Its Foreign Missions* (New York: The Methodist Book Concern, 1923).
- Organization MECS* *History of the Organization of the Methodist Episcopal Church, South, with the Journal of its First General Conference* (Nashville: Publishing House of the Methodist Episcopal Church, South, 1925).
- Outler, *JW* *John Wesley*, edited by Albert C. Outler. (New York: Oxford University Press, 1964).
- Perspectives* *Perspectives on American Methodism*, edited by Russell E. Richey, Kenneth E. Rowe, & Jean Miller Schmidt (Nashville: Kingswood Books, 1993).
- Peterson, *Revisions* P. A. Peterson, *History of the Revisions of the Discipline of the Methodist Episcopal Church, South* (Nashville: Publishing House of the M. E. Church, South, 1889).
- Porter, *Compendium* James Porter, *A Compendium of Methodism: Embracing the History and Present Condition of its Various Branches in All Countries; with a Defence of its Doctrinal, Governmental, and Prudential Peculiarities* (New York: Nelson & Phillips, 1851)
- Redford, *History MECS* A. H. Redford, *History of the Organization of the Methodist Episcopal Church, South* (Nashville: A. H. Redford, for the M.E. Church, South, 1871).
- Richey, *Conference* Russell E. Richey, *The Methodist Conference in America* (Nashville: Kingswood Books, 1996).
- Sanford, *Judiciary* *Reports of the Committee on the Judiciary of the General Conference of the Methodist Episcopal Church, with Rulings by the Board of Bishops*, compiled under the authority of the General Conference by Arthur Benton Sanford (New York & Cincinnati: The Methodist Book Concern, 1924)
- Semple, *Dominion* Neil Semple, *The Lord's Dominion: The History of Canadian Methodism* (Montreal: McGill-Queen's University Press, 1996).

Sherman, <i>Revisions</i>	David Sherman, <i>History of the Revisions of the Discipline of the Methodist Episcopal Church</i> (New York: Nelson & Phillips, 1874)
Simpson, <i>Cyclopaedia</i>	Matthew Simpson, <i>Cyclopaedia of Methodism. Embracing Sketches of its Rise, Progress, and Present Condition with Biographical Notices and Numerous Illustrations</i> , 4th rev. ed. (Philadelphia: Louis H. Everts, 1881).
Sweet, <i>Methodists</i>	William Warren Sweet, ed., <i>Religion on the American Frontier, 1783-1840: The Methodists, A Collection of Source Materials</i> (New York: Cooper Square [1964]; reprint of 1946 edition).
Tigert, <i>History</i>	Jno. J. Tigert, <i>A Constitutional History of American Episcopal Methodism</i> , 3 rd ed., revised and enlarged (Nashville: Publishing House of the Methodist Episcopal Church, South, 1908).
Tigert, <i>Methodism</i>	Jno. J. Tigert, <i>The Making of Methodism: Studies in the Genesis of Institutions</i> (Nashville: Publishing House of the Methodist Episcopal Church, South, 1898).
<i>Unification</i>	<i>Joint Commission on Unification of The Methodist Episcopal Church, South and The Methodist Episcopal Church</i> , 3 vols. (Nashville: Publishing House Methodist Episcopal Church, South; and New York: The Methodist Book Concern, 1918–20).
Walls, AMEZ	William J. Walls, <i>The African Methodist Episcopal Zion Church</i> (Charlotte, NC: A.M.E. Zion Publishing House, 1974).
W&PCM	Richard P. Heitzenrater, <i>Wesley and the People Called Methodists</i> (Nashville: Abingdon Press, 1995).
<i>Yearbook/church</i>	Yearbook for denomination named, with year specified; e.g., <i>Yearbook/AMEZC</i> 1996.
<i>Writings SW</i>	<i>Susanna Wesley: The Complete Writings</i> , edited by Charles Wallace Jr. (New York: Oxford University Press, 1997).

Abbreviations for Denominations:

AMEC	The African Methodist Episcopal Church (1816—)
AMEZC	The African Methodist Episcopal Church Zion (1821—)
CMEC	The Christian Methodist Episcopal Church (after 1954; originally the Colored Methodist Episcopal Church, 1870–1954)
CN	The Church of the Nazarene (1907—)
EA	The Evangelical Association/Church (1807/1816–1922)
EC	The Evangelical Church (1922–1946)
EUBC	The Evangelical United Brethren Church (1946–1968)
FMC	The Free Methodist Church (1860—)
MC	The Methodist Church (in the US, 1939–1968)
MC [UK]	The Methodist Church (in the UK, 1932–)
MCA	Methodist Church in Australasia (1902–1977)
MCC	The Methodist Church, Canada (1874–1925)
MCCA	Methodist Church of the Caribbean and the Americas (1967—)
MCI	Methodist Church in Ireland (1878–)
MCNZ	The Methodist Church of New Zealand/Te Haahi Weteriana o Aotearoa (1913—)
MEC	The Methodist Episcopal Church (1784–1939)

MECC	Methodist Episcopal Church of Canada (1834–1884)
MECS	The Methodist Episcopal Church, South (1844–1939)
MNC	Methodist New Connexion (in the UK, 1797–1907)
MPC	The Methodist Protestant Church (1830–1939)
PHC	The Pilgrim Holiness Church (1922–1968)
PM	Primitive Methodism/Primitive Methodist(s) (primarily in the UK after 1811, but also in Canada, Australia, New Zealand, and elsewhere)
PMC	Primitive Methodist Church (in the UK after 1902; originally Primitive Methodist Connexion, 1811)
PMCUSA	Primitive Methodist Church in the USA (after 1889)
SA	The Salvation Army (1865–)
UAMEC	Union American Methodist Episcopal Church (after 1865; originally part of the Union Church of Africans, 1813–1865)
UBC	The United Brethren Church, or Church of the United Brethren (1800–1946)
UEC	The United Evangelical Church (1891–1922)
UMC	The United Methodist Church, USA (1968–)
UMC [UK]	United Methodist Church (in the UK, 1907–1932)
UMFC	United Methodist Free Churches (in the UK, 1857–1907)
WC	The Wesleyan Church (1968–)
WM	Wesleyan Methodism/Wesleyan Methodist(s) (primarily in the UK, 1797–1891 but also in Canada, Australia, New Zealand, and elsewhere)
WMC	Wesleyan Methodist Church (in the US, 1947–1968; originally the Wesleyan Methodist Connection, 1843–1947)
WMC [UK]	Wesleyan Methodist Church (in the UK, 1891–1932)
WMCC	Wesleyan Methodist Church of Canada (1833–1874)

Abbreviations for Denominational Periodical and Journals

AM	<i>The Arminian Magazine</i> (Wesley and WMC [UK], 1778–97)
AM (BC)	<i>The Arminian Magazine</i> (Arminian Bible Christians, 1822–)
AM (P)	<i>The Arminian Magazine</i> (Philadelphia, 1789–90)
AMECR	<i>A.M.E. Church Review</i>
AMEZQR	<i>A.M.E. Zion Quarterly Review</i>
CA	<i>Christian Advocate</i> , New York (MEC)
CAp	<i>Christliche Apologete</i> (MEC)
CBot	<i>Christliche Botschäfte</i> (EA)
CCA	<i>Central Christian Advocate</i> . (MEC, African American edition)
ChQ	<i>Church Quarterly</i> (WMC [UK])
CI	<i>Christian Index</i> (CMEC)
CR	<i>Christian Recorder</i> (AMEC)
EpRe	<i>The Epworth Review</i> (MC [UK])
Ev	<i>The Evangelical</i> (EA)
EM	<i>Evangelical Messenger</i> (EA)
Herald	<i>Herald of Holiness / Herald</i> (CN)
L&L	<i>Light and Life</i> (FMC)
LQHR	<i>London Quarterly and Holburn Review</i> (WMC [UK], MC [UK])

MPR	Refers to quarterly journal of MPC under its fluctuating names (<i>Methodist Recorder</i> , <i>Methodist Protestant</i> , <i>Methodist Protestant-Recorder</i>)
MQR	Refers to quarterly theological journal of the MEC under its fluctuating names (<i>Methodist Magazine</i> , <i>Methodist Review</i> , <i>Methodist Quarterly Review</i>)
MQRS	Refers to <i>Methodist Quarterly Review</i> of the MECS
MR	<i>Methodist Recorder</i> (MC [UK])
NCA	<i>Nashville Christian Advocate</i> (MECS)
NWCA	<i>Northwestern Christian Advocate</i> (MEC)
QR	<i>Quarterly Review</i> (UMC)
RelLife	<i>Religion in Life</i> (MC, UMC)
RT	<i>Religious Telescope</i> (UBC)
SZ	<i>Star of Zion</i> (AMEZ)
UBQR	<i>United Brethren Quarterly Review</i> (UBC)
WA	<i>Wesleyan Advocate</i> (WC)
WCA	<i>Western Christian Advocate</i> (MEC)
WMM	Refers to quarterly theological journal of WMC [UK] under title <i>The Methodist Magazine</i> (1798–1821) and <i>The Wesleyan Methodist Magazine</i> (1822–1913).
ZH	<i>Zion's Herald</i> (MEC)

Abbreviations for Scholarly Journals

AsbSem	<i>The Asbury Seminarian</i>
AsbTJ	<i>The Asbury Theological Journal</i>
BJRL	<i>Bulletin of the John Rylands Library</i>
DGW	<i>The Drew Gateway</i>
DDSB	<i>The Duke Divinity School Bulletin</i>
DDSR	<i>The Duke Divinity School Review</i>
EvJo	<i>Evangelical Journal</i>
MethH	<i>Methodist History</i>
PCWS	<i>Proceedings of the Charles Wesley Society</i>
PSTJ	<i>The Perkins School of Theology Journal</i>
PWHS	<i>Proceedings of the Wesley Historical Society</i>
TFor	<i>Teologisk Forum</i>
WQR	<i>Wesleyan Quarterly Review</i>
WTJ	<i>Wesleyan Theological Journal</i>

Other Wesleyan and Methodist Literature

For further guidance in Wesleyan and Methodist literature, see *United Methodist Studies: Basic Bibliographies*, 5th ed., compiled and edited by Christopher J. Anderson and Kenneth E. Rowe (Nashville: General Board of Higher Education and Ministry, UMC, 2009), which can be found online here: http://www.drew.edu/uploadedFiles/depts/Library/methodist/resources/UM_Biblio_5th_ed.pdf

Other Bibliographical References, Notes, and Citations

(1) All bibliographic references, notes, and citations should follow the recommendations of CMS except as otherwise noted in this document. Full and complete bibliographic information should be given at the first citation of any work used, with short titles or abbreviations used in subsequent references.

(2) When a volume number and page numbers come together in a citation, the abbreviations vol. and p. (pp.) are omitted and a colon separates the numbers, although vol. is used when the volume number stands alone in a citation. A comma *should not* be used after an abbreviation (or short title) when it is directly followed by a volume number and page number(s). A comma *should* be used when only page numbers follow an abbreviation (or short title). Examples:

Sermon 127, “On the Wedding Garment,” *Works* 4:139–48.

Luke L. Tyerman, *The Life and Times of the Rev. John Wesley, M.A.*, 3 vols. (London: Hodder & Stoughton, 1870), 3:17–39.

Tyerman, *The Life and Times of John Wesley* 3:17–39.

Southey, *The Life of Wesley*, vol. 2.

Heitzenrater, *Wesley and the People Called Methodists*, 106–24.

(3) In the citation of journal articles, a space should be used after the colon following the date. Examples:

Frank Baker, “John Wesley and Practical Divinity,” *Wesleyan Theological Journal* 22/1 (1987): 7–15,

Ted A. Campbell, “Christian Tradition, John Wesley, and Evangelicalism,” *Anglican Theological Review* 74/1 (Winter 1992): 54–76.

(4) Use v. (vv.), and p. (pp.) only when they are needed to avoid ambiguity. Use “line(s)” instead of *l.* (*ll.*) to avoid typographic confusion. Examples:

Rep. Verse, #139, vv. 5–12, p. 193.

“Hymns on the Trinity,” #109, lines 1–12, *Poet. Works* 7:280.

(5) The use of f. (ff.), as in the first example below, is discouraged; the use of inclusive page numbers, as in the second example below, is generally preferable:

Maddox, *Responsible Grace*, 182 ff.

Maddox, *Responsible Grace*, 182–99.

(6) The proper form for inclusive page numbers is illustrated by the following sequences: 3–17, 33–36, 100–103, 104–7, 109–12, 124–28, 192–229, 200–207, 209–36, 312–27.

(7) Any use of n. (nn.) in a citation should be preceded by the page on which the note appears, and there should be a space after the period of the abbreviation. Examples:

Rack, *Reasonable Enthusiast*, 145–57, 581 n. 51 [an endnote].

Tyerman, *The Life and Times of John Wesley* 3:129 nn. 23 and 24 [footnotes].

(8) *MR* generally discourages use of “scholarly” Latin terms or abbreviations such as *q.v.*, *s.l.*, *et seq.*, *supra*, *infra*, *passim*, and the like; when used, they should be in roman type, not in italics. In particular, avoid the use of *op. cit.* and *loc. cit.*; instead, use the abbreviation or short title of the work cited with the volume/page numbers. Do not use *idem*; instead, repeat the author’s last name, using initials or first name if necessary (e.g., to distinguish two authors named Smith), with the short title.

(9) The abbreviation *ibid.* (which *should not* be italicized, and is capitalized only when it begins a note or sentence) takes the place of the author’s name, the title of the work, and as much of the following information as is identical to the note immediately preceding.

(10) Be careful not to confuse *i.e.* (*id est*, “that is”) with *e.g.* (*exempli gratia*, “for example”). Do not use *cf.* (*confer*, “compare”) as a synonym for “see” or “see also”; the former implies a specific textual comparison or parallel, the latter a more general reference.

(11) *MR* prefers to use the day-month-year form of dates (e.g., 24 May 1738) for scholarly references but the older form of month-day-year, with the year set off by commas (e.g., May 24, 1738), is acceptable. In either case the name of the month should generally be given in full, not abbreviated, and the usage must be consistent throughout the MS.

(12) *MR* prefers to use the two-letter postal abbreviations for states, rather than the older forms of abbreviation; e.g., MA rather than Mass., CA rather than Calif., TN rather than Tenn.

Versions of the Bible

MR recommends that authors use the New Revised Standard Version (NRSV) of the Bible unless there is particular reason to use another version. Whenever another version is used, the use should be clearly indicated at each quotation by the standard abbreviations:

GNB	<i>The Good News Bible: Today’s English Version</i> [NB: not TEV]
JB	<i>The Jerusalem Bible</i>
KJV	The King James Version of the Bible [NB: not italicized]
NASB	<i>The New American Standard Bible</i>
NEB	<i>The New English Bible</i>
NIV	<i>The Holy Bible: New International Version</i>
NJB	<i>The New Jerusalem Bible</i>
NRSV	The New Revised Standard Version of the Bible [NB: not italicized]
REB	<i>The Revised English Bible</i>
RSV	The Revised Standard Version of the Bible [NB: not italicized]

NB: If you prefer to use your own translation directly from the original Hebrew or Greek texts, please consult with the *MR* editorial office about ways to indicate this in your MS.

Foreign Languages, Ancient and Modern

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Recommended Reference Works

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William Zinsser, *On Writing Well, 30th Anniversary Edition: The Classic Guide to Writing Nonfiction*, (New York: HarperCollins, 2006).

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