



## INTERNATIONAL ACADEMY OF PRACTICAL THEOLOGY CONFERENCE SERIES

### **Practical Wisdom on the Living Web of the Anthropocene.**

International Academy of Practical Theology. Conference Series, Seoul, 2023.

Editors: Hyun-Sook Kim, Yunsoo Joo, Mai-Anh Le Tran (ed.)

All authors who have presented a paper at the IAPT conference 2023 (Seoul) may submit a chapter for this book. Deadline for submission: **31 October 2023.**

The book will be available online, but a print-on-demand version can be ordered as well.

### **Article Submission Technical Guide**

#### Author Registration

- 1) Contributors interested in publishing a paper in the Volume should contact the OJS Administrators ([info@iapt-cs.org](mailto:info@iapt-cs.org)) to be registered as authors. Please note, there is *no user registration on the website*. You must register via email.
- 2) The OJS Administrators will provide prospective authors with a username and a password.

#### Article Submission

- 3) Log in to the website using the provided username and password. You will be asked to change your password at first login. <https://iapt-cs.org/ojs/index.php/iaptcs/index>
- 4) Use the 'new submissions' tool on the website to submit your completed article. The program will guide you through the process, gathering all necessary information like *title* of the article, all *authors that might have contributed to it*, and providing the possibility to upload all article components (article text, images, statistics etc.).
- 5) Please review the submissions preparations list (below) to ensure that the article meets the criteria for publication.

### **Article Selection**

Article submissions will be reviewed by the journal editorial board. A selection will take place. You will be notified about acceptance of your chapter by the 1<sup>st</sup> of February 2024. The selection of submissions will be based on:

- A) Academic quality
- B) Coherence with the theme of the conference
- C) Members and non-members can submit their paper. Priority will be given to IAPT-members or IAPT associate members

Please review this submissions preparations list to ensure that the article meets the criteria for publication.

### **Article Submission Preparations List**

- (1) The text submitted has not been published anywhere else or is in the process of publication in another journal / book.
- (2) The Author provides the following information:
  - Author's name, full contact information, academic affiliation.
  - Orcid Number.
  - Certifies that the text submitted has not been published anywhere else nor is in the process of publication in another journal / book.
- (3) **Length:** 5000 words maximum, *including footnotes and references*
- (4) **Font, and font size:** Times New Roman, 12-point font.
- (5) **Electronic submission:** (*see instructions below*) submit in either Microsoft Word (.docx or .doc) or Rich Text Format (.rtf). If possible, add an Acrobat (.pdf) version.
- (6) **Footnotes & References:**
  1. Citations will be according to Author-Date system of the Chicago Manual of Style (15th edition) with the author's last name and date of publication enclosed in parentheses in running text. Even between different editions of the Chicago Manual of Style, there are variations, *please respect the following guidelines closely*.
  2. The full citation of each source is provided in alphabetical order at the end of the text under the heading "References".
  3. Avoid as much as possible footnotes or endnotes. If you need to make some, use 10-point font, and single-spaced lines.
  4. Capitalize the first letters of the main words in all English titles and subtitles, such as: Cilliers, J.H. 2009. "Creating Space within the Dynamics of Interculturality: the Impact of Religious and Cultural Transformations in Post-Apartheid South Africa." In *Secularization Theories, Religious Identity and Practical Theology*, edited by Wilhelm Gräb and Lars Charbonnier, 260-270. Berlin: LIT.
  5. Put page numbers in full: p. 101-134 (and *not* 101-34).
  6. Other indications and examples are given at [http://lib.trinity.edu/research/citing/Chicago\\_Author\\_Date\\_16th\\_ed.pdf](http://lib.trinity.edu/research/citing/Chicago_Author_Date_16th_ed.pdf), and at [http://cooklibrary.towson.edu/helpguides/guides/chicago\\_auth-date.pdf](http://cooklibrary.towson.edu/helpguides/guides/chicago_auth-date.pdf).
- (7) **Spelling:** use the standards set by the Merriam Collegiate Dictionary 11th edition (most of it online at <http://www.merriam-webster.com/>).
- (8) **Quotations:**
  1. Quotations are indicated by quotation marks and *not in italic*
  2. A quotation should be run within the text when it contains fewer than eight lines.
  3. A quotation of a hundred words or more—or at least eight lines—should be indented with space above and below it.
  4. Initial and closing quotation marks are omitted in indented quotations.
  5. Use typewriter quotation marks (" ") or left double and right double quotation marks (“ ”) for first-level quotations. Use apostrophes (‘ ’) or left single and right single quotation marks (‘ ’) for second-level quotations (quotations within quotations).
  6. Quotations are be punctuated as follows:

1. Period *inside* quotation marks at the end of a quotation (.”);
2. Comma is always *inside* quotation marks (,”);
3. Question mark *inside* the quotation marks when quotation itself is a question (?”);
4. Use three dots ... to indicate omitted parts within a quotation.

**(9) Formatting**

1. Single-space text lines. Do not indent paragraphs. Leave a blank line between paragraphs.
2. As a rule, avoid all advanced automated features of your word processor including styles and bullets.
3. *Do not* use add-on programs such as EndNote, which creates problems in typesetting.
4. Turn off the automatic hyphenation option in your word processor.
5. Avoid bullets if possible. Do not use the word processor’s auto feature for bullets and numbering; for any numbering, manually type the numbers and/or letters.
6. Omit using headers/footers in your manuscript.
7. Manually include designate headings (titles) and subheadings (subtitles) in bold. If the sections of your article are hierarchized, indent the 2nd level subheadings, indent more the 3rd level subheadings, etc.
8. Do not use all capitals in the title of your article, its headings and subheadings.
9. Text to be set in italics should be in italic font; do not underline the text.
10. Check that every quotation begins and ends with quotation marks.
11. Ensure that all parentheses and brackets are in pairs.
12. If you want to use dashes, use *em dashes*, such as:  
And yet, when the car was finally delivered—nearly three months after it was ordered—she decided she no longer wanted it.
13. Set your word processor’s default language to English (US).

**(10) Proofreading:**

1. Please be sure to spell-check your manuscript.
2. It is often helpful to have a native English speaker proofread your manuscript.