

Proceedings of the Catholic Theological Society of America Submission Guidelines for Conveners

NOTIFICATION

The Catholic Theological Society of America (CTSA) publishes reports on all the sessions held at the annual convention in the *Proceedings of the Catholic Theological Society of America*. The honor and responsibility is yours, as Convener of a Session, Interest Group, or Consultation, to author a report on the session (or to delegate this responsibility). As Editor of the *Proceedings*, I invite you to read the guidelines below and submit your report according to the style, format, method, and timeline described therein.

STYLE AND FORMAT

1. Please write your report in **600 to 800 words**. If you are writing the reports for a topic session that meets twice, please make sure that **each report, individually, is between 600 and 800 words**.
2. In general, consult the most recent volume of the *Proceedings* as a model for format and content.
3. Specific directions:
 - a. Session Type: At the top of the first page, center aligned, IN UPPER CASE, please type the NAME of the session or group and its identity as topic session, selected session, etc.
 - b. Session Topic: Aligned left, identify the specific topic addressed in the group session, as it appears in the Convention Program.
 - c. Session Participants: Single-spaced, aligned left, identify the convener, moderator, presenter(s), respondent(s), et al., as in Convention Program. After each heading (e.g., Topic:), tab in to 1 inch.
 - d. The title of each presenter's contribution should only appear **in the body of your session report**.
 - e. **Headers and Footers: Leave these blank.**
 - f. **Page numbers: Do not include page numbers.**
 - g. Author's name: Aligned right, at the bottom of the last page, IN SMALL CAPS, please type your name. Beneath your name type *in italics* your institutional affiliation, city, and state/province. Single spaced.
 - h. Spacing: **Single space** all lines in the body of the report. Other sections, list of participants, and author's information at the end should be single-spaced. Although I mentioned double-spacing above, that was to give you a sense for length. The file you submit should be single spaced.
 - i. **Font:** Use Times New Roman.
 - j. **Indentation:** Indent each new paragraph .25 in.
 - k. Alignment: the body should be "justified" alignment. (Shortcut = Ctrl+J/Command+J).
 - l. If referencing an author cited by a presenter in a paper, please be sure to include the full name of that author (e.g., "Katie Cannon" not "Cannon" or "Karl Rahner" not "Rahner") the first time each name appears in the report. The author's last name maybe used in subsequent references.

- m. Please follow the most recent version of the Chicago Manual of Style in matter of punctuation and capitalization. For subject-area specific matters of capitalization, the *Proceedings* generally follows the style guide of The Liturgical Press (available at https://www.csbsju.edu/Documents/SOT/admissions/style_guide.pdf).

SUBMISSION METHOD AND TIMELINE

1. You are welcome to request that presenters submit their papers (or summaries of the papers) before the Convention so that you can write the majority of the report before the Convention, leaving only the question-and-answer section for writeup. **However, this is by no means an expectation**, especially if people are still finishing their papers as their academic semester or quarter comes to a close.
2. Preferred method of manuscript submission is electronic. Please attach the file to an email sent to the Proceedings Editor, Kevin Brown (proceedings.ctsa@gmail.com).
3. Please include the following in the body of the email when you submit your manuscript:
 - a. Your Name
 - b. Institutional affiliation, including its city and state (or province, territory, and/or non-US country)
 - c. Primary and secondary email address (if any).
 - d. Title of your *Proceedings* contribution.
4. Submit the manuscript as a .doc/.docx (Microsoft Office) or .odt (Open Office) file.
5. **DUE DATE:** All submissions must be received by **June 27th, at the latest**, to guarantee their inclusion in the *Proceedings*, which we aim to publish during the first two weeks of August.
6. Authors will have the opportunity to review and comment on electronic proofs of their edited manuscript before publication.

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