

# *The Lonergan Review* Style and Formatting Guide

## **A. General Instructions**

- Articles should be approximately 5,000 words in length, including footnotes
- Articles should be prepared for blind review. The author's name or affiliation should not appear in the document, this includes references to previous work in the endnotes.
- Include relevant biographical information in the email accompanying the submission.
- Articles should be submitted in “.docx” format.

## **B. Formatting and Style Guidelines**

- Font: Garamond
- Spacing: Single
- Size:
  - i. Title: 14pt, Bold
  - ii. Body: 12pt, Normal
  - iii. Indented Block Quotes: 11pt, Normal
- Italicize book titles and foreign words.
- Do not italicize common Latin abbreviations.
- Quoted material should be indicated by double quote marks, not single ones.
- Indented block quotes should not have quotation marks. Single quote marks should be used for quoted material within the block quote.
- Use Roman Numerals (I, II, III) to distinguish sections, if desired.
- Indicate a subsection by an italicized, left-justified subheading without number or letter.
- Use longer em dashes (—) rather than en dashes (–) to add content to a sentence. There should be no space on either end of the elongated dash.
- Please use the serial (or “Oxford”) comma when listing items.
- Avoid the use of contractions except in quoted material.

## **C. References**

- **All references must be endnotes.** Convert any footnotes to endnotes before submission.
- Endnote citations should follow the *Chicago Manual of Style*, 17th edition (2017)
- After a first full citation of a source, a shortened reference should be used for subsequent references consisting of: Author's Last Name, *Shortened Title*, Page No.
- Do not use p. or pp. to indicate pages; simply list the page or page range.
- All references to Lonergan's work should quote from the *Collected Works* and use the following format:
  - i. Bernard Lonergan, *Insight*, vol. 3 CWL, eds. Frederick Crowe, S.J. and Robert Doran, S. J., (Toronto: University of Toronto Press, 1992), 111
  - ii. After initial citation: Lonergan, *Insight*, 111

## **D. Spelling**

- Please spell out reference to centuries, e.g.: nineteenth century, twentieth century.
- All spelling should be American spelling except in quoted material
- Please use 's to indicate possession even if a word ends in s.