CBTS PRESS

The

Covenant Baptist Theological Journal

Submission Guidelines

1. *Mission Statement*

a. The purpose of the CBTS Journal is to advance the cause of informed biblical and theological scholarship with a pastoral heart, to the Glory of God and the support of the church, within a Reformed Baptist Confessional framework.

2. *Editorial Process*

a. Articles submitted are first examined for initial consideration by the Editorial Team. Those that clearly do not conform to the goals of the journal, that depart substantially from The Chicago Manual of Style or The SBL Handbook of Style, or show lack of scholarly convention, depth, or awareness are either rejected at this stage or returned to the author for revision. The rest are referred to reviewers with special competence in the areas covered by the articles through a blind review process. Normally a decision is reached within eight to ten weeks, though in some cases it can take substantially longer, depending on the current workload of journal staff and reviewers. Sometimes revisions are requested; in certain cases, more substantive rewriting is necessary before final acceptance of the article. An article can be rejected at any stage in this process. Once an article is rejected it is permanently rejected and should not be resubmitted at a later date, even if substantially revised.

b. Authors are responsible for the accuracy of their articles and for securing permissions when using copyrighted material. They are also responsible for correcting proofs promptly upon receiving them. Articles must be thoroughly documented as plagiarism is never accepted. Authors are also responsible for making sure their articles do not contain any defamatory material. The journal does not tolerate libel in any form. Authors are expected to use courteous expressions even in the face of sharp disagreements. Additionally, Artificial Intelligence should not be used to directly generate any portion of the submission. Editors reserve the right to run any submission through an AI detection software.

3. *Article Submission Guidelines*

a. A manuscript should be submitted in what the author intends as its final form and should conform to the guidelines given below. If a manuscript departs from these instructions in major ways, it may be returned to the author for corrections before it is considered for publication.

b. The manuscript should be submitted electronically in Microsoft Word format (i.e. doc and docx).
c. Submissions should be emailed to:
   CBTS Journal Editor
   email: journal@cbtseminary.org
d. A statement certifying that the article is not being submitted simultaneously to another journal should accompany the manuscript. Articles that have appeared or are to appear elsewhere, whether in English or in another language, should not be submitted.
e. The CBTS Style Guide should be followed for all submissions (available on the CBTS Journal webpage). If something is not addressed in the CBTS Style Guide, then the directives of the most recent editions of The Chicago Manual of Style (CMS) and The SBL Handbook of Style (SBLHS) are to be followed. The American style of spelling is to be used, and the preferred authorities on spelling are Merriam-Webster's Collegiate Dictionary and Webster's Third New International Dictionary, Unabridged. When there is more than one way of spelling a word, the first one listed in these authorities should be used.
f. Manuscripts should normally be between 6,000-10,000 words, including footnotes, in the fields of Reformed theology, history, or exegesis. Shorter manuscripts are also welcomed when the topic warrants it, and longer manuscripts may be considered where the importance of a full discussion requires it.
g. The manuscript file should contain the name of the article and the author's name; however, the author's contact information should not appear within the manuscript file itself. In a separate document, either by email or a printed document, the author should include the following: name, date of submission, title of article, mailing address, email address, phone number, and statement certifying that the article is not being submitted simultaneously to another journal.
h. Special material (e.g., complex lists, tables, charts, diagrams) should be produced in documents separate from the main article; however, the location of such material in the main text should be indicated clearly (e.g., "insert here chart 1"). Charts and tabular material of a particularly complex nature may be submitted in JPEG or PDF format.

4. *Book Reviews*

a. Rather than attempt to cover theological publications exhaustively, the journal seeks to review recent books on a selective basis, a process that makes possible substantive evaluations (usually 800-1200 words; some works, such as anthologies and reprints, are treated in the Short Notices department). The selection of books to be reviewed depends on a variety of factors, such as the intrinsic significance of the book, the distinctive interests of our readership, and the availability of reviewers. In keeping with the character of the journal, we are especially interested in publishing reviews that assess current thought in the light of Reformed theology. For certain works dealing with specialized areas, however, we sometimes enlist the support of scholars who belong to different theological traditions. In either case, our goal is to publish penetrating but courteous reviews. An effort is made to include reviews within two years of the book's publication, though sometimes, and at the discretion of the editors, a review of an older book may be acceptable.

5. *Book Review Guidelines*

a. The editors of CBTS Journal are most interested in reviewing books of very recent (within the last two years) publication. Very rarely is a second edition reviewed, and only if there are substantial changes and it is a very significant book.
b. Books should have something to do with the journal's primary fields of interest: principally Biblical studies, Theology, Church History (especially Reformed and Baptist Traditions), Practical Theology, Christian philosophy, and Apologetics.
c. The review should contain roughly an equal amount of description and critical interaction. Hence, it is expected that the reviewer has some expertise or familiarity in the field of the book being reviewed. Generally, the reviewer should have earned a first Master's degree (MDiv, MA, MTS, MAR, etc.) prior to submitting a review for publication, and should ideally be enrolled in a doctoral program.
d. Reviews for the journal should be scholarly in tone and should not contain ad hominem or personal attacks. Rather, books should be assessed for their academic contribution to the field of discussion.
e. Reviews need to be compatible with, or at least sensitive to, the journal's Reformed Baptist tradition. A fair amount of leeway is allowed, but an

overall viewpoint that seems designed to contradict the journal's tradition does not help its readers.

f. The standard book review heading format should be used, comprising the book's author or editor, title, place of publication, imprint, date, number of pages, price, and binding, as in the following example:
    i. Borgman, Brian. *My Heart for Thy Cause: Albert N. Martin's Theology of Preaching*. Ross-Shire, Scotland: Mentor, 2001. 288 pp. $19.99.
g. The body of the review should generally be between 800-1200 words, though sometimes lengthier reviews are acceptable. At the conclusion, the author's name should be given as it is to be published, followed by the author's institution, both right justified (If the author is not associated with an educational institution, or if it is not well known, city and state should be included).
h. Other matters of style should generally conform to The Chicago Manual of Style; however, in reviews, footnotes should not be used.
i. If references are unavoidable, in-line parenthetical citations may be used.
j. Reviews exhibiting poor syntax or numerous spelling errors will not be considered.
k. Reviewers should assess when they first receive their review copy whether they will indeed be able to write a review within the allotted time (usually six months from date of receipt). This is especially the case with more expensive monographs. It is vital to finish the review on time so that authors are not robbed of the chance for peer review. Notify the review editor immediately if you will not be able to review the book on time.
l. The editors are happy to request a review copy on behalf of established reviewers but note that while we will make every effort to obtain a copy for review, it is not always possible to secure it, as publishers vary in their marketing budgets and programs for certain titles. In such instances, the journal will work with reviewers to procure an alternate book for review.