

Wesley and Methodist Studies

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Wesley and Methodist Studies (WMS) publishes peer-reviewed scholarly articles that examine the life and work of John and Charles Wesley, their contemporaries in the eighteenth-century Evangelical Revival, their historical and theological antecedents, their successors in the Wesleyan and Evangelical traditions, and studies of these traditions today. We conceive of Methodist, Wesleyan, and Evangelical studies broadly and publish articles on these traditions from any academic discipline and from multidisciplinary perspectives. *WMS* is a collaborative project of the Manchester Wesley Research Centre and the Oxford Centre for Methodism and Church History, Oxford Brookes University, and is published biannually by Penn State University Press.

Notes for Contributors

- The suggested length for articles is 6,000–10,000 words including footnotes, although shorter and slightly longer pieces will be considered.
- *WMS* occasionally publishes short papers given at a conference session (preferably all of the papers presented at a given session).

- Notes and sources relating to important new discoveries in the field and transcriptions of primary documents will also be considered.
- Submissions should be made in Microsoft Word via our Editorial Manager website: <http://www.editorialmanager.com/wms/>.
- References should appear as footnotes (not endnotes) and follow the conventions of *New Hart's Rules* (Oxford, 2005; 2nd edn, 2014). (Authors may wish to use the *New Oxford Style Manual* [Oxford, 2016], an expanded version of *New Hart's Rules*.)
- All articles should be submitted with a one hundred word abstract and a list of five keywords.
- An author biography of two to four sentences should also be submitted with the article as part of the submission steps (a dedicated text box is provided).
- Articles should not have been previously published elsewhere.
- Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 10** for further information on writing alt text.

Peer Review Process

All articles submitted to *WMS* will be peer reviewed anonymously. The following is a summary of the standards by which peer reviewers are asked to evaluate articles:

- Does the article have a clear, coherent, and original argument or opinion?
- Does the article adequately survey scholarship on the topic?
- Does the article sufficiently state its relevance to the wider field of Wesley and Methodist studies?
- Is the article well-written, and appropriately so for an academic and a general audience? Is its structure and organization logical and coherent? In particular, is there an appropriate introduction and conclusion? Does the citation and referencing conform to usual scholarly standards? Is the language accessible?
- Is the article accessible and relevant to readers of any religious tradition, or none?

Prospective authors should carefully consider their article in light of these questions prior to submitting it.

The Editors

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Short Style Guide

Formatting:

- Articles should be double-spaced and submitted in Times New Roman 12 point font for both the main text and footnotes.
- No block capitals should be used in the text or title of the essay.
- The first line of paragraphs should be indented, and standard size margins should be maintained. Only one space should follow full stops (periods in US English).
- The conventions cited below follow *New Hart's Rules*. For issues of convention not cited below, authors should refer to *New Hart's Rules* or previous volumes of *WMS*.

Spelling:

- Modern UK spelling should be observed as given in the *Oxford Dictionary of English*. Please format and spellcheck your work in UK English before submitting it.

- Use -ize, -ization, -izing endings rather than -ise/-isation/-ising in words where this alternative exists (e.g. civilize, organize).
- However, words ending –yse and some words ending –ise are always spelt with an ‘s’: e.g. advertise, analyse, chastise, paralyse, supervise.

Capitalization:

Our style guide tends to be minimalistic on capitalization. For example, ecclesiastical titles should normally be lowercase (e.g. Joseph Butler, bishop of Bristol; but capitalize bishop when used in front of a name: Bishop Joseph Butler). Church should be capitalized in reference to a specific denomination, but not in generic references to the church.

Quotations:

- Single inverted commas should be used with the exception that quotations within a quotation should be within double inverted commas.
- Quotations under five lines should be placed within the main text while lengthier quotations of fifty words or more should be indented without quotation marks (in this case quotations within the quotation should be in single inverted commas).
- When a quotation begins with a capital letter and ends with a complete sentence, the closing inverted comma should follow the punctuation mark; otherwise, the punctuation should come after the inverted comma. In other words, when quoting a complete sentence, place punctuation within the quotation marks.
- When quoting a word or incomplete sentence, place punctuation outside the quotation.
- Omissions at the beginning and end of quotations do not need to be indicated by three spaced points.
-

Headings:

- Authors should show the divisions and direction of their article by using headings. Typically, in an 8,000 word article, it would be appropriate to use three to five headings.

Omissions and interpolations:

- Omissions from sentences should be indicated by three spaced points whether or not the matter before the omission points ends a complete sentence: ‘We should . . . remember that Wesley’
- Interpolated material should be placed within square brackets: he [is] reconciled.

Dates and numbers:

- Dates should be in the form: ‘30 November 1730’.
- The plural of 1730 is 1730s, not 1730’s.
- Numbers up to one hundred should be written in full (except in quoted material).
- Use the least number of figures in ranges of numbers: ‘76–7’, ‘235–6’, ‘100–2’; except for the group ‘10–19’ in each hundred: ‘116–19’ not ‘116–9’, ‘210–11’, not ‘210–1’.

Abbreviations:

- Contracted forms of words that end in the same letter as the first form do not require a full-stop: e.g. Dr, Mr, Ms, Revd, St, edn, vols; other abbreviations require a full-stop: e.g. ed., p., pp., vol.

Dashes:

- Unspaced em dashes should be used for parenthetical comments, e.g: she did not consider this an option under the circumstances—for theological, liturgical, and pastoral reasons. Or: the larger units of Methodist organization—the classes and the societies—held love feasts. En dashes should be used between page numbers and dates (e.g. ‘15–17’, ‘1737–41’).

Other matters of punctuation:

- Comma: Use the Oxford or serial comma: this requires a comma before ‘and’ and ‘or’ in enumerations of three or more items: ‘red, white, or blue’; ‘Jones, Smith, and Brown’.
- Hyphen: Use Oxford dictionaries, such as the *Oxford Dictionary of English*, as a general guide to whether individual words should be hyphenated, two words, or one word.

Use of tense:

- Past tense should be used when referring to historical people, ideas, and events. In other words, avoid the use of the ‘historical present’ (i.e. present tense) when discussing historical people, ideas, and events.

References to ethnicity etc.:

- The journal seeks to follow contemporary scholarly practice in this respect. Thus ‘Black people’ but ‘white people’ (‘black’ is an adjective, not a noun); do not use ‘negro’ and ‘coloured’ except when unavoidable in citing sources. ‘Enslavement’ and ‘enslaved people’ are preferred to ‘slavery’ and ‘slaves’. ‘Slaveholder’ or ‘enslaver’ are preferred to ‘master’ or ‘slaveowner’.

Referencing:

- References should be in footnotes consecutively numbered with no indentation and no spacing between footnotes.
- Wherever possible, footnote markers should appear at the end of sentences.
- Footnotes are not comparable to Harvard in-text citation and should not be used in this way.
- Footnotes should be used sparingly for quotations or for continuations of the argument—these should normally go in the main text if needed. Ibid. should be used for repeated citations of a single source with no other intervening source.

The following are referencing/formatting examples for footnotes:*Book:*

Henry D. Rack, *Reasonable Enthusiast: John Wesley and the Rise of Methodism*, 3rd edn (London: Epworth Press, 2002), 93–6. [Shortened citation: Rack, *Reasonable Enthusiast*, 93–6.]

Chapter in a book:

Ted A. Campbell, ‘The Image of Christ in the Poor: On the Medieval Roots of the Wesleys’ Ministry to the Poor’, in Richard P. Heitzenrater, ed., *The Poor and the People Called Methodists, 1729–1999* (Nashville: Kingswood Books, 2002), 39–57. [Shortened citation: Campbell, ‘The Image of Christ in the Poor’, 39–57.]

Edited primary source:

The Journal of the Rev. John Wesley, A.M., ed. Nehemiah Curnock, 8 vols (London: Epworth Press, 1938), 3:119. [Shortened citation: Wesley, *Journal*, ed. Curnock, 3:119.]

Volume in a multi-volume edited primary source:

The Methodist Societies: History, Nature, and Design [vol. 9 of *The Works of John Wesley*], ed. Rupert E. Davies (Nashville: Abingdon Press, 1989), 430. [Shortened citation: Wesley, *Methodist Societies*, ed. Davies, 9:430.]

Frequent citations of a multi-volume edited primary source, such as the Bicentennial Edition of the Works of John Wesley:

When a multi-volume edited primary source is cited five or more times in an article, *Works*, 9:430 may be used as an abbreviated citation with a brief note of explanation after the first full reference (e.g. Unless otherwise noted, references to John Wesley's writings are taken from the Bicentennial Edition of *The Works of John Wesley*, gen. eds. Frank Baker, Richard P. Heitzenrater, and Randy L. Maddox (Oxford: Clarendon Press, 1975–83) and Nashville: Abingdon Press, 1984–); hereafter identified as *Works*, followed by volume and page numbers).

Thesis or dissertation:

Richard P. Heitzenrater, 'John Wesley and the Oxford Methodists', PhD diss. [for a UK PhD use 'thesis'] (Duke University, 1972), 231. [Shortened citation: Heitzenrater, 'John Wesley', 231.]

Journal article:

James Nelson, 'John Wesley and the Georgia Moravians', *Transactions of the Moravian Historical Society*, 23/3–4 (1984), 17–46. [Shortened citation: Nelson, 'John Wesley', 19.]

Newspaper article:

Amos Cresswell, 'But What Do You Mean by an "Evangelical"?', *Church of England Newspaper* (26 June 1970), 7. [Shortened citation: Cresswell, 'But What Do You Mean', 7.]

Journal entry

John Wesley, *Journal* (6 April 1741), *Journal and Diaries II (1738–43)* [vol. 19 of *The Works of John Wesley*], ed. W. Reginald Ward and Richard P. Heitzenrater (Nashville: Abingdon Press, 1990), 162.

Letter

John Wesley to John Mason (1 November 1775), *The Letters of the Rev. John Wesley, A.M.*, ed. John Telford, 8 vols (London: Epworth Press, 1931), 6:186.

Sermon:

Even when published separately, titles of Wesley sermons are given thus, ‘Salvation by Faith’, and will preferably follow the numbering scheme used in the first four volumes of the Bicentennial Edition of Wesley’s *Works*. Section numbers may also be used for further clarity, as follows: Sermon 93, ‘On Redeeming the Time’, §III.1, *Sermons III* [vol. 3 of *The Works of John Wesley*], ed. Albert C. Outler (Nashville: Abingdon Press, 1986), 330.

Online source:

Heather Haun, ‘Health Care Law Survives; What’s Ahead?’, <http://www.umc.org/news-and-media/health-care-law-survives-whats-ahead>, accessed 28 March 2014. [Shortened citation: Haun, ‘Health Care Law’.]

Digital Object Identifiers:

- These are increasingly used to identify books, articles, and other objects to facilitate accessing them online. When available, they should be included in references using the standard format of this example: <https://doi.org/10.1000/182>.

Illustrations:

- Authors are welcome to include illustrations (as a guide, no more than two). These should clearly add value to the article, on the basis that most readers will be well-informed on Wesleyan and Methodist history and culture (thus, for example, images of John or Charles Wesley would probably be superfluous).
- They should be submitted in a separate file, with their desired position and caption indicated clearly in the text.
- Any permissions required must be obtained by authors.

Tables and graphs:

- Tables and graphs should be submitted separately to the main text in high-resolution jpeg or tiff format.
- The main text should clearly indicate where the table or graph should be inserted.
- Sources for tables and graphs should be cited in the same way as footnotes.
- Charts and graphs should be submitted in MS-Excel or its original source file.
- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
- If possible, all digital files (photos) should be grayscale.
- Provide **alt text** to describe image, table, and chart content for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 10** for further information on writing alt text.

Contributors will receive one complimentary PDF copy of the issue of *Wesley and Methodist Studies* in which their article appears.

Authors who subsequently want to publish their work elsewhere should contact the editors.

For further information about *WMS*, visit:

<http://www.mwrc.ac.uk/wesley-and-methodist-studies/>.

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.

Note: If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);

- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#)