



SCOTTISH RITE RESEARCH SOCIETY *HEREDOM* SUBMISSION GUIDE AND STYLE SHEET

Prospective authors interested in submitting articles to *Heredom* are requested to adhere to the following submission guide and style sheet. Further information and clarification may be obtained by the *Heredom* editor, Adam Kendall, 33°, via email: akendall@scottishrite.org

SUBMISSION GUIDE

Word Count

- Submissions should contain a minimum of 3,500 (roughly 6 –7 pages, excluding footnotes) and a maximum of 13,000 words (approximately 26 pages, excluding footnotes). Papers with page counts outside of these parameters may be considered with permission of the editor.

Document, Font, and Page Formatting

- Manuscripts should be written in Microsoft Word, with Times New Roman font, in 11-point size.
- Pages should be formatted with 1-inch margins around the entire page. Paragraphs should be single-spaced and single returns after each full paragraph stop (No double spacing between paragraphs or inserted page breaks).
- Include page numbers on the bottom of each page with consecutive numbers for ensuing pages.

Footnotes/References:

- Sources and citations should be documented in footnotes. *Heredom* does not use endnotes.
- Please follow the Chicago Manual of Style for footnote formatting. (See style guide page)
- As a rule, please do not overload your footnotes with commentary. Please include it in your submission's main body if it is pertinent to the reader.

Images/Illustrations/Artwork

- 1–3 high-quality digital images should accompany submissions.
- TIFF or JPG images with a minimum size of 4x6 inches and 300 DPI are preferred.
- Due to printing restrictions, photos will likely be printed in grayscale.
- Before submission, images should be cleared for copyright and possess proper citations (title, artist, owner, institutions). Uncleared and uncredited images will not be accepted. Authors will affirm that they have permission to use all included photographs and provide receipts or written authorizations if required by the editor.
- Please do not embed photographs/illustrations into the body of the Word document. They should be shared with the editor via a separate email (akendall@scottishrite.org) or through a cloud-based service such as Dropbox or Google Drive. Placement order and credits for each image will be included in a separate Word Document.

- Photographs/illustrations should be relevant to the subject matter contained in the article.
- *Heredom* does not reimburse authors for any fees related to securing image or illustration rights.

Exclusivity/Reproduction Rights

- *Heredom* does not pay its contributing writers.
- Writers who submit an article for publication grant *Heredom* first-world rights to stories and photos published in this journal. *Heredom* will not use artwork or essays previously published without prior notification and consultation with the editor.
- *Heredom* retains the right to republish material published in earlier volumes. Please note that the editor does not maintain back volumes for distribution.

Author Information and Biography:

- Submissions should contain the following on the first page: (1) the author's full name, (2) Masonic affiliation (if any), (3) email, (4) convenient telephone number.
- The author should include a biography of a reasonable length at the end of the paper, taking care to avoid excessive lists of titles and accomplishments. Please include the most pertinent information and consult previous volumes for examples, or contact the editor at akendall@scottishrite.org.

Drafts and Submission

- The Editor will not accept unfinished submissions. Please ensure that your submission is complete, proofread for common grammatical mistakes, and properly cited.
- Ensure that there are no comments, annotations, or hidden text in the final version of the manuscript. In addition, make sure that all *tracked changes* or other revision marks have been accepted as final (i.e., there should be no revision marks (hidden or otherwise) in the final manuscript).
- Name the Word document with your last name, a brief title, and year separated with underscores. Example: *Smith_HistoryofHiram_2023*.
- Submissions must be sent to the editor via email: akendall@scottishrite.org.

SCOTTISH RITE RESEARCH SOCIETY STYLE SHEET

Heredom utilizes the Chicago Manual of Style. The format is a standard in history writing used by writers, editors, proofreaders, indexers, publishers, and designers. Authors unfamiliar with “Chicago style” are strongly encouraged to review this style sheet as a general reference and visit the Chicago Manual of Style website (<https://www.chicagomanualofstyle.org/home.html>) for more information. Additional resources include Purdue University’s Online Writing Lab: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/index.html.

Footnote references

- Please use the default footnote option in Word.
- Place footnote markers at the end of a sentence or paragraph. Refrain from using in-sentence references whenever possible. Example:
 - Don’t Do: John Smith applied for membership in 1854,¹ but his petition was not acted upon until 1856.
 - Do: John Smith applied for membership in 1854, but his petition was not acted upon until 1856.¹
- For brevity, use one footnote if there are multiple references in a sentence or paragraph.
- Any claim or statement of fact should include a reference for verification. Note: the editor may ask you to add references if necessary.
- Examples of the correct citation style for commonly encountered references are:

Books:

Full name, *Title*, Vol. # (City, Publisher, Year of publication), Page #.

Example: Albert G. Mackey, *An Encyclopedia of Freemasonry and Its Kindred Sciences*, Vol. 1 (New York: Masonic History Co., 1919), 65.

Articles:

Full name, “Article Name,” Journal Title, Vol #: Number # (Year of publication): Page #.

Example: Noel P. Gist, “Secret Societies: A Cultural Study of Fraternalism in the United States,” *The University of Missouri Studies Quarterly*, 15:4 (1940): 84.

Successive references

- Rather than using *Ibid* for successive references with the same author, use the author’s last name, book title (abbreviated if necessary), and page number.
 - Use: Mackey, *History*, 5.
 - Do not use *Ibid*.

Block quotes

- Block quotes are intended to highlight an extended quotation of more than three lines. Use block quotes judiciously. They should be used for meaningful, long quotes or sections. They should not dominate the paper. Plan on summarizing the ideas in the text, using quotes to emphasize points or ideas, and block quotes to convey something more complex, a portion of a letter, etc.

Passive/Active Voice

- Restrict the use of passive voice whenever possible. Active voice is generally more direct, concise, and preferred in writing for clarity and emphasis on the subject rather than the object.

An example:

Passive Voice: The cake was eaten by the children.

Active Voice: The children ate the cake.

First and Second Person and Personal Statements

- Restrict the use of first- and second-person narratives in your submission. First-person narrative is a point of view where the author serves as the narrator and uses pronouns such as “I” and “me” or “my.” For example: “I reviewed the manuscript and found it very readable.” Second-person narrative directly addresses the reader(s) as “you” or “we.” For example, “You” or “We reviewed the manuscript and found it very readable.”

Spacing

- Do not use the space bar to center text, achieve tabs and indents, or align text.
- Please indent all paragraphs when appropriate.

Font

- Use the same typeface or font throughout the entire manuscript. However, please alert the editor if a second font containing special characters is unavailable in standard typefaces.

Limit special characters and fonts whenever possible.

Masonic Honorifics, Titles, and Other Terminology

- Refrain from using honorifics whenever necessary. For example, avoid using B “Brother George Washington” but instead use “George Washington, a Mason” or simply “George Washington.” Not “Worshipful Master John Smith,” but “John Smith, Master.” Lastly, unless pertinent, it is unnecessary to identify each personality as a Mason (i.e., do not use “Bro. ABC” at every mention).
- Masonic titles should be lowercase unless referring to a specific individual in the role. For example, “the senior warden” or “Senior Warden John Smith.”

Names and Non-Masonic Titles

- Always provide an individual’s full name when it is the first mention in your paper. Use their last name for successive mentions.
Example: John Smith joined the lodge in 1810. Smith quickly rose through the ranks to become master.
- If relevant to the paper, you may include an individual’s non-Masonic title (academic, religious, military, civic) at their first mention. Use their last name for successive mentions.

Lodge, Grand Lodge, or Other Organization Name and Number

- Write out the entire lodge name when it is the first mention in your paper. “American Lodge No. 2”. Use “American Lodge” for successive mentions.
- If lodges are in different states or countries, add the state or country after the lodge number. Example: “American Lodge No. 2 of New Jersey” or “Temperance Lodge No. 3 of the United Grand Lodge of England.”
- Specific bodies should be capitalized “The Grand Lodge of Delaware.” But non-specific bodies are lowercase – “the grand lodge,” “the lodge,” “the society.”
- If referencing the grand lodge in Washington, D.C., use “The Grand Lodge of the District of Columbia,” not the Grand Lodge of Washington, D.C.
- Grand lodges and lodges are not italicized.

Numbers

- Generally, spell out numbers one through one hundred. “The thirtieth degree of the Scottish Rite.” “Twelve Master Masons”
- Use the numeric form for numerals, e.g., “3,000 masons visited the Capitol in 1877.”

Abbreviations

- On the first mention of an organization, you may include the abbreviation in parenthesis after spelling out the entire name. The abbreviation may then be used in subsequent mentions.

For example:

The Scottish Rite Research Society (SRRS) has published a new copy of *Heredom*. Interested members may purchase additional copies through the SRRS online store.

Cliché

Refrain from using the following in your writing:

- Nostalgia — We want to engage readers in the timelessness of the Masonic experience. With that in mind, we encourage you to develop a primary theme other than personal nostalgia.
- Patriotic/Inspirational — Masonic publications are overrun with stories about patriotic and inspirational themes, which are not part of *Heredom*'s mission. So, to be blunt: No patriotic or inspirational stories, please. If you wish to pay tribute to a brother who has led an exemplary life, for example, consider doing it in such a way that provides the reader with factual information that is historically verifiable and that merits an in-depth examination.
- “So Mote It Be!” — In this type of article, writers do little more than excerpt phrases from Masonic rituals and apply them to the topic *du jour*. The best ways to avoid this are for writers to (a) focus on themes that require more description of and exposition about other things than a rote application of the Four Cardinal Virtues or other ritualistic soliloquies, (b) make sure they do not refer to ritual more than they do the apparent subject of the article, and (c) rely more on solid analysis and research rather than on opinion or ritualistic catechism for details and voices of authority.