

PERKINS STUDENT JOURNAL

SUBMISSION GUIDELINES

Deadline: Friday, February 5, 2016 by 5:00 pm

The *Perkins Student Journal* (PSJ) is a publication of Perkins School of Theology dedicated to showcasing the optional student scholarship that reflects the diversity and creativity of the student body. Produced and designed by Perkins students, the PSJ is committed to celebrating the unique, God-given gifts of all Perkins students.

Submissions to the 2015-2016 PSJ are welcome and encouraged from current Perkins students in any degree plan, as well as Perkins graduates from 2015.

Submission Criteria for ALL Work:

- An **author coversheet** must accompany the submission (manuscripts, artwork, music score).
- The PSJ encourages **original submissions** of a range of student writing and artwork including: *research papers, cultural criticisms, musicological papers, exegetical papers on biblical text, sermons, essays, liturgical works/hymns, poetry, or original artwork*. All works must be original.
- Students may choose to submit to both the written and artistic categories. Music scores and poems fall into the artistic category.
- Manuscripts submitted must conform to the documentation method for style, works consulted, and footnotes found in *A Manual for Writers* by Kate L. Turabian (latest edition).
- Manuscripts submitted must conform to the “Perkins Statement on Academic Responsibility” found in the 2015-2016 Perkins Student Handbook regarding academic honesty, academic dishonesty and plagiarism.
- Manuscripts submitted must conform to Southern Methodist University’s “Guidelines for the Use of Non-sexist Language.”
- Manuscripts submitted **must NOT have appeared elsewhere** in published form

Submitting Your Manuscript:

- Students may submit **up to two (2) manuscripts** for consideration. If a student chooses to submit two different manuscripts, they should be turned in as separate submissions—that is to say, they should be submitted by the deadline in two separate envelopes, each with its own author coversheet and faculty recommendation form.
- Students should submit **one (1) typed copy of the manuscript**, along with the author coversheet by **the deadline of Friday, February 5, 2016**. Please limit submissions to **no more than 6,000 words** of body-text (this limit does not include footnotes or bibliographic information). These documents should be secured in a sealed, **unmarked** envelope and placed in the Perkins Student Journal mailbox. **You must also e-mail your submission as a Word document to heatherm@smu.edu.**

- **Your name should NOT appear anywhere on the manuscript** as the submissions will be judged anonymously. **Include your student ID number** in the header of your submission in lieu of your name. Make sure your manuscript (or other work) has a title that matches exactly that found on the author coversheet.
- All manuscript submissions must include a faculty recommendation form and author cover sheet. The author coversheet **must** be attached to the physical copy of your submission. The faculty coversheet may be electronically signed by the professor and e-mailed to heatherm@smu.edu.
- GPRS submissions:
 - GPRS students may submit **no more than one (1) manuscript** for consideration.
 - GPRS students shall submit **one (1) typed copy of the manuscript** along with the author coversheet by **the deadline of Friday, March 27, 2015**. Please limit submissions to **no more than 6,000 words** of body-text (this limit does not include footnotes or bibliographic information). These documents should be secured in a sealed, **unmarked** envelope and placed in the Perkins Student Journal mailbox. **You must also e-mail your submission as a Word document to heatherm@smu.edu.**
 - **Your name should NOT appear anywhere on the manuscript** as the submissions will be judged anonymously. **Include your student ID number followed by the initials “GPRS”** in the header of your submission in lieu of your name. Make sure your manuscript has a title that matches exactly that found on the author coversheet.
 - GPRS students **do not** need to submit a faculty recommendation form, but the author coversheet **must** be attached to the physical copy of your submission. **Please include the initials “GPRS” in the top-right corner of the author coversheet.**
 - GPRS Student submissions will be reviewed separately from the submissions of Perkins students.
 - Only one (1) GPRS student submission will be accepted for publication in the Perkins Student Journal.

Submitting Your Artwork:

- Send in jpeg format. Do not send pictures within a Microsoft Word document.
- Students may submit **up to five (5) photographs, drawings, and/or original artwork for a total of 5 pieces**. These should be submitted via e-mail to Heather Moore at heatherm@smu.edu.
- Artwork submissions shall include a reflection of no more than 200 words on each work, including but not limited to any theological reference explaining the work. Be sure to include the title of the work/image and location (if applicable).
- **Your name must NOT appear anywhere on the submitted work or its accompanying reflection.** In lieu of your name, **please include your student ID number** either in the header or on the back of your submission.

Submitting Your Music Score/Poems:

- Students may submit **no more than two (2) original compositions**. Music scores should be submitted as PDF files. Poems should be submitted as DOCX files.

- Music score submissions must also include a reflection of no more than 200 words. This can include the inspiration for the work, the intent of the work, etc.
- Please include one (1) typed copy of your composition and secure it, along with the other requirements, in a sealed and unmarked envelope. Place the submission in the Perkins Student Journal mailbox. In addition, you must e-mail your submission to heatherm@smu.edu.
- **Your name should NOT appear anywhere on the submitted score, poem, or hymn, nor its accompanying reflection.** In lieu of your name, **please include your student ID number** either in the header or on the back of your submission.

Questions: If you have any questions, please contact the Editor-in-Chief, Heather Moore (heatherm@smu.edu).

Nota bene: All submissions become the property of the PSJ Editorial Board. The Editorial Board reserves the right to edit submitted manuscripts selected for publication. Should the author of the selected manuscript be unwilling to follow the editing determinations, the PSJ Editorial Board reserves the right to refuse publication.

Checklist: Make sure the following items are received by the **deadline of Friday, February 5, 2016, by 5:00 pm.**

- ✚ Author coversheet, attached to the hard copy
- ✚ Faculty recommendation/signature form, submitted by either e-mail to heatherm@smu.edu or in hardcopy along with the submission in the PSJ Mailbox
- ✚ 1 printed copy of the Manuscript/Scores with the author's name *removed* from the headers, footers, etc.
- ✚ Artwork and Music Score/Composition reflection
- ✚ If you are submitting artwork, see “*Submitting Your Artwork*” requirements above
- ✚ E-mail your submission to Heather Moore (heatherm@smu.edu).