

## ***HORIZONS in Religious Education***

A Book Series of the Religious Education Association (REA)

### **Manuscript Review Process: An Overview**

#### **Series Description**

The *HORIZONS in Religious Education* series publishes manuscripts defining key directions in the field of religious education. It is overseen by a Co-Editorial Team (CET) and an Editorial Board, comprising individuals who are selected and appointed from the membership of the REA. Inclusion in the series is competitive. The REA's commitments to interfaith, intercultural, and international conversations about the field guide manuscript selection.

In determining manuscripts for the series, the Co-Editors give preference to newer scholars. However, the series Editorial Board may select edited manuscripts by established scholars defining key directions in the field. Edited manuscripts are to be focused and integrated, also including the work of newer or emerging scholars.

Only completed manuscripts may be reviewed for publication. However, the series Co-Editors remain available for consultation about proposed manuscripts. Prospective authors are invited to participate in events organized by the Editorial Board designed to support creative ideation, conceptualization, and/or revision of written work for potential publication.

Manuscripts should be written clearly to have impact on the field of religious education and should stimulate scholarly conversation about directions of the field.

#### **Review Process**

The process of manuscript selection is as follows:

##### 1. Manuscript submission

Author submits a *HORIZONS* **proposal form** with relevant supplementary documents (sample chapters, complete manuscript, or dissertation) to the **Chair** of the Co-Editorial Team. (See the listing of *HORIZONS* Co-Editors and their contact information at [https://religiouseducation.net/horizons/.](https://religiouseducation.net/horizons/))

- Manuscripts should be approximately 40,000-50,000 words, or 160 to 200 typed double-spaced pages and no more than 200 pages, including introductions, table of contents, citations and any indexes.
- Authors must be members of the Religious Education Association.

##### 2. Manuscript review

The manuscript is shared with members of the Co-Editorial Team (CET) for initial review. A manuscript that meets the criteria for consideration is assigned to a member of CET to serve as **editorial liaison (EL)**, and the manuscript is sent to two reviewers from the Editorial Board for careful assessment and feedback. This process will take approximately 3 months.

### 3. Reviewers' feedback and decision

Comments from reviewers are gathered and summarized by the EL and reported to the CET for discussion.

- If the manuscript *is not* accepted, the CET informs the author of the decision. The author retains ownership of their original work.
- If the manuscript *is* accepted, the CET informs the author and shares with them relevant feedback from the reviewers before final acceptance. Often, the author will have to revise the original manuscript according to the requested revisions before it is officially accepted for publication.
  - If the author *agrees* to make the requisite revisions by the timeline recommended by the CET, then the author enters contractual arrangements with Wipf and Stock through *HORIZONS*.
  - If the author *does not agree* with the recommended revisions or timeline, then the review process comes to conclusion, and the author retains ownership of their original work.

### 4. Contractual arrangement

Upon mutual acceptance of a manuscript for publication, the CET Chair arranges contractual agreements between the **author and Wipf and Stock Publishers**. The Chair will introduce the author to the editorial team of Wipf and Stock. The Wipf and Stock editorial team will guide the author through the production process, with the EL from CET copied along the way.

### 5. Manuscript preparation for print

Final edited manuscripts must be submitted to Wipf and Stock in final formats defined by the Wipf and Stock Author Guide. Authors bear the responsibility of editing their manuscripts according to the recommended revisions. Authors are strongly encouraged to send their manuscripts for copy-editing to ensure adherence to Wipf and Stock's Author Guide. Authors bear the expense of copy-editing. *HORIZONS* pays Wipf and Stock for the type-setting cost.

#### **See Author Guide here:**

<https://dhjhkxawhe8q4.cloudfront.net/wipf-and-stock-v2-wp/wp-content/uploads/2022/09/23211210/Author-Guide-9.4.pdf>

#### **Criteria for Manuscript Evaluation**

Reviewers will assess a proposed manuscript based on the following qualities and priorities for a *HORIZONS* publication:

1. The project offers significant and important directions for the field of religious education.
2. The project honors the commitments of the REA to interfaith, intercultural, and international conversations, even as it represents perspectives and research specific to one religious tradition.
3. The project represents the scholarship of emergent scholars in religious education, and/or collaborations between senior and new authors.
4. The project presents clarity of writing and accessibility to broad audiences.