Knight Templar

KNIGHT TEMPLAR MAGAZINE SUBMISSION GUIDELINES

The *Knight Templar* publishes articles at its sole discretion. Submissions are selected via a majority vote of the Editorial Review Board. Articles may be rejected with or without cause. By submitting an article, you represent that all material is original and available for reproduction. You represent that none of the material submitted is subject to use restrictions.

Editorial

Please ensure that all editorial content is original work and that all non-original portions are properly cited.

Please submit all articles as a Word document, times new roman, 12-point font, double-spaced, left justified, single tab for paragraph (do not put a space between paragraphs).

Only use a single space after the period. Please include page numbers, centered in the footer.

Please submit all images as separate files. If you desire to have an image placed in particular relation to the text, please use square-brackets and place the image name therein, *e.g.* [Image 001.png].

Please refer to our Style Guide for capitalizations, abbreviations, citations, *etc*. **OVER**.

Images

Please ensure that you have permission to use all images. (Images on the web may be subject to copyright – unless the image specifically states that it is not subject to copyright and use restrictions, assume the image *is* copyrighted.)

If you do not have permission to use an image, please ensure it is in the public domain before using it.

If you do not have permission to use an image, let us know – if your article is approved for publication, we may be able to pursue the license directly.

Please ensure that all images submitted are at least **300 dpi** resolution at the size to be printed.

KNIGHT TEMPLAR MAGAZINE STYLE GUIDE

The *Knight Templar* uses a modified Quarry Project Style. This is based on the Chicago Style. *See* chicagomanualofstyle.org. *See also* Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations,* 8th ed., published by the University of Chicago Press. *See also* www.thequarryproject.com.

The *Knight Templar* prefers end notes to footnotes; however, we will use footnotes where better suited to the author's intent. Footnote reference marks go on the *outside* of punctuation:

> This is a statement of fact.[1]

Academic writing is not required. Maintaining a journalistic standard is sufficient. Thus, citations are not necessary (except where quoting verbatim from a source). Further reading is useful in lieu of citations. In either case, where citations are listed, use the Chicago style (see below).

Source Citation

Book (first note):

> Author, *Book Title,* [xth ed.] (City: Publisher, date), pg.
> C. G. Jung, *The Archetypes and the Collective Unconscious,* 2nd ed. (Princeton: Princeton University Press, 1969), 29.

Book (subsequent note):

> Author, *Abbreviated Title,* pg.
> Jung, *Archetypes,* 47.

Periodical (first note):

> Author, "Article Title." *Journal Name,* no. xx (Issue date): pg.
> S. Eyer, "Numberless Worlds, Infinite Beings." *Philaelthes: The Journal of Masonic Research and Letters,* vol. 65, no. 3 (November 2021): 107.

Periodical (subsequent note):

> Author, pg.
> Eyer, 110.

Spelling

Please refer to *Merriam Webster's Collegiate Dictionary*, 11th ed. for spelling. If more than one spelling is listed, follow Turabian's rule: "Where variants are separated by *or*, choose either one and use it consistently; where variants are separated by *also*, use the first" (Turabian, 281).

Always check words transliterated into English from other languages. *E.g. Webster's Collegiate* uses "Hanukkah" (not Chanukah or Hanukah).

Masonic Usages

Spell "Fellow Craft" as two words.

Capitalize speculative masonry: *e.g.* **Freemasonry**, **Freemason**, **Masonry**, **Mason**, **Masonic**, the **Craft**. Do not capitalize operative masonry: *e.g.* **masonry**, **mason**, **masonic**, the **craft of stonemasonry**.

Capitalize degrees: *e.g.* **Entered Apprentice**, **Fellow Craft**, the **Master Mason degree**, **Knight Templar**, **Elu of the Nine**. But do not capitalize the numeration of the degree: *e.g.* the **third degree**, the **Master Mason degree**. Note: **John Doe, 32º** but the **thirty-second degree**.

Capitalize directions and parts of the lodge: *e.g.* the **East**, the **South**, the **Northeast Corner**, the **Inner Door**, the **Oriental Chair**, the **Winding Stairs** but do not capitalize these parts of a building in general: *e.g.* the **northeast corner of the building**, the **door to the room**.

Capitalize organizations: *e.g.* **Ancient Free and Accepted Masons**; the **Grand Lodge of New Mexico**; **Norwood Lodge No. 111**; **Scottish Rite**; but don't capitalize "grand lodge" when referring to "the grand lodge" or "lodge" when referring to "the lodge." On first mention of an organization, you may abbreviate its name in parentheses after spelling it out in full: *e.g.* the **Grand Lodge of New Mexico (GLNM)**. Thereafter, you may use **GLNM** (with no periods in either case) (the honorific **Most Worshipful** should be excluded unless required for some reason).

Use **No**. for lodge numbering (not the # sign); *e.g.* **Telluride Lodge No. 56**.

Capitalize periods and movements: *e.g.* the **Middle Ages**, the **Renaissance**, the **Enlightenment**, **Neoplatonism**, but **medieval**.

Do not capitalize disciplines and traditions: *e.g.* **esotericism**, **alchemy**, **astrology**

Titles: Capitalize titles when used nominatively: *e.g.* **Senior Warden John Doe**; **Brother Paul Revere**; but do not capitalize the office: *e.g.* **worshipful master** of the lodge; the wages are paid by the **senior warden**.

Other: **Bible**, **Volume of the Sacred Law**, the **Great Architect of the Universe**, a **Corinthian column**, a **column**, the **Saints John**, the **Working Tools**, but the **level**, the **plumb**, and the **square and compasses** (never **compass**); the **Rough Ashlar**, the **Landmarks**, the **seven liberal arts and**

sciences, **geometry**, the **altar**, the **secretary's desk**, the **charter**, the **letter** *G* (italicize the *G*). General rule: capitalize Masonic terms that might confuse a reader if not capitalized.

Don't use Latin abbreviations: *e.g.* **e.g.**, **i.e.**, **etc.** (and if you do, italicize them) – but **for example**, **that is**, **and others** is preferred.