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.

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**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.

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**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.
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.


**Book (subsequent note):**

Author, *Abbreviated Title*, pg.

Jung, *Archetypes*, 47.

**Periodical (first note):**

Author, “Article Title.” *Journal Name*, no. xx (Issue date): pg.


**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.