Paper Proposal Guidelines
Evangelical Homiletics Society

To propose a paper for presentation at the EHS annual scholars' conference, submit the following information to our Vice-President at papers@ehomiletics.com by **April 15th**. You will be notified by **June 1st** if your paper has been selected for presentation, and your completed final paper will be due on **August 15th**.

Title of Proposed Paper

100-150 Word Abstract

Stated Proximity to Existing Homiletical Literature
Briefly (3-4 sentences maximum) answer the following questions:
- Has your proposed topic been addressed in an existing academic book, article, or EHS conference paper? (Past EHS papers can be found at ehomiletics.org.) Which academic work(s)?
- How will you interact with that work's content and argument - confirmation, rebuttal, or other?

Preliminary Bibliography
Include in your proposal a preliminary bibliography of no more than 1 page. (Bibliographies are not required as part of the final paper.)

Biographic Information
Name:
Highest Degree Achieved:
Address:
Phone:
E-Mail:

Approval of Faculty Sponsor (when applicable)
Student (Ph.D., D.Min., M.Div., Th.M., or equivalent) paper proposals must be approved by a faculty sponsor before submission to EHS. Students submitting a proposal may either 1) have the faculty sponsor email EHS at papers@ehomiletics.com before the submission deadline, indicating the sponsor's approval of the specific student and paper proposal, OR 2) print the proposal and bibliography, acquire the sponsor's signature on the first page of this proposal form, and send a PDF of the proposal and bibliography to papers@ehomiletics.com.

Guidelines for Submission and Presentation of Conference Papers
Evangelical Homiletics Society

First Page: Page one of the paper should include the title, author's name, and affiliation (each centered on a separate line), plus a 100-150 word abstract. After four lines of singe spacing, the paper should begin.

Style, Form, and Footnotes: Follow the Chicago Manual of Style, 14th or later edition. Write your manuscript single-spaced, double-spacing between paragraphs, with no indention at the start of a paragraph, using one-inch margins, and with Times New Roman font (12 point). Only the left margin should be justified. One blank space should separate punctuation from the text that follows. Do not number the pages. Do not use a running head. Where appropriate, use first and second level headings. References should use footnotes (NOT endnotes or parenthetical notes). Footnotes should be the same size as the main text with a hard return between each one. For example:

> [23]Haddon W. Robinson, *Biblical Preaching* (Grand Rapids: Baker, 2014), 27.
> [24]Frederick Barthelme, "Architecture," *Kansas Quarterly* 13:3 (September 1981): 77-78.

Please use the automatic footnote insertion feature of MSWord rather than manual insertion. Submissions with parenthetical format, endnotes, or manually inserted footnotes will be returned to the author as unusable. Avoid the use of op. cit.

Length: Manuscripts will generally be a maximum of 5,000 words.

Abbreviations: Please do not use abbreviations. This includes the names of books of the Bible and common abbreviations such as "e.g." (the full reference, "for example" is preferred). Citations of books, articles, and websites are expected. Please do not use "p./pp." for "page(s)," or "f./ff." for "following." Precise page numbers or verse numbers are expected, not "f./ff."

Capitalization: Capitalize personal, possessive, objective, and reflexive pronouns (but not relative pronouns) when referring to God: "My, Me, Mine, You, He, His, Him, Himself," but "who, whose, whom."

Direct Quotes: Quotations of three or more lines in length should be placed in an indented block. Shorter quotes will be part of the paragraph and placed in quotation marks. Abbreviate the Bible version name in capital letters following the Scripture reference. Place the abbreviation in parentheses: Luke 1:1-5 (NASB).

Headings:
FIRST-LEVEL HEADINGS - These indicate large sections. They are to be flush left in upper case and separate from the paragraph that follows.

Second-Level Headings - These headings are within the first-level section and are to be flush left, in italic in upper and lower case, and also separate from the paragraph that follows.

Foreign Languages: If you use Greek or Hebrew in the paper, please use the fonts provided freely at http://www.bibleworks.com/fonts.html to ensure others can read them as well.

Final Electronic Submission
Please provide two copies of the manuscript: (1) one in the MSWord (.docx) format; and (2) one in the Adobe PDF format. This is necessary for the final process of compiling all the articles into a single document, hyperlinked to the Table of Contents, and alphabetized by author's last name. The MSWord (.docx) and PDF versions of the paper can be sent by email to the EHS Vice-President. Send submissions by **August 15th** to papers@ehomiletics.com

Those who have material of whatever kind accepted for publication must recognize it is always the editor's prerogative to edit and shorten material, if necessary.

Video Introduction/Overview
Authors of papers selected for presentation at the annual meeting will also be required to provide a five-minute introductory/overview video that will be posted on the website with the completed paper prior to the conference. Videos can be recorded on a camcorder, webcam, or phone. If you use your phone, make sure you use the rear-facing camera and not the front-facing (selfie) camera. Also, record your video in landscape rather than portrait mode. Record in a place without background noise and with as much light as possible.

Videos should do the following:
- Introduce the author
- Introduce the paper
- Summarize the paper

After recording your video, upload the file to a filesharing service such as Google Drive, Dropbox, or Microsoft OneDrive. Send the file to papers@ehomiletics.com or send the link to our EHS Secretary-Treasurer. All videos are due by **September 15th**. Videos for the 2022 conference can be viewed at https://conference.ehomiletics.org/paper-presentations/

Conference Presentation
Plan to use only the first 10 minutes of your presentation to touch on the highlights of the paper. Reserve the remainder of the session for discussion and Q&A interaction on its contents.

Template
The example on the following pages serves as a template. Additional instructions and reminders are included in the template. Please read it carefully and follow all instructions exactly.

TITLE OF PAPER: SUB-TITLE *(A subtitle is not required.)*

YOUR NAME
Position You Hold or Your Student Status
Name of Your Institution
City, ST

ABSTRACT

You will submit the same abstract here as included in your paper proposal. Slight editing is acceptable.

Four blank lines separating the abstract from the introduction

INTRODUCTION

Your paper begins here. If you are citing material retrieved online, follow the format of the first footnote below.[1] Material taken from a traditional textbook will appear in the format of the second footnote.[2]

Note that a blank line follows your first paragraph and every subsequent paragraph. Paragraphs are not to be indented.

FIRST MAJOR HEADING

Note that two blank lines precede a MAJOR HEADING. One blank line follows before the text resumes. A paragraph will never consist of less than two sentences. Three or more sentences are expected.

Headings may sometimes appear at the bottom of a page with the first paragraph beginning one blank line later at the top of the following page. During the editing stage, the Vice President will re-space the affected pages appropriately.

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[1] William L. Lane, "Crisis and Strategy: The Apostle Paul as Task Theologian," (audio recording 1992), *Speakers & Events*, https://digitalcommons.spu.edu, retrieved 26 October 2018.

[2] Karl Barth, *Homiletics*, trans. by Geoffrey W. Bromiley and Donald E. Daniels (Louisville: Westminster/John Knox Press, 1991), 17.

Second-Level Heading

Note that two blank lines precede a *Second-Level Heading*, and one blank line follows. Just as a paragraph will never consist of less than two sentences, a sub-divided MAJOR HEADING will always consist of two or more *Second-Level Headings*.

Bibliographies are NOT required in the final paper.