

## **Manuscript Preparation**

### ***BAPTIST HISTORY & HERITAGE***

- Manuscripts should be double spaced, have one-inch margins, include page numbers, and use Times New Roman 12-point font. The length of the manuscript should be approximately 5,000 to 6,000 words long (approx. 12-15 double-spaced pages) — **including endnotes not footnotes**.
- Use a subhead for every 50 to 75 lines. Do not number the subheads. Capitalize the first letter of each word in the subhead except short prepositions and articles. Type the subhead flush against the left margin.
- Document all material directly quoted or adapted. Place notes at the end of the article and include them in the line count.
- Use **active voice** rather than passive. For example, “The resolution was passed by the church.” Use instead, “The church passed the resolution.”
- Please consult the Checklist for endnote style. If you cannot find a sample for what you need, use *The Chicago Manual of Style*.
- Following the title of your article, include your name, email address, mailing address, and professional title/identification.
- If you have manuscript preparation questions, please contact the editor.
- Email completed articles to Joe Coker (Joe\_coker@baylor.edu).