



Eleutheria Journal
Manual (WIP)

Eleutheria Introduction

Eleutheria is an online, open access, peer-reviewed journal led, edited, and reviewed by graduate students of Theology and Philosophy, Scripture and Interpretation, and Church and Mission. The journal is hosted by the A.P. Guillermin Library's [Digital Commons @ LU](#).

Benefits:

- provides an opportunity for students to function as scholars by writing, reviewing, and critiquing scholarly work
- provides a scholarly outlet for LBTS students
- fosters an atmosphere of academic vigor amongst participants
- helps prepare students whose direction is toward academia
- increases visibility of LBTS

How will *Eleutheria* be published?

- the journal will be published online and open access through the [Digital Commons @ LU](#) platform similar to [Christian Perspectives in Education](#), [Journal for the Christian Pre-Law Society](#), and [Eruditio Ardescens](#) (forthcoming)
- will begin as a bi-annual publication
- content will include journal articles, book reviews, and thesis/dissertation abstracts

Is the journal needed?

There does not exist a peer-reviewed journal led, refereed, and edited by graduate students. There is a niche within the theological journal landscape for a journal as currently proposed.

What is the scope of the journal?

- Articles will focus on areas of Theology and Philosophy, Scripture and Interpretation, Church and Mission

Who will be involved?

- papers from any student in a graduate program will be accepted for review
- four editors: Managing Editor, Theology and Philosophy Associate Editor, Scripture and Interpretation Associate Editor, Church and Mission Associate Editor
- large group of referees and book reviewers
- Faculty Advisory Board: Dr. Leo Percer, Dr. Gary Yates, Dr. Ed Smither, Dr. Tyler Veak, Dr. Thomas Provenzola, Dr. Daniel Mitchell

When will the journal be published?

- Summer (June) and Winter (January)

What is the mission?

- The mission of *Eleutheria* is to glorify God through the publication of excellent graduate student scholarship from an evangelical perspective in the areas of Theology and Philosophy, Scripture and Interpretation, and Church and Mission.

What are the distinctives?

- Led, edited, and reviewed by graduate students
- Evangelical in perspective and inclination
- All reviewers must uphold the LBTS doctrinal statement in their capacity and involvement

What are the roles within *Eleutheria*?

The Managing Editor

The primary role of the Managing Editor is to manage the journal.

- Provides technical, work flow, and procedural support to the journal.
- Determines whether a submitted manuscript is initially appropriate for the journal.
- Selects an associate editor to begin reviewing process.
- Leads editorial board.
- Schedules accepted manuscripts for publication.
- Balances workloads for the area editors and reviewers.
- Resolves any conflicts.
- Recruits reviewers and contributors

The Associate Editors

The primary role of the Associate Editor is to assign reviewers, follow a manuscript along the reviewing process, and make final decisions about manuscripts.

- Assigns expert reviewers to appropriate manuscripts
- Synthesizes reviewer reports and develops an informed view of manuscript
- Evaluates the relative importance of the issues raised by the reviewers
- Makes decisions regarding conflicts between reviewer evaluations
- Makes recommendation on which manuscripts to publish
- Recruits reviewers and contributors

Editorial board

The primary role of the Editorial Board is to make final decisions on which manuscripts to accept for publication.

- Renders a final editorial decision on each manuscript based on the AE recommendation, journal priorities, other similar manuscripts in process and related considerations.

The Faculty Advisory Board provides:

The primary role of the Faculty Advisory Board is to grant final approval on all manuscripts to be published and to provide guidance and support to the editors and reviewers. The Faculty Advisory Board has veto powers for any paper, position, and process and it may stop production of the journal at any time.

- Provides the final approval to each paper that is published
- Provides general guidance to editors and reviewers
- Provides a watchful eye on the quality of content
- Helps to continually focus and hone the scope and mission of the journal
- Provides a degree of academic legitimacy to journal

- Recruits editors, reviewers, and contributors
- Allows students room to function and perform as junior scholars

Chairman of the Faculty Advisory Board

The primary role of the Chairman of the Faculty Advisory Board is to administrate the Faculty Advisory Board.

- Facilitates meetings
- Works closely with the Editorial Board
- Directs Editorial Board hiring process

Reviewer

The primary role of the reviewer (referee) is to evaluate submitted manuscripts.

- Makes decisions regarding submitted manuscripts
- Provides author with feedback and suggests revisions
- Provides editors with information and recommendations

What does a reviewer do?

A reviewer (ie. referee) is the person that makes a decision regarding the strength and acceptability of a manuscript. It is in the reviewing process that scholarly activity takes place. This is where the manuscript is reviewed, critiqued, and assessed according to quality and content. This is a crucial stage in the journal process and determines what will be published in the journal.

A reviewer completes the Manuscript Review Form where he/she assesses the manuscript on various aspects and gives a suggestion to the Associate Editor to reject, accept with minor revision, accept with major revisions, or accept with no revisions. There are usually two reviewers assigned to each manuscript by an Associate Editor.

Things to look for when reviewing

It follows the philosophy that the reviewing process benefits the author as much as the editor. Authors deserve detailed feedback in a nonhostile tone, regardless of whether you recommend rejecting, revising or accepting their work. Do the quality of review that you wish others would do for you. By agreeing to review, you take on the responsibility of doing a thorough job.

You should plan to read the article at least three times. The first time you are getting acquainted with the overall position of the paper. The second reading should be for depth and plenary understanding, and the third to actually make comments and pronouncements about the work.

After thoroughly understanding the manuscript, you are to complete the Manuscript Review Form to help clarify your view of the quality of the manuscript. Your eventual goal is to make a decision to accept the manuscript 'as is', accept with minor revisions, accept with major revisions, or reject. Remember, it is not bad to reject a paper if it is of poor quality, but the goal isn't to reject every paper that isn't perfect. The goal is to explain why a paper is not ready for publication, point out areas that need work, and make overall suggestions. Every comment does not have to be negative, but a pat on the back does not help the author become a better writer and scholar (and it doesn't help you either).

What are some areas to look for?

- Is the topic relevant to the journal?
- Is the topic timely?
- Is the topic significant?
- Is the manuscript unique? If so, How?
- Is the manuscript deep, detailed, and delivered well?
- Is the manuscript logically consistent and clear?
- Is the article format correct?

– Structured abstract?

– Correct article format (Abstract, Introduction, Methods, Results, Discussion, Conclusion, Refs?)

– Are References in correct format

Article Submission guidelines

Length: between 3000 and 7000 words, not including notes.

Format: Turabian (7th edition)

Submitted Form: Microsoft Word Document

Manuscripts submitted in the area of Scripture and Interpretation must meet the following requirements:

- For technical matters concerning abbreviations or titles of ancient texts, please consult *The SBL Handbook of Style*. When referencing a text, abbreviated titles are to be preferred.
- Greek text should be formatted in one of the following fonts: Galatia SIL, SBL Greek, or SPlonic. Hebrew text should be formatted in one of the following fonts Hebrew SIL, SBL Hebrew, SPTiberia. All Greek text must be accented, and all Hebrew text should include vowel pointing. Transliteration may be used and should follow *The SBL Handbook of Style*, though original language fonts are preferred.

Required items:

- An abstract page with abstract of approximately 150 words, a brief bio of the author, and keywords

All papers are to be:

- of the highest standards of *academic excellence*.
- *Relevant* to the journal (does it fall within the scope and scale of the journal?)
- *timely* (Is the topic significant today?)
- *unique* (Is the topic novel?)
- *deep* (Does the paper explore the topic thoroughly?)
- *consistent and clear*

Areas of Specialization:

Scripture and Interpretation

The Scripture and Interpretation area will seek to foster critical interactions with the texts of the Old and New Testaments, as well as any non-canonical materials that may further illuminate or illustrate one's understanding of the canonical texts. Manuscripts may employ exegetical, historical, literary, thematic, theological, or other approaches to the texts.

The area of Scripture and Interpretation will include the following categories:

1. Old Testament Interpretation
2. Old Testament Backgrounds and Intertextuality

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5. Use of the Old Testament in the New Testament
6. Intertestamental Literature
7. Interpretive Methodology
8. Linguistics, Translation and Textual Criticism
9. Historical Jesus
10. Archaeology and the Bible

Philosophy and Theology

The area of Theology and Philosophy will foster dialogue and discussion pertaining to those critical and crucial areas of theology, philosophy, and apologetics as found in connection to the Christian world and life view.

The area of Theology and Philosophy will include the following categories:

1. Systematic Theology (Prolegomenon, Theology Proper, Bibliology, Christology, Pneumatology, Soteriology, Ecclesiology, Angelology, Harmartiology, Eschatology)
2. Contemporary Christian Thought
3. Philosophical Theology
4. Historical Theology (Patristic, Medieval, Reformational)
5. Biblical Theology
6. General Philosophy*
7. Philosophy of Religion*
8. Metaphysics*
9. Epistemology*
10. Ethics*
11. Aesthetics*

12. Faith and Reason

13. Christian Worldview

14. Polemics (Cults, World Religions, Worldviews)

15. Apologetics (Methodology, Miracles, Resurrection, Arguments for the Existence of God, Human Predicament)

*Submissions within the various areas of philosophy should interact with Christian thought.

Church and Mission

The church and mission area will facilitate a critical and creative engagement between theology and practice in the church. It will explore biblical and theological issues regarding the church and how the people of God participate in God's mission in the world.

The area of Church and Mission will include the following categories:

1. Ecclesiology
2. Missiology
3. Application of theology to practice in the local church
4. Biblical and theological evaluation of trends within local church and ministry
5. Implication of church history for present and future church
6. Resources and trends in the discipline and ministry of evangelism, and the fostering of scholarly research in evangelism and related concerns
7. Theory and practice of discipleship and spiritual formation within the local church

Review Process

The review process is a closed and anonymous process, meaning the reviewer will not know the author and the author will not know the name of the reviewer.

Things to remember during the review process:

- Consider every review confidential until issue is published

- Review articles in a critical manner but give constructive reviews
- Don't only look for mistakes and problems, look for strength of scholarship
- Only a small percentage of manuscripts will be acceptable for publication

Book Reviews

Book reviews are solicited critiques of recently published books that pertain to the mission of *Eleutheria*. The Editorial Board contacts persons for book reviews.

Book Review Submission guidelines

Each book review should include bibliographic information, length of book, and retail price. The review should focus on critique of arguments, presuppositions, conclusions, etc. and not on summary. If quoting a passage of the book, include the page number. At the bottom of the review include name, city, institution, and email address of reviewer. The length of review should be between 600-1200 words and submitted as a Word document.

Policy

Compensation

Currently there is no form of financial compensation to Associate Editors, Reviewers, or to the Faculty Advisory Board.

Cost of Running the Journal

The Journal will be hosted online by the ILRC's Digital Commons @ LU, Liberty's institutional repository. The Digital Commons hosts thousands of theses, dissertations, articles, and other scholarly items. There is not extra fee to the Library for the journal; the costs are included in the license fee for the Digital Commons.

Relationship to the Seminary

The Journal will be overseen by the Faculty Advisory Board and edited by the Editorial Board. Thus, all the functions of the journal will be under the Seminary. The ILRC will provide technical support and web hosting, but the ILRC's role is only in the technical side of the journal. The FAB has the power

to stop production of the journal at any time. In summary, the journal is under the governance of the Seminary and is hosted online by the ILRC.

Transition of Associate Editor and Managing Editor

Transition of Associate Editors:

If at some time an Associate Editor is removed or decides not to hold the AE position any longer, the Managing Editor will immediately commence a search for a replacement. He will seek candidates, have them submit an application and transcripts, will prepare the information about the candidates and present the information to the FAB. The FAB and Managing Editor will come to an agreement upon who should hold the vacant Associate Editor position.

Transition of Managing Editor:

If at some time the Managing Editor is removed or decides not to hold the ME position any longer, the Faculty Advisory Board will immediately commence a search for a replacement. The FAB may take application or appoint a Managing Editor. The process of choosing a Managing Editor is exclusively in the hands of the FAB.

Removal of Associate Editor and Managing Editor

Anyone on the Editorial Board may be removed at any time by the Faculty Advisory Board. The Faculty Advisory Board is to come to a majority decision to remove an editor from the Editorial Board. The Faculty Advisory Board does not have to specify why a member of the Editorial Board is being removed.

In case of Faculty Advisory Board disagreement on a paper or issue:

If the FAB cannot come to an agreement upon if a paper should be allowed to be published or not, then a majority vote is taken. In case of a tie, the chairman of the FAB is to determine the decision.

