

GUIDELINES FOR SUBMITTING MATERIAL

1. The *CCAR Journal* welcomes submissions that fulfill its Statement of Purpose whatever the author's background or identification. Inquiries regarding publishing in the CCAR Journal and submissions for possible publication (including poetry) should be sent to the editor, Rabbi Susan Laemmler, in electronic form via Laemmler@usc.edu. Should problems arise, call 323-939-4084.
2. Other than commissioned articles, submissions to the CCAR Journal are sent out to a member of the editorial board for anonymous peer review. Thus submitted articles and poems should be sent to the editor with the author's name omitted. Please use MS Word format for the attachment. The message itself should contain the author's name, phone number, and e-mail address, as well as the submission's title and a 1–2 sentence bio.
3. Based on Reform Judaism's commitment to egalitarianism, we request that articles be written in gender-inclusive language.
4. Books for review and inquiries regarding submitting a review should be sent directly to the book review editor, Rabbi Laurence Edwards, at Laurenceedwards@sbcglobal.net.
5. The Journal publishes reference notes at the end of articles, but submissions are easier to review when notes come at the bottom of each page. If possible, keep this in mind when submitting an article. Notes should conform to the following style:
 - a. Norman Lamm, *The Shema: Spirituality and Law in Judaism* (Philadelphia: Jewish Publication Society, 1998), 101–6. **[book]**
 - b. Lawrence A. Hoffman, "The Liturgical Message," in *Gates of Understanding*, ed. Lawrence A. Hoffman (New York: CCAR Press, 1977), 147–48, 162–63. **[chapter in a book]**
 - c. Richard Levy, "The God Puzzle," *Reform Judaism* 28 (Spring 2000): 18–22. **[article in a periodical]**
 - d. Lamm, *Shema*, 102. **[short form for subsequent reference]**
 - e. Levy, "God Puzzle," 20. **[short form for subsequent reference]**
 - f. *Ibid.*, 21. **[short form for subsequent reference]**
6. If Hebrew script is used, please include an English translation. If transliteration is used, follow the guidelines abbreviated below and included more fully in the **Master Style Sheet**, available on the CCAR website at www.ccarnet.org:
 - “ch” for *chet* and *chaf*
 - “f” for *fei*
 - “k” for *kaf* and *kuf*
 - “tz” for *tzadi*
 - “i” for *chirik*
 - “e” for *segol*

“ei” for *tzeirei*

“a” for *patach* and *kamatz*

“o” for *cholam* and *kamatz katan*

“u” for *shuruk* and *kibbutz*

“ai” for *patach* with *yod*

Final “h” for final *hei*; none for final *ayin* (with exceptions based on common usage): *atah*,
Sh'ma, but *Moshe*.

Apostrophe for *sh'va nah*: *b'nei*, *b'rit*, *Sh'ma*; no apostrophe for *sh'va nach*.

Hyphen for two vowels together where necessary for correct pronunciation: *ne-eman*, *samei-ach*,
but *maariv*, *Shavuot*.

No hyphen for prefixes unless necessary for correct pronunciation: *babayit*, *HaShem*, *Yom*
HaAtzma-ut.

Do not double consonants (with exceptions based on dictionary spelling or common usage):
t'filah, *chayim*, but *tikkun*, *Sukkot*.

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