



THE KIRBY LAIN G CENTRE

FOR PUBLIC THEOLOGY IN CAMBRIDGE

***The Big Picture* Contributors' Guidelines**

Christ plays in ten thousand places. Our aim with *TBP* is to keep exploring those many different places in which he plays in our lives. Thus, we welcome contributions from readers to our magazine. Here are some guidelines as you think of contributing.

Articles

Since KLC is based in Cambridge, articles may be edited to conform to UK English.

Footnotes should be used instead of bibliographies, however, the use of footnotes is discouraged. Where footnotes are essential, they should be written according to the Chicago Style. (Refer to the [Concordia University Summary of SBL Style Guide](#).)

Authors are requested to include titles for their articles as well as a biographical sentence or two at the end of their articles.

Although a *TBP* edition may have a theme, articles that do not reflect the theme may also be included. An article submitted for a particular edition will not necessarily appear in that edition and may be kept in reserve for a future edition. Articles received after a submission deadline will similarly be kept in reserve. Please note that we do not guarantee publication of articles submitted.

If an article requires extensive reviewing, it will be returned to the author with an invitation for resubmission once it has been reviewed.

Length of articles

The hard copy of *TBP* has a page limit, so the number of longer articles we can accommodate is limited and these are generally invited.

- Word counts should be multiples of 600:
1800 for a long three-page article; 1200 for two pages; 600 for one page.
- A book review for *TBP* ought to be 600 or 1200 words; longer book reviews can be published under *Ethics in Conversation*, and should be 1800 to 2400 words long.

Short is good! We welcome articles of 600 words, but short contributions in the form of a great recipe, a poem, a short film review, a book notice, etc., are also welcome.

Images

Authors are welcome to submit images to accompany their articles. If a photograph is submitted:

1. We need written permission from
 - a. the photographer to use the image
 - b. each person in the photograph if the subjects are persons
2. Supply the title of the image, if appropriate;
3. If possible, send two JPEG files per image with resolutions of at least 300dpi and 72dpi for print and digital use respectively;
4. JPEG files can either be emailed to the address below, or WeTransferred using that email address.
5. Photographs taken by iPhones or newer model smartphones are acceptable. Please check that:
 - a. the lighting is sufficient;
 - b. the subject is in focus;
 - c. the subject is centred and surrounded by enough space for cropping, should this be necessary.

Artists are invited to submit photographs of their work and **photographers'** images are most welcome.

1. Please state in writing that we are given permission to use them. Images may be saved until it is appropriate to include them.
2. Please note that space constraints and layout considerations prevent us from guaranteeing that the images will be used. We reserve the right to add images that we feel are appropriate.

Music clips/videos

We would welcome music clips and short videos from musicians and performing artists.

Technical requirements:

Please send us the YouTube URL where your video can be found so we may embed it in the digital version of the magazine, and provide a link to it in the print version.

Check in with us first

We suggest that before you submit something you might want to check in with us first – send us a few lines about what you have in mind so that we can alert you if it fits well with *TBP*.

Please direct enquiries, submit articles or ideas for articles and/or images to tbp@kirbylaingcentre.co.uk.

Submission Dates:

TBP 08 (on Crafts): Submit by 1 August 2023 for publication in October 2023.

Note that this document will be updated from time to time as required.