

Healing Ministry™

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Call for manuscripts

Editorial Policy:

Healing Ministry considers articles in fields related to the spiritual, administrative, and social aspects of health care ministering that are of value and interest to professional and lay people involved in healing ministry.

General Policy:

The editorial staff is pleased to process and reply to any inquiries received, as well as to advise authors in the preparation of manuscripts. Our goal is to provide relevant, high quality information from diverse sources; to write and publish with absolute integrity; and to serve as effectively as possible the needs of those involved in healing work. If you have information, articles, or manuscripts that would help us achieve these goals, we would like to hear from you.

Manuscript Format:

Electronic manuscript submission is preferred over standard mail. Manuscripts may be submitted electronically in either MS Word, WordPerfect, or RTF format, directly to the journal email box at healingministry@pnpco.com. Any accompanying artwork (e.g., photographs or charts) must be submitted as separate file attachments in either TIF, JPG, EPS, or PDF format with a minimum 300 dpi resolution preferred to ensure quality reproduction. Tables may simply be included at the end of the manuscript file. To submit papers by regular mail, send along a typed, double-spaced original copy of the article, any accompanying artwork (illustrations will be returned if requested), and a copy of the paper on a 3.5 inch PC-formatted floppy disk. Again, the file on the floppy disk should be in MS Word, WordPerfect, or RTF format. Please indicate which format was used on the disk. Mail manuscripts to

the following address: Managing Editor, *Healing Ministry*, 470 Boston Post Road, Weston, MA 02493.

Illustrations & Charts:

Healing Ministry welcomes illustrations, charts, and photographs to accompany articles. Charts should be titled and numbered consecutively according to the citation in the text. Information presented in charts and tables should be explained in the text. If data have been published previously, an appropriate reference should be included. Illustrations and legends should be numbered consecutively according to the citation in the text and labeled on the back.

Short, descriptive legends should be provided on a separate page. Legends for figures previously published should include a complete reference to the original publication with the copyright designation. Copies of the publisher's and author's permission to use the figure must be provided. Photos should include captions. Charts, illustrations, and photos must be submitted in the following formats: TIF, JPEG, or EPS.

Manuscript Review:

Articles containing original material are accepted for consideration with the understanding that they are contributed solely to *Healing Ministry*. Authors should secure all necessary clearances and approvals prior to submission.

Healing Ministry is a refereed journal. All manuscripts are generally subject to review by at least two members of the editorial advisory board who are noted experts in the appropriate subject area. *Healing Ministry* reserves the right to make editorial revisions prior to publication.

All manuscripts are acknowledged

immediately, and every effort will be made to advise contributors of the status of their submissions within 60 days.

Abstract:

Authors are asked to provide a one paragraph (125 words) abstract summarizing the main points of the article and a list of key words.

References:

References should be cited in the text in numerically consecutive order, according to the form:

1. Mudd P: High ideals and hard cases: The evolution of the spirit. *Hastings Cent Rep.* 1982; 12(2): 11-14. [For journal articles.]
2. Bayles, SP (ed): *Spiritual Treatment of the Dying*. Boston, GK Hall & Co., 1978. [For books.]

Miscellaneous:

It is necessary for *Healing Ministry* to receive manuscripts as far ahead of deadline dates as possible. Time is needed for the manuscripts to be reviewed, returned to the editor, edited, composed, and printed. All manuscripts should be sent as soon as they are available. We will inform the author when the article will be published.

Healing Ministry expects authors to disclose any commercial or financial associations that might pose a conflict of interest in connection with the submitted article. All funding sources supporting the work should be acknowledged on the title page.

Manuscripts and all correspondence regarding them should be addressed to the Editor, *Healing Ministry* 470 Boston Post Road, Weston, MA 02493.