
ANSWERS RESEARCH JOURNAL

Instructions to Authors Manual

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I. Introduction

Please read this manual very carefully, paying close attention to the details. This manual has been provided to aid the authors in preparing their papers and to aid in working with their editor(s). The purpose of this manual is multifold:

- a. To provide a baseline for *consistent* quality in the *ARJ*.
- b. To assist potential *ARJ* authors in preparing and submitting papers.
- c. To strongly encourage potential *ARJ* authors to work closely with their editor(s), who will be Answers in Genesis staff scientists or others selected according to their expertise appropriate to the papers received.
- d. To inform potential *ARJ* authors of copyright responsibilities, deadlines, and required items for the *ARJ*, and of the paper review and appeal processes.

On behalf of Answers in Genesis (AiG), publisher of *Answers Research Journal*, it is hoped that this manual will facilitate your contribution to the technical development of the Creation and Flood model of origins.

II. ARJ Requirements

The following items are *required upon the submission of an author's first draft of their paper*:

A. Submitted to the Editor-in-Chief at His Email Address

1. Paper's First Draft—Send copy of your first draft (formatted as per the instructions below) to the editor-in-chief as attached files to an email.
2. Reviewer List—Along with your first draft send to the editor-in-chief a completed Suggested Reviewers Form. List at least three (3) names of experts in the field of your paper's topic. See enclosed Suggested Reviewers Form.

B. Submitted to the Editor-in-Chief at His Mailing Address

1. Copyright Form—An appropriately signed Copyright Form *must* be mailed to the *ARJ* editor-in-chief when the first draft of your paper is sent by email to the editor-in-chief. For multiple-authored papers, each and every author must appropriately sign a Copyright Form (one per author) for the said paper and send it to the editor-in-chief upon the submission of the paper's first draft. See enclosed Copyright Form.
2. Paper's First Draft—With the signed Copyright Form mail to the editor-in-chief both electronic and paper copies of the first draft of your paper formatted as per the instructions below (see Section 7 below). Do *not* embed tables, figures, or plates in the text file of your paper, but prepare each as separate files. These files should also be mailed with your paper as both soft and hard copies.
3. Multiple-Authored Papers—Papers with *multiple authors must* have a *main* author identified. This author will be the point of contact between the editor-in-chief and other *ARJ* staff.
4. Author Biographies—Submit to the *ARJ* editor-in-chief a brief biographical sketch (BIO), if AiG does not already have one. This BIO should be no more than 100 words. A BIO must be included for each author on multiple-authored papers. This BIO will be suitably posted on the AiG website list of creationist scientists and theologians linked to the paper when published in the *ARJ*. (Any author using a pen name or who has a reason for not wanting their biographical details publicized on the AiG website should specifically request this, and their wishes will be respected.)

III. Working with Your Editor

Working closely with your editor is the best path to ensure that your paper receives the most input from your editor and reviewers. Don't wait to the last minute on items that may need to be clarified by your editor. He is there to help you improve your paper. The *ARJ* encourages you to utilize email as the fastest method of communication. By working closely with your editor you will better ensure final acceptance of your paper and help the *ARJ* editorial staff in ensuring accurate publication of your paper. Working with your editor builds an effective partnership whose goal is to ensure that the Creation and Flood model is given the best possible development by all concerned.

IV. ARJ Deadlines

A. First Draft and Related Items—The mailed copies of the first draft of your paper and the signed Copyright Form(s) and BIO(s) are due to the editor-in-chief *no later than two weeks after submission of the paper by email*. If a conflict exists with this date, contact the editor-in-chief to work out the details. Such conflicts are to be viewed as rare and should be avoided.

B. Intermediate Drafts—Your assigned editor may wish to set up intermediate deadlines for revisions to

your paper so timely publication in the *ARJ* can be guaranteed. In this event pay close attention to these deadlines and work closely with your editor to ensure the best possible work.

C. Final Draft—The final copy of your *accepted* paper (formatted as per the instructions below) is due to your editor *by the deadline he or she specifies, in order to ensure timely publication in the ARJ*. If there is any conflict with this date, contact your editor as soon as possible. Even though publishing deadlines are somewhat flexible, please do not delay contacting your editor so that the publication timeframes can be suitably adjusted. We would hope to have your paper published within three (3) months of receipt of the first draft, so your help aids us to achieve this deadline. Once your editor is fully satisfied that your paper has been fully revised and appropriately completed as per his or her instructions based on the reviewers' comments, he will forward all the files pertaining to your accepted paper to the *ARJ* editor-in-chief for its typesetting and publication.

D. Proofreading Typeset Paper—The editor-in-chief and his staff will typeset your accepted paper, suitably placing all the tables, figures, and plates within the text. To ensure a uniform quality and appearance your tables will be typeset, and your figures may be redrafted. When your paper has been fully typeset as it will appear in the *ARJ*, the file containing it will be saved as a PDF file and emailed to you as an attached file. You will be given seven (7) weekdays to proofread your paper and to email back to the *ARJ* editor-in-chief with your request for any changes or corrections. Failure to do so, without a valid excuse, will result in your paper being published as typeset and proofread by the *ARJ* editorial staff.

V. ARJ Paper Mechanics

A. Word Limit—The maximum number of words allowed in an *ARJ* paper is 10,000. This includes text and references, but not associated appendices. This word limit will be waived only under exceptional circumstances when the subject matter requires a lengthier presentation.

B. Draft Parameters—Papers should be submitted in a plain text, single-spaced Word or RTF file. Formatting should be kept to an absolute minimum. Do not embed graphics, tables, figures, or photographs in the text, and supply captions collected together in a list.

VI. ARJ Paper Formatting Options

The *ARJ* editorial staff will format the author's paper. The author must provide the editor-in-chief with:

A. Both electronic and paper copies of the paper.

B. Graphics either in electronic format or paper-copy originals (should include both). Photographs must be original as outlined herein.

C. If the author feels they are needed, detailed instructions outlining the desired layout of the paper (tables, graphics placements, etc.) should be included.

VII. ARJ Paper Infrastructure and Formatting

A. Main Paper Formatting and Layout—The following paper infrastructure and formatting must be followed for the *ARJ*:

TITLE (First page only)

NAME (with any affiliation plus address) (First page only)

ABSTRACT (First page only)

KEYWORDS (First page only)

INTRODUCTION (First page only—can carry over to additional pages)

BODY OF PAPER with appropriate headings and subheadings

CONCLUSION

ACKNOWLEDGMENTS (Optional)

REFERENCES

NOMENCLATURE (Optional)

APPENDIX or APPENDICES (numbered) (Optional)

TABLES (with captions)

FIGURES (with captions)

PLATES (with captions)

Title

Titles are often used for identification by readers, libraries, indexing services, and data retrieval services; therefore keep the title descriptive and brief. Avoid cliches and slang. The paper's title must be in uppercase

and lowercase bold, not all capitals.

Name (with Mailing Address of Affiliation)

The author's name and address must appear directly under the title. Do not include titles in the name, that is, Dr., Mr., or Prof. Place names and addresses of multiple authors in a sequential list.

Abstract

Always include an abstract for use by abstracting services, as well as by the reader. The purpose of the abstract is to summarize the purpose, scope, methods, results, and conclusions reached. Use of nontechnical language is recommended for the abstract, since many people referencing abstracts are not technically familiar with the paper's topic. The abstract is complete *if* it is able to stand alone and adequately describe the paper by providing just enough background information to make the results understandable. Normally an abstract should only be 100–200 words long.

Keywords

The purpose of keywords is to provide a very rapid classification for the author's paper. Keywords should be synonyms and closely related words relative to the paper's topic and classification.

Introduction

The introduction begins the paper by providing the background or history of a particular problem that led to the research, experiment, or application described in the paper. The introduction may preview or outline how the material will be presented in the paper (that is, how many studies or experiments will be covered), and it may state the relationship of the subject matter to larger areas of study. Keep the background information as brief as possible, stating only the aspects relevant to the paper. Do not rewrite any previous studies.

Body of Paper

Up to this point general ideas and goals have been presented to the reader, but now specific details emerge. The body of the paper is the real substance of the paper. It conveys the message the author wants to present. The following are some general questions which, if answered, will aid in the development of the body of the paper:

- a. Does the body provide enough information to convey the intended point(s)?
- b. Is unnecessary material included?
- c. Has the material been divided into main headings and subheadings, and do these divisions emphasize the important points of the paper? Do the subheadings support the main headings?
- d. Is the subject matter developed logically? Is it free from gaps and discontinuities?
- e. Has the best possible use been made of graphs, charts, photographs, and line drawings, and are the illustrations well prepared for reproduction?
- f. Do the facts presented adequately support the conclusion?

Conclusion

The conclusion states the final results, emphasizes the most important points, and directs the reader to relevancies for other areas. Always compare the results with the original theory, especially if the results do not coincide with the expectations. Then speculate on possible applications or areas for further investigation. The conclusion ought to be clear and concise.

Acknowledgments (optional)

Always place your acknowledgments immediately following the text *preceding* the References. Keep the list of persons and institutions as brief as possible. Cite (with permission) only those who provided *substantial* contributions to the work.

References

References are an important part of any paper because they establish the credibility of your research and provide the readers with a source for further reading. See the Reference formatting section below (p.8).

Nomenclature (optional)

Use a nomenclature table (or glossary of terms) if the paper makes extensive use of symbols or terminology. Lengthy or frequent explanations can break up the train of thought if presented in the text. A nomenclature table provides a complete and optional reference source for the reader. Any information vital to the understanding of the paper should be included in the text of the paper.

Appendices (optional)

Lengthy descriptions of apparatus or complex equations and derivations not essential to the understanding of the paper should be included in an appendix. Identify appendices as APPENDIX A, APPENDIX B, etc., with a brief descriptive title. Examples:

Appendix A Maxwell's equations in integral form

Appendix B Maxwell's equations in differential form

If only one appendix is used, do *not* use an identifying letter.

B. Important Miscellaneous Formatting Items

1. Page Numbering—Do *not* place page numbers on the text.
2. Footnotes—Do *not* use footnotes, *unless* some are needed to provide elaboration or additional details.
3. Indentation—Do *not* indent the beginning of paragraphs. A paragraph is identified by a blank line between sections of text. Indent only quotations of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks.
4. Equations—Every equation should be formatted in italics using MathType or Microsoft Word Equation Editor. All fonts used should be supplied on submission of the manuscript, along with a separate copy of each equation saved as a PDF file. It is the author's responsibility to ensure that the PDF file is a true and accurate image of the equation and that all fonts supplied are free of copyright restrictions. Each equation should be numbered, e.g., (1), (2), etc., and can thus be referred to as such in the text. Always follow an equation or set of equations with an explanation of its symbols. Exceptions are very simple or universally known equations which may be included in the text, e.g., $E = mc^2$.
5. Units—The units for the fundamental dimensions are called fundamental or base units. *ARJ* papers should use the SI system. If required or desirable, English (Imperial) equivalent quantities and units can be included in parentheses. The SI system is the modernized version of the metric system, and the abbreviation SI is for the French name Systeme Internationale d'Unites. In the SI system meter, kilogram, second, ampere, kelvin, and candela are the base units for the six fundamental dimensions of length, mass, electric current, temperature, and luminosity, respectively. For more information on the secondary units refer to (a) U.S. National Bureau of Standards Specification, Publication 330, 1971, (b) Kraus, J.D., and K.R. Carver, *Electromagnetics* (New York: McGraw Hill, 1973), pp. 1–2, (c) *The Chicago Manual of Style*, 15th ed. (Chicago: The University of Chicago Press, 2005), chap. 14. Note that this means °C must be used and not °F, and km not miles.
6. Languages Other Than English—All fonts used should be supplied on submission of the manuscript where languages other than English are incorporated within the manuscript. A separate copy of the manuscript, saved as a PDF file, should always be provided. It is the author's responsibility to ensure that the PDF file is a true and accurate image of the language used and that all fonts supplied are free of copyright restrictions.
7. Illustrations—Full-color photographs and diagrams are invited. These must be of high quality and against a background that produces the greatest amount of contrast. The minimum requirements are as follows:
 - a. Color Photographs—Color photographs should be submitted as TIFF files at a minimum resolution of 300–600dpi for an original figure size of not less than approximately 4 by 4 inches. If the images were taken with a digital camera, save or export the images to a 300dpi TIFF file. If your only option is to save the image as a JPEG file, be sure to save it with the least amount of compression (highest quality) setting. Submit separate TIFF files; do not place image files in a Word document.
 - b. Line Art—Black-and-white drawings, graphs, and figures should be submitted as TIFF files with a minimum resolution of 300dpi. Submit separate TIFF files; do not place image files in a Word document.
 - c. Combination Halftones—Artwork containing both text and continuous tone elements should be

submitted as a TIFF file (resolution of 500 to 900dpi). Submit separate TIFF files; do not place image files in a Word document.

d. Color Figures—Color figures are encouraged and should be submitted as AI files where possible in CMYK color mode (not RGB). If this is not possible, submit as a separate TIFF file at a minimum resolution of 300 dpi. Do not place image files in a Word document.

C. Common Style Issues

1. Bible References—Typically spell out books of the Bible; when abbreviating, avoid two letters. An abbreviation should contain no less than three letters, e.g., Isaiah should be abbreviated Isa., not Is. The only exception is the book of Psalms, which should be abbreviated Ps.

2. Foreign Words and Phrases—Italicize uncommon foreign words, but regular font for common words. Foreign words and phrases should be italicized only if they are uncommon to our readers:

Lebensraum (italicized)

angst, canard (nonitalicized)

Et al., ibid. (nonitalicized)

3. Punctuate Bible References—Punctuate Bible references with commas between verses and chapters; semicolons between books. Use a comma to separate one chapter-and-verse reference from another, as long as the second reference is from the same book. Do not repeat the book's name in the second reference: Romans 3:23, 10:9. Use a semicolon to separate references from different books that appear within the same parenthetical reference: Ephesians 2:10; John 3:16; Romans 3:10.

4. Capitalization

a. Use lowercase *creation* in most cases, except in a list of biblical events, especially “Creation and Flood,” “the Creation Week,” and “Day One.”

b. Usually capitalize *Flood* in clear references to “Noah's Flood.” But any other use of *flood*, such as “a local flood,” is lowercase.

c. Lowercase *earth* in most cases, except where *Earth* appears in a sentence or list with the names of other planets.

d. Lowercase for divine dwelling places, including *heaven*, *hell*, and *paradise*.

5. Commas—Use commas to separate every entry in a series of three or more items: death, disease, and suffering

6. Ellipses—Put spaces between dots in ellipses. An ellipsis is identified by three spaced dots (. . .). Ellipses are always written with a space before, after, and between each period:

“John . . . looked upon Jesus . . . and said, Behold, the Lamb of God!” (John 1:35–36).

Four dots mark a break between sentences. (If text was omitted at the end of the first sentence, put a space *before* the first dot.) The remaining words should form grammatically complete sentences:

“John . . . looked upon Jesus And the two disciples heard him speak, and they followed Jesus . . . Then they spoke to him” (John 1:35–37).

7. Emphasis—Avoid using font styles to emphasize words. Emphasizing text should be rare. (The emphasis should be obvious from the construction of the sentence.) When emphasis is necessary, use italics, not underline or bold.

8. Common Questions about Style

a. U.S. but USA

b. A single space follows the end of a sentence.

c. A comma follows *e.g.*, and *i.e.*,

d. Neanderthal has an *h*

e. Put a comma before and after *Jr.* and *Inc.*

f. In Scripture references, do not use Roman numerals (2 Corinthians, not II Corinthians)

9. House Style Exceptions to *The Chicago Manual of Style*

a. Capitalize pronouns referring to God (except for the pronouns *who* and *whom*)

b. Capitalize *Scripture* when it is a synonym for the Bible, but lowercase *scriptural*, *biblical*, and *gospel*.

c. Spell out state names in endnotes and reference lists (to help international readers).

d. Spell out parenthetical Bible references, such as Ecclesiastes (to help readers who are unfamiliar with the Bible)

e. Do *not* repeat the chapter number in a list of verses: Ephesians 2:2, 4, 7–9

D. Reference Details—References are to be collected in a reference list in which they are listed alphabetically. The following are examples on how to generate and set up the references as well as associated text referencing. The style and format of referencing is based on *The Chicago Manual of Style*, 15th ed., (Chicago: The University of Chicago Press, 2005).

1. Reference Format

a. Book References

- Bird, W.P. 1989. *The origin of species revisited*, vol.1. *Science*. New York: Philosophical Library.
- Churchill, W.S. 1953. *Triumph and tragedy*. Vol. 6 of *The Second World War*. Boston: Houghton Mifflin.
- Friedman, M. 1990. Introduction to *The road to serfdom*, by F.A. Hayek. Chicago: University of Chicago Press.
- Gibbon, E. 1946. *The decline and fall of the Roman empire*. Ed. by J.B. Bury. New York: Heritage.
- Ham, K.A., ed. 2006. *New answers book*. Green Forest, Arkansas: Master Books.
- Nelson, E., R. Broadberry, and G. Chock 1997. *God's promise to the Chinese*. Dunlap, Tennessee: Read Books Publisher.
- Vardiman, L., A.A. Snelling, and E.F. Chaffin, eds. 2005. *Radioisotopes and the age of the earth: Results of a young-earth research initiative*, vol.2. El Cajon, California: Institute for Creation Research; Chino Valley, Arizona: Creation Research Society.

b. Chapter or Essay from an Anthology, Book, or Conference Proceedings

- Austin, S.A. 2003. Nautiloid mass kill and burial event, Redwall Limestone (Lower Mississippian), Grand Canyon region, Arizona and Nevada. In *Proceedings of the Fifth International Conference on Creationism*, ed. R.L. Ivey, Jr., pp.55–99. Pittsburgh, Pennsylvania: Creation Science Fellowship.
- Bar-Yosef, O. 1989. Geochronology of the Levantine Middle Palaeolithic. In *The human revolution*, ed. P. Mellars and C. Stringer, pp. 589–610. Princeton, New Jersey: Princeton University Press.
- Humphreys, D.R. 1987. Reversals of the earth's magnetic field. In *Proceedings of the First International Conference on Creationism*, vol.1, eds. R.E. Walsh, C.L. Brooks, and R.S. Crowell, pp. 113–126. Pittsburgh, Pennsylvania: Creation Science Fellowship.
- Humphreys, D.R. 1994. Progress toward a young-earth relativistic cosmology. In *Proceedings of the Third International Conference on Creationism*, ed. R.E. Walsh, pp.267–286. Pittsburgh, Pennsylvania: Creation Science Fellowship.
- Moore, H.L. 1993. The differences within and the differences between. In *Gendered anthropology*, ed. T. del Valle. London and New York: Routledge.

c. Letter in a Published Collection

- Niccolò Machiavelli to Francesco Vettori, 1965. *Machiavelli: The chief works and others*. Trans. and ed. by A. Gilbert. Durham, North Carolina: Duke University Press.

d. Court Decision

- Adarand Constructors, Inc. v. Pena*, 1995. 515 U.S. 200.

e. Unpublished Letter or Email—Personal communications are not put in the reference list. The name of the author is run into the text or put in a note with “pers. comm.” in parentheses, as follows: (Johnson, pers. comm.).

f. Web References

- Answers in Genesis. News to note, August 18, 2007. <http://www.answersingenesis.org/articles/2007/08/18/news-to-note-081807>.
- Bergman, J. n.d. Flipper: Man's best friend? Retrieved November 18, 2006, from <http://www.icr.org/article/3117/>.
- Lisle, J. 2007. Feedback: What gives an argument authority? <http://www.answersingenesis.org/articles/2007/08/17/feedback-under-qualified>.

g. Journal References

- Boss, A.P. 1986. The origin of the moon. *Science* 231, no. 4736:341–345.
- Baxter, P.J. et al. 2005. Cristobalite in volcanic ash of Soufriere Hills Volcano, Montserrat, British West Indies. *Science* 310:287.
- Humphreys, D.R., S.A. Austin, J.R. Baumgardner, and A.A. Snelling. 2004. Helium diffusion

age of 6,000 years supports accelerated nuclear decay. *Creation Research Society Quarterly* 41, no. 1 (June):1–16. Retrieved June 16, 2006 from http://www.creationresearch.org/crsq/articles/41/41_1/Helium.htm.

Schneider, S. 2006. Earth systems engineering and management. *Nature* 440, no.7084: 623–630.

Taylor, S. R. 1987. The origin of the moon. *American Scientist* 75, no. 5: 468–477.

Zadeh, L. 1965. Fuzzy sets. *Information and Control* 8:338–353.

h. Magazine References

Castelvecchi, D. 2007. Alien pizza, anyone? *Science News* 172, no. 7 (August 18):107–109.

Lovett, T. 2007. Thinking outside the box. *Answers* 2, no. 2 (April–June):24–30.

i. Newspaper References

Gottlieb, S. 2007. Attack of the superbugs. *Wall Street Journal* vol.250, no.102 (October 30), p.A19.

j. Lecture Reference

Wise, K.P. 1988. The Flood and the fossil record. Lecture presented at the Institute for Creation Research, San Diego, California.

Use single spacing throughout the reference list. Note that where more than one reference is by the same author(s), the references should be listed in date order.

2. Textual Referencing

The “in text” referencing will be by author(s) and year in parentheses, e.g., (Humphreys et al. 2004), (Nelson, Broadberry, and Chock 1997), and (Ham 2006).

When quoting, always provide the author, year, and specific page citation in the text, and include a complete reference in the reference list.

Quotation 1: She stated, “The ‘placebo effect’ ... disappeared when behaviors were studied in this manner” (Miele 1993, p.276), but she did not clarify which behaviors were studied.

Quotation 2: Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p.276).

Quotation 3: Miele (1993) found the following: “The ‘placebo effect,’ which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah 1984; Fox 1979) were clearly premature in attributing the results to a placebo effect” (p.276).

VIII. Paper Review Process

Upon the reception of a paper the editor-in-chief will follow the procedures below:

A. Receive and acknowledge to the author the paper’s receipt.

B. Review the paper for possible inclusion into the *ARJ* review process.

The following criteria will be used in judging papers:

1. Is the paper’s topic important to the development of the Creation and Flood model?
2. Does the paper’s topic provide an original contribution to the Creation and Flood model?
3. Is this paper formulated within a young-earth, young-universe framework?
4. If the paper discusses claimed evidence for an old earth and/or universe, does this paper offer a very constructively positive criticism and provide a possible young-earth, young-universe alternative?
5. If the paper is polemical in nature, does it deal with a topic rarely discussed within the origins debate?
6. Does this paper provide evidence of faithfulness to the grammatical-historical/normative interpretation of Scripture? If necessary, refer to: R. E. Walsh, 1986. Biblical hermeneutics and creation. *Proceedings First International Conference on Creationism*, vol. 1, pp. 121–127. Pittsburgh, Pennsylvania: Creation Science Fellowship.

Remark:

The editor-in-chief will not be afraid to reject a paper if it does not properly satisfy the above criteria or it conflicts with the best interests of AiG as judged by its biblical stand and goals outlined in its statement of faith. The editors play a very important initial role in preserving a high level of quality in the *ARJ*, as well as

protecting AiG from unnecessary controversy and review of clearly inappropriate papers.

Notification:

For each approved paper the editor-in-chief will then inform the author that their paper has been accepted into the *ARJ* technical paper review process.

C. Correspondence with the Author.

1. Upon rejection of a paper in its initial form. The editor-in-chief will inform the author in writing that the paper is rejected in its present form. Included in this letter must be:

- a. The stated reasons for rejection.
- b. Suggested areas of improvement should the author choose to resubmit the paper.
- c. Encouragement to the author for future research and involvement with the *ARJ*.
- d. If appropriate, the editor-in-chief can suggest with recommended improvements other sources for publication (i.e., *CRSQ*, *Answers* magazine, *Proceedings of the ICC*, *Origins*, other journals, etc.).

In all correspondence, the editor-in-chief and editors will keep in mind that they are AiG representatives and should be as honorable, forthright, and kind in *all* dealings with the authors. This correspondence with the author will be copied to the relevant editors if appropriate and relevant so they are aware if the author subsequently corresponds with them.

2. Upon acceptance of the paper for review. The editor-in-chief will inform *both* the author and the assigned editor in writing of the preliminary acceptance of the paper. The respective correspondence will include:

a. Author Correspondence

1. A statement on the preliminary nature of this acceptance. (This means the paper has been placed into the *ARJ* peer-review process and that final approval of the subsequent paper is solely the responsibility of the editor.)
2. The paper's assigned editor, including the editor's name and email address. (No phone numbers or addresses of the editors will be given out by the editor-in-chief unless prior approval is given. The editor will give their phone number out on their own accord.)
3. Encouragement to the author for working closely, submissively, and positively with the editor. (The importance of working closely with the editor will be emphasized—to better ensure the paper's final acceptance and the best possible paper.)
4. If possible, any technical advice will be included to aid the author in improving the paper's subject. (This might include recommended reading [papers, books, etc.] and items that ought to be covered in the paper.)
5. The author will be reminded to study the Author's Manual, strongly encouraging the author to pay close attention to the required mechanical details of the paper.

b. Editor's Correspondence

1. A copy of the author's paper. (This is absolutely necessary for the editor to recruit the proper reviewers.)
2. A copy of the Suggested Reviewers Form filled out by the author. (This should help the editor to recruit the proper reviewers.)
3. A copy of the editor-in-chief's preliminary acceptance correspondence with the author. (This is to indicate any advice the editor-in-chief may have given the author to improve the intended subject of the paper.)

D. *All* evaluations and correspondence for each author/paper will be kept.

This is (1) to establish a history of the submission and (2) for further documentation in the unlikely event of an author appeal of the editor's rejection of the final paper.

E. Contacting the Editor-in-Chief

In the case of an unsure assessment, the editors are encouraged to contact the editor-in-chief for further discussion.

F. The Role of and Procedures for the Editors

The *ARJ* editors are the load-bearing elements in the *ARJ* peer-review process. Suitably qualified editors will be appointed according to their fields of expertise matching the topics of submitted papers. The importance of the *ARJ* editor's role cannot be overstated. Except in the rare case of an author appealing the *ARJ* editorial decision, the *ARJ* editors will hold full authority of a paper's acceptance into the *ARJ*. Even in the unlikely event of appeal, the *overwhelming* burden of proof will rest upon the shoulders of the author. The responsibilities of the *ARJ* editors include:

-
- a. Collect for each paper no less than three (3) reviewers for the review process.
 - b. Based upon the paper's reviews, help the author in bringing the paper to acceptance.
 - c. Provide the final acceptance or rejection of the author's paper.
 - d. In the event of an author appeal, provide the editor-in-chief with all of the editor/author/reviewer correspondence concerning the rejected paper.
 1. Upon receiving the paper and relevant correspondence from the editor-in-chief
 - a. Gather at least three (3) reviewers (possibly including the editor), competent in the area of each paper. Competent creationists are to be sought. Though not required, each editor may get noncreationist criticism on each paper regardless of whether sufficient qualified creationists were available for review, but caution and discernment should be exercised.
 - b. Send the first draft of the author's paper to the appropriate reviewers, indicating to them that their reviews ought to be received in a timely manner.
 - c. Keep the paper's author anonymous to the reviewers.
 - d. Keep the reviewers anonymous to the paper's author.
 2. Upon the reception of the reviewers' evaluations
 - a. Based upon the evaluations from the reviewers, the editor will work with the author to improve their paper. Provide specific critiques and areas of improvements.
 - b. If necessary, the editor will set up intermediate deadlines with the author to receive future drafts of the paper. These deadlines must be reasonable to ensure that a final deadline can be met for publication in the *ARJ*.
 3. Upon the reception of the author's final draft
 - a. The editor will notify the author of acceptance/rejection of the paper.
 - b. The editor will notify the editor-in-chief of the paper's final status.
 - c. This must be done in a timely fashion so that the editor can send the final draft to the editor-in-chief by the agreed deadline.
 - d. The editor will maintain complete files on each paper for at least two years.
 - e. The editor will provide the editor-in-chief the names of the reviewers used for each paper. This information is to be confidential.
 4. Upon an appeal of the editor's rejection of a paper
 - a. The editor will submit all correspondence related to the paper to the editor-in-chief.
 - b. To ensure meeting publishing deadlines, the correspondence described above (a) above must follow immediately upon the reception of the author's appeal letter. Because of the implicit confidence in the expertise of the *ARJ* editors, a rather "bureaucratic" procedure has been put into place to assess and to properly protect the editor-in-chief's decision.

IX. Author Appeal Procedure

In the event that an author feels that the paper has been treated prejudicially or unfairly by the editor and/or reviewers, that author may contest an editorial decision. Because of the confidence implicit by Answers in Genesis in the expertise and deduction of the *ARJ* editor-in-chief, editors, and their reviewers, the burden in each such case is *overwhelmingly* on the author to prove that the paper has been treated prejudicially or unfairly. The following is a detailed description of the Appeal Review Process.

- A. If the author wishes to pursue the matter, the author must inform their editor and the editor-in-chief in writing outlining the specifics of their objections to the decision against the paper. This must be done as soon as possible to avoid incorrect publication of papers.
- B. Immediately upon the reception of the author's letter of appeal, the editor is to submit a copy of all correspondence related to the paper, including reviewers' evaluations and the editor's assessment of the appeal, to the editor-in-chief.
- C. Immediately upon the reception of the editor's package (#B above), the editor-in-chief will assess the matter, consulting with the editor and author if possible.
- D. The editor-in-chief has the authority to reject the editor's decision, but will normally give the benefit of any doubt in favor of the editor.
- E. In the event that the editor-in-chief is unable to concur with the editor, or if the editor-in-chief has been responsible for overseeing the reviews of the paper and its rejection, he is to select two other editors, at

least one being from the same scientific specialty as the paper. Together with the editor-in-chief they will form an Appeal Committee to evaluate the matter. The editor-in-chief will chair and vote on this Appeal Committee, except if he has been responsible for overseeing the review of the paper and its rejection.

F. This Appeal Committee will then cast their votes to either uphold or overturn the editor's or editor-in-chief's decision.

G. This Appeal Committee's decision will be absolutely final.

H. Upon the final decision the editor-in-chief is to inform both the author and editor of the final decision.

It is hoped that this somewhat "bureaucratic" process will maintain the integrity and quality of the *ARJ*. Note that "quality and speed" are crucial in this process so as to avoid any protracted ill-will towards AiG and *ARJ*.

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[] Complete the Suggested Reviewers List contained in the Instructions to Authors Manual and send this list immediately to the editor-in-chief—he needs it to expedite the timely review of your paper.

[] Read the Instructions to Authors Manual in detail.

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