STYLE GUIDE
OF
THE AMERICAN LODGE OF RESEARCH

SUPPLEMENT TO THE QUARRY PROJECT STYLE GUIDE FOR
US MASONIC PUBLICATIONS (FIRST EDITION)

www.alrny.org

The Style Guide of The American Lodge of Research (as revised January, 2022) is designed to serve as a supplement to the Quarry Project's Style Guide for US Masonic Publications (First Edition). This guide should not be viewed as a guideline on how to research and write about Masonic topics, which deserves its own publication. This Style Guide should increase uniformity in paper submissions and streamline the overall time it takes for a writer to edit their final paper.

Research papers submitted to The American Lodge of Research fall into two camps. The first is our Articles, which are shorter in length and typically cover an individual Mason or an incident pertaining to Masonry, while the full-length papers submitted for consideration in *The Transactions* generally cover groups of Masons or thematic situations involving Masonry. Articles are published online and sent to the membership, whereas Transaction papers are published in the annual journal of the lodge. The below points of clarification or differentiation from the Quarry Project guidelines are applicable to both Articles and papers submitted for inclusion in *The Transactions*.

- While the lodge has, in the past, published papers mostly focused on the history of Masonry, we welcome submissions on all topics that may be of relevance to Masonry, including topics that are adjacent to Masonry that would be of interest to the audience.
- All papers submitted for publication in *The Transactions* must be submitted in the English language in electronic format.
- Files may be sent to the lodge in Microsoft Word format to master@alrny.org
- The entire paper should be submitted in Times New Roman, 12-point font.
  - Footnotes should be in a 11-point font.
- The paper should follow "Chicago style" construction, formatting and citations.
  - An excellent online resource to supplement Turabian's A Manual for Writers of Research Papers, Theses, and Dissertations is Purdue University's Online Writing Lab at https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html
- Use double-spacing.
- The title of the paper should be on a separate first page followed by the author's name, primary lodge that they belong to, jurisdiction that the lodge is in, and email address.
  - Honorifics (e.g., R.W. or M.S.A.) prior to or after the author's name are unnecessary.
- A very short abstract should be included in the opening paragraph. This should not be more than four or five sentences, but should establish what the paper is about and the point or thesis that the writer is attempting to validate.
- The body of the paper should be left-aligned in formatting, unless Chicago style calls for a different format.
- All images that the author would like to include in the paper should be attached to the email submission and NOT pasted in the body of the paper.
  - Images should be labeled by the subject that they are describing (e.g. JACOB MORTON PAINTING.jpg)

- ○ In the body of the paper, please type in a separate line where you would like the photo inserted by writing (INSERT "JACOB MORTON PAINTING.jpg").
  - ○ If the image is not freely available to the general public, please include the name of the institution that the image should be attributed to in the body of the paper (e.g. INSERT "JACOB MORTON PAINTING-Courtesy of the Metropolitan Museum of Art").
  - ○ Authors should submit the image in JPEG or PNG format and the resolution should be at least 300 PPI/DPI.
- Papers should use footnotes to augment a subject under consideration where the material is helpful as a reference, but would not be used as a standalone sentence or paragraph in the body of the paper.
  - ○ Direct quotes should use footnote citations consistent with the Quarry Project's guidelines.
  - ○ Endnotes should not be used, as the papers should generally only be one section or chapter in length.
- A bibliography referencing works cited directly and indirectly should be included at the end and using Chicago style formatting.
- A short biography of the author of about a paragraph in length should be included at the end of the paper on a separate page.
- Submissions become the property of The American Lodge of Research, with the author retaining credit for the submission.
- All submissions must represent the original work of the author and should present a new idea, argument or discovery, which constitutes a material statement respecting an aspect of the Craft or of the history of some element of the Institution.
- Authors are responsible for content in their submissions.

After Submission and Publication:
- Receipt of papers will be acknowledged.
- The Lodge reminds readers that the papers published in *The Transactions* are the responsibility of the authors, and not of the lodge nor of the Grand Lodge of Free and Accepted Masons of the State of New York.
- Any paper contained in *The Transactions* may be read in any Lodge, Chapter or other Masonic meeting group.
  - ○ Although no permission is required in advance to read a paper in a Masonic group, courtesy dictates that appropriate credit be given to the source and to the author.
- No portion of any paper may be reproduced, printed or otherwise published, etc., without prior permission. Short quotations may be used for reference or comment in other publications and upon the extension of appropriate credits.
- Requests for reproduction should be directed to the Secretary or the Master.
- No portion of any paper may be reproduced, printed, reprinted or otherwise published without prior permission.

AN EXAMPLE OF SUBMISSION PAPER FORMATTING IS BELOW

Jacob Morton:

A Grand Master and Leading Light of New York

Conor Moran

St. John's Lodge No. 1

The Grand Lodge of the State of New York

sample-email123@gmail.com

Jacob Morton was born in the city of New York in the year 1761.[1] He was the eldest son of John Morton, the eminent merchant, who came to America with the British military forces in 1760. His mother was Maria Sophia Kemper Morton, the daughter of John Jacob Kemper of New York City. He had three brothers, John, who became a member and Master of St. John's Lodge No. 2 in New York; George Washington; and George Clark. All four, including Jacob, graduated from Princeton.

His father, John Morton, had as a member of the New York Committee of One Hundred in 1775 hurled defiance to Great Britain and zealously watched over the liberties the city and afterward was generally known in Tory circles as the "rebel banker"[2] on account of the large sums of money which he lent to the patriotic Congress.

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[1] July 8, 1761-December 3, 1836.
[2] Smith, Thomas W., *A Sweeping History of New York*, 2nd ed. (Princeton: Princeton University Press, 2011), 35.

WORKS CITED

Smith, Thomas W., *A Sweeping History of New York*, 2nd ed. (Princeton: Princeton University Press, 2011), 35.

Craig Thompson, "Jacob Morton as Comptroller." *The Transactions of The American Lodge of Research*, no. 22 (1961-1962): 102.

AUTHOR'S BIOGRAPHY

John Smith is currently the presiding Master of The American Lodge of Research in New York. He is a graduate of Harvard University and his particular area of interest in Masonic research is in colonial Freemasonic history.