

Ohio Lodge of Research Requirements for Submission

The Ohio Lodge of Research (OLR) wishes its publications to receive the same respect accorded to those of any academic body. In compliance with other such bodies, OLR (through its Papers Review Committee) recommends authors for consideration as Actives and papers for publication in the OLR electronic document database those submissions which meet the following standards:

- The Paper (1) embodies the original, personal work of the author; (2) is scholarly in nature, format, and presentation; (3) supports any assertions of fact by suitable and complete references, the same being subject to formal argument or discussion; (4) builds its conclusions based on clear and reasoned logic.
- Originality of the research is not in itself a criterion unless the author so claims – as in, for example, a master’s thesis.
- Quotations from and references to the works of others are supported by notes fully identifying each work employed and citing the specific page or pages drawn from.
- The paper includes a comprehensive bibliographic and/or reference section specifying the source material, if any, used, including any reference works not cited in notes.
- The paper deals with a topic by survey of available literature and opinion, speculation, or interpretation and related to history, ritual, symbolism, meaning, or purpose of Freemasonry.
- The paper which is historical or biographical in nature must enlighten the reader with insights more substantial than a bare list of dates and places. As an ideal, a biographical work might show how the subject valued (or scorned) his or her association with the Craft and applied (or disdained) its teachings in his or her life. A showing of membership is but the first stone in building a publishable paper. Papers related to historical events which do not discuss those events in the context of Masonry are unsuitable.

Authors submitting work for consideration must ensure a professional appearance is maintained so as to do credit to the authors and to the organization.

Papers submitted to the Reviewing Committee must meet the following minimum requirements.

- Papers must be submitted to the Reviewing Committee by uploading a Word Document to the submission section of the document database on the OLR website (www.ohiolodgeofresearch.com) or emailing to the chair of the Reviewing Committee (WB David Daugherty; sw@ohiolodgeofresearch.com). Author contact information, including at least e-mail and phone number, must be provided with the submission.
- When presented in lodge, a hardcopy must be provided to the OLR Secretary. Providing a hardcopy for each member in attendance is recommended.
- Papers must be submitted as an electronic copy with 12 point, Times New Roman font, double spaced, having 1 inch margins on all sides. References and notes provided as footnotes on each page are preferred, however endnotes are acceptable.
- Bibliographical references must be complete (see AQC Style Guide for examples). Quoted material must be reproduced perfectly, without the slightest deviation from the “original [sic]” except as the author may “note *in brackets* [italics mine].” All quotations must be cited to their source, including the specific page.
- Once a paper is approved by the Reviewing Committee, the author is encouraged to present the work before a General Meeting of the OLR. An Associate Member is required to present his work before a General Meeting of the OLR in order to be advanced to an Active Member.
- The author is expected to communicate with the editor, as called upon, to help put the paper in good form for publication. This includes checking of grammar, punctuation, meaning, and responding to questions where only the author can provide informed guidance, to include providing complete notes and references.

Visual Presentations such as Power Point or similar media, submitted to the Reviewing Committee must meet the following minimum requirements.

- Presentations must be submitted to the Reviewing Committee by uploading the file to the submission section of the document database on the OLR website (www.ohiolodgeofresarch.com) or emailing to the chair of the Reviewing Committee (TBD; TBD@email.com). Author contact information, including at least e-mail and phone number, must be provided with the submission.
- When presented in lodge, a hardcopy must be provided to the OLR Secretary. A “Notes” or “Handout” file the illustrates multiple slides on a single page is acceptable if all of the information on the slides is of a size that is legible.
- A summary of the oral presentation must be submitted to accompany the presentation file must be submitted as an electronic copy with 12 point, Times New Roman font, double spaced, having 1 inch margins on all sides.
- The presentation must include bibliographical references (see AQC Style Guide for examples). Quoted material must be reproduced perfectly, without the slightest deviation from the “original [sic]” except as the author may “note *in brackets* [italics mine].” All quotations must be cited to their source, including the specific page.
- Once a presentation is approved by the Reviewing Committee, the author is expected to present his work before a General Meeting of the OLR. With approval of the Reviewing Committee, the presentation can provide means for an Associate member to be advanced to an Active Member.
- The author is expected to communicate with the editor, as called upon, to help put the presentation in good form for publication. This includes checking of grammar, punctuation, meaning, and responding to questions where only the author can provide informed guidance, to include providing complete notes and references.