STYLE GUIDE

General

Please send your paper in .doc format.

Alongside your paper, please submit a biographical note of no more than a 100 words on your professional status and achievements (including relevant publications, etc.) as well as institutional affiliation.

Please also insert an abstract of 150 words below your title.

We kindly ask you to carefully observe the formal requirements listed below. They are as simple and concise as possible, but their observation will greatly facilitate the work of the editor(s).

On formatting and submitting your manuscript:

Begin the name of your file with your own last name (or full name).

Font type: Times New Roman 12
Spacing: 1,5
Alignment: justified

No other special formatting is required.

- To indicate the beginning of new paragraphs, please use indentations (4,5 mm).
- Your paper should have only one level of headings. We do not recommend the use of a numbering scheme for your headings.
- Set off long quotations (block quotes) – 5 lines or more – by indenting from the left margin only.

Spelling, punctuation and typing rules:

Please set the US spell check in Microsoft Word before submitting your manuscript.
Please use quotation marks for direct quotations, and single quotation marks for quotations within quotations.
Example: In 1904 Joyce wrote, “I have just finished ‘After the Race,’ and sent it on to the Irish Homestead.”
For inclusive dates and numbers as in “1998–2010,” use the longer en-dash instead of the hyphen.
Do not use abbreviations for inclusive dates and numbers (correct example: 188–195).
Citing sources

The rules below follow the “notes and bibliography” system. Accordingly, footnotes should be included in your paper.

The first note for each source should include all relevant bibliographical information about the source (author’s full name, source title, and facts of publication). If you cite the same source again, the note needs to include only the surname of the author, a shortened form of the title (if more than four words), and page number(s).

Place a Works Cited section / Bibliography at the end of your text with all the sources cited. All entries in the bibliography will include the author (or editor, compiler, translator), title, and publication information. Arrange the entries alphabetically by the author’s last name.

Here is a list of examples for:

1. First notes with full bibliographical information
2. Shortened versions of citations to the same source
3. Corresponding bibliographical entry.

I. General model

1. Firstname Lastname, *Title of Book*, Place of publication, Publisher, Year of publication, page number.
2 a Lastname, Abbreviated Title, page number.
2 b (in case the previous footnote refers to the same source) Ibid., page number.
3. LASTNAME Firstname, *Title of Book*, Place of publication, Publisher, Year of publication.

*EXAMPLES:*

**Book by one author**

**Book by two or more authors**

**Editor, translator, or compiler in addition to author**
Translator as author

Editor as author

Article, chapter, essay etc. in an Edited Collection
2. Thisleton, Authority, 117.

Multivolume works:

Journal articles
2. Weinstein, Plato’s *Republic*, 452–53.

Newspaper articles

Electronic books
Online Periodicals (Journal, Magazine, and Newspaper Articles)
2. Bent, Professionalization, 89.

II. Citing the Bible

Please use the traditional abbreviations for books and editions of the Bible:

Amos, 1Chron, 2Chron, Dan, Deut, Eccles, Esther, Exod, Ezek, Ezra, Genesis, Hab, Hag, Hosea, Isa, Jer, Job, Joel, Jon, Josh, Judg, 1Kings, 2Kings, Lam, Lev, Mal, Mic, Nah, Neh, Num, Obad, Prov, Ps, Ruth, 1Sam, 2Sam, Song of Sol, Zech, Zeph.

Acts, Apoc, Col, 1Cor, 2Cor, Eph, Gal, Heb, James, Jn, 1Jn, 2Jn, 3Jn, Jude, Lk, Mk, Mt, 1 Pt, 2Pt, Phlm, Phil, Rv, Rom, 1Thes, 2Thes, 1Tm, 2Tm, Ti.

For the indication of chapters and verses please follow the use of periods, colons, and spaces as indicated in the examples below:


For biblical references please use parenthetical notes, but do not abbreviate books and chapters within running text.

Examples:
When we look at John 4 within the literary context of the section *Cana to Cana* (chs. 2–4), the Samaritan woman is clearly contrasted with Nicodemus (Jn 3,1–15), who is confused by Jesus’ self-revelation and disappears into the shadows.

III. Abstract (optional for Edited Collections)

The abstract offers a summary of primary theses in 10–15 lines. It should be inserted before the main text, under the title and the name of the author. Font type: Times New Roman 12. Spacing: 1.5. Type: Italics.