Style Guide

This guide contains instructions for the presentation of your submission. There is no requirement to adhere to these when submitting a piece for consideration; after acceptance, along with completing any requested amendments, you will be asked to ensure your article or review conforms to the house style.

GENERAL FORMATTING

Your article should be word-processed in a clear typeface (e.g. Calibri or Times, 12 point). Pages should be numbered. Use a consistent form of subheading throughout, to a maximum of three levels of subheading. Do not number subheadings. Begin new paragraphs on a new line, with no indentation for the first paragraph of a new section. Subsequent paragraphs should have the first line indented by one tab space. Do not include a line space between paragraphs. Please proof-read your work carefully before submitting.

GENERAL STYLE GUIDANCE

Abbreviations
Use a period after an abbreviation but not following contractions or acronyms. For example, Prof. (abbreviation); Mr (contraction); IICSA (acronym).

Brackets and Parentheses
Parentheses are 'round' and should be used sparingly to supply parenthetical or additional information within the main text; within parentheses use (square) brackets (also note that any material inserted into a quotation must appear in square brackets [see 'Quotation' below]).

Capitalization
Please distinguish between capitalized and non-capitalized forms of the same word, or of related words, both in the text and in sentences in footnotes (e.g. Bible/biblical). Ensure you are consistent throughout your text. Pronouns referring to God should not be capitalized. In giving the titles of sources, whether in the text, the footnotes, or the bibliography, the general rule is that the first letter of the first word, and of nouns, adjectives, verbs and adverbs, is capitalized, but that the first letter of possessive pronouns, prepositions, articles and conjunctions is not, whatever style of capitalization is used by the source itself. (If a quotation, biblical or otherwise, is embedded in a title, however, and amounts to a full sentence, it is usually capitalized accordingly.) However, the original capitalization of foreign language sources should be reproduced faithfully.

Dates
You may use BCE and CE or BC and AD, but please ensure you use one consistently. Hyphens should not be used in referring to particular centuries, unless they are functioning as adjectives (e.g., 'twentieth-century theology', but 'theology in the twentieth century'). Short forms (e.g., 'C20') are generally unacceptable. Apostrophes should not be used in the short forms for decades (e.g., 1990s, not 1990's). Years in a range should not be shortened (e.g., 1939–1945, not 1939–45).

Gender

Please use gender-inclusive language wherever possible. However, you should not edit sources that you are quoting to follow this practice.

Non-English words

Non-English words should appear in italics unless they have become thoroughly naturalized. The Latin abbreviations 'e.g.' ('for example') and 'i.e.' ('that is') should only be used in parentheses or footnotes (so long as the footnote does not constitute a complete sentence): 'e.g.' introduces a single example or a list; 'i.e.' should be confined to introducing explications.

Notes

Footnote numbers in the main text should be placed outside the punctuation (except if the note is part of text within parentheses).

Numbers

Write out numbers fully up to nine, but use figures for 10 upwards and for measurements (e.g. age 7). The last number in a range should be abbreviated where possible, down to a minimum of two digits (e.g. 465–68, 1244–356), with the exception of years (see 'Dates' above). Use figures for percentages, but write out 'per cent' rather than use the % sign (except in charts or tables).

Spelling

Use consistent spelling, following British (rather than US) conventions, as found for example in New Hart's Rules – thus Saviour not Savior, distinguish practice (noun) from practise (verb), orientate not orient, and so forth. The –ize ending is preferred (e.g. recognize), though note –yse not –yze (e.g. analyse). Use of the Oxford comma is preferred.

Quotations

Quotations within the text should be included within single quotation marks (inverted commas); double quotation marks should be used for quotations within quotations. Quotations of more than a few lines should be indented and quotation marks omitted. Ensure the content of any quotation reproduces the source exactly. If you wish to highlight a phrase or a sentence in a quotation, you should italicize it, but must add '(my emphasis)' or '(emphasis added)' to the reference in the footnote immediately after the page number(s) from which the quotation is taken. If you wish to interpolate material, in order to identify the person behind a pronoun in a quoted passage ('She [Fiorenza] criticises ... '), or to make some other clarification that cannot wait until the quotation is finished, you should enclose it within brackets.

REFERENCES

Please give a reference any time you refer to, paraphrase, or quote from a source. References should be given in notes at the foot of each page, using the footnote function in your word processing software, or using referencing software such as RefWorks, Endnote, or Zotero. All footnotes should end with a period.

For the first reference, full bibliographical details should be given. For a book, a specific page number or range should be given following a comma. For an article or chapter, specific page number or range should be given in parentheses following the article or chapter page range. For a page range, use a dash not a hyphen (e.g. 7–9 not 7-9), and where possible abbreviate the closing page number to two digits (e.g. 287–95 not 287–295; but 287–302). Precise references should be given; do not use f. or ff. Page numbers should not be

prefaced with p. or pp., except where they do not accompany a reference. The format of first references should be as follows (see below for examples):

Book   Author [initials/names as in the form used in the source, followed by surname], *Full Title: Including Subtitle if Applicable*, Series Name [if applicable, with number following a comma, if applicable] (place of publication: publisher [including 'Press', if applicable, but not 'Co.', 'Ltd.' or 'Inc.'], year of publication), specific page(s).

Article   Author, 'Full Article Title [in single quotation marks, quotations within the title should carry double quotation marks regardless of style of original]', *Full Journal Title*, Volume Number [issue no. not required, unless journal is paginated by issue not volume] (Year), full page range of article (specific page[s] in parentheses).

Chapter   Author, 'Full Chapter Title', in *Full Title: Including Subtitle if Applicable*, ed. by Editor (place of publication: publisher, year of publication), full page range of chapter (specific page[s] in parentheses).

Subsequent references to a source should be given in short form: Surname, Shortened Title (in italics for a book, normal type within quotation marks for an article or chapter), page number or range. If you repeatedly refer to a source you can shorten it further (e.g., *Church Dogmatics* IV/1, 168). If your work as a whole focuses on a particular source, or group of sources, you can use abbreviations in referring to them (e.g., *CD* IV/1, 174-75) but please restrict this to major primary sources and introduce any abbreviations at or near the beginning of your work.

Examples of references

1.1   *a book with one author*
George Hunsinger, *How to Read Karl Barth: The Shape of His Theology* (New York: Oxford University Press, 1991)

1.11   *a book with two authors*
The name of the second author should appear in natural order:
Jack B. Rogers and Donald K. McKim, *The Authority and Interpretation of the Bible: An Historical Approach* (New York: Harper and Row, 1979)

1.12   *a book with three or more authors*
The names of the additional authors should be replaced by *et al.*
Leonard Hodgson *et al.*, *On the Authority of the Bible* (London: SPCK, 1970)

1.13   *a book with an institutional author*
Church of England, Doctrine Commission, *Christian Believing: The Nature of the Christian Faith and its Expression in Holy Scripture and Creeds* (London: SPCK, 1976)

1.2   *a book with an author (or authors) and an editor (or editors)*
Hans W. Frei, *Types of Christian Theology*, ed. by George Hunsinger and William C. Placher (New Haven: Yale University Press, 1992)

1.3   *an edited book*
Nigel Biggar (ed.), *Reckoning with Barth* (Oxford: Mowbray, 1988)

1.4   *a book in translation*
Eberhard Jüngel, *Karl Barth: A Theological Legacy*, trans. by Garrett E. Paul (Philadelphia PA: Westminster Press, 1986)
If books seem to have been edited at *both* stages, there is no need to cite the original editors.

1.5	*a book in an edition other than the first*
	David F. Ford, *Barth and God's Story: Biblical Narrative and the Theological Method of Karl Barth in the* Church Dogmatics, 2nd edn (Frankfurt am Main: Peter Lang, 1985)
1.6	*a book in a multi-volume work*
	James M. Robinson and John B. Cobb, Jr. (eds), *New Frontiers in Theology*, vol. 2, *The New Hermeneutic* (New York: Harper and Row, 1964)
1.7	*a book in a series*
	Mark I. Wallace *The Second Naïveté: Barth, Ricoeur, and the New Yale Theology*, Studies in American Biblical Hermeneutics 6 (Macon GA: Mercer University Press, 1990)
2.1	*a chapter in a book*
	Thomas F. Torrance, 'The New Starting-Point', in *Karl Barth: An Introduction to His Early Theology 1910–1931* (London: SCM Press, 1962), 33–47
2.2	*an essay in a collection*
	David F. Ford, 'Barth's Interpretation of the Bible', in S. W. Sykes (ed.), *Karl Barth: Studies of His Theological Method* (Oxford: Oxford University Press, 1979), 55–87
2.3	*an article in a single volume reference work*
	Christina A. Baxter, 'Barth, K.', in *A Dictionary of Biblical Interpretation*, ed. by R. J. Coggins and J. L. Houlden (London: SCM Press, 1990), 77–79
2.4	*an article in a multi-volume reference work*
	Bernard C. Lategan, 'Hermeneutics', in David Noel Freedman (ed.), *The Anchor Bible Dictionary* (New York: Doubleday, 1992), vol. III, 149–54
2.5	*a letter in a published collection*
	Karl Barth, letter to Eduard Thurneysen, 1 January 1916, in Karl Barth and Eduard Thurneysen, *Revolutionary Theology in the Making*, trans. by James D. Smart (London: Epworth Press, 1964), 35–36
3.1	*an article in a journal paginated by volume*
	Mark I. Wallace, 'Karl Barth's Hermeneutic: A Way Beyond the Impasse', *Journal of Religion* 68 (1988), 397–412
3.2	*an article in a journal paginated by issue*
	James A. Wharton, 'Karl Barth as Exegete and His Influence on Biblical Interpretation', *Union Seminary Quarterly Review* 28.3 (1972), 5–13
	Other markers of particular issues, such as the month or season ('September', 'Fall'), should be supplied in parentheses with the year only if issue numbers cannot be located or reconstructed.
3.3	*an article in a magazine*
	John Updike, 'Karl's Version', *The New Yorker*, 22 July 1988, 36–42
3.4	*an article in a newspaper*
	R. W. Stewart, 'Krisis? What Krisis?', *The Sun*, 30 November 1931, 7–8
4.1	*a book review*
	George Hunsinger, review of *Jesus and Judas: Biblical Exegesis in Barth* (Atlanta GA: Scholars Press, 1991), by Paul McGlasson, in *Journal of Religion* 73 (1993), 96–97
5.1	*a thesis*
	Mark D. J. Smith, 'Testimony to Revelation: Karl Barth's Strategy of Bible Interpretation in *Die kirkliche Dogmatik*' (PhD. thesis, Sheffield University, 1997)

Specific Cases

Online Sources
The standard elements in citations of web pages are as follows: (1st part) Author, Title, date composed/last revised; (2nd part) URL (date accessed). For part 1 seek to emulate style as above. If relevant (i.e. the e-text is

a version of a hard copy) please supply the publication (or equivalent) details (place: publisher, year / volume (year) / description, university, year) in the first part of the citation. Examples:

> Martin Luther, 'Preface to the Letter of St. Paul to the Romans' [1522], trans. by Andrew Thornton OSB, *Project Wittenberg*, 1983, https://christian.net/pub/resources/text/wittenberg/german.bible/rom-eng.txt (accessed 18 January 2020)
>
> Richard S. Briggs, '"So They Say": An Experiment in Reading Curse, Lament and Persona in Psalm 109', *Glass* 33 (2020), 55–61, https://www.clsg.org/Glass33_single_pages_for_web.pdf (accessed 18 February 2021)

Aim to give as much detail as possible, and adapt to the conditions of the medium – indicating parts of documents by section or paragraph, for example, rather than by page.For a website (as opposed to an article, book, or text accessed online), please give: Title of web site (normal type, in single quotation marks), URL (normal type, hyperlinked), date of access (normal type in parentheses). Example:

> 'Website of the Virtual Church of the Blind Chihuahua', http://www.dogchurch.org/index.shtml (accessed 17 September 2016)

Biblical References

For appropriate abbreviations and other subdiscipline-specific points see *The SBL Handbook of Style*, 2nd edn (Atlanta, GA: SBL Press, 2014), with the exception that abbreviated biblical book titles should be followed by a period, and biblical chapter and verse references should be separated by a period, not a colon (e.g. Gen. 22; Heb. 11.17–19). Ranges of verses or chapters should use a dash not a hyphen. Titles of biblical books should be written out in full when they stand alone or with a chapter reference only, and if they begin a sentence. They should be abbreviated when referring to a verse or verses as well as a chapter or chapters of a book, and when used in parenthetical material and in footnotes. Avoid using roman numerals, italics, or any other complicating factor. Please be consistent in the text, but scrupulous in reproducing the exact format used in quoted material and in the titles of works cited in the text, the footnotes or the bibliography. All words or phrases in languages that use a different alphabet should be transliterated into roman script and formatted in italics.

Historical Theology and Church History

When footnoting manuscript documents, please supply, if available, the location and title of the document, its date, the collection in which it can be found, and its reference number or code.

Other Cases

For cases not covered by the guidance above, please have reference to *The MHRA Style Guide* (available online, and to which our style most closely conforms); you may also find it helpful to have reference to *Cite Them Right* (available online). You may also contact the editors about specific points, or flag queries to them on submitting a corrected manuscript.