

INSTRUCTIONS FOR AUTHORS

1. Keep in mind that *Theology Today* is aimed at an educated, but general audience. Avoid technical or specialized language.
2. Except as noted in this style sheet, follow the directives of:
 - *The Chicago Manual of Style: Fifteenth Edition* (Chicago: University of Chicago Press, 2003) for general style and editing matters; and
 - *The SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999) for matters specific to religion or theology not otherwise covered in the *Chicago Manual*, for example:
 - Latin and Greek titles (7.1.3.8)
 - Capitalization and spelling of religious terms (Appendix A)
3. For spelling, follow *Merriam Webster's Collegiate Dictionary: Eleventh Edition* (Springfield, MA: Merriam-Webster, 2003).
4. At the beginning of the article, include an *abstract* of the article (100 words or less).
5. At the beginning of the article, include a 1 to 2 sentence biography.
6. Authors warrant that all work is their own, that all citations are accurate, and that anything quoted or paraphrased is properly cited.
7. Authors warrant that there is nothing libelous or defamatory in their accepted publication.
8. Notation Guidelines:
 - a. Use *endnotes* rather than footnotes.
 - b. Ordinarily, *do not include any notational references in the text*. However, where an article is devoted exclusively to a single work or a single author, or otherwise includes repeated reference to the same work, parenthetical citations to page numbers in the text may be used to avoid excessive endnotes.
 - c. All endnotes should be *double* spaced in 12-point Times New Roman font.
 - d. Use notes sparingly, primarily to identify cited sources. Do not include lengthy content in any notes.
 - e. For the format of the notes, follow *Chicago Manual of Style's* "Documentation I" section (ch. 16).
 - f. In the initial citation to a work, use the full name (not abbreviations) for any book, journal title, author, etc.
 - g. Number notes consecutively throughout the article, using Arabic numerals.
 - h. Omit words such as "Press" (except with university presses), number of volumes, the names of translators, or the names of series (such as SBLDS or VTSupp).
 - i. Examples:
 - (i) Hans Conzelmann, *Jesus* (Philadelphia: Fortress, 1973).
 - (ii) Walter Brueggemann, "Preaching: A Sub-Version," *Theology Today* 55 (1998): 196–212.
 - (iii) James Limburg, "Psalms, Book of," *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992) 5:522–36.

- (iv) Duane Priebe, "Theology and Hermeneutics," *Studies in Lutheran Hermeneutics*, ed. John Reumann (Philadelphia: Fortress, 1979), 297–301.
- j. For subsequent notes after the first entry, a shortened reference or *ibid.*, is appropriate:
- (i) Brueggemann, "Preaching: A Sub-Version," 201.
- (ii) *Ibid.*, 204. [Do not italicize or underline *ibid.*]
9. Format Guidelines:
- Line Spacing. Use *double*-spaced lines throughout, including endnotes and indented quotations.
 - Word Spacing. Use *one* space between each word and after periods or other punctuation.
 - Margins. Provide *one-inch* margins on all edges of the page.
 - Font. Use a *12-point* font throughout the document, including endnotes (Times New Roman).
 - Page Numbers. Number all pages in the *upper right corner*. Do not use any other headers or footers.
 - You will find a link to *article*, *review* and *booknote* submission templates on the *Theology Today* website at <http://theologytoday.ptsem.edu/> which incorporates these guidelines, if you wish to make use of them.
10. Foreign Words:
- Greek and Hebrew words may be used sparingly, in transliteration. Conform transliterations to *The SBL Handbook of Style*.
11. Any foreign word used should be *italicized* and should *include an English translation*.
12. Scripture Citations:
- For all citations, use the *New Revised Standard Version*. A different translation may be used to make a specific point. If another translation is used, include the standard abbreviation for the version in the citation (or give a full citation if no standard abbreviation exists).
 - Use the following abbreviations for biblical books. Note that no period follows the book abbreviation (example: Gen 1:1):
- | | | | | | | | |
|---------|---------|---------|------|-------|------|------|--------------|
| Gen | Exod | Lev | Num | Deut | Josh | Judg | Ruth |
| 1-2 Sam | 1-2 Kgs | 1-2 Chr | Ezra | Neh | Esth | Job | Ps (pl: Pss) |
| Prov | Eccl | Cant | Isa | Jer | Lam | Ezek | Dan |
| Hos | Joel | Amos | Obad | Jonah | Mic | Nah | Hab |
| Zeph | Hag | Zech | Mal | Matt | Mark | Luke | John |
| Acts | Rom | 1-2 Cor | Gal | Eph | Phil | Col | 1-2 Thess |

Rev

13. Manuscripts, with a 100 word abstract, should be submitted as an *e-mail attachment* to theology.today@ptsem.edu.
14. Please include, with the manuscript, a *brief biographical note* about the author (1–2 sentences is sufficient) with current title, institution, and most recent publication. The author’s name should also appear on the first page of the manuscript.
15. Style Guidelines:
 - a. Active Voice. Write as much as possible in the *active voice* (avoid passive constructions).
 - b. Capitalization. Avoid overcapitalizing words. As a guide, follow *Merriam Webster’s Collegiate Dictionary: Eleventh Edition* or see ch. 8 of the *Chicago Manual of Style* and *The SBL Handbook of Style*, Appendix A. For example, certain proper nouns are capitalized, but corresponding adjectives are not: Bible, biblical; Christ, christological; Trinity, trinitarian; God, godly.
 - c. Hyphenation. Consult the section on “Compounds and Hyphenation” (7.82–90) in the *Chicago Manual of Style*, 15th ed., which expresses a strong preference *against* hyphenation where possible.
 - d. M-Dashes and N-Dashes. Use M-dashes to indicate a break between parts of a sentence. Use N-dashes to indicate a break between consecutive numbers. Exs:
 - The three theological virtues—faith, hope, and love—undergird the whole of Christian ethics.
 - Hildegard of Bingen (1098–1179) was born in the Rhineland.
 - e. Small Capitals. Small capitals, *without periods*, are used to indicate certain common abbreviations, such as:
 - historical periods: 586 BC, AD 451
 - affiliation with religious orders: Fr. Thomas Skillen, OFM
 - f. Emphasis. For emphasis, *italicize*; do not use bold font or capital letters.
 - g. Commas. Use commas to clarify the syntax of sentences. Use commas throughout a series: “faith, hope, and love,” as opposed to “faith, hope and love.” Place a comma after introductory prepositional phrases: “In a sense, theology is”
 - h. Abbreviations. Do *not* use abbreviations such as e.g., i.e., or etc. in the text of an article. These abbreviations may be used sparingly in notes.
 - i. Gender-Free Language. Use gender-free language where feasible.
16. Headings: Provide headings. If headings are not provided by the author, they will be added by the editors. Primary section headings should be in bold with the first letter of each word capitalized, flush left on the page, *not* enumerated, and without any period. Secondary section headings should be in lower case with the first letter of words capitalized (according to the *Chicago Manual* rule for capitalization in titles), in *italics*, flush left on the page. Examples:

Primary Section Heading

Secondary Section Heading