

## Formatting Stylesheet for the ESWTR Journal

Your article should be formatted according to this stylesheet and will be accepted for review **ONLY** if it is formatted correctly:

### GENERAL GUIDELINES

#### Language and format

- Please make sure that your text is written in UK English, orthographically and grammatically correct, without typos, and with correct punctuation.
- Please format your main text in Times New Roman 12 pt., 1.5 space, justified.
- Please format your footnotes in Times New Roman, 10 pt., single space, left aligned.
- Words in a language different from the one the article is written in should appear in *italics*.
- Refrain from **emphasising words** by using **bold**, *italics* or underline. Stress your point by using the possibilities of language and its grammar.
- Titles of sections should be indicated by using **bold** print; titles of subsections by using *italics*; **Do not number** sections or subsections.
- Please differentiate between a **dash** (–) used to indicate an insertion within a phrase or to link two thoughts, and a **hyphen** (-) used to connect two words or indicate page ranges (e.g. “left-wing party” or “22-33”).
- Do not leave an empty line before a new paragraph.
- Do not use indents.
- Make sure **no double empty spaces** are left in your text.

#### Dates and numbers

- **Dates** should be formatted as follows: 3 June 1996.
- **Numbers** up to twelve should be written out in full.

## Abbreviations

- Please avoid abbreviations in the text as far as possible (“for example” instead of “e.g.”).
- Abbreviations in bibliographical references should be indicated in square brackets when first used:

Ex.: Paul F. Bradshaw, "Kirchenordnungen I", in: *Theologische Realenzyklopädie* [TRE] (Berlin: de Gruyter 1977) 18, 663-670, here 667.

- Standard abbreviations for biblical books should be used as listed in The Bible, Revised Standard Version, at: [http://www.allsaintstupelo.com/Bible\\_NRSV.pdf](http://www.allsaintstupelo.com/Bible_NRSV.pdf), pp. 15-16.

## Quotes

- **Quotes** should be set in double upper quotation marks (“...”). A quote within a quote should be set in single quotation marks (‘...’). Quotes longer than four lines should be indented 0.5 inch/1.27 cm right and left, without quotation marks.
- Variations, elisions, **adjustments in quotes** should appear in square brackets, e.g. “[...]”, or “[H]er”; if you emphasise a part of a citation by putting it in italics, indicate this in square brackets, e.g. “... [emphasis X.Y.]”
- **Emphasised words in quotes** (in bold or italics) should appear as in the original, and the fact of their emphasis mentioned following the bibliographical information in the footnote by (“emphasis in the original”).
- **Errors in quotes**, in terms of spelling or content, should be left uncorrected and followed by sic put in square brackets (“[sic]”).

## BIBLIOGRAPHICAL REFERENCES

All bibliographical references should appear in footnotes and be numbered subsequently.

Within the main text, footnotes are inserted after punctuation marks:

Ex.: ... as Plaskow argues.<sup>1</sup>

Ex.: By pointing out that “the Holy Spirit is with you,”<sup>1</sup> she ...

Ex.: she pointed out that “the Holy Spirit is with you.”<sup>1</sup>

### General guidelines

- The title of any work quoted must be cited in the language it is published in.
- **Quotes in a different language** (e.g. Spanish) should appear in translation into English in the reference, including the translator's name.
- **Exact page number(s) should be provided** in references; Do not use “f.” or “ff.”
- **Abbreviation for unknown author:** N.N. – unknown year: s.a. – unknown publishing city: s.l.

### FIRST APPEARANCE OF A TEXT IN THE ARTICLE:

When a title appears in the text for the first time, full bibliographical details must be provided as follows:

- 1) **Monograph:** Author(s)' first and last name(s), *Title in italics: secondary title in italics* (Publisher: City Year), series, volume number, page.

Ex.: Karen Jo Torjesen, *When Women were Priests: Women's Leadership in the Early Church and the Scandal of their Subordination in the Rise of Christianity* (Harper Collins: San Francisco 1995), 23.

Ex.: Ulrike Wagoner, *Die Ordnung des "Houses Gottes": Der Ort von Frauen in der Ekklesiologie und Ethik der Pastoralbriefe* (Mohr Siebeck: Tübingen 1994), Wissenschaftliche Untersuchungen zum Neuen Testament 2, Reihe 65, 23.

- 2) **Edited Book:** Editor(s)' first and last name(s) (ed. or eds.), *Title in italics: secondary title in italics* (Publisher: City Year), series, volume number, page.

Only mention up to three editors, separated by a coma, the last preceded by 'and'.

If there are more than three editors, mention only the first followed by “et al.”

Ex.: Letty Russell (ed.), *The Liberating Word: A Guide to Nonsexist Interpretation of the Bible* (Westminster: Philadelphia 1976), 27.

Ex.: Teresa Berger and Albert Gerhards (eds.), *Liturgie und Frauenfrage: Ein Beitrag zur Frauenforschung aus liturgiewissenschaftlicher Sicht* (EOS: St Ottilien 1990), *Pietas Liturgica* 7.

Ex.: Laura Westra, Janice Gray and Antonio d’Aloia (eds.), *The Common Good and Ecological Integrity: Human Rights and the Support of Life* (Routledge: London and New York 2016), 8.

Ex.: Bail, Ulrike, et al. (eds.), *Bibel in gerechter Sprache* (Gütersloher Verlagshaus: Gütersloh 2010).

- 3) **Article in Anthology:** Author(s)' first and last name(s), “Title,” in: Editor(s)' first and last name(s) (ed. or eds.), *Title in italics: Secondary title in italics* (Publisher: City Year), volume number: *volume title*, page range of article, here page.

Ex.: Rita Nakashima Brock, “Dusting the Bible on the Floor: A Hermeneutics of Wisdom,” in: Elisabeth Schüssler-Fiorenza (ed.), *Searching the Scriptures* (SCM: London 1994), 1: *A Feminist Introduction*, 64-73, here 68.

- 4) **Article in Journal:** Author(s)' first and last name(s), “Title,” in: *Title of journal in italics* volume number ([month/]year), page range of article, here page.

Ex.: Hagith Sivan, “Anician Women, The Cento of Proba, and Aristocratic Conversion in the Fourth Century,” in: *Vigiliae Christianae* 47 (June/1993), 140-157, here 143.

- 5) **Articles in encyclopaedia or dictionary:** Author(s)' first and last name(s), “Title,” in: *Title in italics* (Publisher: City Year), volume number, page range of article, here page.

Ex.: Paul F. Bradshaw, “Kirchenordnungen I,” in: *Theologische Realenzyklopädie* (de Gruyter: Berlin 1989), 18, 663-670, here 667.

- 6) **Unpublished PhD theses or similar work:** Author's first and last name, *Title in italics* (PhD diss., university year), unpublished manuscript, page.

Ex.: Jane Richardson, *The Holy Spirit in the Hymns of Ephrem The Syrian* (PhD diss., Edinburgh 1991), unpublished manuscript, 55.

- 7) **Self-published works by institutions:** Institution in full, *Title in italics* (self-publication, year), page.

Ex.: Ministry of Agriculture, *A History of Bark-beetles* (Eigenverlag, 1999), 22.

- 8) **Interviews or other oral statements** should be labelled as such and date mentioned, e.g. (unpublished interview with N.N. on 10 January 2011)

### Internet references

For all internet references, internet addresses should appear as hyperlinks

- 9) **Specific book:** Author(s)/Editor(s)' first and last name, *Title in italics: Secondary title in italics* (Publisher year), series, volume number: page [if available]. (Internet address, date of last access)

Ex.: Martin Luther, *Luther's Small Catechism* (Concordia Publishing House 1986). (<http://catechism.cph.org/#>, 8 June 2017)

- 10) **Specific article** of an online dictionary, newspaper, journal or similar work: Author(s)/Editor(s)' first and last name, "Title," in: *Title in italics* (Publisher year), volume number: page range of article, here page [if available]. (Internet Address, date of last access)

Ex.: Laura Brunell and Elinor Burkett, "Feminism: sociology," in: *Encyclopaedia Britannica*, 1-2, here 1.

(<http://www.britannica.com/EBchecked/topic/724633/feminism>, 8 June 2017)

- 11) **"general" information** in a webpage: internet address, date of last access.

Ex.: <https://hds.harvard.edu/>, 8 June 2017.

#### **SUBSEQUENT REFERENCES:**

When a title appears in the text for the second time and onwards, short bibliographical details should be provided as following:

1) **Monograph:** Author's surname (with initials if any confusion is likely to arise), *Short Title in italics*, page.

Ex.: Torjesen, *When Women were Priests*, 23.

2) **Edited Book:** Editor(s)' surname(s) (ed/s.), *Short Title in italics*, page.

Ex.: Russell (ed.), *The Liberating Word*, 14.

3) **Article in book, journal, dictionary etc.:** Author's surname (with initials if any confusion is likely to arise), "Short Title," page.

Ex.: Sivan, "Anician Women," 150.

4) **Internet references:**

**Specific book:** Author's surname (with initials if any confusion is likely to arise), *Short Title in italics*, page [if available].

Ex.: Luther, *Small Catechism*.

**Specific article:** Author's surname (with initials if any confusion is likely to arise), "Short Title," page [if available].

Ex.: Brunell and Burkett, "Feminism," 1.

#### **DIFFERENT EDITIONS:**

1) If the quoted book **is not the first edition**, please mention the current edition number in superscript immediately before the year, e.g. <sup>3</sup>2001.

2) If an edition **is revised or extended**, please mention this in the following form:

Ex.: Galen J. Strawson, *Freedom and Belief* (Oxford University Press: Oxford 2010, revised 2<sup>nd</sup> edition with new appendix).

3) **Complete edition of an author's works** should be referenced as follows: Editor(s)' first and last name(s) (ed. or eds.), Author, *Title in italics: secondary title in italics* (Publisher: City Year), volume number: *volume title in italics*, page.

Ex.: John M. Cooper (ed.), Plato, Complete Works (Hackett Publishing Company: Indianapolis/Cambridge 1997), 1234.

Ex.: Wilhelm Weischedel (ed.), Immanuel Kant, *Werkausgabe* (Suhrkamp: Berlin <sup>15</sup>1977), 4: *Frieden durch Recht*, 23.

#### **TRANSLATIONS:**

If the book or article is translated, the translator's name should appear just before (Publisher: City Year), preceded by a coma, as follows:

Ex.: Martin Luther, *The Large Catechism of Martin Luther*, translated by Robert H. Fischer (Fortress Press: Minneapolis 1959).