

International Journal of Practical Theology (IJPT)

Manuscript Submission Guidelines 2018

Dear author,

thank you for your interest in publishing a paper in the *International Journal of Practical Theology* (IJPT).

The IJPT currently publishes works in German and English. Articles originally written in languages other than English and German may be translated into English and then submitted. In this case, please note the language from which it has been translated in the submission. The editors will work with authors to communicate their thoughts in scholarly English or German.

General Guidelines

Formal requirements: Please submit only Word documents that fulfill the formal requirements mentioned below.

Length of contributions: In order to make possible the publication of a suitable range of submissions, please confine yourself to write no more than 20 pages (each with 3,000 characters), i.e. a maximum of 45,000 characters (including footnotes and spaces). Please determine the number of characters (character count) at the end of your article.

The international and research reports, which are individually invited by the editors, are to be confined to a maximum length of 60,000 characters.

Online submission: Authors are requested to submit papers directly via ScholarOne, De Gruyter's online submission system: <http://mc.manuscriptcentral.com/ijpt>.

Submissions via e-mail will not be accepted.

Abstracts: Entering the submission platform you will be asked to enter your particulars (which are necessary in case your paper will be accepted) and an abstract in English of no more than 700 characters. A German abstract may be added. If your paper is written in German, please give a German as well as an English abstract. An abstract should not be longer than 100 words.

Anonymization: When submitting your paper, please make sure that it is completely anonymized. The version submitted will be given into the review process without any further revision by the editors. For example, omit references to your own work in the submitted manuscript and do not cite your own work. If your manuscript is accepted for publication, there will be an opportunity to insert references to your own work.

Formal Requirements Regarding Research Articles

Abbreviations

The use of abbreviations in the main text should be kept to an absolute minimum. Please do not use abbreviations for the names of journals, series, etc. in the references, as they may not be internationally recognized.

Annotations / Footnotes

References to quoted material and scholarly literature will not be given in the body of the text but only in annotations (footnotes). Use footnotes only, not bibliography. Please create footnotes with the footnote function of your word processing program.

Superscripted arabic numerals without any parentheses or space shall stand immediately after the portion of the text (quotation, sentence, sentence fragment, individual word) to which the annotation or reference refers. Footnotes are to be numbered continuously.

Citations

For all instances of citation, please follow closely the Chicago Manual of Style:
www.chicagomanualofstyle.org/tools_citationguide.html.

Samples for the most frequent and basic types of citation are given here:

Book:

Kathryn Tanner, *The Politics of God: Christian Theologies and Social Justice* (Minneapolis: Fortress Press, 1992), 54f.

“54f.” means the pages 54–55. If more than two pages are cited, write out the page spread.

Chapter of an edited book:

Claire E. Wofteich, “Hermeneutics in Roman Catholic Practical Theology,” in *Opening the Field of Practical Theology: An Introduction*, ed. Kathleen A. Cahalan and Gordon S. Mikoski (Lanham, MD: Rowman & Littlefield, 2014), 133–151.

Article in journal:

Don S. Browning, “The Idea of the International Academy of Practical Theology,” *Pastoraltheologische Informationen* 15, no. 1 (1995): 3–11.

Internet source:

“History,” International Academy of Practical Theology (website), accessed February 10, 2018, <http://www.ia-practicaltheology.org/history/>.

Authors’ first names are written out. If the same title is cited more than once, only the surname, head word and pages are given, separated by a comma, after the first citation of that text. If considerable distance separates later entries from the first citation, the head word is supplemented by a cross-reference.

Example: Browning, “Idea” (n. 4), 5–7.

The literature cited or referenced does not appear in a bibliography at the end of the contribution. Instead, the bibliographic information is stated in full at the first appearance in the text.

Provide proper citation for all internet sources, including an access date. Internet addresses will be checked by the editors immediately before publication.

Omissions and alterations made by the authors in citations should be indicated by the use of square brackets “[...]”.

Formatting

As a general rule, formatting should be kept to a minimum. This applies in particular to the creation of headers and footers, appropriate pagination, etc. The typesetters will have to locate and remove all such formatting before print.

The files will be formatted by the typesetters in order to adapt the typescript to the layout of the IJPT.

Under no circumstances may the text be formatted with space characters (e.g. for indented sections or passages in the form of tables). Please use tab stops or return commands. Please use *italics*, not bold characters or capital letters to stress text passages.

Formal Requirements Regarding Book Reviews

Reviews of books in German should be written in German. Reviews of books in English should be written in English. Other reviews may be written in German or English.

When writing your review, please be sure that you:

- provide our readers with a full account of both the content and the argument of the book,
- indicate how the work contributes distinctively to research in the field of practical theology,
- provide evaluative comments,
- specify the appropriate audience for the book.

Reviews should usually run no more than 750–1,000 words in length, except for review essays. Review essays must be agreed upon with the Book Review Editor before submission.

Your review should begin with the full reference to the text under review. This should include: author name, title, location and name of publisher, publication date, number of pages, ISBN, and retail list price.

Example: Peter Ward, *Participation and Mediation: A Practical Theology for the Liquid Church*, London (SCM Press) 2008, 204 pp., ISBN 9780334041658, £19.99

The body of the review should end with your name, academic affiliation, postal address and e-mail address.

The IJPT does not make payments for reviews (or any other contributions).

Recommendations for Composition and Style

The IJPT promotes excellent prose writing. The first sentence of your article is the most important; many writing coaches say that the first sentence of a book should tell us what the book

is about. The first paragraph should introduce *your* subject, not the history of the research of your subject. It should grab the reader's interest and introduce the reader to your unique voice on the subject.

Avoid unnecessary words and repetitions. When you have finished your article, read the first sentence of each consecutive paragraph to check for redundancy. Every paragraph should advance the argument. If it does not, please revise.

When you have completed your article, it might be helpful to print it and read it aloud to yourself to catch errors in composition.

Write for precision:

- search for active verbs;
- avoid passive voice, except when it allows the subject of a paragraph to be maintained;
- avoid using the same word twice in the same paragraph;
- most of the time, excess words, including sentences beginning with “It is...” or “We argue that...” are unnecessary and slow down the pace of the article;
- avoid nominalizations, i.e., verbs turned into nouns. For example, prefer “she concludes” over “her conclusion”;
- avoid vague pronoun reference – pronoun adjectives without nouns, for example, “this” as the subject of a sentence;
- pay attention to idiom: If you write “on the other hand,” you have to have previously written, “on one hand.” If you write “Second, or “Secondly,” you have to have written “First,” or Firstly.”

Scholars writing in English, regardless of country of origin, should consult and conform grammar, punctuation, and citations to *The Chicago Manual of Style*, available online at www.chicagomanualofstyle.org/home.html.