

Style Sheet for Manuscripts, JEMC (version 12 October 2021)

Dear Author:

This is an abbreviated version of De Gruyter's journal style definition (JSD) for their Humanities and Law journals. Please read this carefully. If anything here is not clear, please contact:

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General

- The article must contain an **abstract** (preferably about 150 words), **keywords** (normally 3–6), author's name and institutional affiliation as well as an E-mail-address.
- Texts are approx. 31,250–68,750 characters or 5000–11,000 words, including footnotes. Please send us the final edited version of the article as an email attachment, preferably in Rich Text Format (*.rtf) or Word-version *and* an identical PDF version. There should be used **Unicode-compatible** fonts wherever non-Latin fonts are used.
- The article should be **proof-read** by a competent native speaker of the language of the article before submission.
- All **illustrations/pictures** should be inserted directly into the article, where they are meant to be, with captions below every illustration (and above tables). All illustrations should also be sent separately along with the article (in JPG, TIFF or any other major graphics format). **Resolution:** Minimum 300 dpi. It is the author's responsibility to request any **permission** or copyrights required for the use of material owned by others.

Titles, headings, paragraphs

- Divide the text into **sections and, if necessary, subsections**, with appropriate headings.
- All headings begin flush left.
- For all (sub-)headings please use the following numbering system:
 - 1 Main Heading
 - 1.1 Section Heading
- Do not end a title or heading with a period.
- In **English essays**, use **capital letters for title and subtitle, as well as for all subheadings**
 - E.g., 5 Baius' Treatment of Romans 7 and Concupiscence in the Lecture Hall
 - 5.1 Student Manuscripts: A Peek into the Auditorium?
- In **German essays**, only **nouns have capital letters**
 - E.g., 3 Erste Erfolge der reformatorischen Bewegung in den 1520er Jahren: Wer ritt voraus?
 - 3.1 Reformatorische Predigt im öffentlichen Gottesdienst: Die Stadt als Vorreiterin
- All paragraphs should start without a tabulator or blank spaces.

Quotations

- Short quotations (fewer than 60 words) should be run on and be enclosed in “**double quotation marks.**” Single quotation marks enclose quotations within quotations. Please use the quotation marks-style commonly used in the language you write in (make sure the language settings on your computer are correct).
- Also quotations in other languages than English have preferably quotation marks and not italics, e.g., “linguaggio schiavono”; “well, they are afflicted with the errors of the Greek sect” (“sono tutti infetti degli errori della seta greca”)
- **Longer quotations should appear as a block**, separated from the text by two carriage returns (¶¶). Do not enclose these quotations within quotation marks.
- All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by [square brackets]. Indicate omissions by ellipsis points within square brackets as well: [...].

Punctuation

- **Full stops and commas should always be placed “within double quotation marks.”**
 - E.g., “Statements such as ‘Luther rescued the Bible from papal tyranny’, ‘the Reformation gave the Bible back to the people’ or ‘the Catholic Church banned Bible-reading’ are among the more popular of the (typically Protestant)

generalisations which, at the very least, need heavy qualification.”

- **Question marks** and **exclamation points** that are part of the original quote are **included inside quotation marks**. However, if the **question marks** and **exclamation points** are not part of the original quote, then the punctuation goes outside the quotation marks, like this:

E.g., Who said the line, “I’m the king of the world”? BUT: I asked: “Are you king of the world?”

E.g., How did the coach know it was me who said, “I don’t want to be on this team”?

E.g., You have to read the article “UFOs Are Real”!

- **Colons, semi-colons, and dashes** always go outside quotation marks.

E.g., The speaker listed three “secrets of success”: confidence, perseverance, and passion.

E.g., His favorite team is the “Rams”; he has never missed any of their games.

E.g., She laughed and said, “I don’t think he will pass his driving test” – then he pulled up in front of the house.

Typeface, emphasis, and dashes

- **Italics** should be used for:
 - o Concepts and *technical terms* in foreign languages, e.g., the search for the right moment or *kairos*, the *vota* at the Council of Trent, the *gratia sufficiens* and the *gratia efficax*, etc. (Single word translations taken from the sources, which are no technical terms, are preferably between quotation marks, e.g. “the fools” (or “nebulones”))
 - o Latin *a priori*, *ad libitum*, *de novo*, *in situ*, *do ut des*...;
 - o titles of books, published documents, newspapers, and periodicals.
- **Italics** may be used to:
 - o draw attention to *significant terms* at first mention only (after this first mention, these terms should be set in romans), e.g., e.g., “Our point is that the label *protestantizing*, strictly speaking, applies only...” ;
 - o emphasize a word or phrase in a quotation, if so indicated by [emphasis mine].
- Please do not use any other kind of emphasis, such as boldface type, single quotation marks, underlining or capital letters.
- Brackets within parentheses should be [square brackets]; do not use double round brackets.
- Parenthetical dashes are equal to **spaced N-dashes** (and thus longer than hyphens). If you cannot print dashes, use double hyphens.

E.g., And in a French overview article on German and English Bible translations –

the latter tradition indeed being far more restrictive than any other Continental practice – Gergely Juhász complains that [...].

- Dashes in range of numbers should be **closed-up N-dashes**

E.g., 90–92, 189–93, 226, and 350–57. Also: 1533–1534

Numerals, dates and time periods

- Up to 20: Numbers below 21 should be spelled out, except before SI units (especially for days, months, years). As a consequence, we use sixteenth and seventeenth centuries
 - 21 and above: Numerals
 - Thousand separator: Use comma after “9999” → e.g., 12,567
 - Ordinals: Spell out up to 20, e.g., “third”; in exceptional cases, ordinals should be in online (e.g., 2nd not 2nd); also 400th anniversary.
 - Numerals at the beginning of a sentence should always spelled out.
-
- Irmão Yōhō Paulo (ca. 1508–1595)
 - Sixtus V (r. 1585–1590) = regit
 - Luzia Cruz (d. 1548) NOT Luzia Cruz († 1548)
-
- late 1550s (no hyphens)
 - Apostolic Era, Late Antiquity
 - Middle Ages (BUT late medieval period)
 - Early Modern Era, Early Modern Period, Early Modern Times
 - the Renaissance (also the Renaissance tradition, Renaissance humanism, biblical humanism) (see also below)

Citations and References

- **Note numbers** in the text should be superscript (small raised) numbers without parentheses, and **should directly follow the word in question or a punctuation/quotation mark if applicable**, with no blank space. Use Arabic numerals.

E.g., Gergely Juhász complains [...] while adding that “it is clear for everybody that this position cannot be maintained anymore.”⁴

- Give the **full first name of authors and editors (initials do not suffice)**, *title*, book series (place of publication: publisher, year), and so on the first time a book/article is referred to.
- Place of publication: **Capital towns and other major towns are, as a rule, indicated/translated according to the language of the article**. All other towns are in the local language:

E.g., **English**: Brussels, Antwerp, Berlin, Munich, Cologne, Rome, Turin, Milan, Naples, Venice, Geneva, Vatican City ...

BUT: Leuven, Louvain-la-Neuve, Mechelen, Aachen...

E.g., **French**: Bruxelles, Berlin, Londres, Rome, Vatican

BUT: Leuven

E.g., **German**: Brüssel, Antwerpen, Rom, München, Köln,

BUT: Leuven

- Give the **inclusive page numbers of articles in journals or edited works**, followed by the specific pages in question in parentheses. Always use the **closed-up N-dash** (“from ... up to and including...”) between page numbers, years and so on.
- After a first full reference, a **shortened version** should be used (use always the comma before the page number, also in citations to journal articles). References are separated by a semicolon; before the last one, the word ‘and’ can be introduced: Leppin, “Verlust,” 78; Thielicke, *Theologische Ethik*, vol. 1, 120–25; and Rosner, *Paul and the Law*, 56.
Please avoid shortened citations as “op. cit.,” “ibid.” etc.

Article in a journal:

Volker Leppin, “Der Verlust des Menschen Luther: Zu Ebelings Lutherdeutung,” *Journal of Early Modern Christianity* 1 (2014), 29–50, esp. 45–46. (or: here 45, especially as a reference to a quotation).

Note: **Comma** (no colon).
The issue number of the journal is to be omitted unless the pagination starts over again in every issue.

If your article is written in **German**, put this the other way around: „Titel“, *Zeitschrift*
French: « Titre », *Journal*

A book in a series

Els Agten, *The Catholic Church and the Dutch Bible: From the Council of Trent to the Jansenist Controversy (1564–1733)*, Brill's Series in Church History 80 (Leiden and Boston, MA: Brill, 2020), 120–25.

Note: **Colon** between title and subtitle. Further subtitles are separated by semicolon.

Note: **Not 120–125**.
Note also the following examples, which are correct:
15–17, 100–107, 101–7.

Note: **No comma** between the series title and the serial number

Edited books

Carl Ivar Ståhle, Ingemar Olsson, and Nils-Gustaf Stahre, eds., *Rannsakningar efter antikviteter: Uppland, Västmanland, Dalarna, Norrland, Finland* (Stockholm: Kungliga Vitterhets Historie och Antikvitets Akademien, 1960), 12, n. 3.

“ed.” should be read as “editor” and “eds.” as “editors”. In German, use: “Hg.” and “Hgg.”
In French “éd.” and “éds” (without period!)
Up to three editors are to be named, from 4 upwards, please use “et al.”

Part of an edited book:

Robert Kane, “Libertarianism,” in *Four Views on Free Will*, ed. John Martin et al. (Malden, MA: Blackwell, 2007), 5–43.

Wim François, “Typology – Back with a Vengeance! Text, Images, and Marginal Glosses in Vorsterman’s 1534 Dutch Bible,” in *Imago Exegetica: Visual Images as Exegetical Instruments, 1400-1700*, ed. Walter S. Melion, James Clifton, and Michel Weemaes, Intersections 33 (Leiden and Boston, MA: Brill, 2014), 89–136.

“ed.” should be read as “edited (by)”. In German, use: “hg.”
In French “éd.”
Up to three editors are to be named, from 4 upwards, please use “et al.”

Translated book or revised book

Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146, n. 2.

Cebus Cornelis de Bruin, *De Statenbijbel en zijn voorgangers: Nederlandse*

bijbelvertalingen vanaf de Reformatie tot 1637, rev. Frits Gerrit Murk Broeyer (Haarlem: Nederlands Bijbelgenootschap and Brussels: Belgisch Bijbelgenootschap, 1993), 111–20, esp. 118–20.

A particular volume of a multivolume work:

Helmut Thielicke, *Theologische Ethik*, vol. 1, *Dogmatische, philosophische und kontroverstheologische Grundlegung* (Tübingen: J.C.B. Mohr [Paul Siebeck], 1951), 120–25.

Abbreviated as: Thielicke, *Theologische Ethik*, vol. 1, 126.

Bart A. Rosier, *The Bible in Print: Netherlandish Bible Illustration in the Sixteenth Century*, trans. Chris F. Weterings, vol. 1 (Leiden: Folio Publishers, 1997), 23–24 and 196–200.

Abbreviated as: Rosier, *The Bible in Print*, vol. 1, 12–23.

Henry de Vocht, *History of the Foundation and the Rise of the Collegium Trilingue Lovaniense 1517–1550*, 4 vols. (Leuven: Librairie universitaire, 1951–1955), vol. 2, 120–22 and vol. 3, 154–208, esp. 190–95 (Alternatively, here 190–95).

Abbreviated as: de Vocht, *History of the Foundation*, vol. 2, 120–22 and vol. 3, 154–208, esp. 190–95.

References to early modern sources

Archival Sources:

Rome, Archivum Romanum Societatis Iesu (ARSI), *Japonica Sinica* 57, fol. 261–276v^o: Sebastián Vieira, Annual letter of 1613 to General Claudio Aquaviva, Nagasaki, 16 March 1614 : “source quotation.”

Short reference:

ARSI, *Japonica Sinica* 57, fol. 261: “quotation.”

Vatican City, Biblioteca Apostolica Vaticana (BAV), *Codices Regenses Latini* 459, fol. 163v^o–381: Vidas gloriosas de algũs Sanctos e Sanctas.

Following short reference: BAV, *Cod. Reg. Lat.* 459, fol. 163.

Printed Sources:

Please give an additional cross-reference to *Universal Short Title Catalogue*, or any other

bibliographical repertory at hand.

Franciscus Lucas Brugensis, *Notationes in sacra Biblia, quibus variantia discrepantibus exemplaribus loca, summo studio discutiuntur* (Antwerp: Christopher Plantin, 1580), cf. USTC 406507.

Iconographic and Material Sources

References in the text

(Ill. 1). (preferably at the end of a paragraph – not between two sentences – and followed by a full stop)

(Ills. 7-13). OR (Ills. 3 and 4).

(Fig. 1) OR (Table 1)

(Chart 1)

Captions

Ill.7: Hieronymus Wierix, after Maarten de Vos, *Adoration of the Magi*, before 1595, engraving, 233 x 144 mm; in Jerónimo Nadal, *Adnotationes (...)* (Antwerp: Martin Nutius, 1595), Chapter 9, Imago 7. © Leuven, Maurits Sabbe Library, [P248.693.1/F° NATA Adno](#) .

Ill. 1: *Johannesschiüssel*, eighteenth century, wood, 50 x 35 cm (platter); Lummen, Church of Our Lady. © Photograph by the author.

Ill. 7: Frans I Pourbus, *Adoration des mages*, ca. 1572-4, triptyque (fermé), 195 x 180 cm (panneau central); 195 x 83 cm (panneaux latéraux); Wezemaal, Église Saint-Martin. © Bruxelles, KIKIRPA.

Electronic sources

For the Dutch text of the Pacification and the qualifications “perturbateurs van de gemeene ruste” and “de Spaengnaerden ende henne adherenten” see https://dutchrevolt.leiden.edu/dutch/bronnen/Pages/1576_11_08_ned.aspx (accessed 14 November 2019).

Abbreviations and biblical books

- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al., ca.). Also: i.e., and e.g., are followed by a comma.

- No general abbreviations are to be used in the main body of the text (“century,” “for example,” etc. are to be written out in full). Equally, all first names are to be written out in full.
- Do not use periods after acronyms (AAR, not A.A.R.).
- Periodicals, series and lexicons *may be* abbreviated according to SBL Handbook of Style and IATG (Siegfried Schwertner, Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete, Berlin/New York 2 1992).
- Single references to biblical books are to be abbreviated according to the SBL Handbook of Style, e.g., **Jer 20:7**.
- Verse numbers within a chapter are separated by a comma without a space (e.g., Mark 12:13–17, 38–40).
- Passages from various chapters and various books are separated with a semicolon with a space (e.g., Num 12:1–15; 20:1–13; Mark 11:27–33; 12:1–12) with the exception of parallel passages (e.g., Matt 6:9–13 par. Luke 11:2–4), as are several chapters without verse numbers (e.g., Jer 5–6; 9).
- In the case of numbered books (e.g., 1Sam or 2Sam) there is no space between the number and the name of the book.

For further information, see the Chicago Manual of Style (15th or 16th edition).

Use of capitals in English

Political divisions in the Early Modern Era, incl. popular place-names or epithets

- Holy Roman Empire; the Kingdom of France; the Viceroyalty of Peru.
- Papal States, BUT: the papacy
- on the Continent, BUT: continental Europe
- Eternal City
- Holy Land
- Ancient Roman Empire

Political-geographical divisions and points of the compass

As geographical reference, capital letters are used; when the points of the compass are meant, small letters are used N/north, S/south, E/east, W/west:

- E.g., “Northern, Central, and Eastern Europe were virtually absent...,” but “the northern part of Italy...,” Western Mediterranean, Mediterranean world;
- E.g., “Many Catholics saw in this harvest a divine compensation for the losses to the Church in the north of Europe to the Protestants and in the southeast to the Turks. The letters of Francis Xavier from the East were read across Catholic Europe...”;
- E.g., “Most of the new foundations originated in Southern Europe, especially in Italy, with little attention at their origins paid to the Reformation in the North.”

The Church as institution

The Church as an institution is usually capitalized (whatever confession is meant)

- The universal Church
- The (Roman-)Catholic Church
- The Anglican Church; the Gallican Church
- Protestant Churches, Reformed Church(es), Lutheran Church(es)
- Orthodox Church(es), Oriental Churches
- Also: Church officials, Churchmen, Church properties
- Latin-American churches,

Governmental bodies of (Church-)political entities

- The Crown
- The Holy See

- The Roman Curia
- The Congregation of the Council; Sacred Congregation of the Roman Inquisition; Congregation of the Index, etc. (BUT a congregation)
- The Diet of Worms
- The Senate of Venice
- The Wittenberg City Council
- The States General or Estates General

Religious jurisdictions

The names of official divisions within organized religions are capitalized

- The Bishopric of Namur; the Diocese of Namur,
- The Ecclesiastical Province of Cambrai

Councils, synods, and the like

The accepted names of historic councils and the official names of early modern counterparts are capitalized.

- Council of Trent, the Council etc. (not council); the Fathers of the Council, the Fathers at Trent, BUT: the Council fathers; ALSO the Tridentine Church; Tridentine Reform; Tridentine Era, BUT: Tridentine decrees, conciliarism, conciliarist principles;
- The Synod of Dordrecht;
- The Provincial Council of Mexico City, BUT: a provincial council;
- The Diocesan Synod of Namur, BUT: a diocesan synod.

Titles and Offices

- Emperor Charles V; Charles V, emperor of the Holy Roman Empire; the emperor/the empress;
- King Francis I; Francis I, king of France; the King of Aragon; the king (BUT: emperors and kings; the Catholic princes, the Protestant princes);
- Viceroy;
- Duke William of Bavaria; William, duke of Bavaria; the Duke of Bavaria (BUT: dukes and counts);
- The Doge of the Venetian Republic;
- The Governor-General of the Low Countries;
- Pope Alexander VI; the Pope of Rome (BUT: the popes; the papacy);
- Cardinal Rodrigo Borgia; the Cardinal; the Cardinal nephew;

- The Archbishop of Cambrai; the Bishop of Namur; Bishop Triest of Ghent; BUT: the archbishop wanted; the bishop said; the bishop's task;
- The vicar-general;
- The ordinary of the place;
- the secretary of state, the Spanish ambassador;
- the apostolic vicar; papal legates; apostolic nuncio; papal nuncio.

Names

- Catherine de' Medici
- Henri IV
- Francis I
- John Calvin
- Martin Luther
- Carlo instead of Charles Borromeo

Historical and Cultural Periods

- Apostolic Era, Late Antiquity, the Church fathers, BUT: the Fathers (of the Church)
- Middle Ages (BUT: late medieval period)
- Early Modern Era, Early Modern Period, Early Modern Times
- The (Protestant) Reformation; the Counter-Reformation; Catholic Reform; Early Modern Christianity; the Reformers; BUT: the Protestant reformers, Catholic reformers, the reformations of the sixteenth century
- the Renaissance (also the Renaissance tradition, Renaissance humanism, biblical humanism).

Religious groups

Names of major religions, denominations, sects, and Orders are capitalized, as are their adherents and adjectives derived from them:

- Christianity, Christians, Christian;
- Catholicism, Catholics, Catholic;
- Protestantism, Protestants, Lutherans, Calvinists, Mennonites, Protestant;
- Judaism, Jews, Jewish;
- Buddhism, Buddhists, Buddhist etc.;
- Gentiles;
- Pelagianism, Jansenism;

- Cathars, Waldensians, heterodox Beguines.

Religious Orders and congregations

- The Dominicans; the Capuchins; the Jesuits, Father Benedetto S.J.; the Order; BUT: a Capuchin friar, the Jesuit father;
- The prior general of the Dominicans; the superior general of the Jesuits; the vicar-general of the Observant Augustinian Hermits (preferred to vicar general); the mother general of the Ursulines; BUT: General Acquaviva of the Jesuits;
- The Marian congregations.

Places of Worship

The names of the buildings in which religious congregations meet are capitalized:

- Saint Michael's Church in Leuven;
- The Old Church in Amsterdam;
- Saint Paul's Cathedral in London;
- BUT: a church; church repairs; church music.

The Bible and other religious Writings

- The Bible and Bible-based and Bible reading (BUT: biblical); Scripture and Scriptures (but scriptural); Complutensian Polyglot Bible of Cardinal Ximenez;
- The Gospels; History Bibles; Psalters; the New Testament; Gospel harmonies, as well as books containing the Epistles and Gospel readings from Mass;
- the Word of God;
- The Vulgate;
- Scripture and tradition(s);
- articles of the Creed;
- the Jewish Law; the Mosaic Law;
- the (Latin) Missal; the *Missale*;
- a papal bull; Tridentine decrees.

Religious events, concepts, services, and objects

- Religious events and concepts of major theological importance are often capitalized: the Creation; the Fall; the Exodus; the Incarnation; the Crucifixion; the Resurrection; the Second Coming;

- Doctrines and principles are usually lowercased: original sin; atonement; justification;
- Terms for divine dwelling places, ideal states, places of divine punishment, and the like are usually lowercased: heaven; hell; purgatory;
- Names of services and rites are usually lowercased: baptism, confirmation, sacrament of penance, sacrament of matrimony, the holy orders, the last unction;
- Terms denoting the Eucharistic sacrament, however, are traditionally capitalized: the Eucharist; the Mass; Holy Communion; Corpus Christi celebrations; the Sacrifice of the Mass.

Universities and faculties

- University of Paris;
- Louvain Faculty of Theology.