

Style Sheet

Religion & Urbanity

Dear Author,

We are happy to welcome you as author of *Religion & Urbanity*! In order to ensure a smooth typesetting process, please carefully adhere to the following guidelines when preparing your manuscript.

Thank you very much!

1. General

- The length of each chapter shall preferably be between 8.000 and 10.000 words.
- Please use standard British English spelling.
- Please follow the guidelines of *Chicago Manual of Style*.
- For references use the *author-date-system*.
 - ⇒ The date is always given in brackets: 'Bloomfield (1933: 123–25) introduced the term'; '... that this was a matter of taste (Sapir 1922)'.
 - ⇒ Give page numbers in full: do not use 'f.', 'ff.'.
 - ⇒ Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page number with quotations.
 - ⇒ Always give the full author-date citation: do not use 'op. cit.', 'loc. cit.' or 'ibid.'.
- 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 brackets.
- For headings please use headline style (e.g., capitalize all letters in a title apart from articles and prepositions)
- Do not end a title or heading with a period.

2. Bibliography

- The bibliographic entries should be entered in one comprehensive bibliography at the end of the article. When the same author is cited more than once, provide in each instance the name and list publications in chronological order from earliest to most recent.
 - ⇒ **Book:**
Waardenburg, Jacques. 2007. *Muslims as Actors*. Religion and Reason 46. Berlin: Walter de Gruyter.
 - ⇒ **Edited book:**
Rüpke, Jörg, and Wolfgang Spickermann, eds. 2012. *Reflections on Religious Individuality. Greco-Roman and Judaeo-Christian Texts and Practices*. RGVV 62. Berlin: Walter de Gruyter.
 - ⇒ **Article in edited book:**
Geertz, Clifford. 1966. 'Religion as a Cultural System.' In *Anthropological Approaches to the Study of Religion*, edited by Michael Banton. London: Tavistock. 1-16.
 - ⇒ **Article in journal:**
Glomsrud, Ryan. 2009. 'The Cat-Eyed Theologians: Franz Overbeck and Karl Barth.' *Journal for the History of Modern Theology* 16: 140–145.
 - ⇒ **Website content:**
Yale University. 'About Yale: Yale Facts.' Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.
 - ⇒ **Online article:**
Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 'Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.' *Journal of Human Capital* 11: 1–34. <https://doi.org/10.1086/690235>.

3. Transliteration & Foreign Languages & Specifics

- All technical terms from languages written in non-Roman alphabets must be italicized and fully transliterated.
- All booktitles in non-Roman alphabets (Arabic, Cyrillic, etc.) must be transliterated and should follow English-language capitalization rules.
- Please do follow the transliteration rules widespread in your field.
- Words that are found in the Cambridge Dictionary should be spelled as they appear there and not treated as technical terms.

4. Typeface, emphasis, and punctuation

- Italics should be used for:
 - foreign-language expressions;
 - titles of books, published documents, newspapers, and periodicals.
- Italics may be used to:
 - draw attention to significant terms at first mention only;
 - emphasize a word or phrase in a quotation, if so indicated '[emphasis mine]'.
- Use, if possible, rounded quotation marks ('. . .') not straight ones.
- Do not use double round brackets: brackets within parentheses should be square brackets.
- In quotations, please put the final period or comma *inside* the quotation marks
- An 'en'-dash, '–', is used to indicate continuing or inclusive numbers, such as '1965–1966', or pages '5–8'. If your word processor has no en-dash, use two hyphens characters.

5. Abbreviations

- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
- 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.).

6. Tables, figures, and illustrations

- Please provide your graphics twice – in print ready resolution and web ready resolution. Graphics for print must be provided with a minimal resolution of 300 dpi, in TIFF format. Web ready illustrations/images must have a resolution of 96 dpi, JPEG or PNG format.
- Tables and figures should be numbered consecutively throughout a monograph and be given titles. The title of a table should appear above the table, the title of a figure below the figure.
- Copyrights of all visual material must be cleared and provided by the author to the editors for their use in the printed book and the electronic version.

7. Indices

- The final volume will include an index of (religious) places, a subject index and an index of personal names. Please mark all prospective entries by double parentheses, e.g. ((Pantheon)), ((Calcutta)) etc.
- For the index of personal names, please include full biographical information in the following form: ((Last name, first name, title/function, date of birth-date of death¹))

¹ If applicable and as far as they are known.