

INSTRUCTIONS FOR AUTHORS

We invite scholars to submit articles of between 5 -7,000 words written in English and/or Chinese, with 300 word abstracts in both English and Chinese. The submission will undergo a double-blind peer-review and editorial process, which we aim to make as rapid and efficient as possible. Please note those who submit only in Chinese should also include a two-page English summary. Any questions regarding submission can be sent to Editorial Assistant – Dr. Jie Kang: Kang@mmg.mpg.de.

EDITORIAL POLICY

Unpublished material: Submission of a manuscript implies that the work described is not copyrighted, or if published or submitted elsewhere, copyright belongs to the author. The corresponding author should ensure that all co-authors approve the manuscript before its submission.

Ethical conduct of research: The authors must describe and confirm safeguards to meet ethical standards when applicable.

Conflict of interest: When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence their judgment. If no specified acknowledgement is given, the Editors assume that no conflict of interest exists.

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Authorship: Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section. The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of the manuscript, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Peer Review process: The Editors reserve the right to decline the submitted manuscript without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Editor will seek advice from experts in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers. Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision.

SUBMISSION

Electronic Formats Allowed: We accept submission of text, tables and figures as separate files or as a composite file. For your initial submission, we recommend you upload your entire manuscript, including tables and figures, as a single PDF file.

Text files can be submitted in the following formats: MS Word - standard DOCUMENT (.DOC) or RICH TEXT FORMAT (.RTF); PDF (not applicable for re-submitted or accepted manuscripts, see below). Tables should be submitted as MS Word or PDF (not applicable for re-submitted or accepted manuscripts, see below). Please note that a straight Excel file is not an acceptable format.

Graphics files can be submitted in any of the following graphic formats: EPS; BMP; JPG; TIFF; GIF or PDF. Please note that PowerPoint files are not accepted.

Cover Letter: A cover letter must accompany the manuscript, stating the significance and the novelty of the work. The letter should provide the submitting author's name, postal and e-mail addresses, and telephone and fax numbers. All Editorial correspondence concerning receipt, status, review, revision, and publication of manuscripts will be sent only to the person who has submitted the manuscript. The submitting author is responsible for communicating the manuscript status to all co-authors of the paper.

Abstract and keywords: Submitted articles should include abstracts (in both English and Chinese) that do not each exceed 300 words and a list of up to 5 keywords in each language. We suggest that keywords do not replicate those used in the title. Authors should use keywords that are specific and emphasize what is essential in the presented study.

Fonts: Only use Unicode fonts (e.g. Times New Roman, Arial) Colored Text: Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Emphasized text, title, and foreign terms:

To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged.

Foreign terms should be set in italics rather than underlined.

Titles of books, movies, etc., should be set in italics rather than underlined.

Symbols and abbreviations: The use of special symbols, abbreviations, and acronyms is permitted so long as they are defined upon first mention in the article.

Headings: Headings (e.g., title of sections) should be distinguished from the main body text:

Clearly indicate the heading hierarchy.

Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lower-case.

References: References should be listed in alphabetical order. In the text, citations should be indicated by the last name and a year (e.g. Smith 2007). References in figure captions and tables should be listed after references in the text.

Please use the following style for the reference list:

Published Papers

Bracken J. A., Panentheism in the context of the theology and science dialogue, *Open Theol.*, 2014, 1, 1-11.

Accepted Papers

Bracken J. A., Panentheism in the context of the theology and science dialogue, *Open Theol.*, (in press), DOI:10.2478/opth-2014-0001.

Electronic Journal Articles

Bracken J. A., Panentheism in the context of the theology and science dialogue, *Open Theol.*, <http://www.degruyter.com/view/j/opth.2014.1.issue/opth-2014-0001/opth-2014-0001.xml?format=INT>

Books and book chapters

Van de Poll E., *Europe and the Gospel: Past Influences, Current Developments, Mission Challenges*, De Gruyter Open, Warsaw, 2013

Theses

Agutter A.J., *Analysis of sigma factors in S. aureus*, PhD thesis, Edinburgh University, Edinburgh, UK, 1995

Conference proceedings

Smith J., Brown P., *Reference style guide*, In: M. Scott (Ed.), *Proceedings of Biochemical Society Conference (11-13 July 2007, Warsaw, Poland)*, Versita Warsaw, 2007, 1335-1791

Newspaper articles

Sherwin A., *The post-genomic era*, *The Times*, 13 July 2007, 1-2