Instructions for Contributors

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(NZSTh)

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1. General

Do not submit work that has been published previously or is also being submitted elsewhere. Your contribution should not exceed 18 printed pages (approx. 43,000 characters). It should be written with a word-processor in American or British English. Attend to the grammatical and stylistic imperatives implied by this declarative sentence.

Please submit a text file as email attachment to the editor Professor Dr. Christoph Schwöbel (cs323@st-andrews.ac.uk).

The manuscript should contain the title (and sub-title) of the contribution, personal data (your academic titles, full name, address of your institution or private address), the text of your contribution including footnotes and an English summary of 5 to 15 lines along with its German translation. Please provide also 3–5 keywords.

2. Body of the article

Fonts: Please use Times New Roman 14 point, for small print and footnotes use Times New Roman 12 point. Insert a blank line before and after small print. Latin quotations are typeset in quotation marks. Outside of quotations, Latin words should be italicized. For Greek or Hebrew words please use the Unicode font of the Society of Biblical Literature, which you can download at https://www.sbl-site.org/educational/biblicalfonts.aspx.

Sections and subsections: Begin their numbering with a Roman number (I.), then with Arabic numbers (1.; 1.1. etc.). Sections and subsections with their headings are generally centered and italicized.

Abbreviations: Use only standard abbreviations like “e.g.,” “etc.,” “i.e.” in the body of the article. Spell out first names of authors mentioned in the text.

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Each footnote begins with a space between footnote number and footnote text and ends with a period (or question mark). Use Times New Roman 12 point.

The following abbreviations may be used:
cf.; ed. by; e.g.; etc.; et al.; f. / ff.; ibid.; i.e.; n. [note]; transl. by; vol(s).

Journals and series should be abbreviated according to the SBL Handbook of Style.
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Give the full names of authors and editors when first mentioned in your contribution. Use small caps for the last names. Then give the title (and sub-title, separated by a colon) of the book in italics. (The title of essays and articles is given in double quotation marks instead of italics.)

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If you quote several works or essay by the same author, add a short title:
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5. Quotes

Additions to and omissions from quotes are indicated by square brackets:
“as has been pointed out by [H. Richard] Niebuhr in his influential […] work on Christ and Culture“