



**SAGE UK**  
**Style Guide:**  
***Theology Today***

Please check the style to be used for your journal for any points not covered in these notes. Guidelines are available on the Journal's web pages and may also appear in short form in the printed issues.

## 1. Article Opening Material

## 2. Grammar and Spelling

## 3. Style Guidelines

## 4. Book Reviews

### **1. Article Opening Material**

#### **Article title**

Please format with an initial capital only and remaining words lower case (unless names). Run on subtitle after colon (with initial capital). Please see the journal for style.

#### **Author name and Bio**

Prepare a short author bio in a separate document. Remember your main document will be anonymous. In the author bio (separate document), list authors full names (not initials) in the order that they must appear on the manuscript, with their affiliations directly following their names. It is highly recommended that you mention your academic credentials. You can also mention your publications, books you have written, other achievements and links to websites, if they are relevant.

#### **Example**

Gordon S. Mikoski  
Princeton Theological Seminary, USA

#### **Abstract**

'**Abstract**' should appear in bold without a colon in a separate paragraph. It must be succinct statement of the central argument of the essay.

#### **Keywords**

'**Keywords**' (all one word) should appear in bold without a colon on a separate paragraph. List 5-7 keywords.

#### **Corresponding author**

A postal and email address for the first or corresponding author only should be added in the author bio and not in the main manuscript. Please give it as follows:

**Corresponding author example:** Prince Varughese M., 100 Stockton St., Princeton Theological Seminary, Princeton 08540, NJ. Email: prince.madathilathu@ptsem.edu

Please remove any fax or telephone numbers.

## 2. Grammar and spelling

1. Except as noted in this style guide, follow the directives of: ***The Chicago Manual of Style: Fifteenth Edition*** (Chicago: University of Chicago Press, 2003) for general style and editing matters.
2. For spelling, follow *Merriam Webster's Collegiate Dictionary: Eleventh Edition* (Springfield, MA: Merriam-Webster, 2003).

## 3. Style Guidelines

- a. Style Guide: Always write in conformance to ***The Chicago Manual of Style: Fifteenth Edition*** (Chicago: University of Chicago Press, 2003) for general style and editing matters.
- b. Anonymity: The manuscript you submit must be anonymous; remove any mention of your name from the document, including footnotes. In order to save a place for reinserting your name or an identifying reference (for instance, “my book, *Teaching and Learning*”) in the footnote or in the main body of the manuscript, simply replace your name or reference with the following: “[redacted for blind review].” **NOTE: If you are submitting a manuscript that has been commissioned for a special issue and has already been edited by one of the Theology Today editors, you do not need to make your manuscript anonymous.**
- c. Margins, Indent, Space. The manuscript should be double-spaced, with 1” margins all around. Use 0.5” indent for paragraphs. Do not indent first line of footnotes. Do not indent first line under section heading.
- d. Quotation: Refer Chicago or SBL style. A prose quotation of five or more lines should be “block-quoted”. The quotation will be single-spaced and will have no quotation marks, but you should leave an extra line space immediately before and after the quote. Indent the entire quotation .5” (the same as you would start a new paragraph)
- e. Font. Write in 12-point regular font and **Times New Roman**.
- f. Notes. All notes should be **footnotes** with full references conforming to the Chicago Manual of Style. Bibliographies are not necessary.
- g. Active Voice. Write as much as possible in the *active voice* (avoid passive constructions).
- h. Capitalization. Avoid overcapitalizing words. As a guide, follow *Merriam Webster's Collegiate Dictionary: Eleventh Edition* or see Ch. 8 of the *Chicago Manual of Style*. and *The SBL Handbook of Style*, Appendix A. For example, certain proper nouns are capitalized, but corresponding adjectives are not: Bible, biblical; Christ, christological; Trinity, trinitarian; God, godly.
- i. Hyphenation. Consult the section on “Compounds and Hyphenation” (7.82–90) in the *Chicago Manual of Style*, 15<sup>th</sup> ed., which expresses a strong preference *against* hyphenation where possible.
- j. M-Dashes and N-Dashes. Use M-dashes to indicate a break between parts of a sentence. Use N-dashes to indicate a break between consecutive numbers. E.g.:

- The three theological virtues—faith, hope, and love—undergird the whole of Christian ethics.
  - Ephrem the Syrian (306–373) was born in Nisibus.
- k. **Small Capitals.** Small capitals, *without periods*, are used to indicate certain common abbreviations, such as:
- historical periods: 586 BCE, CE 451
  - affiliation with religious orders: Fr. Thomas Skillen, OFM
- l. **Italics.** For emphasis, *italicize*; do not use bold font or capital letters. Use italics sparingly, usually only for non-English words and phrases.
- m. **Commas.** Use commas to clarify the syntax of sentences. Use commas throughout a series: “faith, hope, and love,” as opposed to “faith, hope and love.” Place a comma after introductory prepositional phrases: “In a sense, theology is...”
- n. **Abbreviations.** Do *not* use abbreviations such as e.g., i.e., or etc. in the text of an article. These abbreviations may be used sparingly in notes.
- o. **Gender Inclusive Language.** Use gender inclusive language where feasible.
- p. **Slash.** Do not use slash in sentences. For e.g., Jesus/God; instead use conjunctions wherever possible.

## Headings

Provide headings. If headings are not provided by the author, they will be added by the editors. Primary section headings should be in **bold** with the first letter of each word capitalized, left justified, *not* enumerated, and without any period. Secondary section headings should be in lower case with the first letter of words capitalized (according to the *Chicago Manual* rule for capitalization in titles), in *italics*, flush left on the page. Examples:

### Primary Section Heading

*Secondary Section Heading*

## Foreign Words

Greek and Hebrew words may be used sparingly, in transliteration. Conform transliterations to *The SBL Handbook of Style*.

Any foreign word used should be *italicized* and should *include an English translation*.

## Notation Guidelines

- a. Use footnotes rather than endnotes.
- b. Please refer *Chicago Manual of Style*'s “Documentation I” section (ch. 16) for footnote format.
- c. Use notes sparingly, primarily to identify cited sources. Do not include lengthy content in any notes.
- d. In the initial citation to a work, use the full name (not abbreviations) for any book, journal title, author, etc.
- e. Omit words such as “Press” (except with university presses), number of volumes, the names of translators, or the names of series (such as SBLDS or VTSupp).  
E.g.:

- (i) Hans Conzelmann, *Jesus* (Philadelphia: Fortress, 1973).
  - (ii) Walter Brueggemann, "Preaching: A Sub-Version," *Theology Today* 55 (1998): 196–212.
  - (iii) James Limburg, "Psalms, Book of," *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992) 5:522–36.
  - (iv) Duane Priebe, "Theology and Hermeneutics," *Studies in Lutheran Hermeneutics*, ed. John Reumann (Philadelphia: Fortress, 1979), 297–301.
- f. For subsequent notes after the first entry, a shortened reference or *ibid.*, is appropriate:
- (i) Brueggemann, "Preaching: A Sub-Version," 201.
  - (ii) *Ibid.*, 204. [Do not italicize or underline *ibid.*]
- g. Do not include P. or pp. for page numbers

<b>Do not mix English and US spellings. Some common US variations in spelling:</b>							
analyze	color	favor	fulfill	labor	license (noun)	program	traveler/ traveling
behavior	counseling	fetus	gray	mold	pediatrics	practice (verb)	willful

Follow author style regarding use of the possessive's for proper names ending in s. However, 's is not used for classical names, e.g., Socrates' philosophy

→The following books are recommended: *Hart's Rules; Fowler's Modern Usage*

**Quoted text:** spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, query with author or insert [sic].

**(a) Undisplayed quotes:**

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full point (or other punctuation) follows the reference for the quote, e.g. '... is the most decisive and important' (Smith, 2003: 45).

**(b) Displayed quotes:**

Lengthy quotes (40 words or more) should be displayed and indented – follow journal style.

**Lists:** follow journal style.

## Abbreviations

### General

1. Do not use abbreviations in the title of a paper, in the abstract, in the keywords, in the running heads or in headings and subheadings within the paper, unless the full version is very long and clumsy or the abbreviation is better known than the full term. If in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. For plural terms, use plural abbreviations:

4. If you need to abbreviate months or days of the week (for example, in a crowded table), use the first three letters without a full-stop (Mon, Tue, Jan, Feb).
5. If abbreviations are used in a figure or table, they must all be defined in the legend even if they are also defined in the text.
6. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below.
7. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
8. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means 'compare' and not 'see'), n.d.
9. No comma after e.g., i.e. or cf. Etc. is usually preceded by a comma in a list.
10. In reference lists, notes, footnotes and authors' biographical notes, please use the standard abbreviated form for American states (and territories):

Alabama	AL	Indiana	IN	Nevada	NV	South Dakota	SD
Alaska	AK	Iowa	IA	New Hampshire	NH	Tennessee	TN
Arizona	AZ	Kansas	KS	New Jersey	NJ	Texas	TX
Arkansas	AR	Kentucky	KY	New Mexico	NM	Utah	UT
California	CA	Louisiana	LA	New York	NY	Vermont	VT
Colorado	CO	Maine	ME	North Carolina	NC	Virginia	VA
Connecticut	CT	Maryland	MD	North Dakota	ND	Virgin Islands	VI
Delaware	DE	Massachus etts	MA	Ohio	OH	Washington	WA
District of Columbia	DC	Michigan	MI	Oklahoma	OK	West Virginia	WV
Florida	FL	Minnesota	MN	Oregon	OR	Wisconsin	WI
Georgia	GA	Mississippi	MS	Pennsylvania	PA	Wyoming	WY
Hawaii	HI	Missouri	MO	Puerto Rico	PR		
Idaho	ID	Montana	MT	Rhode Island	RI		
Illinois	IL	Nebraska	NE	South Carolina	SC		

Avoid use of 'e.g.' or 'i.e.' in running text. They may be used in lists or figure or table legends, and within parentheses.

### **Dates**

- Write out dates as follows: 30 September 2003.
- Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
- Use figures for centuries, e.g., a 21st-century dilemma.

### **Notes and footnotes**

#### **1. Textual notes**

Textual notes are indicated by a superscript Arabic numeral placed *after* the punctuation. All textual notes should be collected and placed after the text and before the reference section. Any general note, author's acknowledgment or brief statement should be the first, unnumbered note.

## 2. Authors' biographical notes

Follow journal style.

## 3. Tables and Figures

All tables and figures should be numbered consecutively and cited in the text (as Table 1, Figure 1 etc.). They should all carry brief but complete captions.

Footnotes to tables should be indicated by a superscript, lower case a, b, c, etc. The notes themselves should be placed at the foot of the table (below any rule) preceded by the respective superscript letter. These notes should precede the source for the table, if included.

Style/punctuation for abbreviations: "ADL: activities of daily living, BMD: bone mineral density"

*Source*: should be italic and followed by a colon.

## 4. Scripture Citations

For all citations, use the *New Revised Standard Version*. A different translation may be used to make a specific point. If another translation is used, include the standard abbreviation for the version in the citation (or give a full citation if no standard abbreviation exists). Please note if you are using your own translation.

Use the following abbreviations for biblical books. Note that no period follows the book abbreviation (example: Gen 1:1):

Gen	Exod	Lev	Num	Deut	Josh	Judg	Ruth
1-2 Sam	1-2 Kgs	1-2 Chr	Ezra	Neh	Esth	Job	Ps (pl: Pss)
Prov	Eccl	Cant	Isa	Jer	Lam	Ezek	Dan
Hos	Joel	Amos	Obad	Jonah	Mic	Nah	Hab
Zeph	Hag	Zech	Mal	Matt	Mark	Luke	John
Acts	Rom	1-2 Cor	Gal	Eph	Phil	Col	1-2 Thess
1-2 Tim	Titus	Phlm	Heb	Jas	1-2 Pet	1-2-3 John	Jude
Rev							

## 5. Guideline for Book Reviews

A Book Review generally includes:

- A clear description of the book's contents, organization and intended audience
- A brief identification of the author(s)
- Evaluation of strengths and weaknesses, e.g., whether the book successfully addresses the intended audience, fulfills its stated goal, makes an original contribution, etc.

Reviewers warrant that:

- All work is their own.
- The review has not been and will not be published anywhere else.

- There is nothing libellous or defamatory in their accepted publication.

As you write your review, please keep the following instructions in mind.

- Reviews should be 500–750 words (750–1000 for a review of two or more books).
- E-mail your review to [theology.today@ptsem.edu](mailto:theology.today@ptsem.edu) as an attachment, on standard American letter.
- The title of the document should follow this pattern: reviewer’s last name\_abbreviated book title.doc
- Academics and pastoral leaders from a variety of denominations read *Theology Today*. Please write with this diverse readership in mind. Avoid overly technical or specialized language.

### **Formatting**

- Do not number your pages.
- *Font.* Times New Roman 12-point.
- Use parenthetical page numbers, not footnotes. *word and after periods and other punctuation.*
- Double Space between lines. *One-inch* margins on all edges of the page. *One* space between each

### **Style:**

Except as noted below, please follow the directives of *The Chicago Manual of Style: Fifteenth Edition* (Chicago: University of Chicago Press, 2003); *The SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999); and *Merriam Webster’s Collegiate Dictionary: Eleventh Edition* (Springfield, MA: Merriam-Webster, 2003).

1. Use Greek and Hebrew sparingly. Transliterate according to *The SBL Handbook of Style*. Foreign words should be *italicized* and be followed by an English translation.
2. Please write in the active voice; avoid passive constructions unless necessary.
3. Avoid overcapitalization. Certain nouns are capitalized, but corresponding adjectives are not: Bible, biblical; Christ, christological; God, godly; Trinity, trinitarian.
4. Where possible, please avoid hyphenation. See *The Chicago Manual of Style, 15<sup>th</sup> Edition*, 7.82–90.
5. *M-dashes* indicate breaks between parts of a sentence [Three theological virtues—faith, hope, and love—undergird Christian ethics]. *N-dashes* indicate breaks between consecutive numbers [John Calvin (1509-64)].
6. *Small capitals* without periods indicate historical periods (586 BCE) and affiliation with religious orders (Fr. Thomas Skillen, OFM).
7. For emphasis, *italicize*. Do not use bold font, underline, or capital letters.
8. Use commas to clarify syntax. Use commas throughout a series: “faith, hope, and love,” as opposed to “faith, hope and love.” Place a comma after introductory prepositional phrases: “In a sense, theology is . . . .”
9. Avoid abbreviations such as e.g., i.e., or etc. Avoid contractions.
10. Use *gender-free language* unless employing a direct quotation that does not use inclusive language.
11. For all Scripture citations, please use the *NRSV*. For biblical books, use the following abbreviations, no periods:



Gen	Exod	Lev	Num	Deut	Josh	Judg	Ruth	1-2 Sam	1-2 Kgs
1-2Chr	Ezra	Neh	Esth	Job	Ps (pl: Pss)	Prov	Eccl	Cant	Isa
Jer	Lam	Ezek	Dan	Hos	Joel	Amos	Obad	Jonah	Mic
Nah	Hab	Zeph	Hag	Zech	Mal	Matt	Mark	Luke	John
Acts	Rom	1-2 Cor	Gal	Eph	Phil	Col	1-2 Thes	1-2 Tim	Titus
Philem	Heb	Jas	1-2 Pet	1-3 Jn	Jude	Rev			