

Style Sheet for Manuscripts, JEMC

Dear Author

This is an adjusted version of De Gruyter's Style Sheet for manuscripts. Please read this carefully. If anything here is not clear, please contact us: jemc@reforc.com.

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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. **Acknowledgements**, if you have any, are to be placed in a separate paragraph at the end of the article, not in a footnote. The same applies to a list of **abbreviations** (this may sometimes be useful).
- There is no need to define or adjust any of the following features:
 - type area, fonts, and type sizes
 - page numbering and running heads
 - headings, paragraphing, and line spacing
 - indentation of quotations, tables, figures, etc.
- Please send us the final edited version of the article as an email attachment (preferably in Rich Text Format (*.rtf) *and* an identical PDF version. All **illustrations/pictures** should be inserted directly into the article, where they are meant to be, with titles below every illustration (and above tables). All illustration 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** required for the use of material owned by others. 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.
- There is no need for a bibliography (see below concerning footnotes).

Titles, headings, paragraphs

- Divide the text into sections and, if necessary, subsections, with appropriate headings.
- All headings begin **flush left**.
- For all headings please use the following numbering system:
 1. Main heading
 - 1.1. Section heading
 - 1.1.1. Subsection heading
- Do not end a title or heading with a period.
- Use headline style (“A New Start: Truth and Happiness”) for title and subtitle, sentence style (“A new start: Truth and happiness”) for all other subentries (chapter titles).
- 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 commonly used in the language you write in (make sure the language settings on your computer are correct).
- 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: [...].

Citations and References

- For references please use the Chicago footnote system. 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.
- Give the full first name of authors and editors, publisher, year, book series and so on the first time a book/article is referred to. For later instances, use a shortened version (see below).

- Give the inclusive page numbers of articles in journals or edited works, followed by the specific pages in question in parentheses. Always use the **n-dash** (“from ... up to and including...”) between page numbers, years and so on.

Article in a journal:

Volker Leppin, “Der Verlust des Menschen Luther: Zu Ebelings Lutherdeutung,” *Journal of Early Modern Christianity* 1 (2014): 29–50 (45–46).

Note: **Colon** by journals, otherwise comma (see below).
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*

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

A book in a series:

Brian Rosner, *Paul and the Law: Keeping the commandments of God*, New Studies in Biblical Theology (Downers Grove, IL: InterVarsity Press, 2013).

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.

“ed.” should be read as “edited (by)”. In German, use: “hg. von”.

A particular volume of a multivolume work:

Up to three editors are to be named, from 4 upwards, please use “et al.”

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

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

- In further references to the same work, use a **short form** (here always using the comma before the page number, also in citations to journal articles): Leppin, “Verlust,” 78. Please avoid shortened citations (“op. cit.”, “ibid.” etc.).

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

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]”.
- Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.
- Do not use double round brackets: brackets within parentheses should be square brackets.
- Full stops should be placed within quotation marks.
- Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens. Parenthetical dashes are normally made using Ctrl + minus.

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.).
- Periodicals, series and lexicons should 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.