



### Scope

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## Submission Requirements

### *Language*

Manuscripts may be submitted in English. Spelling should follow British conventions, with -ize spellings (rather than -ise) and focused, focusing (rather than focussed, focussing). Points in abbreviations are used unless the last letter is still present (Prof., but Dr, St). Avoid using e.g., i.e. and etc. and unnecessary capitalization (western, north, century, biblical, scriptural; rather than Western etc).

### *Length*

Submissions should be between 5000 and 8000 words in length (excluding footnotes).



### *Unicode and Non-Roman Fonts*

Greek, Hebrew, Aramaic, Syriac, and Coptic words or texts should be given in their own scripts, not in transliteration, and kept to the minimum necessary. A translation should always be provided.

Texts in other non-Latin scripts should be given in transliteration unless the use of original scripts is absolutely necessary.

### *Software*

If you have Windows XP you should use MS Office Word 2003, which handles non-western scripts well. Users of Mac OS X v.10.4.x may use MS Word 2004 if their text does *not* contain Hebrew, Aramaic, or Syriac; if it does, use Mellel v.2.x ([www.redlers.com](http://www.redlers.com)). Save your text in .doc format.

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Hebrew: [brill.nl/downloads/Handling-Hebrew-updated3.pdf](http://brill.nl/downloads/Handling-Hebrew-updated3.pdf)

Syriac: [brill.nl/downloads/Handling-Syriac.pdf](http://brill.nl/downloads/Handling-Syriac.pdf)

For Coptic e.g. FreeSerifCoptoMS ([moheb.de/unicode\\_coptic\\_fonts.html](http://moheb.de/unicode_coptic_fonts.html)).

For Greek: Unicode fonts - Gentium

([scripts.sil.org/Gentium\\_download](http://scripts.sil.org/Gentium_download)), or KadmosU

([socrates.berkeley.edu/~pinax/greekkeys/KadmosBosporos.html](http://socrates.berkeley.edu/~pinax/greekkeys/KadmosBosporos.html)),

or New Athena Unicode ([socrates.berkeley.edu/~pinax/greekkeys/NAUdownload.html](http://socrates.berkeley.edu/~pinax/greekkeys/NAUdownload.html)).

For Hebrew and Aramaic text: SBL Hebrew ([sbl-site.org/Resources/Resources\\_BiblicalFonts.aspx](http://sbl-site.org/Resources/Resources_BiblicalFonts.aspx)).

For Syriac text: Estrangelo Edessa from the Meltho font collection: ([bethmardutho.org/meltho/](http://bethmardutho.org/meltho/)).

## Manuscript Structure

Submissions should include a title page containing the author's name, institutional affiliation and contact details (postal address, fax number, phone number and e-mail address). The manuscript and subsequent pages should not contain the author's details in order to facilitate the blind review process. Authors should take care to use inclusive language when referring to both sexes and to avoid colloquialisms.

### *Abstract and Keywords*

Submissions must include an abstract of between 100 and 150 words. Submissions must also include a list of between 2 and 6 keywords.

### *Headings*

Subheadings should be on a new line with a blank line above and below. There should not be more than three levels of subheadings.



### Quotations

Quotations of less than 50 words should be enclosed in single quotation marks (normally *before* punctuation) and run-on in the text. Square brackets should be used to indicate words not present in the original, with ellipsis indicating that words have been omitted from the original. Quotations of more than 50 words should be indented from the left, with a blank line above and below the quotation (without quotation marks and double spaced). Quotations should be referenced using footnotes, with the footnote number in superscript *after* the punctuation.

### Footnotes/References

Footnotes should be used for references, with discursive footnotes kept to a minimum. The first reference must contain full publication details, with subsequent references giving the author, short title and relevant page number(s). Use single quotation marks for article titles (with a comma after the closing quotation mark) and use italics for book or journal titles; publication details should be in round brackets with a colon after the place and a comma after the publisher; page numbers should be preceded by a comma (but do not use p. or pp. when referring to a journal article). Use the following abbreviations in book references: vol., vols, ed., eds, trans., edn (for edition), p., pp. (with a space before the numbers). Page spans should contain the minimum number of digits, except for 'teens' and numbers ending in zero (53-6, 107-9, but 13-14, 300-303). The use of *ibid.* is encouraged, but do not use *op. cit.* or *loc. cit.* and avoid using *f.* and *ff.* Footnote reference details should be set out as follows:

### Book

#### First Reference

An Author, *Full Title* (Place: Publisher, date), p. no.

Sebastian Kim, *In Search of Identity: Debates on Religious Conversion in India* (New Delhi and New York: OUP, 2003), p. 250.

#### Subsequent Reference

Surname, *Short Title*, p. no.

Kim, *In Search of Identity*, p. 252.

### Chapter in Edited Book

#### First Reference

An Author, 'Short Title of Chapter', in An Editor, ed, *Full Title* (Place: Publisher, date), pp. nos. at p. no.

Esther McIntosh, 'Educating the Emotions', in D. A. S. Fergusson and N. Dower, eds, *John Macmurray: Critical Perspectives* (New York: Peter Lang, 2002), pp. 133-40 at p. 136.

#### Subsequent Reference

Name, 'Short Title of Chapter', in Editor Surname, ed, *Full Title*, p. 140.

McIntosh, 'Educating the Emotions', in Fergusson and Dower, eds, *John Macmurray*, p. 139.



### Journal Article

#### First Reference

An Author, 'Full Title of Article', *Journal Title*, vol:issue (date), pp. nos. at no.

John Swinton and Esther McIntosh, 'Persons-in-Relation: John Macmurray and the Care of Persons with Profound Learning Disability', *Theology Today*, 57:2 (2000), 175-84 at 179.

#### Subsequent Reference

Surname, 'Short Title of Article', no.

Swinton and McIntosh, 'Persons-in-Relation', 181.

*Subsequent and Consecutive Reference to the Same Work*

*Ibid.*, p. 140.

*Subsequent and Consecutive Reference to the Same Page*

*Ibid.*

### Biblical References

Biblical references may be given in round brackets in the text, citing the version of the Bible, using Arabic numerals throughout, with a colon separating chapter and verse and a semi-colon separating books. Use the following abbreviations:

Gen., Exod., Lev., Num., Deut., Josh., Judg., Ruth, Sam., Kgs, Chr., Ezra, Neh., Est., Job, Ps. (plural Pss.), Prov., Eccl., Song., Isa., Jer., Lam., Ezek., Dan., Hos., Joel, Amos, Obad., Jon., Mic., Nah., Hab., Zeph., Hag., Zech. Mal.

Mt., Mk, Lk., Jn, Acts, Rom., Cor., Gal., Eph., Phil., Col., Thess., Tim., Tit., Phlm., Heb., Jas., Pet., Jude, Rev.

For example: (RSV, 1 Cor. 5:6-8; Rev. 7:1)

### Internet References

Internet references should include (where available) the author, the title (place: publisher, date of print copy), the web host, the date, text divisions, the URL and the date accessed, as follows:

Esther McIntosh, 'The Concept of the Person and the Future of Virtue Theory: Macmurray and MacIntyre', *Quodlibet*, 3:4 (2001), para. 1-14 at para. 6,

<<http://www.quodlibet.net/mcintosh-virtue.shtml>> [accessed 11 January 2007].

For items not covered here consult the *Chicago Manual of Style* (16th edn) and R. M. Ritter, *The Oxford Guide to Style*.

### Bold

Avoid using **bold** type or *italics* (except for book and journal titles when italics should be used).

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Apostrophes should not be used for plurals (1960s, MPs; not 1960's, MP's), unless the use is possessive, but do not use the possessive 's' when the word/name normally ends in an 's' (Jones', not Jones's).



### Numbers

Numbers should be written as words (twentieth century, not 20<sup>th</sup> Century).

Dates should be written as 20 March 1956, 12-29 December 2001.

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Illustrations, diagrams and tables including their legends and captions should be placed at the very end of your manuscript. However, please indicate in the running text where they should be placed. Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (Fig. 1 here).

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It is essential that submitted reviews conform to the following guidelines; we may return your review for revision if it is not supplied in house style.

Submissions should also be submitted online, as noted above.

Reviews should begin with the details of the review copy set out as indicated here:

Brian Wicker and Hugh Beach, eds, *Britain's Bomb: What Next?* (London: SCM Press, 2006), pp. xii + 212, £12.99, ISBN 0-334-04096-5 (pbk).

The review should begin on a new line without a paragraph indent. The reviewer's name and affiliation/institution should appear at the end of the review, after a blank line space.

For example:

Tina Roberts

University of Littlehampton

### Length:

Book reviews should be between 500 and 800 words in length (unless requested otherwise).

### General

Reviews should be double-spaced throughout with pages numbered sequentially. Full stops, commas and semi-colons should be followed by one character space only. The first line of a paragraph should be indented from the left (using a tab, not spaces) without a blank line above. Avoid using e.g., i.e. and etc. and avoid unnecessary capitalization (western, north, century, biblical, scriptural; rather than Western etc).



### Spelling

Spelling should follow British conventions, with *-ize* spellings (rather than *-ise*) and *focused*, *focusing* (rather than *focussed*, *focussing*). Points in abbreviations are used unless the last letter is still present (Prof., but Dr, St).

### Quotations

Quotations of less than 50 words should be enclosed in single quotation marks (normally *before* punctuation) and run-on in the text. Square brackets should be used to indicate words not present in the original, with ellipsis indicating that words have been omitted from the original. Quotations of more than 50 words should be indented from the left, with a blank line above and below the quotation (without quotation marks and double spaced).

Quotations should be referenced with the page number(s) in brackets after the quotation (normally before the full-stop):

As X states: 'A . . . .' (p. 93).

Page spans should contain the minimum number of digits, except for 'teens' and numbers ending in zero (53-6, 107-9, but 13-14, 300-303).

### Bold

Avoid using **bold** type or *italics* (except for book and journal titles when italics should be used). Apostrophes should not be used for plurals (1960s, MPs; not 1960's, MP's), unless the use is possessive, but do not use the possessive 's' when the word/name normally ends in an 's' (Jones', not Jones's). Numbers should be written as words (twentieth century, not 20<sup>th</sup> Century). Dates should be written as 20 March 1956, 12-29 December 2001.

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