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Guidelines for Authors

Pneuma utilizes The Chicago Manual of Style (the Fourteenth Edition or more recent) and The SBL Handbook of Style (Peabody, MA: Hendrickson Publishers, 1990). To access the online version of The Chicago Manual of Style, please go to <http://www.chicagomanualofstyle.org/contents.html>. The SBL Handbook of Style may be downloaded at <http://www.sbl-site.org/assets/pdfs/SBLHS.pdf>. Of the two systems identified in The Chicago Manual of Style and SBL Handbook of Style, *Pneuma* employs the notes and bibliography system of citation (humanities style). Do not use the author-date system.

For **all general questions** regarding style, punctuation, and notion (including all online references), see *The Chicago Manual of Style*.

Please refer to *The SBL Handbook of Style* for the following information:

- Transliteration and transcription of ancient texts (Chapter 5)
- Citation of printed (not online or electronic) ancient texts in translation or in a series such as *Patrologia Latina* (7.3.1-7.3.6)
- Abbreviations of ancient (including Biblical texts) and modern works (Chapter 8)

Embed linguistic data

When using foreign language fonts (Greek, Hebrew, Chinese, etc.), be sure to embed the fonts in your document before saving and sending it electronically. In MS Word 1997-2003, click on "tools" and then "options." Click the "save" tag. Under save, check mark the "embed linguistic data" option. Then save your document. This will allow the fonts to be read once the document is sent electronically. Please also refer to "Submission, Non-Roman scripts" below.

Manuscripts

Manuscripts should be typewritten and submitted in the form of an electronic file. Use word or rich text format.

Articles

For accepted/revised Articles: Titles should be followed by the author's name, institutional affiliation, address, and email address. This should be followed by an abstract (150 words) and a list of two or more keywords that refer to the topics indicated by the article. Utilize footnotes following *The Chicago Manual of Style*. Articles are not to exceed 8,000 words in length, including footnotes and abstract. **For initial submissions please follow the guidelines as subscribed under section 11: Submission.**

*Format*

- a) Use double spacing throughout the article, except for indented quotations and footnotes.
- b) Provide ample margins, at least one inch, and no more than two inches, on all sides of the page.
- c) The body of the article should be typed in size 12 font, preferably Times New Roman.
- d) Provide section headings:
 - i. Primary section headings should be in bold print and placed at the left margin.
 - ii. Secondary section headings should be italicized (non-bold) and placed at the left margin. They may not be numbered.
- e) Avoid excessive formatting (e.g. involving title and name headings).
- f) Please insert page numbers in upper right-hand corner.
- g) **DO NOT** include a bibliography with your article. Since footnote citations will have all the relevant bibliographical data, a bibliography at the end of the article is unnecessary.

Stylistic Considerations

- a) Active Voice. Write as much as possible in the *active voice*.
- b) Avoid excessive capitalization. Small capitals, *without periods*, are used to indicate certain common abbreviations, such as:
 - historical periods: 586 BC, AD 451 or 586 BCE, 451 CE. Be consistent with one or the other.
 - affiliation with religious orders: Thomas Skillen, OFM
- c) Italicize for emphasis. Do not use bold print or capital letters.
- d) Use commas to clarify the syntax of sentences.
- e) Do not use abbreviations such as e.g., i.e., or etc., in the body of an article. They may be used in the notes.

Scripture Citations

- a) Use the *New Revised Standard Version* of the Bible for all Scripture references, unless a passage is translated by the author, in which case it shall be indicated.
- b) Use the following abbreviations for Biblical books. The table may be found in *The SBL Handbook of Style*, 8.3.1-8.3.2. Note that no period follows the abbreviation.

Gen	Exod	Lev	Num	Deut	Josh
Judg	Ruth	1-2 Sam	1-2 Kgs	1-2 Chr	Ezra
Neh	Esth	Job	Ps (Pss)	Prov	Exxl
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	



Notation Guidelines:

- a) Use footnotes. Do not include notational references in the text.
- b) Footnotes should be numbered consecutively. Use numbers only, not symbols. Use notes sparingly, primarily to identify cited sources. Try to avoid lengthy content in any notes.

Submission

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Non-Roman scripts

If your manuscript contains non-Roman scripts, please also upload a pdf of the article in which all characters are displayed correctly. Fonts must be Unicode-compliant; the use of fonts recommended by Brill is strongly encouraged. For more information on handling non-Roman scripts, please also see the sections on Fonts and Unicode (brill.nl/default.aspx?partid=163) and on Special Scripts and Transliteration (brill.nl/default.aspx?partid=162) on the BRILL website.

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