Style Guide

General Guidelines for All Submissions
This short guide provides essential information for authors submitting manuscripts and reviews for publication by *International Journal of Orthodox Theology* (IJOT).[1]

1 Submission of manuscripts
Manuscripts should *always* be submitted in electronic format. The main body of text should be numbered consecutively with arabic numerals from 1. Electronic files should be submitted as a Microsoft Word email attachment to the Editor-in-Chief Assist. Prof. Dr. habil. Daniel Munteanu (daniel.munteanu@web.de).

1.1 Saving the electronic files
When saving the electronic files, please use one file per article/review and give each file a logical name (e.g. Name of the Author, Name of the Article).

1.2 Electronic submission of illustrations
All illustrations, icons, photographs, maps and figures must be provided electronically. Each illustration should be sent as a jpg, tiff or pdf and must be scanned in at the size it will appear in the final issue at a *minimum* of 600 dpi (dots per inch). All illustrations should be supplied both in the text and separately from the text.
Please also note that a separate, numbered list of captions must be provided. Please also ensure that the captions remain in the text and each illustration is clearly marked with its figure or picture number.

1.3 Preferred electronic formats
Electronic files should be submitted as Microsoft Word email attachment. **Other file types are incompatible with our system and cannot be accepted.** Permission to use all copyright material *must* be obtained in advance of sending the final typescript.

2 Formatting of Text
2.1 Line spacing
Please ensure the manuscript you provide is one-and-half-spaced throughout, including

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[1] If you have any queries regarding the style guide then please contact Assist. Prof. Dr. habil. Daniel Munteanu (daniel.munteanu@web.de).

indented block quotes, extracts, footnotes and references. The font size should be 12pt. The font size of footnotes is 10pt.

Under normal circumstances empty line spaces should not be inserted before/after regular paragraphs.

2.1 Margins
Insert 1-inch (2cm) margins around the text on each page.

2.3 Design
Do not attempt to design your manuscript. A professional typesetter will do this and any formatting will be stripped out of the file when it is converted.

2.4 Italics
Use italic to indicate where text is to be set in italics as italic. Italics should be used for titles of books, journals, etc.

2.5 Quotation marks/inverted commas
For short quotations (i.e. quotations of *less than* four full lines of regular text), double quotation marks should be used (" …"). For quotes within a quote, double quotation marks within the single quotation marks/inverted commas are needed ("Aaaa 'bbbb'").

2.6 Indented/block quotations
If a quotation runs to *more than* four full lines of regular text, the quotation is to be set apart as an indented or block quotation. The text (which is to be double spaced and set at 12pt) should be indented on either side by around half an inch (1cm). The spelling and punctuation of the original should be copied exactly.

2.7 Footnotes
Footnotes should be placed at the bottom of the page. Notes should be numbered sequentially. Notes should always be single-spaced and in the 10 point size (10pt).

3 Headings and Subheadings
3.1 Marking up heading levels
Heading levels must be marked up manually in the left hand margin on the manuscript as follows:
I First-level headings
1.1 Second-level headings
1.1.1 Third-level headings

3.2 Use of abbreviations in headings
Please note that abbreviations (particularly the names of biblical books) are to be avoided in headings. For a major division between paragraphs in the text, where no heading is required, a one-line space should be left, and the following paragraph should begin flush left.

3.3 Layout
All headings should be typed flush left. Do not use different fonts or point sizes for headings.

4 Bibliography and Bibliographical References
Publication information includes the place and name of the publishing house, the complete page numbers of articles (even if reference is being made only to certain pages within the article), subtitles of books, series in which books are published, the name of the translator, etc.

English:

J. Moltmann, *Trinität und Reich Gottes: Zur Gotteslehre* (München: Kaiser Verlag, 1980), p. 132.

J. Moltmann, *Trinität und Reich Gottes: Zur Gotteslehre* (München: Kaiser Verlag, 1980), pp. 132-150.

J. Mustermann, Christology of Maximus Confessor (Studien zur antiken Philosophie 5, München: Kaiser Verlag, 3rd ed., 1990), p. 132.

German:

J. Moltmann, *Trinität und Reich Gottes: Zur Gotteslehre* (München: Kaiser Verlag, 1980), S. 132.

J. Moltmann, *Trinität und Reich Gottes: Zur Gotteslehre* (München: Kaiser Verlag, 1980), S. 132-150.

J. Mustermann, Christology of Maximus Confessor (Studien zur antiken Philosophie 5, München: Kaiser Verlag, 3rd ed., 1990), S. 132.

4.1 Citing a book

When citing a book, *the title is the only element that should be set in italics*. The order of data in bibliographic information is as in the following table. (The form of the data is shown in brackets in the first column, and the proper punctuation is indicated in the second column.)

4.2 Element of Bibliography

Author(s), editor(s) (ed., eds) comma title opening round bracket Festschrift dedicatee (e.g. Festschrift M. Noth) comma translator (trans.) comma series comma number in series comma number of volumes (e.g. 2 vols) comma reprint status (repr.) comma place of publication colon publisher comma edition (e.g. 2nd edn, rev. edn) comma date closing round bracket, full stop.

The title of articles should **not** be set in italics. Page numbers of a journal article are cited thus:

J. Moltmann, Gott der Vater und das Leben der Heiligen Trinität, *IJOT* 1/1 (2010), pp 121-138, (110-159) - the number of pages of the article should be put within brackets.

R. Hamerton-Kelly, R. Scroggs (eds), *Jews, Greeks and Christians: Religious Cultures in Late Antiquity* (Festschrift W. D. Davies, trans. J. Smith, SJLA, 21, Leiden: E. J. Brill, 4th edn, 1976).

For more than three authors or editors, it is permissible to use *et al.* (e.g. Smith, Alfred K., *et al.*)

4.3 Short titles

When a book, a chapter or an article is referred to again, after its first occurrence, a short title form is used. The author should ensure that the same short title is consistently used in all subsequent references throughout the manuscript.

4.4 Op. cit., ibid, idem

Op. cit. should **not** be uses in submissions made to IJOT.

Ibid may be used when the same work is cited in sequential footnotes.

Idem may be used when works by the same author are cited in sequential footnotes.

Please use classic abbreviations like those in Theologische Realenzyklopädie.

A list of abbreviations must be provided with the final manuscript.

If you are unsure about fonts or have used a different font, please talk to a member of the IJOT editorial team before submitting your manuscript and we will do our best to help.

Greek and Hebrew words should contain all accents and breathing marks.

For Greek:
Unicode fonts Gentium: (http://scripts.sil.org/Gentium_download)
or KadmosU (http://ucbclassics.dreamhosters.com/djm/greekkeys/installActivate.html)
or New Athena Unicode:
(http://socrates.berkeley.edu/~pinax/greekkeys/NAUdownload.html)

For Hebrew and Aramaic text:
(http://www.sbl-site.org/Resources/Resources_BiblicalFonts.aspx)

4.5 Biblical References - Abbreviations
Old Testament
English:
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.
German:
Gen, Ex, Lev, Num, Dtn, Jos, Ri, Rut, 1 Sam, 2 Sam, 1 Kön, 2 Kön, 1 Chr, 2 Chr, Esra, Neh, Tob, Jdt, Est, 1 Makk, 2 Makk, Ijob, Ps, Spr, Koh, Hld, Weish, Sir, Jes, Jer, Klgl, Bar, Ez, Dan, Hos, Joël, Am, Obd, Jona, Mi, Nah, Hab, Zef, Hag, Sach, Mal

New Testament
English: Mt., Mk., Lk., Jn, Acts, Rom., 1 Cor., 2 Cor., Gal., Eph., Phil., Col., 1 Thess., 2 Thess., 1 Tim., 2. Tim, Tit., Phlm., Heb., Jas., 1 Pet., 2 Pet., 1 Jn, 2 Jn, 3 Jn, Jude, Rev.
German: Mt, Mk, Lk, Joh, Apg, Röm, 1 Kor, 2 Kor, Gal, Eph, Phil, Kol, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Tit, Phlm, Hebr, Jak, 1 Petr, 2 Petr, 1 Joh, 2 Joh, 3 Joh, Jud, Offb

Chapter and verse citations
English: Gen. 1.1-3
German: Gen. 1,1-3

Articles should be between 6000 and 10000 words in length.
Abstract should be between 150 and 250 words.
Reviews should be between 600 and 1000 words in length. We need also a jpeg or pdf picture of the reviewed book.

Authors should send their **picture** as jpeg or pdf, a short job description and the name of the University where they are affiliated at the moment.