

***Reformation and Renaissance Review***  
**Guidelines for Contributors April 2007**

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication.

General Points

*Reformation and Renaissance Review* considers submissions from both established scholars and research students, from the UK or elsewhere. All articles are referred. *Reformation and Renaissance Review* is published three times a year in April, August and December.

The scope and remit of the journal has been extended to include a Texts and Documents section alongside conventional journal articles. This section will include sixteenth and seventeenth century texts originally published in foreign languages between 1500 and 2000. RRR will publish English translations for the first time. Texts may include letters, memoranda, prefaces to larger works, placards, tracts, confessions of faith, church decrees, secular legislation, wills, poems and so forth. Manuscript archival material will also be published in a variety of languages.

Each issue consists of roughly 128 pages and includes articles and a number of book reviews. The journal is published simultaneously in print and online.

The editor will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted to *RRR*, articles will not be sent to other publishers until a decision about inclusion has been reached.

Articles

Articles are to be 4,000–8,000 words in length, should be accompanied by a bibliography and may be accompanied by end-notes (see below).

Book Reviews

Always check with the Book Review Editor before submitting a review in case the book you are interested in reviewing has already been assigned. Book reviews are to be 400–1,400 words in length, and as much as possible refrain from the use of notes and references.

Language of Publication

For conventional journal articles the language of publication is English but manuscript archival material will also be published in a variety of languages and perhaps alongside the English translation.

Review Process

All submissions are evaluated through a review process, and may include review both by editorial board members and external reviewers. The General Editor will make every

effort to have all submissions evaluated in a timely manner. You will be able to track the progress of your submission through this system when you log in as an author.

### Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to our separate PDF (Permission Guidelines for Authors) which is available on this website.

### Online submissions

We normally accept only online submissions. If you are unable to submit electronically, through this site, contact the Editor [i.hazlett@arts.gla.ac.uk](mailto:i.hazlett@arts.gla.ac.uk); Ian Hazlett, Department of Theology and Religious Studies, University of Glasgow, Glasgow, G12 8QQ, Scotland, UK.

Online submission is a five-stage process and you may submit articles or book reviews, but in the case of book reviews please check in advance with the Book Review Editor to ensure that the book you want to review has not already been assigned.

Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article, including a 150 word abstract (book reviews do not require abstracts) and three to five keywords, a short biographical statement, contact details and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be formatted using one and a half line spacing, printed and numbered consecutively throughout.

PDFs are not acceptable for submission of articles; but you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the Editor any particular features that will be required at the layout stage or to clarify font usage, and it is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set or for (a) **artwork** (see below) (b) data sets or research instruments (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal.

### Ensuring a Blind Peer Review

All articles are peer-reviewed. To ensure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

### Figures and Artwork

Please ensure that any artwork submitted follows these guidelines and that all permissions have been cleared if necessary. All figures must be supplied separately from the manuscript, in an appropriate digital format. Each figure will be reproduced exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. Artwork which is wider than the width of the text column in the printed page will in most cases be scaled to 114mm. This will reduce the size of any text in the artwork and you should take this into account when creating it.

There are two main kinds of digital artwork used in publications: vector and bitmap. This section provides advice as to when each format is most appropriate and guidance as to what to do and what to avoid when preparing your artwork.

Do not use colour in artwork. All artwork must be supplied in greyscale and you must make sure that any tints used (eg in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%.

Do not embed any artwork in the Word files containing the manuscript or supply artwork in Word format. Any such artwork will be lost in the conversion process. Each figure must be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a 'High Quality' setting. Never use jpeg format for figures containing lines and/or text.

Each artwork file should be named according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g. Figure v) and use this number when showing where the figure is to appear in the manuscript (see below).

All photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size.

Do not use 'screen grabs' to create artwork except for illustrations of what a screen looks like (eg in research on "E-Religion"). The resolution of a screen shot is typically 72 dpi and is too low for normal reproduction in print.

Where possible avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g. because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format.

Never use drop shadow effects on artwork.

#### *Figures:*

1. Each figure is supplied as a separate file named after the figure number.
2. Figure artwork is supplied in greyscale.
3. Artwork files do NOT contain captions or any extraneous text (e.g. page numbers).
4. Line artwork is, wherever possible, supplied in vector format.
5. Any bitmap formats (e.g. bmp, jpeg, tiff) are supplied at at least 300 dpi resolution.
6. Any artwork created in MS Word or Powerpoint has been converted to PDF, with fonts embedded.
7. The place of each figure in the ms is shown by a line in the format: [Figure X-Y near here] where X is the chapter number and Y the figure number.
8. Figure captions are included in the ms after this line.

#### *Tables*

1. All tables are left in place in the ms.
2. Table captions are inserted before the table.
3. Tables do not contain tints in cells.

#### Editorial Style Guidelines

It is **essential** that the following guidelines are observed. We may ask you to revise your article if it is not supplied in house style.

#### **GENERAL**

1. Manuscripts should be formatted using one and a half line spacing, printed on one side only and numbered consecutively throughout. Margins of approximately one and a half inches or 39mm should be used.
2. Quoted matter, if more than four lines, should normally be indented, without quotation marks.
3. Quotations of up to four lines should form part of the text, and should be indicated by **single** quotation marks. **Double** quotation marks should be used only for quotations within quotations.
4. In general, foreign words and phrases should be italicized, both in main text and footnotes, and not set within inverted commas. Greek and Hebrew should be transliterated.
5. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

6. Contributors from North America may use North American spelling and punctuation.
7. Headings: Please mark up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.
8. Authors of articles and book reviews will be sent a first proof and will normally be expected to return these within two weeks of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
9. For further reference, *The Oxford Dictionary for Writers and Editors* (Clarendon Press 1981) is recommended.

## **GENDER & LANGUAGE**

1. Where a gender-inclusive alternative is possible, it is to be preferred (excepting original text quotations).  
e.g. 'humanity' or 'humankind' rather than 'man' when referring to both sexes
2. When personal pronouns are used both sexes should generally be included.  
e.g. 'The Christian has to acknowledge his or her dependence on grace'.  
(If this seems clumsy, use plural forms: 'Christians have to acknowledge their dependence on grace', or omit 'his or her' altogether.)

## **UPPER & LOWER CASE**

1. Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc.
2. In the case of the Church, use upper and lower case as follows:
 

Upper case	(a) for the Church in general or historical, e.g. Early Church, late medieval Church, Elizabethan Church, Tridentine Church (b) for a denomination, e.g. the Church of England, the Roman Catholic Church, the Presbyterian or Waldensian or Lutheran Church or Reformed (but 'churches' in plural) (c) for the territorial body, e.g. the Scottish Church, Strasbourg Church, Palatinate Church, etc
Lower case	(a) for the building (b) for the local church, e.g. parish church, urban churches (c) as an adjective: church teaching, church-state relations

(d) church polities, e. g. episcopalian (or episcopal),  
congregational, Presbyterian

also: churchgoer *but* High Church

3. In the case of the Scriptures, use upper and lower case as follows:
  - (a) Bible *and* Scripture *but* biblical *and* scriptural
  - (b) Gospel — when referring to a canonical book
  - (c) gospel — when speaking in more general terms
  - (d) Kingdom of God *but* cross, crucifixion, resurrection, etc.

## ABBREVIATIONS

1. Use of full stops in abbreviations:

When an abbreviation is formed by cutting a word short, a full stop must be used at the end; when an abbreviation is formed by the omission of internal letters, a full stop is not generally used. Thus: Rel. *but* Sgt

Note:            Prof.            Revd            St            Dr            Mr

2. BC, AD, CE, BCE should be unpunctuated and set in small capitals.
3. Note the following abbreviations:

ed./eds (editor, edited by, editors)  
trans.            (translator, translated by)  
rev.            (reviser, revised by)  
edn            (edition)  
repr.            (reprint)  
vol./vols        (volume)  
n.            (footnote)

## VERBAL STYLE and SPELLING

1. **Brackets** within brackets should be square, e.g. G.H. Jones ('The Decree of Yawweh', VT 15 [1965], pp. 336-44). However, the major exception to this rule is that square brackets indicating text inserted into a quotation by the author stay in square brackets, e.g. [*sic*].
2. **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of

centuries should always be written out in full: twenty-first century; nineteenth century etc.

Use Roman numerals for vol. numbers of books, and series numbers; and Arabic numbers for journal issue nos.

3. **Possessives.** For possessives of proper names ending in a (pronounced) *s* add 's, e.g. Child's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Barthes', Descartes' etc.
4. **Ellipses:** all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.
5. Use:
  - focused, focusing etc (not focussed, focussing)
  - first, secondly, *or* first, second (but not *firstly*)
  - acknowledgment, judgment
  - analyze (but analyze in American spelling)
6. 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within brackets. Likewise, please avoid 'etc.' unless it is in a footnote.

Please do not use op. cit. and avoid *ibid.*

Avoid 'f.' and 'ff.'

## **BIBLICAL REFERENCES**

Please observe the following abbreviations:

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

Prov.                      Zech.  
Eccl.                        Mal.

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

Use Arabic numerals throughout:    2 Cor. *not* II Cor.

Full stops between chapter and verse numbers:    Lk. 6.12

Hyphens to mark sequences of verses:

Mt. 3.6-8    Lk. 6.10-12    Jn 10.12-14, 16 (N.B. the space after the comma).

En rules for sequences extending beyond a single chapter: Mt. 6–9

Semicolons to divide distinct references to different chapters of the same book:  
John 6.15; 14.12

Semicolons to divide single references to separate books: Lk. 4.12; 2 Cor. 3.8

Biblical references may be placed in parentheses in the text — e.g. (Mt. 2.6-8) — or in the footnotes but please be consistent.

## **FOOTNOTE STYLE**

The following conventions should be followed in footnotes. Please note articles from periodicals or titles of book chapters are printed within single quotation marks. Book titles are in italics.

### **Journal article:**

L. Barrett, 'Theology as Grammar: Regulative Principles or Paradigms and Practices?', *Modern Theology* 25.2 (1988), pp. 155-72.

### **Book:**

Colin E. Gunton, *The One, The Three and The Many* (Cambridge: Cambridge University Press, 2nd edn, 1993), pp. 56-59.

### **Chapter/article in a collected volume:**

J.L. Martyn, 'Have we Found Elijah?', in R. Hamerton-Kelly and R. Scroggs (eds.), *Jews, Greeks and Christians: Cultures in Late Antiquity* (trans. J. Smith; SJLA, 21; Leiden: E.J. Brill, 2nd edn, 1976).

### **Short title**

When a book, a chapter or an article is referred to again, after its first occurrence, a short title form is used, e.g. Martyn, 'Have we Found Elijah?', p. 235.

## **BIBLIOGRAPHY**

### **Order of Bibliography**

The order of data in the bibliography is the following:

<i>Element of Bibliography</i>	<i>followed by</i>
author(s), editor(s) (ed., eds.)	comma
title	opening round bracket
editor (ed.) (if there is an editor as well as an author)	semicolon
translator (trans.)	semicolon
series	comma
number in series	semicolon
number of volumes (e.g. 2 vols.)	semicolon
reprint status (repr.)	comma
place of publication	colon
publisher	comma
edition (e.g. 2nd edn, rev. edn)	comma
date	closing round bracket, full
	stop

e.g. Smith, M., and D. Jones (eds.), *Book Title*, I (trans. Z. Smith; JSOTSup, 100; 2 vols.; place: publisher, edn, date).

**Note:** not all of these elements are appropriate for every book, of course!

The following conventions should be observed in the bibliography and footnotes:

1. When the reference is to a **nineteenth-century or older work** the publisher's name may be omitted.
2. **Page references** should be in the following form: pp. 92-98, pp. 153-79 but pp. 107-109, pp. 107-114. **Avoid** the use of 'f.' and 'ff.'
3. For **more than three authors** or editors it is permissible to use *et al.*

4. In the bibliography, **multiple entries** for an author may be arranged either in chronological or alphabetical order.
5. **Title and subtitle.** Between the title and subtitle of a book there should be a colon, not a full stop (though occasionally a book has a more complicated title and a full stop is more appropriate).
6. **More than one place of publication.** When a publisher has more than one office, only the first stated or the head office should be given.
7. **More than one publisher.** Where a book has been published by more than one publisher, use the following style:  
                   Exeter: Paternoster Press; Grand Rapids: Eerdmans.

### **AUTHOR-DATE (SOCIAL SCIENCE) STYLE**

The function of the author-date style of referencing is to reduce the need for footnotes, by embedding references to cited works in the text in abbreviated form (e.g. Brown 1980: 123).

Note there is no punctuation after the author's name and a space always follows the colon between the date and the page reference (which omits 'p.' or 'pp.').

Several works by the same author are cited by date only, the dates being separated by commas; when page numbers are given, the year dates are separated by semicolons:  
 (Jones 1963, 1972a, 1986)  
 (Jones 1963a: 10; 1972; 1986: 123)

Where there are authors with the same surname, initials should be included.

### **In bibliography**

In the Bibliography, the basic forms of the author-date style are illustrated here:

Jones, A.

1980 *On Consistency* (HSM, 9; Cambridge, MA: Cambridge University Press, 2nd edn).

1986a 'Second Thoughts: An Addendum', *Journal of Bibliographic Research* 30: 12-21.

1986b 'Second Thoughts: A Further Addendum', *Journal of Bibliographic Research* 30: 332-45.

Smith, H., and P. Smith

1980 'Atonement and Sacrifice in the Qumran Community', in Jones 1980: 321-86.

The order of entries is by year; if there is more than one item from the same year, the dates are labelled a,b,c, etc.