Ecclesial Futures
Instructions for Authors and Referencing & Style Rules

Structure

If your article presents original research it should normally be compiled in the following order: title; abstract; introduction, literature review, materials and methods, results, analysis, discussion and theological reflection; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).

Other innovative approaches to article writing are possible and welcomed by the journal and it is best to discuss these with the co-editors in the first instance and/or share a draft version of the paper with them.

Please note Ecclesial Futures is first and foremost a missiological and theological journal and your paper should reflect this emphasis throughout its various sections.

Word Limits

Please include a word count for your paper when submitting.

A typical article for this journal should be of around 6000 words. We allow some reasonable leeway on this but not more than approximately 10%; this limit does not include Tables and Figures; it does include Abstract, Footnotes, Figure captions, References and Acknowledgements.

Your abstract should be between 150 and 250 words with the upper limit strictly adhered to.

Submitting your paper

Please submit two copies of the paper as follows;

1)   Contains the title, abstract, full text and your author biography (50 words maximum)

2)   The "Blind Copy" which contains the title, abstract and full text with any reference to you as the author removed or in the case of references to your own work your name is exchanged for the word "author".

Style Rules

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Quoted matter, if more than four lines, should normally be indented, without quotation marks. Quotations of up to four lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.

Foreign words and phrases should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated, unless the original word is best kept for the point being made.
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Spelling: -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.). Contributors may use North American spelling and punctuation.

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.
For further reference, the Chicago Manual of Style is recommended (University of Chicago Press, 1998).

Gender and Language
1. Where a gender-inclusive alternative is possible, it is to be preferred. E.g., ―humanity‖ 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.‖)

Upper and 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 whole Church
(b) for a denomination, e.g., the Church of England
Lower case
(a) for the building
(b) for the local church
c) as an adjective: church teaching 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. (editor, edited by)
trans. (translator, translated by)
rev. (reviser, revised by)
edn (edition)
repr. (reprint)
vol./vols. (volume)

Verbal Style and Spelling

1. Brackets within brackets should be square, e.g., G. H. Jones (―The Decree of Yahweh,‖ 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 numbers.

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, analyse (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. Exod. Lev. Num. Deut. Josh. Judg. Ruth Sam. Kgs Chron. 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. 1 Cor. Gal. Eph. Phil. Col. Thess. 1 Tim. Tit. Phlm Heb. Jas 1 Pet. 1 Jn 2 Jn 3 Jn 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: Matthew 6–9

Semicolons to divide distinct references to different chapters of the same book: Jn 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.

Diacritical Marks/Romanization, Phonetic Fonts

For phonetic fonts please use SIL Doulos IPA93.

For diacritic marks, wherever possible use a Unicode font such as Gentium, which is available as a free download from:

http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download

As noted above, in articles containing diacritics it is a good idea to submit a PDF as a supplemental file.

Referencing & Bibliography

Our very strong preference is for the Author-Date (Social Science) Style over the Notes and Bibliography 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). Footnotes are not excluded but should be restricted to important extra information or points of note for the reader to follow-up and which are best left out of the flow of the main text. There would typically be no more than a handful (5-6) in a 6000 word article.
Note a space always follows the colon between the date and the page reference (which omits the need for ―p.‖)
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.
A full set of "References" including all the texts cited will be included at the end of the article. Make sure that no extraneous texts are found there that are not cited in the article. Only use references that are strictly necessary for the strengthening your argument - do not build up a long bibliography for its own sake.

Order of Bibliography
The order of data in the bibliography is the following:
Element of Bibliography followed by
author(s), editor(s) (ed., eds.) full stop
title full stop
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 full stop
E.g., Smith, M., and D. Jones (eds.). *Book Title*, I. Trans. Z. Smith; Series Title; 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. 107-214. 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: Cambridge: Cambridge University Press; Oxford: Clarendon Press.

In References

In the References, 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.

PLEASE ENSURE THAT YOU DO NOT USE A MIXTURE OF THE TWO REFERENCING STYLES.