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STUDIES IN WORLD CHRISTIANITY
The Edinburgh Review of Theology and Religion

AUTHOR GUIDELINES AND STYLE SHEET

All articles published in the journal have to be copy edited to bring them into line with our house style. The more each article conforms to the house style, the less it has to be changed by the copy editor. Your help in this matter is much appreciated. If in doubt, please consult the Editor.

Submission

1. Please do not submit for publication an article that has already been published, accepted for publication, or submitted for publication, elsewhere. If in doubt, please consult the editor.
2. An electronic copy of your article should be sent as an email attachment to the Editor at swc-editor@ed.ac.uk. Other contact details are as follows:

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3. If an author anticipates that the agreed submission deadline will not be met, the Editor should be informed as soon as possible.
4. It is the responsibility of the author to obtain permission for any previously published material.
5. In lieu of off-prints, a copy of the journal will be sent to each author.

Content of Articles

6. Manuscripts should normally be between **5,000 and 8,000** words, **including all references, but excluding the abstract**. Please use **MS Word for Windows**, version 98 or newer. Over-length articles will not be considered.
7. Please include at the beginning of your article an **abstract** of between 150 and 250 words, and a list of no more than eight **key words**. This will assist greatly in making your article discoverable by electronic search engines.
8. A biographical note of no more than three sentences about the author should also be inserted at the end of the text and before the references or endnotes. Such notes normally include reference to nationality, present post, and research interests or publications. An email address should be included.

Book Reviews

9. Book reviews should be sent electronically to the Book Review Editor, Terry Barringer, at tab1003@cam.ac.uk
 Book reviews should normally be 300-500 words in length, unless you are instructed otherwise by the Book Review Editor. Your review should conclude with your name and institution or place of residence. Please head your review using the following example:
Jeanette Hardage. 2010. *Mary Slessor - Everybody's Mother: The Era and Impact of a Victorian Missionary*. Cambridge: Lutterworth Press, pp. xxv + 344, Pb £20.00. ISBN-13: 9780718891855.

STYLE GUIDE

10. Section headings should be in CAPITALS and centred, subsection headings *italicized* and justified as with the body text.
11. The document, including all endnotes, should be set for A4 paper, double-spaced, unjustified and with margins of 1 inch (top and bottom) and 1.25 inches (left and right.)
12. Leave one space only between each sentence, and indent each new paragraph after the first.
13. Use single quotation marks ('text') rather than double ("text"); use double inside single when a quotation occurs within the material you quote. Quotations of more than 40 words should be block indented.
14. Referencing

Where possible, authors should use the **author-date** style, placing abridged references within brackets in the text (see under **References** below), with a list of full references at the end. Where the sources for an article do not lend themselves to use of the author-date system (for example, when manuscript or oral sources are referred to), endnotes, rather than footnotes, should be used throughout, and no separate list of references or bibliography is then needed at the end. For details and examples of this style see below under **Notes**. Endnotes should be kept to a minimum, consecutively numbered, and placed together at the end of the article. A quick guide to both styles of referencing is available online without subscription:
http://www.chicagomanualofstyle.org/tools_citationguide.html

15. Alphabetical List of Preferred Usages

Abbreviations

- Full points should be used in abbreviations. Note, however, that it is preferable in text to say:
 - ‘for example’ rather than ‘e.g.’
 - ‘that is’ instead of ‘i.e.’
 - ‘and so on’ instead of ‘etc.’
 - ‘namely’ instead of ‘viz.’

Examples:

i.e.
 e.g.
 Esq.
 etc.
 Co.
 no.
ibid.

et al.
c.

- No full points should be used in **upper-case** abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full point:
A. A. Milne
- Abbreviated units of measurement do not have full points.

Acts of Parliament

The title of the Act should have no comma between it and the year. Please use a lower-case ‘t’ for ‘the’ before the name of the Act, e.g.: the Copyright, Designs and Patents Act 1988.

Capitalisation

- Please keep capitals to a minimum.
- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for ‘Chapter’ for internal cross references.
- Use small caps only for BC, AD, CE (common era) and BCE (before the common era).
- Use to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *References*.

Captions

If there are any tables, figures, maps or other illustrations, a list of captions should be supplied. Captions should be consistent and clear. They usually take the form:

Fig.1 [space here] The title of the figure, taking initial capital for the first word and any proper nouns. Source: Details to be given.

Contractions

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

Dates

Please use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month’s full name, followed by full year in figures – not ’96)
- 1930s (not 1930’s)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

The letters BC should follow the date, and the letters AD should precede the date. There is no need for AD from the year 500 onwards (unless in the context of the article you feel that it is important). Examples: 43 BC, AD 499, 632. If the date is approximate [indicated by ‘c.’], AD and BC both follow the date, e.g. ‘c. 353 AD’. (Please note that there is a space between c. and the number, followed by another space before AD or BC.)

Definite article

Normally use lower-case ‘t’ before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of ‘the’ in the title. Use the following: the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

Drama references

‘Act III, scene ii, line 297’ should be written as ‘III, ii, 297’.

Ellipsis

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma. See also *Quotations*.

Emphasis

Emphasis should be achieved whenever possible by the phrasing and grammar. It should not often be necessary to use italics to show emphasis.

En rules

- Unspaced en rules are used between dates (14–17 July) and wherever the dash can be interpreted as ‘to’.
- Spaced en rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

Extracts

- All quotations of more than 30 words; numbered lists; verse extracts of one or more lines; small tables in the text (see also *Tables*) display as extracts.
- All extracted quotations should begin full out left within the indented block, without quotation marks and with source following end of quote (i.e. after full stop).

Headings***Sub-headings***

- The hierarchy used should be as simple as possible and there should not be more than 3 levels of heading.

Hyphenation

Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

Illustrations

If an author wishes to illustrate something using a photograph, image, drawing, diagram or chart, please ensure a high-quality electronic scan is supplied or, if this is not possible, a transparency or high-quality print.

For photographs, please scan at a minimum of 300 dpi and save as a TIFF or jpeg. For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi and save as a TIFF or jpeg. The final size of the scan should be approximately 250 x 200 mm. Please supply a black and white laser print of all scans. Images can also be supplied as EPS files, with a laser print for identification.

Areas of detail that appear in very dark areas of a photograph are particularly difficult to reproduce successfully, especially if there is a strong light contrast in the image.

Please **do not** embed images/tables in Word/Excel documents.

Inclusive language

- Use inclusive language whenever possible.
- Try to avoid using ‘he and she’. Consider using the plural ‘they’ if it seems appropriate. If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.
- Avoid using the word ‘Man’ to refer to the species and avoid its use in stereotyped clichés, e.g. ‘they decided he was the right man for the job’.

Italics

Italics should be used for foreign words except

- when part of a foreign-language quotation

- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

Legal issues

Err on the side of caution if there is any danger of text being interpreted as libellous. Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

Notes (Endnotes)

Note indicators should be superscript numerals, without parentheses, outside any punctuation.

Note numbers, following on sequentially in the text, should never be set in tables as the positioning of the tables may have to be changed during the process.

Notes to headings should be avoided.

Please avoid ‘op. cit.’ and ‘loc. cit.’

Ibid. is italicised.

If you wish to use this method of referencing, rather than the author-date system, please use the following forms:

For books:

First reference:

M. Griaule, *Conversations with Ogotemmeli: an introduction to Dogan religious ideas* (Oxford: Oxford University Press, 1965), 99-100.

Subsequent references:

Griaule, *Conversations with Ogotemmeli*, 231.

For articles in journals:

First reference:

D. Forde, ‘Ward organisation among the Yako’, *Africa* 20:4 (1950): 247–9.

Subsequent references:

Forde, ‘Ward organisation’, 251.

For articles in books:

First reference:

M. E. Kashoki, ‘Migration and language change: the interaction of town and country’, in *Town and Country in Central and East Africa*, ed. D. Parkin (Oxford: Oxford University Press, 1975), 228–49.

Subsequent references:

Kashoki, ‘Migration and language change’, 229.

Numbers

- Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the ’teens should show both digits). Some examples:
3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4,
137–43, 144–244
- Spell out words up to but not including 100.
- 6,000, 10,000 *not* 6000, 10000.

Quotation marks

- Please use single quotation marks throughout, with double quotes for an inner quote: ‘xxxx “yyyy” xxxxx’

- Displayed quotations (see under *Quotations*) have no quotation marks: any quotes within a displayed quote will have single quotation marks.
- Please be consistent in the use of curly or straight quotation marks.

Quotations

- Quotations of more than 40 words should be displayed. Please indent them.
- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [*sic*] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a footnote.

References (Author-Date System)

References to published work should be inserted in the text in the form '(Kelly 2010: 69)'. The full reference should then appear at the end of the article in an alphabetical list of REFERENCES using the formats given below:

Kelly, John D. 2010. 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.' In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

Weinstein, Joshua I. 2009. 'The Market in Plato's Republic.' *Classical Philology* 104:439–58.

For further examples see http://www.chicagomanualofstyle.org/tools_citationguide.html

References to non-print media

Films and CDs should be referenced as follows:

[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]
e.g. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948.

Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

Spaces

Please note that there should be **one character space between sentences** and not two.

Special characters

Please alert the Journals Production Editor to any special characters so these can be brought to the typesetter's attention. Identify the character/diacritical mark by name and/or supply a visual example.

Spellings

British with -ise, -our endings. We favour the following: judgement, focused, connection, premise, medieval.

Tables

- Should not contain anything that a typesetter cannot set using a keyboard.
- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by section.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

Web addresses

Please do not underline these, they should appear in the form: www.eup.ed.ac.uk (no terminal punctuation either, as that could confuse someone typing it into their computer).