

JOURNAL OF THEOLOGY FOR SOUTHERN AFRICA

AUTHOR'S GUIDELINES AND STYLE SHEET

To prospective authors

- Unsolicited **previously unpublished** manuscripts are welcomed by the editor.
- The **word count** is normally between 5,000 and 7,500 words, including footnotes.
- Articles should be submitted in the following **fonts**: Text in Times New Roman 12, Block quotations in Times New Roman 12, Footnotes in Times New Roman 10.
- An **abstract** of approximately 100 words needs to be provided at the start of the article.
- The name, surname, **job title** (e.g., Professor of Old Testament, University of Stellenbosch), and an **email address** of the author should be provided at the start of the article.
- **Biographical note**: JTSA authors are presented to our readers by way of a short introduction. We request that you furnish us with this introduction in which you note how the article submitted for publication fits in the overall context of your work and how it relates to the context in which you live and work. The introduction should not be more than 100 words long. For example: *Andile Mbata lives and works in Nigeria. She is concerned with the environmental impact of oil drilling and how one might challenge this in a predominantly Christian part of the country. She has written one book on the topic and is presently researching the particular contribution of women theologians to this area. No article will be included for publication until such an introduction is received by the Administrator.*
- All manuscripts are to be in **MSWord**, and sent electronically to the **administrator** at jtsa@ukzn.ac.za
- Manuscripts are **blind peer reviewed by at least two referees**. The peer review process takes between 6-8 weeks. This however depends on how quickly we receive back the peer review reports. A final decision will only be made by the editors once JTSA have received back two peer review reports. If the two reports are contradictory the editors may ask for a third review before a decision is made.
- A decision to publish is taken in the light of the reports and the space available in the Journal.
- Not all manuscripts received or positively refereed will be published, and no guarantee can be provided about which issue of the journal an article will appear in.

Style

In general, we follow the **Chicago Manual of Style** with some minor differences. We require all citations to be in the form of **numbered footnotes** (not endnotes, not in-text references), with the full bibliographic reference in the first citation, and the 'short form' for any further citation to the same source (**not *ibid.* or *op. cit.***).

Please note that this is not a comprehensive style guide; for that **we refer authors** to reference works on the *Chicago Manual of Style*.

16th edition

See <https://owl.english.purdue.edu/owl/resource/717/09/>

Footnote Citations

- **All references must appear in the footnotes.**
- **All footnote numbers appear in the text after punctuation.**

The first citation of a work should give complete information for the work, including the author's first name or initial. Complete publication information should also be given. For books this includes the place of publication, name of publisher, and year of publication; for journal articles the volume number should be included as well as the date.

Subsequent references to the work should give the author's last name, a short version of the title, and the page number(s). Please do not use *idem*, *ibid.*, or *op. cit.*

For journal articles the preferred style is as follows:

Tilden Edwards Jr., "Spiritual Formation in Theological Schools: Ferment and Challenge", *Theological Education* 27, no. 1 (1980), 1-52.

For books the preferred style is shown in the following examples:

John Howard Yoder, *The Politics of Jesus*, 2nd ed. (Grand Rapids: Eerdmans, 1994), 30.
D. N. Beach, "The Initial Impact of Christianity on the Shona: The Protestants and the Southern Shona", in *Christianity South of the Zambezi*, Vol. 1, edited by A. J. Dachs (Gwelo: Mambo Press, 1973), 28-39.

Subsequent references to the above titles using short titles would appear as follows:

Edwards, "Spiritual Formation", 34
Yoder, *Politics of Jesus*, 85.

Bibliography

- **Please submit a separate bibliography.**

Other important guidelines

- Do not use p. and pp. with page numbers but use numbers only, both in the text and in footnotes.
- Inclusive numbers should follow these patterns: 45-48; 125-35; 101-8; 100-102; 1285-90. (Note that we use hyphens, not em-dashes)
- "F." and "ff." should be avoided; use actual page numbers wherever possible.
- [URLs: are underlined & placed in angle brackets; date of access in brackets is required at the end.]
- To avoid an excessive number of footnotes, it is generally best to cite Scripture references parenthetically in the text rather than in footnotes.
- In general, please lowercase such words as biblical, scriptural, gospel (except when the reference is to one of the four Gospels), pronouns for God and for Jesus, creation, fall, revelation, resurrection, etc.
- The source should be noted for every quotation. Except in epigraphs, the source information should include full publication information.
- Any **quotation** that is **more than five or six lines long** should be set off from the text as a block quotation. Very brief quotations should generally not be set off as block quotations, except for emphasis.
- All heads and subheads should be entered in First Letter Caps (except: an, and, the, for, with, or, etc.), in bold, without other special formatting.
- **Gender-Specific Language should not be used.** Instead of 'man' or 'mankind' please use 'humans', 'humanity' or 'people'. With pronouns, please use the plural as much as possible - eg "they" instead of "he".
- We suggest you use a **Bible** that uses **non gender specific language** unless you are using a particular version of the Bible as part of your research.
- If possible, **avoid gender specific language regarding God.** Try to use the possessive "God's" rather than "His"
- Either US or UK spelling is acceptable, but only one should be used, consistently.
- Use the adverbs "first" and "second" to introduce a series, not "firstly," "secondly," etc.
- The names of centuries should be spelled out: e.g., the nineteenth century, not the 19th century.