



SAGE UK
Style Guide:
Theology Today

Please check the style to be used for your journal for any points not covered in these notes. Guidelines are available on the Journal's web pages and may also appear in short form in the printed issues.

1. Article Opening Material

2. Grammar and Spelling

1. Article Opening Material

Article title

Please format with an initial capital only and remaining words lower case (unless names). Run on subtitle after colon (with initial capital). Please see the journal for style.

Author name and affiliation

List authors full names (not initials) in the order that they appear on the manuscript, with their affiliations directly following their names (social science journals), or annotated with superscripted numbers (do not use automated endnotes against names and affiliations), followed by a separate paragraph (STM journals). Please chase affiliations where missing. Please limit the affiliation to institution and country ("UK", not "United Kingdom", and "USA", not "United States").

Example Social Sciences

Mark A Creager

Brigham and Women's Hospital, Harvard Medical School, USA

Reena L Pande

Brigham and Women's Hospital, Harvard Medical School, USA

William R Hiatt

University of Colorado School of Medicine and the Colorado Prevention Centre, USA

Example STM

Mark A Creager¹, Reena L Pande² and William R Hiatt³

^{1, 2}Brigham and Women's Hospital, Harvard Medical School, USA

³University of Colorado School of Medicine and the Colorado Prevention Centre, USA

Abstract

'**Abstract**' should appear in bold without a colon in a separate paragraph.

Keywords

'**Keywords**' (all one word) should appear in bold without a colon on a separate paragraph. Keywords should follow in a separate paragraph, separated by commas only. Please format accordingly.

Corresponding author

A postal and email address for the first or corresponding author only should be added to all article opening material. Please give it as follows:

Corresponding author: John Smith, Department of Social Studies, 4 Sample Road, London N12 9OP, UK. Email: john.smith@ucl.ac.uk

Please remove any fax or telephone numbers.

2. Grammar and spelling

1. Except as noted in this style guide, follow the directives of:
 - **The Chicago Manual of Style: Sixteenth Edition** (Chicago: University of Chicago Press, 2010) for general style and editing matters; and
 - **The SBL Handbook of Style** (Peabody, MA: Hendrickson, 1999) for matters specific to religion or theology not otherwise covered in the *Chicago Manual*, for example:
 - Latin and Greek titles (7.1.3.8)
 - Capitalization and spelling of religious terms (Appendix A)
2. For spelling, follow *Merriam Webster's Collegiate Dictionary: Eleventh Edition* (Springfield, MA: Merriam-Webster, 2003).
3. UK spellings for European articles; US spellings for North American articles. Rest of the world – follow author style but make consistent.

Style Guidelines

- a. Active Voice. Write as much as possible in the *active voice* (avoid passive constructions).
- b. Capitalization. Avoid overcapitalizing words. As a guide, follow *Merriam Webster's Collegiate Dictionary: Eleventh Edition* or see ch. 8 of the *Chicago Manual of Style*. and *The SBL Handbook of Style*, Appendix A. For example, certain proper nouns are capitalized, but corresponding adjectives are not: Bible, biblical; Christ, christological; Trinity, trinitarian; God, godly.
- c. Hyphenation. Consult the section on “Compounds and Hyphenation” (7.77–85) in the *Chicago Manual of Style*, 16th ed., which expresses a strong preference *against* hyphenation where possible.
- d. M-Dashes and N-Dashes. Use M-dashes to indicate a break between parts of a sentence. Use N-dashes to indicate a break between consecutive numbers.
Exs:
 - The three theological virtues—faith, hope, and love—undergird the whole of Christian ethics.
 - Hildegard of Bingen (1098–1179) was born in the Rhineland.
- e. Small Capitals. Small capitals, *without periods*, are used to indicate certain common abbreviations, such as:
 - historical periods: 586 BC, AD 451
 - affiliation with religious orders: Fr. Thomas Skillen, OFM
- f. Emphasis. For emphasis, *italicize*; do not use bold font or capital letters.

- g. Commas. Use commas to clarify the syntax of sentences. Use commas throughout a series: “faith, hope, and love,” as opposed to “faith, hope and love.” Place a comma after introductory prepositional phrases: “In a sense, theology is”
- h. Abbreviations. Do *not* use abbreviations such as e.g., i.e., or etc. in the text of an article. These abbreviations may be used sparingly in notes.
- i. Gender-Free Language. Use gender-free language where feasible.

Headings

Provide headings. If headings are not provided by the author, they will be added by the editors. Primary section headings should be in **bold** with the first letter of each word capitalized, flush left on the page, *not* enumerated, and without any period. Secondary section headings should be in lower case with the first letter of words capitalized (according to the *Chicago Manual* rule for capitalization in titles), in *italics*, flush left on the page. Examples:

Primary Section Heading

Secondary Section Heading

Foreign Words

Greek and Hebrew words may be used sparingly, in transliteration. Conform transliterations to *The SBL Handbook of Style*.

Any foreign word used should be *italicized* and should *include an English translation*.

Notation Guidelines

- a. Use *endnotes* rather than footnotes.
- b. Ordinarily, *do not include any notational references in the text*. However, where an article is devoted exclusively to a single work or a single author, or otherwise includes repeated reference to the same work, parenthetical citations to page numbers in the text may be used to avoid excessive endnotes.
- c. All endnotes should be *double* spaced in 12-point Times New Roman font.
- d. Use notes sparingly, primarily to identify cited sources. Do not include lengthy content in any notes.
- e. For the format of the notes, follow *Chicago Manual of Style's* “Documentation I” section (ch. 14).
- f. In the initial citation to a work, use the full name (not abbreviations) for any book, journal title, author, etc.
- g. Number notes consecutively throughout the article, using Arabic numerals.
- h. Omit words such as “Press” (except with university presses), number of volumes, the names of translators, or the names of series (such as SBLDS or VTSupp).
- i. Examples:
 - (i) Hans Conzelmann, *Jesus* (Philadelphia: Fortress, 1973).
 - (ii) Walter Brueggemann, “Preaching: A Sub-Version,” *Theology Today* 55 (1998): 196–212.
 - (iii) James Limburg, “Psalms, Book of,” *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992) 5:522–36.

- (iv) Duane Priebe, "Theology and Hermeneutics," *Studies in Lutheran Hermeneutics*, ed. John Reumann (Philadelphia: Fortress, 1979), 297–301.
- j. For subsequent notes after the first entry, a shortened reference or *ibid.*, is appropriate:
 - (i) Brueggemann, "Preaching: A Sub-Version," 201.
 - (ii) *Ibid.*, 204. [Do not italicize or underline *ibid.*]

Do not mix English and US spellings. Some common US variations in spelling:							
analyze	color	favor	fulfill	labor	license (noun)	program	traveler/ traveling
behavior	counseling	fetus	gray	mold	pediatrics	practice (verb)	willful

Follow author style regarding use of the possessive's for proper names ending in s. However, 's is not used for classical names, e.g. Jesus' philosophy

→The following books are recommended: *Hart's Rules*; *Fowler's Modern Usage*; *New Oxford Dictionary for Writers and Editors*; *New Oxford Spelling Dictionary*

Quoted text: spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, query with author or insert [sic].

(a) Undisplayed quotes:

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full point (or other punctuation) follows the reference for the quote, e.g. '... is the most decisive and important' (Smith, 2003: 45).

(b) Displayed quotes:

Lengthy quotes (40 words or more) should be displayed and indented – follow journal style.

Lists: follow journal style.

Abbreviations

General

1. Do not use abbreviations in the title of a paper, in the abstract, in the keywords, in the running heads or in headings and subheadings within the paper, unless the full version is very long and clumsy or the abbreviation is better known than the full term. If in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. For plural terms, use plural abbreviations: low-density lipoprotein, LDL; low-density lipoproteins, LDLs.
4. If you need to abbreviate months or days of the week (for example, in a crowded table), use the first three letters without a full-stop (Mon, Tue, Jan, Feb).
5. If abbreviations are used in a figure or table, they must all be defined in the legend even if they are also defined in the text.
6. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below.

7. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
8. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means 'compare' and not 'see'), n.d.
9. No comma after e.g., i.e. or cf. Etc. is usually preceded by a comma in a list.
10. In reference lists, notes, footnotes and authors' biographical notes, please use the standard abbreviated form for American states (and territories):

Alabama	AL	Indiana	IN	Nevada	NV	South Dakota	SD
Alaska	AK	Iowa	IA	New Hampshire	NH	Tennessee	TN
Arizona	AZ	Kansas	KS	New Jersey	NJ	Texas	TX
Arkansas	AR	Kentucky	KY	New Mexico	NM	Utah	UT
California	CA	Louisiana	LA	New York	NY	Vermont	VT
Colorado	CO	Maine	ME	North Carolina	NC	Virginia	VA
Connecticut	CT	Maryland	MD	North Dakota	ND	Virgin Islands	VI
Delaware	DE	Massachus etts	MA	Ohio	OH	Washington	WA
District of Columbia	DC	Michigan	MI	Oklahoma	OK	West Virginia	WV
Florida	FL	Minnesota	MN	Oregon	OR	Wisconsin	WI
Georgia	GA	Mississippi	MS	Pennsylvania	PA	Wyoming	WY
Hawaii	HI	Missouri	MO	Puerto Rico	PR		
Idaho	ID	Montana	MT	Rhode Island	RI		
Illinois	IL	Nebraska	NE	South Carolina	SC		

Money

1. For currency use the common symbol or abbreviation – £, US\$, AUD\$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms:
2. The price of oil rose to US\$25 per barrel.
3. The US dollar was at an all-time low.
4. £150m, *not* millions or mlns.

Other units

- Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used. Always use figures with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.
- Do not mix spelt-out numbers and units: 6 cm not six cm.
- Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
- Abbreviations of units are the same for singular and plural (do not add an s) and they do not take a full point.
- Use SI units wherever possible, see Journal webpage for more specific notes.
- Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.

Numbers

- Spell out numbers zero to one hundred; for numerals 101 and over use figures.

- Use figures with percent, with units, in statistical passages, in tables, etc. Numbers, however, should be spelt out at the beginning of a sentence or the sentence should be rewritten.
- Spell out and hyphenate one-half, two-thirds, etc.
- Do not use a comma in thousands but do use one in tens of thousands and above, e.g. 5643, 1298, 14,600, 342,885, 1,000,001.
- Use the least number of numerals possible in pagination and in dates, e.g. 42-5, 2003–4, 1989–92, 0-1.
- Use 10-14, 10-11 as these represent single words.
- Decimal points are never raised off the line. There is no zero needed before a point for probability and correlations where the number is always less than one.

Dates

- For UK English, write out dates as 30 September 2003. For US English, write out dates as September 30, 2003.
- Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
- Use figures for centuries (except in history journals where it is spelt out), e.g. a 21st-century dilemma.

Notes and footnotes

1. Textual notes

Textual notes are indicated by a superscript arabic numeral placed *after* the punctuation. All textual notes should be collected and placed after the text and before the reference section. Any general note, author's acknowledgment or brief statement should be the first, unnumbered note.

2. Authors' biographical notes

Follow journal style.

3. Tables and Figures

All tables and figures should be numbered consecutively and cited in the text (as Table 1, Figure 1 etc.). They should all carry brief but complete captions.

Footnotes to tables should be indicated by a superscript, lower case a, b, c, etc. The notes themselves should be placed at the foot of the table (below any rule) preceded by the respective superscript letter. These notes should precede the source for the table, if included.

Style/punctuation for abbreviations: "ADL: activities of daily living, BMD: bone mineral density"

Source: should be italic and followed by a colon.

4. Scripture Citations

For all citations, use the *New Revised Standard Version*. A different translation may be used to make a specific point. If another translation is used, include the standard abbreviation for the version in the citation (or give a full citation if no standard abbreviation exists).

Use the following abbreviations for biblical books. Note that no period follows the book abbreviation (example: Gen 1:1):

Gen	Exod	Lev	Num	Deut	Josh	Judg	Ruth
1-2 Sam	1-2 Kgs	1-2 Chr	Ezra	Neh	Esth	Job	Ps (pl: Pss)
Prov	Eccl	Cant	Isa	Jer	Lam	Ezek	Dan
Hos	Joel	Amos	Obad	Jonah	Mic	Nah	Hab
Zeph	Hag	Zech	Mal	Matt	Mark	Luke	John
Acts	Rom	1-2 Cor	Gal	Eph	Phil	Col	1-2 Thess
1-2 Tim	Titus	Phlm	Heb	Jas	1-2 Pet	1-2-3 John	Jude
Rev							

Book Reviews

Please check that the book details are given in this format at the top of each review.

Author, *title*, publisher: place, date of publication; 000 pp.: ISBN, price (hbk), ISBN, price (pbk)

Editor(s) (ed[s].), *title*, publisher: place, date of publication; 000 pp.: ISBN , price (hbk), ISBN, price (pbk)

Examples

Ian Thatcher (ed.), *Late Imperial Russia: Problems and Prospect*, Manchester University Press: Manchester, 2005; 208 pp.: 9780719069863, £50 (hbk), 0719069871, £14.99 (pbk)

Michael Barber, *Instruction to Deliver: Fighting to Transform Britain's Public Services*, Methuen: London, 2008, 384 pp.: 9780413776648, 14.99 (pbk)

The author of the book review should be given at the end of the review as follows:
Name, *Affiliation*

There should be no spaces or dashes in the ISSN.

Dollar and sterling prices can be cited together if given, e.g. \$70/£42.

Place of publication should give city or state and city if US, e.g. Cornell University Press: Ithaca, NJ