

# Style Sheet for Manuscripts

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Theology · Jewish Studies · Religious Studies · Islamic Studies

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Dear Author, dear Editor,

We are happy to welcome you to *De Gruyter*! In order to ensure a smooth typesetting process, please carefully adhere to the following guidelines when preparing your manuscript.

Thank you very much.

## 1. General

- All document files will be converted to a format suited to processing in a typesetting system. Accordingly, there is no need for extensive formatting on the part of the author or editor. In particular, there is no need to define or adjust any of the following features:
  - type area, fonts, and type sizes
  - page numbering and running heads
  - headings, paragraphing, and line spacing
  - indentation of quotations, tables, figures, etc.
- Once you have edited your manuscript and prepared your files in accordance to these guidelines, please send us the final edited version of the files as an email attachment (open word processor format and identical PDF version).

## 2. Obtaining permissions

- It is the author's responsibility to request any permission required for the use of material owned by others.
- Please remember to include copyright notes in your text in accordance with the information provided by the rights holders.
- When all permissions have been received, the author should send them, or copies of them, to the publisher, who will note, or comply with, any special provisions regarding credit lines contained in them.

## 3. Technical issues

- All major word processors (Mac and/or PC) are acceptable. Authors using less well-known programs should contact the publisher beforehand and/or submit a sample file, preferably both in the respective native format and in Rich Text Format (RTF). In almost all cases it will be possible to convert the files but this has to be examined prior to submission of the final document file.
- For non-Latin fonts (Hebrew, Greek, Coptic, etc.) please use Unicode-compatible fonts or the relevant fonts from the Society of Biblical Literature (SBL Hebrew, SBL Greek).
- If non-Latin fonts are used, please enclose them with your manuscript.
- Graphics may be submitted in all major graphic file formats, e.g., TIFF, JPG, etc. Please contact the publisher if you are in doubt whether a particular format will be acceptable. Occasionally, graphic files will have to be reprocessed; it is therefore preferable if all graphic files are submitted in a format amenable to further editing. If your material has a different format, please contact us early in the process.
- Graphics must be provided with a minimal resolution of 300 dpi.

## 4. Standardization

- Please follow the guidelines of *Chicago Manual of Style* and, for Biblical Studies, the specifics of the *SBL Handbook of Style*.
- Authors must make sure that every part of the manuscript is prepared identically as to format.
- If different people are handling the input (e.g., chapters by different authors in an edited volume), consistency must be guaranteed by the volume editor(s).
- Items to be checked for consistency throughout the printout include italicizing of words, placement of footnote numbers in the text, spaces or lack of spaces at either side of dashes, etc.
- Either standard British or American English spelling may be used, but should be consistent throughout the volume.

## 5. Titles and headings

- The text should be divided into sections and, if necessary, subsections, with appropriate headings.
- All headings, including chapter titles as well as in the table of contents, begin flush left.
- For all headings in the file, please do not use generic codes but the following numbering system:
  - 1 Main heading
  - 1.1 Section heading
  - 1.1.1 Subsection heading
- Do not end a title or heading with a period when it is to appear on a line separate from the text.
- You may use either the sentence style (e.g., capitalize only the first letter of the first word and of proper nouns) OR the headline style (e.g., capitalize all letters in a title apart from articles and prepositions), but please be consistent in your choice and use only one style or the other. This also applies to the table of contents.

## 6. Paragraphs

- All paragraphs should start without a tabulator or blank spaces.

## 7. Quotations

- Short quotations (fewer than 60 words or three lines) should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a block, separated from the text by at least two carriage returns (¶¶). They are not to be enclosed within quotation marks.
- All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets [ ]. Indicate omissions by ellipsis points within brackets [...].

## 8. Citations and references

- For references you may use either the *footnotes and bibliography system* (see 8.1) or the *author-date system* (see 8.2). Please be consistent in your choice and use only one style or the other.
- Notes should be numbered consecutively throughout the text using Arabic numerals and starting with 1 at every new chapter (for monographs).
- Note numbers in the text should be superscript (small raised) numbers without parentheses.
- The note number should directly follow the word in question or a punctuation/quotation mark if applicable, with no blank space.
- Give the full first names of authors and editors, also in the bibliography, this applies also if several works of the same author/editor are listed consecutively.
- Give the inclusive page numbers of articles in journals or edited works.
- The examples given in 8.1 and 8.2 follow the *Chicago Manual of Style*.

### 8.1 Footnotes and Bibliography System

#### 8.1.1 Footnote Formatting Examples

**Book:**

<sup>1</sup> Kurt Nowak, *Schleiermacher: Leben, Werk und Wirkung* (Göttingen: Vandenhoeck & Ruprecht, 2001), 447.

**Translated book:**

<sup>1</sup> Friedrich Schleiermacher, *On Religion: Speeches to its Cultured Despisers*, trans. Richard Crouter (Cambridge: Cambridge University Press, 1988), 89–91.

**Edited book:**

<sup>1</sup> Andreas Arndt and Wolfgang Virmond, eds., *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke* (Berlin: Walter de Gruyter, 1984), 62.

**Multivolume book:**

<sup>1</sup>Ernst Troeltsch, *Zur religiösen Lage, Religionsphilosophie und Ethik*, vol. 2, *Gesammelte Schriften* (Tübingen: J.C.B. Mohr, 1913), 566–69.

**Book in a series:**

<sup>1</sup>Hans Joachim Birkner, *Schleiermacher-Studien*, *Schleiermacher-Archiv* 16 (Berlin: Walter de Gruyter, 1996).

**Article in edited book:**

<sup>1</sup>Clifford Geertz, “Religion as a Cultural System,” in *Anthropological Approaches to the Study of Religion*, ed. Michael Banton (London: Tavistock, 1966): 1–16.

**Article in journal:**

<sup>1</sup>Timothy Fitzgerald, “Religion, Philosophy and Family Resemblance,” *Religion* 26 (1996): 215–36.

**Online-Content:**

1 Markus Flohr, “Himmlischer Schlummer,” *Die Zeit Online, Zeit Wissen*, 16.04.2019  
<https://www.zeit.de/2019/17/brauchtum-ostern-ephesus-sieben-schlaefer-christentum-islam>.

**8.1.2 Bibliography Formatting Examples****Book:**

Nowak, Kurt. *Schleiermacher: Leben, Werk und Wirkung*. Göttingen: Vandenhoeck & Ruprecht, 2001.

**Translated book:**

Schleiermacher, Friedrich. *On Religion: Speeches to its Cultured Despisers*, trans. Richard Crouter. Cambridge: Cambridge University Press, 1988.

**Edited book:**

Arndt, Andreas, and Wolfgang Virmond, eds. *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke*. Berlin: Walter de Gruyter, 1984.

**Multivolume book:**

Troeltsch, Ernst. *Zur religiösen Lage, Religionsphilosophie und Ethik*. Vol. 2, *Gesammelte Schriften*. Tübingen: J.C.B. Mohr, 1913.

**Book in a series:**

Birkner, Hans Joachim. *Schleiermacher-Studien*. *Schleiermacher-Archiv* 16. Berlin: Walter de Gruyter, 1996.

**Several entries of same author:**

Waardenburg, Jacques. *Islam*. *Religion and Reason* 40. Berlin: Walter de Gruyter, 2002.

Waardenburg, Jacques. *Muslims as Actors*. *Religion and Reason* 46. Berlin: Walter de Gruyter, 2007.

**Article in edited book:**

Geertz, Clifford. “Religion as a Cultural System.” In *Anthropological Approaches to the Study of Religion*, edited by Michael Banton, 1–16. London: Tavistock, 1966.

**Article in journal:**

Fitzgerald, Timothy. “Religion, Philosophy and Family Resemblance.” *Religion* 26 (1996): 215–36.

**Online-Content:**

Adelman, Susan. „After Saturday Comes Sunday,“ *De Gruyter Conversations (Blog)*, 15.07.2019,  
<https://blog.degruyter.com/after-saturday-comes-sunday-2/> [optional: retrieved DD.MM.YYYY, or time stamp].

**8.2 Author-Date System****8.2.1 References in the Text**

- The date is always given in brackets: “Bloomfield (1933, 123–25) introduced the term”; “... that this was a matter of taste (Sapir 1922)”.
- Give page numbers in full: do not use “f.”, “ff.”.
- Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page number with quotations.
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.” or “ibid.”.
 

(Nowak 2001)	one author
(Arndt and Virmond 1984)	two authors
(Uexküll, Geiggas, and Host 1993)	three authors

(Smith et al. 1990, 38)	four or more authors (but give all the authors in the reference entry)
(Bouissac 1987a, 1987b, 1994)	works by one author
(Bouissac 1985; Deakin 1993)	works by different authors
(Balat and Dove 1992, 1:210)	volume number
(Dickens [1854] 1987, 73)	reprints: with original date at first mention; in all subsequent citations (Dickens 1987, 73)

### 8.2.2 Bibliography Formatting Examples

- Full bibliographical details are given in the reference section at the end of the book or article.

**Book:**

Nowak, Kurt. 2001. *Schleiermacher: Leben, Werk und Wirkung*. Göttingen: Vandenhoeck & Ruprecht.

**Edited book:**

Arndt, Andreas, and Wolfgang Virmond, eds. 1984. *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke*. Berlin: Walter de Gruyter.

**Multivolume book:**

Troeltsch, Ernst. 1913. *Zur religiösen Lage, Religionsphilosophie und Ethik*. Vol. 2, *Gesammelte Schriften*. Tübingen: J.C.B. Mohr.

**Book in a series:**

Birkner, Hans Joachim. 1996. *Schleiermacher-Studien*. Schleiermacher-Archiv 16. Berlin: Walter de Gruyter.

**Several entries of same author:**

Waardenburg, Jacques. 2002. *Islam*. Religion and Reason 40. Berlin: Walter de Gruyter.

Waardenburg, Jacques. 2007. *Muslims as Actors*. Religion and Reason 46. Berlin: Walter de Gruyter.

**Article in edited book:**

Geertz, Clifford. 1966. "Religion as a Cultural System." In *Anthropological Approaches to the Study of Religion*, edited by Michael Banton, 1–16. London: Tavistock.

**Article in journal:**

Glomsrud, Ryan. 2009. "The Cat-Eyed Theologians: Franz Overbeck and Karl Barth." *Journal for the History of Modern Theology* 16:140–145.

**Online-Content:**

Adelman, Susan. „After Saturday Comes Sunday,“ *De Gruyter Conversations* (Blog), 15.07.2019, <https://blog.degruyter.com/after-saturday-comes-sunday-2/> [optional: retrieved/Accessed DD.MM.YYYY or time stamp].

## 9. Content from the internet

- In general, please refer to online content as you would refer to printed works, provide name of author / editor, and source.
- Many URLs are very long; those longer than one line can be replaced by a short form very often. If this is not possible, please make sure that the line or page break is executed correctly (by pressing SHIFT and ENTER).
- Please use the DOI wherever available.
- Content behind a paywall should be referred to by name of media (database, journal, etc.) and name of author and title of contribution.
- For good legibility of your text you might want to shorten the bibliographic details after mentioning full details in the first reference.
- Please make sure that the links in your manuscript are working properly. Please verify the links before submitting the final edited manuscript.

## 10. Typeface, emphasis, and punctuation

- Italics should be used for:
  - foreign-language expressions;
  - titles of books, published documents, newspapers, and periodicals.

- Italics may be used to:
  - draw attention to significant terms at first mention only;
  - emphasize a word or phrase in a quotation, if so indicated “[emphasis mine]”.
- Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.
- Double quotation marks should be used in all cases unless otherwise noted.
- Use rounded quotation marks (“. . .”) not “straight” ones.
- Do not use double round brackets: brackets within parentheses should be square brackets, for example “(figures found on the American Academy of Religion [AAR] website)”.
- Full stops should be placed within quotation marks.
- Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.
- An “en”-dash, “–”, is used to indicate continuing or inclusive numbers, such as “1965–1966”, or pages “5–8”. If your word processor has no em-dash, use two hyphens characters.

## 11. Abbreviations

- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
- No general abbreviations are to be used in the main body of the text (“century,” “for example,” etc. are to be written out in full). Equally, all first names are to be written out in full.
- Do not use periods after acronyms (AAR, not A.A.R.).
- Primary sources (such as Bible, Classical and Ancient Christian writings) should be abbreviated according to *SBL Handbook of Style*, (Atlanta <sup>2</sup>2014), § 8.
- Secondary sources (periodicals, series and lexicons) should be abbreviated according to *SBL Handbook of Style*, (Atlanta <sup>2</sup>2014), § 8, and *IATG* (Siegfried Schwertner, *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete*, Berlin/Boston <sup>3</sup>2014).
- Single references to biblical books are to be abbreviated according to the *SBL Handbook of Style*, e.g., Jer 20:7.
- Verse numbers within a chapter are separated by a comma without a space (e.g., Mark 12:13–17, 35–37).
- Passages from various chapters and various books are separated with a semicolon with a space (e.g., Num 12:1–15; 20:1–13; Mark 11:27–33; 12:1–12) with the exception of parallel passages (e.g., Matt 6:9–13 par. Luke 11:2–4), as are several chapters without verse numbers (e.g., Jer 5–6; 9).
- In the case of numbered books (e.g., 1Sam or 2Sam) there is no space between the number and the name of the book.

## 12. Tables, figures, and illustrations

- Tables and figures should be numbered consecutively throughout a monograph and be given titles. The title of a table should appear above the table, the title of a figure below the figure.
- Please insert tables and figures (photographs, scans) directly into the text file. Additionally, please provide us with separate high resolution TIFF or JPG files (300 dpi).
- If photographs are to be inserted from hard copy rather than digital, good quality prints and, when in doubt, the negatives or slides should be provided.

## 13. Appendix

- An appendix is placed at the end of the text, before the bibliography.

## 14. Index

- Your publication contract will normally provide for the inclusion of indices.
- Indices will be typeset on the basis of a file provided by the author or editor, listing all entries and the corresponding page numbers. This file must be based on the *final* set of proofs. Please

separate entry and page number by a tab. In some typesetting processes, it will be necessary to use the word feature for generating an index.

- Please bear in mind that both the quality and the usability of the index depend crucially on the careful selection of keywords.
- When indexing phrases, please chose an appropriate keyword under which the phrase is to be sorted, i.e., you have to decide whether *conceptual structure* is to be sorted under *conceptual* or under *structure, conceptual*.
- In some instances, you will want to index a passage with a particular keyword which is not directly used in this passage. In this case, please add the respective keyword and the page number(s) to your list of entries.
- Similarly, if you want to index a passage which extends over several pages, just add the keyword and the page range, e.g., *conceptual structure, 130–42*.
- Please order additional information and guidelines for compiling an index that we keep for you at editorial.

## 15. Contact

Feel free to contact us with any questions.

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