

## **Guidelines for Contributors to *Political Theology***

Please follow these guidelines when you first submit your article for consideration by the Journal Editors. If accepted, we will send you more detailed instructions for preparation of your final manuscript, which can also be found on our website as a PDF (Guidelines for the Submission of Final Manuscripts/Political Theology).

*Political Theology* aims to resource and promote theological engagement with mainstream political life. It brings together political theory, cultural studies and theological thought to analyse the complexities and diversity of modern politics. It aims to be accessible to those engaged in formal and informal study.

The Editors of *PT* will consider essays on a variety of themes: how change is instigated and implemented in society; political presentation; iconography in political debates; myth and reality in policy formation; changing political identities; principles, conviction and expediency in democratic processes; ideology and pragmatism; the meaning of community/ies; realism, non-realism and political ethics; social identity; pluralism, relativism and political constructs; motivation, desire and personal pleasure in politics; power, illusion and the will of the people; political charisma(tics); policy formation and political projects; inclusivity and exclusivity; vision and process; innocence and culpability; critical and constructive engagement; coalition and partnership.

*Political Theology* aims to promote a fully inclusive debate and authors should therefore avoid the use of sexist, racist and heterosexist language.

### **Language of Publication**

The language of publication is English. The language of submission should be English.

### **Online vs Paper Submissions**

We normally accept only online submissions. If you are unable to submit your paper electronically, contact the Editor.

Online submission is a five-stage process and you may submit articles or book reviews but in the case of book reviews, please check in advance with the Book Review Editor to ensure that the book you want to review has not already been assigned. Our review process takes approximately 12 weeks.

### **Articles**

The editor will not consider manuscripts that are under consideration by other publishers. It is assumed that once submitted to *Political Theology* articles will not be sent to other publishers until a decision about inclusion has been reached.

Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article including a 150 word abstract and three to five keywords, a short biographical statement, contact details and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and broader readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be formatted using double-line spacing, printed and numbered consecutively throughout. Footnotes should be created using the footnote function of your word processor. Articles should not normally exceed 8,000 words.

PDFs are not acceptable for submission of articles; you can upload a PDF through the system as a Supplementary File following submission of the Word File if you wish to bring to the attention of the Editor any particular features which will be required at the layout stage or to clarify font usage. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) figures or tables (e) audio/video material. If you intend these to become an official part of the online journal, please indicate in a note to the Editor.

### **Permissions**

The journal accepts only original, previously unpublished articles. You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors).

### **Book Reviews**

Book reviews do not require abstracts but do require keywords and other metadata.

Always check with the Book Review Editor before submitting a review.

Except for the title page, they should be in the same form as articles. The title page should include the name of the Reviewer, university, address and email.

### **Ensuring a Blind Peer Review**

All articles are peer-reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

## Style Guidelines

The journal follows the Chicago Manual of Style. You can access and search the full-text of the fifteenth edition of the Chicago Style Manual online: <http://www.chicagomanualofstyle.org>.

### Headings

- The levels of heading, if more than one, should be distinguished by type style, e.g. roman (centred) for first-level head; italics (left aligned) for a second-level head.

### Quotations

- 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.
- Spelling and punctuation should be reproduced exactly as in the original, with any additional material by someone other than the original writer in square brackets.
- Ellipses: please use the 'three dot method': i.e. no more than three points are used whether the omission occurs in the middle of the sentence or between sentences. Do not use before the first word or after the last word of a quotation.

### Foreign Language

- Italics should be used for isolated words and phrases in a foreign language, if unfamiliar to readers. However, an entire sentence or passage in a foreign language should be set in roman and enclosed in quotation marks, with an English translation.
- Reproduce ancient languages in their appropriate fonts rather than transliteration. Ancient language fonts must be the Scholars Press fonts available free at: [www.sbl-site.org](http://www.sbl-site.org) (select 'Resources', 'Biblical Fonts'). For Greek use SPionic; for Hebrew use SPTiberian.
- Provide an English translation for all foreign languages both ancient and modern (usually in parentheses).

### Spelling, Punctuation, Word Usage

- -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise etc.).
- Contributors from North America may use North American spelling and punctuation.
- Where a gender-inclusive alternative is possible, it is to be preferred (i.e. ‘humanity’ rather than ‘mankind’). 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’.)
- ‘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.
- Use *ibid.* only if all of the material in the preceding footnote is identical and contains just one citation. Avoid using *op. cit.* and *f. and ff.*
- Items in a series are normally separated by a comma, e.g. ‘The legacy is one of freedom, transcendence, and independence for the church.’ Where elements are very long and complex, they should be separated by a semi-colon.
- For possessives of proper names ending in a (pronounced) s add ’s, e.g. Child’s Introduction, Jones’s views.

#### Illustrations, Tables

- Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

#### Footnote Style

The traditional **footnote** referencing style should be used (NOT the social-sciences form). Articles should conform to the Chicago footnote style giving full publication details in first references in footnotes, and author’s surname and short title in subsequent references. Please provide a bibliography, as well.

- *Journal article*  
L. S. Barrett, “Theology as Grammar: Regulative Principles or Paradigms and Practices,” *Modern Theology* 25, no. 2 (1988): 155–72.
- *Book*  
Colin E. Gunton, ed., *The One, The Three and The Many*, 2nd ed. (Cambridge: Cambridge University Press, 1993), 55–59.
- *Chapter/article in a collected volume*  
J. L. Martyn, “Elijah,” in *Jews, Greeks and Christians: Cultures in Late Antiquity*, ed. R. Hamerton-Kelly and R. Scroggs, trans. J. Smith (Leiden: E.J. Brill, 1976).
- *Newspaper*  
Editorial, *The Guardian*, July 30, 2000.
- *Short title*

Barrett, "Theology as Grammar," 170.

- Such abbreviations as *ed.* or *trans.* following a name in the full ref. are omitted in subsequent refs.
- An initial *A* or *The* should be omitted.

- *Electronic sources*

Alison Mitchell and Frank Bruni, "Scars Still Raw, Bush Clashes with McCain," *New York Times*, March 25, 2001, <http://www.nytimes.com/2001/03/25/politics/25MCCA.html>.

- Where it is necessary to break a URL or email address, no hyphen should be used. The break should be made after a colon, full stop, slash, etc.
- Access dates are of limited value except for sources which are likely to have substantive updates.

### Numerals

- The following numbers are spelled out in full: whole numbers from one through one hundred; when they begin a sentence; or when they are a round number (thousand, million, etc.)
- Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.
- Please use the en dash (not hyphens) to connect numbers, e.g. 'In Genesis 6:13–22 we find God's instruction to Noah.'
- Dates: use the form, e.g. October 5, 2003. But note: September 11 and 9/11 are both acceptable forms.

### 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: repr.; but edn, Mr, Jr, etc.
- Please observe the following biblical book abbreviations:

#### *Old Testament*

Gen.  
Exod.  
Lev.  
Num.  
Deut.  
Josh.  
Judg.  
Ruth  
Sam.  
Kgs  
Chron.  
Ezra

Song  
Isa.  
Jer.  
Lam.  
Ezek.  
Dan.  
Hos.  
Joel  
Amos  
Obad.  
Jon.  
Mic.

#### *New Testament*

Matt.  
Mk  
Lk.  
Jn  
Acts  
Rom.  
Cor.  
Gal.  
Eph.  
Phil.  
Col.  
Thess.

Jude  
Rev.

Neh.	Nah.	Tim.
Est.	Hab.	Tit.
Job	Zeph.	Phlm.
Ps. (plural Pss.)	Hag.	Heb.
Prov.	Zech.	Jas
Eccles.	Mal.	Pet.

#### Proofs

- Authors of articles will be sent a PDF of the first proof and will normally be expected to email a list of corrections within two weeks of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.