

## Instructions for Authors

### 1. General information

Manuscripts must conform to the requirements below. A copy in electronic format (preferably Microsoft Word or PDF) and two printed copies are to be sent to the managing editor.

Manuscripts must be accompanied with a statement of originality. Do not submit a manuscript that is being simultaneously submitted to another journal or publication.

If the article is accepted for publication, the author will be sent two copies of a form on copyright permission, to be signed and dated, with one copy retained by the author and one copy returned to the managing editor.

### 2. Form of the manuscript

Use inclusive language for a generically individual person or a group of people, for example, “person,” “human being,” “people,” “human family,” “humanity,” “humankind.”

Author’s name, mailing address, and e-mail address should be placed at the end of the manuscript.

Use double-spacing, 12-point font, preferably Times New Roman.

Use footnotes rather than endnotes. (Preferably no appended bibliography, no abstract, no author biography.)

### 3. Bibliographical references

Use the full first name of an author for the first reference, the surname always in small capitals. Use the full title of the book or article for the first reference, both title and subtitle italicized. In subsequent notes use only the surname followed by an abbreviated title and page number(s). (Do not use *ibid.*, *op. cit.*, *loc. cit.*, or *ff.*)

Samples:

1. Kenneth MELCHIN, *Living with Other People: An Introduction to Christian Ethics Based on Bernard Lonergan* (Ottawa: Novalis, 1998) 35.
6. [subsequent footnote:] MELCHIN, *Living with Other People*, 56-57.
9. [subsequent footnote:] MELCHIN, *Living with Other People*, 135.

#### 3.1 Books

First name, NAME, *Title: Subtitle of Book* (Series, no; Place of publication [for USA: add abbreviated name of state, e.g., NY, ME, GA, etc]: Publisher, date) page number(s).

Samples:

1. Nicholas Thomas WRIGHT, *Paul: In Fresh Perspective* (Minneapolis, MN: Fortress, 2005) 25-30.
2. Oliver DAVIES—a Paul D. JANZ—Clemens SEDMAK, *Transformation Theology: Church in the World* (New York / London: T & T Clark / Continuum, 2007).
3. Ivo BROSENS (ed.), *The Challenge of Reproductive Medicine at Catholic Universities: Time to Leave the Catacombs* (Leuven: Peeters, 2006).
4. David C. ALEXANDER, *Augustine's Early Theology of the Church: Emergence and Implications, 386-391*, (*Patristic Studies*, 9; New York, Washington, D.C. / Baltimore, MD / Bern / Frankfurt am Main / Berlin / Brussels / Vienna / Oxford: Peter Lang, 2008).
5. Medard KEIL—Werner LOSËR (eds.), *The von Balthasar Reader*, trans. Robert J. DALY—Fred LAWRENCE (New York, NY: Crossroad, 1982) 370.

### 3.2 Articles in Periodicals

First name, NAME, "Title: Subtitle," in *Journal* volume (year) page number(s).

Samples:

1. John VAN DEN HENGEL, "In Memory of Paul Ricœur, 1913-2005," in *Theoforum* 36 (2005) 267-277.
2. David LANDRY—Ben MAY, "Honor Restored: New Light on the Parable of the Prudent Steward (Luke 16:1-8a)," in *Journal of Biblical Literature* 119 (2000) 287-309.
3. Elias EL-HAYEK, "La liturgie pénitentielle des Églises syriaque et copte," in *Logos* 43-45 (2002-2004) 308.

### 3.3 Articles in Collections and Festschriften

First name, NAME, "Title of contribution," in First Name, NAME (ed.) *Title: Subtitle* (Series, no.; Place of publication: Publisher, date) page(s).

Samples:

1. James A. SANDERS, "Intertextuality and Canon," in Stephen L. COOK—S. C. WINTER (eds.), *On the Way to Nineveh: Studies in Honor of George M. Landes* (ASOR Books, 4; Atlanta, GA: Scholars Press, 1999) 316-333.
2. Hans Dieter BETZ, "Apostle," in David Noel FREEDMAN (ed.), *The Anchor Bible Dictionary*, Vol. 1 (New York: NY: Doubleday, 1992) 309-311.