

The *Sewanee Theological Review* will accept submissions of articles for consideration, written on topics that pertain to any of the classical disciplines of theological study. Topics include literature and the arts, philosophy, and science.

### How to Submit an Article

- Manuscripts should be submitted by email attachment in .doc or .docx or format to Mary Ann Patterson, managing editor, [mapatter@sewanee.edu](mailto:mapatter@sewanee.edu).
- Submissions should be accompanied by a précis between 100 and 150 words in length, a brief biographical statement (not to exceed 150 words), a current *curriculum vitae*, and all contact information including email.
- Articles submitted, as a rule, should not be longer than 10,000 words (excluding footnotes), and they should conform to the guidelines for style listed below.
- Images may be submitted with articles in high-resolution formats for which you have the copyright. Please include the credit for the image with your submission.

### How to Submit a Poem

- Poems may be submitted for consideration to Greg Williamson, poetry editor, [wmson@jhu.edu](mailto:wmson@jhu.edu).
- Poets whose work is accepted for publication will be requested to submit an electronic version of their poem(s), either copied onto an e-mail message or as a Word attachment

### Style Guide for Articles

#### Format

- Use one-inch margins on all four sides of the page.
- Use a 12-point font (Times New Roman is preferred), with 24-point (double line) spacing for all text, including footnotes.
- Number the pages, but do not include any other information in headers or footers.
- Do not include a bibliography. For instructions about citation, see point 6 on footnotes below.

#### Spelling and editing

- Follow *The Chicago Manual of Style* on general editing questions.
- Use U.S. spellings (except, of course, in quotations from British or non-U.S. publications, where the original spelling should be kept).
- Use the final “series comma” in lists of three or more items.
- Use *italics* for emphasis, book and journal titles, and foreign words. Do not use underlining or **boldface**.
- Do not use page, section, or footnote numbers that refer, within your article, to the article itself.
- When there is any question as to capitalization, do *not* capitalize words.
- Avoid hyphens and contractions where possible.
- Greek and Hebrew words, which should be used sparingly, must be transliterated and italicized. Greek and Hebrew words, which should probably be used sparingly, may either be transliterated, in which case they should be italicized, or they may be presented in Hebrew or Greek font.

#### Biblical Citations

- References to the Bible may be included within the text of the article, in parentheses, before the final punctuation of the sentence.
- Use the abbreviations of biblical books in the *Chicago Manual* (the first, Protestant/Anglican list). Separate chapter from verse with a colon.
- The version you are quoting should be mentioned in the first citation only (the new revised standard version is preferred).

## Abbreviations

- Do not use *any* Latin abbreviations. Use English phrases instead of *i.e.*, *etc.*, and *e.g.* Instructions for avoiding *cf.*, *ibid.*, and *op. cit.* in footnotes are in point 6 below.

## General Style

- When technical or specialized terminology is necessary, explain it.
- Wherever possible, use gender-inclusive language. Quotations of older texts, however, should NOT be altered to make them gender inclusive. Our history is what it is, for better and worse.
- Although it is true that in good writing most verbs are probably in the active voice, it remains that modern prejudice against use of the passive voice *at all* is a vulgarism. Use the passive voice (and the subjunctive) when you need to. It is best in general (though not invariably) to avoid the “editorial *we*.” First-person singular pronouns are quite-acceptable.
- In longer articles, include headings and, if necessary, subheadings. In general, these should not be numbered.

## Footnotes

(a) *First general rule for footnotes* Footnotes in the *STR* give references to sources used in the article. Footnotes may on occasion be used to give extended bibliographic references, or to further scholarly conversation or debate.

(b) *Second general rule for footnotes* Your first citation of a published work should give all the relevant information. Every reference thereafter should use only the original author’s last name and a short title for the book or article, followed by a page number. This general rule has two negative corollaries, both noted above. The *STR* does not use *ibid.* or *loc. cit.* or *op. cit.*, and we do not use bibliographies or lists of works consulted. Bibliographical information for any work consulted will appear in the first footnote that refers to that work.

(c) *First footnote—books* In the first footnote for a book, give the author’s name, the title, translator (if any), editor (if any), series (if any), and (in parentheses) the place of publication, publisher, and date; the page number follows, as in this example.<sup>11</sup> Darby Kathleen Ray, *Deceiving the Devil: Atonement, Abuse, and Ransom* (Cleveland: Pilgrim, 1998), 68-70.

(d) *First footnote—articles* For an article, the order is as follows: author’s name, title of the article, name of the journal, volume number, year (in parentheses), and, after a colon and a space, the page number. It is not necessary to provide the range of pages for the whole article as well as the page or pages you are referring to, as in the example.<sup>22</sup> Timothy F. Sedgwick, “Accounting for the Christian Life,” *Anglican Theological Review* 76 (1994): 178.

(e) *First footnote—chapters in an edited book* The form for a chapter in an edited book combines (b) and (c):<sup>33</sup> Martha J. Horne, “A Place of Integration and Synthesis: The Challenge of Seminary Education,” in *A New Conversation: Essays on the Future of Theology and the Episcopal Church*, ed. Robert Boak Slocum (New York: Church Publishing, 1999), 271-72.

(f) *Subsequent footnotes* Once complete information has been given, use a short title (which you should determine) in each subsequent footnote, whether of a book<sup>4</sup> or an article or chapter.<sup>54</sup> Ray, *Deceiving the Devil*, 92.<sup>5</sup> Horne, “Integration and Synthesis,” 276.

(g) *Some additional instructions* References to texts that have been published in many editions and translations should be numbered according to the original scheme.<sup>7</sup> It is for you to decide whether to include, as well, information about the modern edition consulted. If you do include this information, it should follow the usual format for books as outlined above.<sup>7</sup> Thomas Aquinas, *Summa Theologiae* III q. 2 a. 1 reply; see also Augustine, *De Trinitate* VIII 4 (6).

- The ban on Latin abbreviations includes *cf.* Write “see” or “see also” or “compare” or “consult,” depending on what you mean.