

Maria: A Journal of Marian Studies (New Series)

Guidelines for Contributors

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Submitted articles must not have been previously published, nor be forthcoming, nor be under review, in another journal or book (print or electronic).

Contributors should send their electronic document, together with their **name, title, full mailing address, e-mail address, telephone number, and institutional affiliation** (if any), to the editors at:

editor@marianstudies.ac.uk

You may submit at any time. If the submission is successful, we will let you know in which issue it is to be included.

Please observe the following guidelines. We may ask you to revise your article if it is not supplied in house style.

GENERAL

1. Typescripts should be set in Calibri at 12 pt for the main text, 11 pt for indented long quotations, and 10 pt for footnotes, and submitted in Microsoft Word.
2. Manuscripts should be formatted using one and a half line spacing.
3. A short abstract of 50-150 words must be supplied with your article.
4. All articles should normally be 5000–8000 words in length.
5. Quoted matter, if more than four lines, should normally be indented, without quotation marks and at 11 pt.
6. Quotations of up to four lines should form part of the text and should be indicated by **single** quotation marks. **Double** quotation marks should be used only for quotations within quotations.
7. In general, foreign words and phrases should be italicized, both in main text and footnotes. Text in Non-Latin alphabets should be accompanied by a transliteration.
8. Contributors from North America may use North American spelling and punctuation.
9. Headings: a few sub-headings are recommended.
10. Authors of articles and book reviews will be sent a first proof and will normally be expected to return these within two weeks of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
11. For further reference, including punctuation, *The New Oxford Dictionary for Writers and Editors* (Clarendon Press, 2014) is recommended.

GENDER & LANGUAGE

1. Where a gender-inclusive alternative is possible, it is to be preferred, e.g. 'humanity' rather than 'man' when referring to both sexes.
2. 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.')

UPPER & LOWER CASE

1. Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. (there may be exceptions with translations of old texts, at the editors' discretion).
2. In the case of the Church, use upper or lower case initial letters as follows:

Upper case (a) for the whole Church
(b) for a denomination, e.g. the Church of England

Lower case (a) for the building
(b) for the local church
(c) as an adjective: church teaching, churchgoer
3. In the case of the Scriptures, use upper and lower case as follows:

(a) Bible, Scripture *but* biblical, scriptural
(b) Gospel when referring to a canonical book
(c) gospel when speaking in more general terms
(d) Kingdom of God *but* cross, crucifixion, resurrection, etc.

ABBREVIATIONS

1. Use of full stops in 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:

Prof. Rev. Revd St Dr Mr
2. BC, AD, CE, BCE should be unpunctuated and set in small capitals.

3. Note the following abbreviations:
- | | |
|------------|-----------------------------|
| ed. | (editor, edited by) |
| trans. | (translator, translated by) |
| rev. | (reviser, revised by) |
| edn | (edition) |
| repr. | (reprint) |
| vol./vols. | (volume / volumes) |

VERBAL STYLE and SPELLING

1. **Brackets** within brackets should be square. However, the major exception to this rule is that square brackets indicating text inserted into a quotation by the author stay in square brackets, e.g. [sic].
2. **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.

Use Arabic numerals for volume numbers of books, and also for journal volume and issue numbers.

4. **Ellipses:** all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words. Use them only to indicate gaps.
5. Use:
- focused, focusing etc (not focussed, focussing)
 - first, secondly, *or* first, second (but not *firstly*)
 - acknowledgement, judgement
6. '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.

Please do not use op. cit. and use ibid. only where the reference is identical to that given in the immediately preceding footnote.

Avoid 'f.' and 'ff.' Give the page range.

BIBLICAL REFERENCES

Please observe the following abbreviations:

Gen.	Song
Exod.	Isa.
Lev.	Jer.

Num.	Lam.
Deut.	Ezek.
Josh.	Dan.
Judg.	Hos.
Ruth	Joel
Sam.	Amos
Kgs	Obad.
Chron.	Jon.
Ezra	Mic.
Neh.	Nah.
Est.	Hab.
Job	Zeph.
Ps. (plural Pss.)	Hag.
Prov.	Zech.
Eccl.	Mal.
Mt.	Col.
Mk	Thess.
Lk.	Tim.
Jn	Tit.
Acts	Phlm.
Rom.	Heb.
Cor.	Jas.
Gal.	Pet.
Eph.	Jn
Phil.	Jude
	Rev.

Use Arabic numerals throughout: 2 Cor. *not* II Cor.

Full stops between chapter and verse numbers: Lk. 6.12

Hyphens to mark sequences of verses:

Mt. 3.6-8 Lk. 6.10-12 Jn 10.12-14, 16

En rules for sequences extending beyond a single chapter: Mt. 6–9

Semicolons to divide distinct references to different chapters of the same book:
John 6.15; 14.12

Semicolons to divide single references to separate books: Lk. 4.12; 2 Cor. 3.8

Biblical references may be placed in parentheses in the text, e.g. (Mt. 2.6-8), or in the footnotes, but please be consistent.

FOOTNOTE STYLE

The following conventions should be followed in footnotes. Please note articles from periodicals or titles of book chapters are printed within single quotation marks. Book titles are in italics.

Journal article:

L. Barrett, 'Theology as Grammar: Regulative Principles or Paradigms and Practices?', *Modern Theology* 25.2, 1988, 155-72.

Book:

Colin E. Gunton, *The One, The Three and The Many*, Cambridge: Cambridge University Press, 2nd edn, 1993.

Chapter/article in a collected volume:

J.L. Martyn, 'Have we Found Elijah?', in R. Hamerton-Kelly & R. Scroggs (eds), *Jews, Greeks and Christians: Cultures in Late Antiquity*, trans. J. Smith, Leiden: E.J. Brill, 2nd edn, 1976, 36-53.

Short title

When a book, a chapter or an article is referred to again, after its first occurrence, a short title form is used, e.g. Martyn, 'Have we Found Elijah?', 235.

BIBLIOGRAPHY

The following conventions should be observed in the bibliography and footnotes:

1. When the reference is to a **nineteenth-century or older work** the publisher's name may be omitted.
2. **Page references** should be in the following form: 92-8, 153-79.
3. For **more than three authors** or editors it is permissible to use *et al.*
4. In the bibliography, **multiple entries** for an author should be arranged in chronological order.
5. **Title and subtitle.** Between the title and subtitle of a book there should be a colon, not a full stop (though occasionally a book has a more complicated title, and a full stop is more appropriate).
6. **More than one place of publication.** When a publisher has more than one office, only the first stated or the head office should be given.
7. **More than one publisher.** Where a book has been published by more than one publisher, use the following style:
Exeter: Paternoster Press; Grand Rapids: Eerdmans.