

Feminist Theology

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all over the world.

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Abstract

Please include an abstract of 50-150 words between the title and main body of your manuscript that concisely states the purpose of the research, major findings, and conclusions.

Keywords

Please include a minimum upto 5-6 keywords, listed after the abstract. Keywords should be as specific as possible to the research topic.

Please read the following style guidelines for *Feminist Theology* carefully:

GENERAL

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 single quotation marks. Double quotation marks should be used only for quotations within quotations.

In general, foreign words and phrases should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated.

-ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

Contributors from North America may use North American spelling and punctuation.

Headings: Please mark up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.

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.

For further reference, *The Oxford Dictionary for Writers and Editors* (Clarendon Press 1981) is recommended.

GENDER & LANGUAGE

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

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

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc.

In the case of the Church, use upper and lower case 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

also: churchgoer but High Church

In the case of the Scriptures, use upper and lower case as follows:

(a) Bible and Scripture but biblical and 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

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: Rel. but Sgt

Note: Prof. Revd St Dr Mr

BC, AD, CE, BCE should be unpunctuated and set in small capitals.

Note the following abbreviations:

1. (editor, edited by)

trans. (translator, translated by)

rev. (reviser, revised by)

edn (edition)

repr. (reprint)

vol./vols. (volume)

VERBAL STYLE and SPELLING

Brackets within brackets should be square, e.g. G.H. Jones ('The Decree of Yawweh', VT 15 [1965], pp. 336-44). 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].

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: twentyfirst century; nineteenth century etc. Use Roman numerals for vol. numbers of books, and series numbers; and Arabic numbers for journal issue nos.

Possessives. For possessives of proper names ending in a (pronounced) s add 's, e.g. Child's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Barthes', Descartes' etc.

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:

focused, focusing etc (not focussed, focussing)

first, secondly, or first, second (but not firstly)

acknowledgment, judgment

analyse (but analyze in American spelling)

'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 avoid ibid.

Avoid 'f.' and 'ff.'

BIBLICAL REFERENCES

Please observe the following abbreviations:

Gen., Exod, Song., 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 (N.B. the space after the comma).

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:

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

Book:

Colin E. Gunton, *The One, The Three and The Many* (Cambridge: Cambridge University Press, 2nd edn, 1993), pp. 56-59.

Chapter/article in a collected volume:

J.L. Martyn, 'Have we Found Elijah?', in R. Hamerton-Kelly and R. Scroggs (eds.), *Jews, Greeks and Christians: Cultures in Late Antiquity* (trans. J. Smith; SJLA, 21; Leiden: E.J. Brill, 2nd edn, 1976).

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?', p. 235.

Bibliography

The order of data in the bibliography is the following:

Element of Bibliography followed by

author(s), editor(s) (ed., eds.) comma

title opening round bracket

editor (ed.) (if there is an editor as well as an author) semicolon

translator (trans.) semicolon

series comma

number in series semicolon

number of volumes (e.g. 2 vols.) semicolon

reprint status (repr.) comma

place of publication colon

publisher comma

edition (e.g. 2nd edn, rev. edn) comma

date closing round bracket,

full stop

e.g. Smith, M., and D. Jones (eds.), Book Title, I (trans. Z. Smith; JSOTSup, 100; 2 vols.; place: publisher, edn, date).

Note: not all of these elements are appropriate for every book, of course!

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1. When the reference is to a nineteenth-century or older work the publisher's name may be omitted.

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: pp. 92-98, pp. 153-79 but pp. 107-109, pp. 107-114. Avoid the use of 'f.' and 'ff.'
3. For more than three authors or editors it is permissible to use et al.
4. In the bibliography, multiple entries for an author may be arranged either in chronological or alphabetical 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.

Author-Date (Social Science) Style

The function of the author-date style of referencing is to reduce the need for footnotes, by embedding references to cited works in the text in abbreviated form (e.g. Brown 1980: 123).

Note there is no punctuation after the author's name and a space always follows the colon between the date and the page reference (which omits 'p.' or 'pp.').

Several works by the same author are cited by date only, the dates being separated by commas; when page numbers are given, the year dates are separated by semicolons:

(Jones 1963, 1972a, 1986)

(Jones 1963a: 10; 1972; 1986: 123)

Where there are authors with the same surname, initials should be included.

In bibliography

In the Bibliography, the basic forms of the author-date style are illustrated here:

Jones, A. 1980 *On Consistency* (HSM, 9; Cambridge, MA: Cambridge University Press, 2nd edn).

1986a 'Second Thoughts: An Addendum', *Journal of Bibliographic Research* 30: 12-21.

1986b 'Second Thoughts: A Further Addendum', *Journal of Bibliographic Research* 30: 332-45.

Smith, H., and P. Smith 1980 'Atonement and Sacrifice in the Qumran Community', in Jones 1980: 321-86.

The order of entries is by year; if there is more than one item from the same year, the dates are labelled a,b,c, etc.

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