Journal of European Baptist Studies

Conventions

In cases not specifically stated in these conventions, please follow the MHRA style.

Instructions for text and footnotes

Formatting. The text should be formatted minimally, see JEBS Guidelines for Authors.

Spelling and Usage

- British spelling is used in JEBS. For example: neighbour, not neighbor; behaviour, not behavior; centre not center. For checking spelling and British forms, a good online source is the Cambridge English Dictionary.
- Words ending in 'ise/ize'. JEBS uses the 'ise' form of spelling. For example: capitalise, capitalisation; organise, organisation; recognise; baptise; analyse.
- Plurals. Note that there is no apostrophe in plurals such as 1980s; PhDs; the twenties.
- Possessives. Note that the apostrophe s ('s) is added to all singular names. The only exception is for names that end in 'es' and have the English pronunciation 'eez'. Thus, Jesus's; Josephus's; Bridget Jones's; Mrs Bridges's. But Sophocles' and Demosthenes' (pronounced Sophocleez, Demostheneez).

Quotations

- Quotation marks. Single inverted commas in all instances, except in quotations within quotations which should be in double inverted commas.
- Final punctuation. Punctuation comes outside the final quotation mark. Where the quotation begins with a capital letter and forms a complete sentence the final point/full-stop comes within the closing quotation mark.
- Long quotations. Quotations which exceed forty words in the text should be presented in block quotation format, as a separate paragraph, preceded and followed by a line space. These quotations are not enclosed by quotation marks. The source of quotation should always be provided, usually in a footnote.

- Omissions. Any omissions in a quotation should be indicated by an ellipsis within square brackets [. . .].
- Words and phrases in foreign languages. These should be in italics: *a priori*, *sola scriptura*, *par excellence.* Some phrases that have passed into regular English usage are not italicised. For example: vice versa, milieu, ad hoc.
- Quotations from foreign languages. These should be translated for inclusion in the text. There is no need to provide the original in footnotes, unless there is a language nuance that is important and cannot be captured in translation.

Abbreviations

- Words in the text should be written out in full. Note that some common words in spoken English and informal writing are abbreviations or contractions and need to be given in full. For example: Do not instead of don't; cannot instead of can't; will not instead of won't; television instead of TV; photograph instead of photo.
- Abbreviations such as i.e., ibid., passim, e.g., are not italicised and should only be used in abbreviated format in footnotes or in parentheses in the text. Please, use 'for example' and not e.g. within the text; phrasing such as 'namely/that is' instead of i.e.; 'and so on/and so forth' and not etc. Examples: 'These include, for example, Pentecostals, Roman Catholics, Protestant, Baptist and other free churches.' 'In his letters, Paul highlights Christian practices such as patience, kindness, gratitude, and so on.'
- Technical abbreviations. MS and MSS (manuscript and manuscripts); no. and nos (number and numbers), ed. and eds (editor and editors). Note: no full stop in plural. A comprehensive list of technical abbreviations can be found in Chapter 8 of the SBL (Society of Biblical Literature) Style Guide, 1999, which can be referenced online.
- Titles and names. Dr, Revd, Mrs, St, Jr: no final full stop is required. Leave spaces between initials of author's name. The initials should be followed by full stop.

Scriptural references

- Names of whole books without a chapter reference, or chapter and verse reference need to be given in full in the text. For example, 'In the letters to the Corinthians, as well as Philippians, Paul . . .'
- All references that have a chapter number or chapter and verse, should be abbreviated in both the text and the footnotes according to the following format 1 Cor 5:8; Deut 32:19. The exception in the text is if a reference starts a sentence, then the name of the book is given in full. 'First Corinthians 5:8 states that . . .'

The Society of Biblical Literature Handbook of Style provides a comprehensive list of biblical abbreviations along with other ancient literature sources and how to cite them.

Dates

- Day, month, year (for example, 30 January 2018); months written in full (for example, January, August, October).
- Periods of time. Use an en dash (not a hyphen) to indicate a period of time, such as 1917–1918. If the word 'from' is used, then this needs to be balanced by 'to'. For example: from 1917 to 1918, and not 'from 1917–1918'.
- Decades may be in the form of the 1960s, or 'the sixties' if the century is clear.
- Centuries should be given in words and not numerals within the text: The twentieth century and not the 20th century; the sixteenth century and not the 16th century. Numerals can be used in the footnotes, but note, the st (first, 1st), or th (as in sixteenth, 16th) is not superscript.
- Eras. The journal prefers BCE and CE, instead of BC and AD.

Numbers

- Within the text, all numbers below 100 should be given in words. For example: eight; fifteen; seventy-five. Numerals can be used in the footnotes.
- Page and number ranges. Use an en dash for page ranges/number ranges, such as 10–17. For large numbers, when the second number comes within the same hundred, elision is used, such as 345–8, 1517–21 (but 196–210; 1125–1236). Do not elide numbers in dates (22–27 September, or in life spans).
- Statistics. Numerals can be used when statistics are being reported, however per cent is always written as a word and not a symbol.
- Roman numerals. Should be used sparingly in the main body of the text and reserved for a few specific purposes such as in the titles of monarchs and popes.

Capitalisation

- In the text, keep capitalisation to a minimum. However, all titles in the text and in references should have the main words capitalised and any subheadings indicated by a colon, whether this is the format in the original or not. For example: N.T. Wright, *Surprised by Hope: Rethinking Heaven, the Resurrection, and the Mission of the Church…*

Chapter 6 of the MHRA guide gives good guidance on this, and the SBL Handbook of Style, Appendix A, provides a comprehensive list of the capitalisation conventions for biblical terms.

Illustrations

- Illustrations, maps, and figures can be included only if they are absolutely essential to the paper.
- Illustrations, maps, and figures should be provided in .tif-format or uncompressed .jpg-format with a minimum resolution of 300dpi. Should any such illustration, map, or figure be available in print resources at the IBTS library, the author can ask the librarian to reproduce that illustration, map, or figure in the required format at no charge.

- The author is responsible for procuring permission to publish the desired illustrations, maps, and figures. Please be aware that permission will need to include open access distribution.
- The author assumes full responsibility for procuring copyright permission of any illustrations, maps, and figures. Should any copyright claims follow from the publication of an illustration, map, or figure in JEBS, the journal shall not be liable for paying any damages resulting from such a copyright claim.
- If in doubt, please consult with the JEBS editorial team.

Additional instructions for footnotes

A short title system. Full reference for first citation, and shortened version thereafter that includes the author name, a short-title reference, volume number if applicable, and page reference. For example: Wright, *Surprised by Hope*, p. 24.

Capitalisation of titles. Journal and series titles should be capitalised. Reference to foreign language titles should follow their standard conventions on capitalisation: German citations should follow German practice in capitalising nouns; French title capitalise the first significant word, then lower case.

Translation of titles. All titles must be given in their original language. For any title not in German or French, a full translation should be provided in square brackets following the original title. This only needs to be provided for the first, full reference.

Titles in scripts other than Latin alphabet must be given in their original script. The title should be translated into English and provided in first citation in square brackets.

Citation information

The MHRA guide gives all the information needed for the citation of references. Here, some main points are noted for clarity.

- All footnotes should end with full stops.
- Details. All books should include place of publication, publisher, and year of publication. If it is not possible to provide any of these details, the missing information should be indicated by n.p. (no place), n.pub. (no publisher), n.d. (no date). Where there is a standard English form for the place of publication that should be used, such as Florence, Rome and so forth, otherwise use the current native spelling. Provide the name of the series in which the book occurs if there might otherwise be problems in identifying it. Where a book has gone through more than one edition, the edition referred to should be specified (2nd ed.; 3rd ed.).

- Full information in initial citations. It is extremely important that full details of editions and other publication matters are provided in initial citations. Note that this includes the full page range for articles within a journal, and the full page range for a chapter within another work, alongside any specific page number for that particular reference.
- Journal page references. Please note that MHRA uses a comma before page numbers.
- If the sources are in German or other languages, please, when footnoting, keep the book or article title, series title and journal title in the original, but use ed., vol., p. or pp. (instead of, for example, Hrsg., Bd., S.).

Web addresses and online databases

- Always include 'http' and 'www' when these are part of the address, in the form <http://www[etc.]> (remove the hyperlink). Such addresses are not preceded by any punctuation. Unless the address is a DOI, or the reference is to the website in general rather than to a specific passage on a specific page, always add access dates, in the form [accessed 9 September 2021] after the web address, with no preceding punctuation.
- Digitally published books and e-journal articles should appear as a standard book or journal article, with web address, and access date as appropriate.

NB! It is important that contributors follow these conventions. Submitted texts which deviate from JEBS style and conventions cause delay in production and may have to be rescheduled to a later issue.

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