

Style Sheet for Manuscript Submission to the

Neue Zeitschrift für Systematische Theologie und Religionsphilosophie (NZSTh) / New Journal for Systematic Theology and Philosophy of Religion (NJSTh)

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Dear Author,

We are happy to welcome you to De Gruyter! In order to ensure a smooth typesetting process, please carefully adhere to the following guidelines when preparing your manuscript for submission to the *Neue Zeitschrift für Systematische Theologie und Religionsphilosophie* (NZSTh).

Thank you very much.

1. General

- Manuscripts should have a length of 6.000-8.000.
- All document files will be converted to a format suited to processing in a typesetting system. Accordingly, there is no need for extensive formatting on the part of the author or editor. In particular, there is no need to define or adjust any of the following features:
 - type area, fonts, and type sizes
 - page numbering and running heads
 - headings, paragraphing, and line spacing
 - indentation of quotations, tables, figures, etc.
- As your manuscript will be blind reviewed please do not include any personal data in your manuscript.
- Please enclose a short abstract as well as 3-5 keywords (English and if possible German).
- Once you have edited your manuscript and prepared your files in accordance to these guidelines, please upload the final edited version of the files to <https://mc.manuscriptcentral.com/nzst>.

2. Obtaining permissions

- It is the author's responsibility to request any permission required for the use of material owned by others.
- Please remember to include copyright notes in your text in accordance with the information provided by the rights holders.
- When all permissions have been received, the author should send them, or copies of them, to the publisher, who will note, or comply with, any special provisions regarding credit lines contained in them.

3. Technical issues

- All major word processors (Mac and/or PC) are acceptable. Authors using less well-known programs should contact the publisher beforehand and/or submit a sample file, preferably both in the respective native format and in Rich Text Format (RTF). In almost all cases it will be possible to convert the files but this has to be examined prior to submission of the final document file.
- For non-Latin fonts (Hebrew, Greek, Coptic, etc.) please use Unicode-compatible fonts or the relevant fonts from the Society of Biblical Literature (SBL Hebrew, SBL Greek).

4. Standardization

- Please follow the guidelines of *Chicago Manual of Style* and, for Biblical Studies, the specifics of the *SBL Handbook of Style*.
- Authors must make sure that every part of the manuscript is prepared identically as to format.
- If different people are handling the input (e.g., chapters by different authors in an edited volume), consistency must be guaranteed.
- Items to be checked for consistency throughout the printout include italicizing of words, placement of footnote numbers in the text, spaces or lack of spaces at either side of dashes, etc.
- Either standard British or American English spelling may be used, but should be consistent throughout the text.

5. Titles and headings

- The text should be divided into sections and, if necessary, subsections, with appropriate headings.
- All headings, including chapter titles, begin flush left.
- For all headings in the file, please do not use generic codes but the following numbering system:
 - 1 Main heading
 - 1.1 Section heading
 - 1.1.1 Subsection heading
- Do not end a title or heading with a period when it is to appear on a line separate from the text.
- You may use either the sentence style (e.g., capitalize only the first letter of the first word and of proper nouns) OR the headline style (e.g., capitalize all letters in a title apart from articles and prepositions), but please be consistent in your choice and use only one style or the other.

6. Paragraphs

- All paragraphs should start without a tabulator or blank spaces.

7. Quotations

- Short quotations (fewer than 60 words or three lines) should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a block, separated from the text by at least two carriage returns (¶¶). They are not to be enclosed within quotation marks.
- All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets []. Indicate omissions by ellipsis points within brackets [...].

8. Citations and references

- For references you should use the *footnotes and bibliography system* (see 8.1).
- Notes should be numbered consecutively throughout the text using Arabic numerals.
- Note numbers in the text should be superscript (small raised) numbers without parentheses.
- The note number should directly follow the word in question or a punctuation/quotation mark if applicable, with no blank space.
- Give the full first names of authors and editors, also in the bibliography, this applies also if several works of the same author/editor are listed consecutively.
- Give the inclusive page numbers of articles in journals or edited works.
- The examples given in 8.1 and 8.2 follow the *Chicago Manual of Style*.

8.1 Footnotes and Bibliography System

8.1.1 Footnote Formatting Examples

Book:

¹ Kurt Nowak, *Schleiermacher: Leben, Werk und Wirkung* (Göttingen: Vandenhoeck & Ruprecht, 2001), 447.

Translated book:

¹ Friedrich Schleiermacher, *On Religion: Speeches to its Cultured Despisers*, trans. Richard Crouter (Cambridge: Cambridge University Press, 1988), 89–91.

Edited book:

¹ Andreas Arndt and Wolfgang Virmond, eds., *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke* (Berlin: Walter de Gruyter, 1984), 62.

Multivolume book:

¹ Ernst Troeltsch, *Zur religiösen Lage, Religionsphilosophie und Ethik*, vol. 2, *Gesammelte Schriften* (Tübingen: J.C.B. Mohr, 1913), 566–69.

Book in a series:

¹ Hans Joachim Birkner, *Schleiermacher-Studien*, Schleiermacher-Archiv 16 (Berlin: Walter de Gruyter, 1996).

Article in edited book:

¹ Clifford Geertz, "Religion as a Cultural System," in *Anthropological Approaches to the Study of Religion*, ed. Michael Banton (London: Tavistock, 1966): 1–16.

Article in journal:

¹ Timothy Fitzgerald, "Religion, Philosophy and Family Resemblance," *Religion* 26 (1996): 215–36.

Online-Content:

1 Markus Flohr, "Himmlischer Schlummer," *Die Zeit Online*, Zeit Wissen, 16.04.2019
<https://www.zeit.de/2019/17/brauchtum-ostern-ephesus-sieben-schlaefer-christentum-islam>.

8.1.2 Bibliography Formatting Examples

Book:

Nowak, Kurt. *Schleiermacher: Leben, Werk und Wirkung*. Göttingen: Vandenhoeck & Ruprecht, 2001.

Translated book:

Schleiermacher, Friedrich. *On Religion: Speeches to its Cultured Despisers*, trans. Richard Crouter. Cambridge: Cambridge University Press, 1988.

Edited book:

Arndt, Andreas, and Wolfgang Virmond, eds. *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke*. Berlin: Walter de Gruyter, 1984.

Multivolume book:

Troeltsch, Ernst. *Zur religiösen Lage, Religionsphilosophie und Ethik*. Vol. 2, *Gesammelte Schriften*. Tübingen: J.C.B. Mohr, 1913.

Book in a series:

Birkner, Hans Joachim. *Schleiermacher-Studien*. Schleiermacher-Archiv 16. Berlin: Walter de Gruyter, 1996.

Several entries of same author:

Waardenburg, Jacques. *Islam*. Religion and Reason 40. Berlin: Walter de Gruyter, 2002.

Waardenburg, Jacques. *Muslims as Actors*. Religion and Reason 46. Berlin: Walter de Gruyter, 2007.

Article in edited book:

Geertz, Clifford. "Religion as a Cultural System." In *Anthropological Approaches to the Study of Religion*, edited by Michael Banton, 1–16. London: Tavistock, 1966.

Article in journal:

Fitzgerald, Timothy. "Religion, Philosophy and Family Resemblance." *Religion* 26 (1996): 215–36.

Online-Content:

Adelman, Susan. „After Saturday Comes Sunday,“ *De Gruyter Conversations (Blog)*, 15.07.2019,
<https://blog.degruyter.com/after-saturday-comes-sunday-2/> [optional: retrieved DD.MM.YYYY, or time stamp].

9. Content from the internet

- In general, please refer to online content as you would refer to printed works, provide name of author / editor, and source.
- Many URLs are very long; those longer than one line can be replaced by a short form very often. If this is not possible, please make sure that the line or page break is executed correctly (by pressing SHIFT and ENTER).
- Please use the DOI wherever available.
- Content behind a paywall should be referred to by name of media (database, journal, etc.) and name of author and title of contribution.
- For good legibility of your text you might want to shorten the bibliographic details after mentioning full details in the first reference.
- Please make sure that the links in your manuscript are working properly. Please verify the links before submitting the final edited manuscript.

10. Typeface, emphasis, and punctuation

- Italics should be used for:
 - foreign-language expressions;
 - titles of books, published documents, newspapers, and periodicals.
- Italics may be used to:
 - draw attention to significant terms at first mention only;
 - emphasize a word or phrase in a quotation, if so indicated “[emphasis mine]”.
- Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.
- Double quotation marks should be used in all cases unless otherwise noted.
- Use rounded quotation marks (“. . .”) not “straight” ones.
- Do not use double round brackets: brackets within parentheses should be square brackets, for example “(figures found on the American Academy of Religion [AAR] website)”.
- Full stops should be placed within quotation marks.
- Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.
- An “en”-dash, “–”, is used to indicate continuing or inclusive numbers, such as “1965–1966”, or pages “5–8”. If your word processor has no em-dash, use two hyphens characters.

11. Abbreviations

- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
- No general abbreviations are to be used in the main body of the text (“century,” “for example,” etc. are to be written out in full). Equally, all first names are to be written out in full.
- Do not use periods after acronyms (AAR, not A.A.R.).
- Primary sources (such as Bible, Classical and Ancient Christian writings) should be abbreviated according to *SBL Handbook of Style*, (Atlanta ²2014), § 8.
- Secondary sources (periodicals, series and lexicons) should be abbreviated according to *SBL Handbook of Style*, (Atlanta ²2014), § 8, and *IATG* (Siegfried Schwertner, *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete*, Berlin/Boston ³2014).
- Single references to biblical books are to be abbreviated according to the *SBL Handbook of Style*, e.g., Jer 20:7.
- Verse numbers within a chapter are separated by a comma without a space (e.g., Mark 12:13–17, 35–37).
- Passages from various chapters and various books are separated with a semicolon with a space (e.g., Num 12:1–15; 20:1–13; Mark 11:27–33; 12:1–12) with the exception of parallel passages (e.g., Matt 6:9–13 par. Luke 11:2–4), as are several chapters without verse numbers (e.g., Jer 5–6; 9).
- In the case of numbered books (e.g., 1Sam or 2Sam) there is no space between the number and the name of the book.

12. Contact

Feel free to contact us with any questions.

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