

Guidelines for

Theology · Jewish Studies · Religious Studies · Islamic Studies

Zeitschrift für Pädagogik und Theologie (ZPT)

Contents

1.	General information	2
2.	Obtaining rights	2
3.	Technical.....	2
4.	Headings	3
5.	Paragraphs	3
6.	Quotes.....	3
7.	Literature references	3
8.	Content from the Internet	4
9.	Typeface, highlighting and punctuation	4
10.	Abbreviations.....	5
11.	Tables, illustrations and pictures.....	5

Dear author of the ZPT,

To ensure that your manuscript is typeset smoothly, please follow the guidelines below when preparing your manuscript (valid from issue 2026-I). Thank you very much!

1. General information

- Your text will be typeset by the publisher. For this reason, you as the author or editor can dispense with detailed formatting. You do not have to worry about the following details:
 - Type area, fonts and font size
 - Page numbering and headers
 - Special formatting for headings, paragraphs or lines
 - Indentation of quotations, tables, images, graphics, etc.
- Once you have adapted your manuscript to the following guidelines, please send the final version to the editor in charge.
- Contributions can be submitted in German and English. In both cases, the author is responsible for compliance with native language standards.
- Please submit your contribution with an English (American) and German abstract as well as five keywords/key phrases so that this information can be entered into databases. The abstract should provide information about the background, the topic, the aim, the method and the results/consequences of your contribution (max. 100 words).
- Please submit your manuscript as a Word file (doc, docx with Times New Roman, 12 pt, single-spaced).
- Please do not exceed the maximum number of characters of 28,000 agreed with the editor in charge. Longer contributions must be shortened. Reviews should not exceed 10,000 characters.
- Please ensure that the text is anonymized for the review process (e.g. no explicit references to "my" publications or ongoing projects at "our" institute).
- Please use gender-neutral language, following the respective rules in English or German. Make sure you use a legible and varied style.
- Please send us your contact details as follows: Dr. Martina Kumlehn, Professor of Religious Education at the University of Rostock, martina.kumlehn@uni-rostock.de.

2. Obtaining rights

- Please note that it is your responsibility as the author to obtain rights for the use of third-party text templates or illustrations.
- Please remember to include copyright notices in your text if applicable as specified by the copyright holder.
- Once you have obtained all the necessary rights, please send us the original or copies of the documents. We require the guidelines set out there for the copyright notice.

3. Technical

- Please send us your manuscript in a standard text format (ideally: Microsoft Word). If you are working with a different format, please contact us in advance and/or send us an additional file in rich text format (*.rtf) for review. File conversion is usually unproblematic, but usually requires a higher correction effort.
- If you use non-Latin scripts in your manuscript (Hebrew, Greek, etc.), please use either a Unicode font or a common version as suggested by the Society of Biblical Literature. Embed these font(s) in your manuscript file.
- Please send us images separately in a printable format, for example as a TIFF (*.tiff) or JPG file (*.jpg; *.jpeg). Please note that image files usually have to be edited for printing and we therefore require a format that allows this, e.g. please do not send PDF files (*.pdf). If your image file has a format other than those mentioned above, please contact us in good time.
- The image files should not have a resolution of less than 300 dpi.

- If you wish to use copyright-protected images, please take care of the reproduction rights in good time (see 2.).

4. Headings

- Your manuscript should be divided into sections (and, if necessary, subsections) and labeled with appropriate headings.
- All headings - including chapter headings - are left-aligned.
- Leave all headings unformatted and use the following numbering:
 - 1 First degree heading
 - 1.1 Second degree heading
 - 1.1.1 Third degree heading
- Headings do not end with a period.
- If you are submitting a manuscript in English, please use either the "sentence style" (capitalization of the first word and proper nouns) or the "headline style" (capitalization of all words except articles and prepositions) for the headings. Ensure consistency throughout the manuscript.

5. Paragraphs

- Paragraphs begin without indentation by tab or space.

6. Quotes

- Shorter quotations (up to 60 words or less than three lines) should be integrated into the continuous text with double quotation marks ("..."). Please use single quotation marks ('...') only to indicate quotations within quotations.
- Longer quotations should appear as a block. Please ensure that this is separated from the rest of the text by two blank lines (¶¶). Quotations in a block do not need quotation marks.
- Spelling and punctuation of all quotations should correspond to the original. If you make additions, please mark them with square brackets []; omissions are marked with [...].

7. Literature references

- Your citation style should be based on the *Chicago Manual of Style*. A continuous text citation according to the *author-year system* is intended. Footnote citation is not intended.
- Please always give the full first names of authors and editors in the bibliography, even if you list several works by the same author one after the other in the bibliography.
- Please always include the complete page numbers.

References in the text

- The date is always in brackets: "Bloomfield (1933, 123-25) defined the term ..."; "... that this was a matter of taste (Sapir 1922, 123)". This also applies to sources from the Internet, provided they are author's works, database articles or similar.
- Please enter page numbers in full (i.e. no "f." or "ff.").
- Avoid blanket references to an entire book.
- Always use the author-year citation style in the text; avoid indications such as "op. cit.", "op. cit.", "ibid." or "ibid.".

(Nowak 2001)	one author
(Arndt and Virmond 1984)	two authors
(Uexküll, Geigges and Host 1993)	three authors
(Smith et al. 1990, 38)	four or more authors with page number
(Bouissac 1987a, 1987b, 1994)	one author, several publications

(Bouissac 1985; Deakin 1993)	Publications by various authors
(Balat and Dove 1992, 1:210)	Number of volume (if applicable)
(Dickens [1854] 1987, 73)	New edition: with original date on first citation; in all subsequent citations: (Dickens 1987, 73)

Form of the bibliography

- Detailed bibliographical information must be given at the end of the article in the bibliography.

Book:

Nowak, Kurt. 2001 *Schleiermacher: Life, work and impact*. Göttingen: Vandenhoeck & Ruprecht.

Anthology:

Arndt, Andreas and Wolfgang Virmond, eds. 1984. *Friedrich Schleiermacher on the 150th anniversary of his death: manuscripts and prints*. Berlin: Walter de Gruyter.

Multi-volume work:

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

Book in a series:

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

Several publications by the same author:

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

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

Article in an anthology:

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

Article in a journal:

Glomsrud, Ryan. 2009. "The Cat-Eyed Theologians: Franz Overbeck and Karl Barth." *Journal for the History of Modern Theology* 16:140-145.

Online content:

Adelman, Susan. "After Saturday Comes Sunday," *De Gruyter Conversations* (blog), July 15, 2019, <https://blog.degruyter.com/after-saturday-comes-sunday-2/> [optional and only if necessary: retrieved on DD.MM.YYYY or timestamp]

For articles with more than six authors, the abbreviation "et al." is used after the sixth author.

8. Content from the Internet

- A general rule: Where possible, refer to this content in the same way as to other works, stating the author's name and the source.
- URLs longer than one line can often be replaced by a shorter URL. If this is not possible, please ensure that the line break is correct. You can insert this anywhere in Word by using SHIFT and ENTER at the same time.
- If a DOI exists, please use it.
- Content that is behind a paywall should be mentioned with the name of the medium (database, journal, etc.), author's name and title.
- Please remember to provide your manuscript with working links, as these are required for the electronic edition of your publication.
- Please check all links again before the final submission of the manuscript.

9. Typeface, emphasis and punctuation

- Italicization should be used for:
 - Foreign language expressions;
 - Book titles, published documents, newspapers or magazines.

- Italicization can also be used if you:
 - introduce a significant term for the first time;
 - want to emphasize a word or phrase in a quotation (with the remark "[emphasis added by the author]").
- Please do not use any other type of emphasis (bold, underlined, capital letters, small caps).
- Please always use double quotation marks ("..."), except where explicitly instructed otherwise.
- Please use round (typographical) quotation marks ("...") and not "straight" ones.
- If you place another bracket within a bracket, it must be square "([])".
- If whole sentences are quoted, punctuation marks are placed within the quotation marks.
- Dashes are longer than hyphens. If this is not technically possible, use two consecutive hyphens ("--") instead.
- A longer dash ("–") is also used for from-to numbers, e.g. for years ("1965–1966") or pages ("5–8").

10. Abbreviations

- Please use only the most necessary and common abbreviations.
- In the interest of interdisciplinary dialog, please publish all journal and series titles so that they can also be deciphered by non-specialists.
- With the exception of footnotes, abbreviations are broken up at the beginning of a sentence.
- Where possible, abbreviations should be avoided in the main text (write out words such as "century" or "for example"). All first names should also be written out in full.
- Acronyms are rendered without periods ("USA" instead of "U.S.A.").
- Bible passages are cited according to the list of abbreviations of the *Theologische Realenzyklopädie* (TRE). Different verses within a chapter are separated by a period (e.g. Mk 12:13–17.35–37). The same applies to the citation of several chapters without verses (e.g. Jer 5–6.9). Different chapters or books are separated by a semicolon with a space (e.g. Num 12:1–15; 20:1–13; Mk 11:27–33; 12:1–12). An exception is the indication of parallel passages (e.g. Mt 6:9–13 par. Lk 11:2–4).

11. Tables, illustrations and pictures

- Tables and figures should be clearly named and numbered consecutively throughout the text. The title of a table should appear above it, the title of a figure below it.
- Please include tables, graphics and other illustrations (photos, scans) directly in the text. Please also send us separate TIFF or JPG files in as high a resolution as possible (minimum resolution 300 dpi, see above).
- Please remember the image and table captions.