

Calvin Theological Journal

Guidelines for Manuscripts and Reviews

Submissions & Deadlines

Copy submitted to CTJ should be typewritten, double-spaced, and follow *The Chicago Manual of Style*. All references to the identity of the author should be removed from the text and footnotes of an essay submission. A separate sheet should be included with the author's name, academic title or position, institutional affiliation, and location. Deadlines for final copy are May 15 for the November issue of the same year and October 15 for the April issue of the following year.

Greek & Hebrew Fonts

Greek and Hebrew words must be in unicode fonts provided by the Society of Biblical Literature (SBL Greek and Hebrew). When Hebrew or Greek or any foreign language is used, a pdf of the Word document needs to be included for purposes of copyediting, proofreading, and composition layout.

Articles & Short Studies

Article manuscripts should be scholarly essays in the fields of Reformed history, theology, or exegesis. Each essay should be 8,000 to 12,000 words including footnotes. Short Studies manuscripts should be scholarly essays of no more than 5,000 words, including footnotes. Short Studies should be especially relevant to the practice of ministry.

Please allow up to four months before the deadlines for the refereeing process to take its course. For manuscripts that are accepted for publication, an electronic version in MS Word will be required.

Reviews

A book review should be not less than 350 words and not more than 1000 words. Between these limits, the length of the review is to be determined by the reviewer, based on the merits of the book. The preferred length for a review is 750-1000 words. Ordinarily, *CTJ* does not accept unsolicited reviews. Those wishing to submit an unsolicited review should consult with the book review editor prior to submission.

Please include all the bibliographic information at the head of the review, using the format as follows:

Summoning Up Remembrance by Henry Stob. Grand Rapids: Eerdmans, 1995 (354 pages)
\$14.99 softcover.

Christianity and Democracy in Global Context edited by John Witte, Jr. Boulder, CO:
Westview, 1993 (xv + 325 pages) \$42.50 hardcover.

Capitalization

Capitalization rules are based on *The Christian Writer's Manual of Style*, published by Zondervan. Please observe the following exceptions:

- only capitalize proper names for God (Adonai, Trinity, the Logos, Son of man);
- sacred texts and books or major sections (Bible, Dead Sea Scrolls, Talmud, Apocrypha, the Pentateuch, the Gospels);
- revered and reviled persons (the Beloved Apostle, Mark the Evangelist, the Baptist, the Devil, the Antichrist);
- key events and doctrines (the Creation, the Fall, the Crucifixion, the Atonement, the Resurrection, the Early Church, the Great Awakening);
- references to the Eucharistic sacrament (the Lord's Supper, the Eucharist, Holy Communion);
- do not capitalize derivative adjectives such as biblical, talmudic, Christological, Trinitarian, millennial, church fathers, reformational;
- note the capitalization for these nouns: Christology, Christendom, Christian.

Pagination & Abbreviations

Please make numbers inclusive: i.e., 166-67, not 166f.

In footnotes do not use the abbreviation pp. but indicate pagination as follows:

Article

Abraham Kuyper, "Evolution," *Calvin Theological Journal* 31, no. 1 (1996): 11-50.

Book

William Christian, *George Grant: A Biography* (Toronto: University of Toronto Press, 1993), 45-52.

Do not use *ibid.* anywhere. In repeated references use the author surname and short title as follows:

Ellen T. Charry, *By the Renewing of Your Minds: The Pastoral Function of Christian Doctrine* (New York: Oxford University Press, 1997), 5.

Charry, *By the Renewing of Your Minds*, 35.

Write journal titles in full as follows:

Theologische Zeitschrift for *TZ*

Use full names of books in the body of articles and in reviews. When used in parentheses or footnotes abbreviate as follows:

Old Testament

| | | | | | |
|-------|----------|----------|---------|-------|-------|
| Gen. | Ruth | Ezra | Eccles. | Hos. | Hab. |
| Ex. | 1 Sam. | Neh. | Song | Joel | Zeph. |
| Lev. | 2 Sam. | Est. | Isa. | Amos | Hag. |
| Num. | 1 Kings | Job | Jer. | Obad. | Zech. |
| Deut. | 2 Kings | Ps. (pl. | Lam. | Jonah | Mal. |
| Josh. | 1 Chron. | Pss.) | Ezek. | Mic. | |
| Judg. | 2 Chron. | Prov. | Dan. | Nah. | |

New Testament

| | | | | | |
|-------|--------|----------|----------|---------|------|
| Matt. | Rom. | Phil. | 2 Tim. | 1 Peter | Jude |
| Mark | 1 Cor. | Col. | Titus | 2 Peter | Rev. |
| Luke | 2 Cor. | 1 Thess. | Philemon | 1 John | |
| John | Gal. | 2 Thess. | Heb. | 2 John | |
| Acts | Eph. | 1 Tim. | James | 3 John | |

