Articles can be written in English, French, or German, and are to be submitted to the editor(s) of the volume by e-mail (word and pdf).

The author’s full name (on the right) and address (on the left) are to be written at the end of the article.

The authors should provide us with their e-mail address for correspondence and the sending of the printproofs.

**Structure**

Subdivisions in the article are preferably limited to two (or three) stages.

First division:

* I. *FIRST SUBTITLE* (Roman number, small capitals, centered)

Second division:

1. *Second Subtitle* (Arabic number, italics)

Third division:

a) *Third Subtitle* (small letter, italics)

A new paragraph in the text starts with an indent, and with no extra space.

**Quotation Marks and Punctuation**

Use the quotation marks typical for the language: “…” for English, «…» for French, „…“ for German.

Quotation marks in text or in notes: use double marks for citation and single ones for citation within citation.

Sample: “…: ‘…’ …”.

Punctuation: always after the quotation and/or after the reference to the note.

Samples: “…”. “…”; “…”².

N-dashes and ellipses with space before and after:

Sample: –; …

Use no space between initials:

Sample: F.D.E. SCHLEIERMACHER

**Notes**

Notes are preferably submitted as footnotes. They should be numbered 1, 2, 3, …. Footnote numbers in the text are placed in superscript before the punctuation mark.

**Biblical References**

Use standard abbreviations, short or long form: e.g., Mt or Matt

Use hyphen (between verses) or n-dash (between chapters); use comma between chapter and verse.

Samples:
Mt/ Matt 1,12
Mt/ Matt 1,12-15 (hyphen)
Mt/ Matt 1,12.16
Mt/ Matt 1,12a.b
Mt/ Matt 1,18–2,23 (n-dash)
Mt/ Matt 1,16.18–2,23
Mt/ Matt 3,1-6 par. Mark

Bibliographical References

Use full title for first reference; afterwards use abbreviated title.
If the same title is cited twice or more right after one another, use Ibid., if no confusion is possible (Do not use following abbreviations: op. cit. or loc. cit.).
Samples:
6. Ibid. (if same page); or: Ibid., pp. 125-128.

Name of author in small caps. All titles in italics, also for name of journal.
Add p. or pp. for pagination if a specific page number is necessary.
If case of two or more authors/editors or double location, always use n-dash with space before and after.
Page numbers are always written in full: not 219-23, but 219-223.
Abbreviations of titles of journals or series: as a rule see Schwertner, but note the following exceptions:
- write ‘t’ instead of ‘th’ in Latin or German words: BETL, not BEThL; TWNT, not ThWNT
- SNTS MS (with space before MS)
- SupplNT: Supplements to Novum Testamentum; SupplVT

1. Books:
Initials, NAME, Title Book (Series, no.), Place of publication (for USA: add name of state), Publisher, date, pagernumber(s).
Samples:

2. Articles in periodicals
Initials, NAME, Title Article, in Journal volume (year) pagernumbers.
Samples:
3. Articles in collections and festschriften
Initials, NAME, Title Contribution, in Initials, NAME (ed.), Title (Series, no), Place of publication, Publisher, date, pag number(s).

Samples:

Dependent on language (of the article, not of the reference):
- quotation marks (see above)
- use of ed./eds. (English); éd./éds (French); Hg./Hgg. (German)
- use of p./pp. (English/French); S. (German)
- use of c./cc. (English/French); Sp. (German)
- in French you can also use “dans” journal instead of “in”

If you have further questions, do not hesitate to contact:
rita.corstjens@theo.kuleuven.be  
charlotte.gerard@uclouvain.be