STYLE GUIDE INTERNATIONAL VOLUME
"ECUMENICAL ENCOUNTERS WITH DESMOND MPILO TUTU: VISIONS FOR JUSTICE, DIGNITY AND PEACE"
STYLE SHEET FOR AUTHORS

TO PROSPECTIVE CONTRIBUTORS

Written submissions to the International Volume "Ecumenical Encounters with Desmond Mpilo Tutu: Visions for Justice, Dignity and Peace" should take the form of diversified reflective essays, narratives, personal stories, spiritual texts (prayers or poems) and photo-essays that relate directly to key aspects of the life and work of Desmond Tutu and his impact in national, African and global ecumenical circles, politics, education and reconciliation processes as described in the project outline. Submissions will be evaluated through an editorial committee screening process. Prospective contributors of articles should send their electronic manuscripts to the editors typed, double-spaced, using an A4 page format with 2.5cm margins on all sides, and in 12pt Calibri font; include relevant documentation in the form of some footnotes (where essential) and a selected short bibliography of not more than 4 items if appropriate. The length of contributions are indicated in the invitations for submissions.

Contributors are responsible for initial language editing (UK English preferred). If the Referees and/or Editorial Committee recommend additional major editing or substantial changes the contribution will be referred back to the author in a correspondence process.

STYLE

In general, we follow the *Chicago Manual of Style* with some minor differences. We require all citations to be in the form of **numbered footnotes** (<u>not</u> endnotes, <u>not</u> in-text references), with the full bibliographic reference in the first citation, and the 'short form' for any further citation to the same source (*not ibid*. or *op. cit*.). This is not a comprehensive style guide; for that we refer authors to reference works on the *Chicago Manual of Style*. See: **www.chicagomanualofstyle.org**.

FOOTNOTE CITATIONS

All footnote numbers appear in the text after punctuation. The first citation of a work should give complete information for the work, including the author's first name or initial. Complete publication information should also be given. For books this includes the place of publication, name of publisher, and year of publication; for journal articles the volume number should be included as well as the date. Subsequent references to the work should give the author's last name, a short version of the title, and the page number(s). Please do <u>not</u> use *idem, ibid.,* or *op. cit.*

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For journal articles the preferred style is as follows:

Mark Hunter, "Cultural Politics and Masculinities: Multiple-Partners in Historical Perspective in KwaZulu-Natal," *Culture, Health and Sexuality* 7, no.4 (2005): 389-403.

For books the preferred style is shown in the following examples:

Deborah Gaitskell, "Devout Domesticity? A Century of African Women's Christianity in South Africa," in *Women and Gender in Southern Africa to 1945,* ed. Cheryll Walker (Cape Town: David Philip, 1990):251-272.

Nyambura Njoroge, "Daughters and Sons of Africa: Seeking Life-giving and Empowering Leadership in the Age of HIV/AIDS Pandemic," in *Women, Religion and HIV/AIDS in Africa*, eds. Therese Hinga, Anne Kubai, Philomena Mwaura, and Hazel Ayanga (Pietermaritzburg: Cluster Publications, 2008), 179-203.

Rosemary Radford Ruether, *Sexism and God-Talk: Toward a Feminist Theology*. Boston: Beacon Press, (1993), 94-110

Subsequent references to the above titles using short titles would appear as follows:

Hunter, "Cultural Politics," 395-396.

Gaitskell, "Devout Domesticity," 264-265.

Ruether, *Sexism and God-Talk,* 96.

Njoroge et al."Daughters and Sons," 200.

URL citations

URLs are cited in the footnotes in this way:

Centers for Disease Control, "HIV AND AIDS Fact Sheet: HIV AND AIDS among Women," http://www.hhs.gov/aidsawarenessdays/factsheets/index.htm

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OTHER MATTERS

- Full stops and commas are to be placed inside quotations marks whereas question marks or exclamation points should be placed outside quotations, unless they form the part of the quotation itself.
- Only a single space is required at the end of a sentence after the punctuation. Please do not double space between sentences.
- Quotations longer than four or five lines should be set off from the text, indented 0.5cm either side of the page margins as a block quotation. Very brief quotations should generally not be set off as block quotations, except for emphasis.
- In order to avoid an excessive number of footnotes, please cite Scripture references parenthetically in the text rather than in footnotes.
- The New Revised Standard Version (NRSV) is the preferred version for all Biblical quotations.
- The source should be noted for every quotation. Except in epigraphs, the source information should include full publication information.
- In general, please lowercase such words as biblical, scriptural, gospel (except when the reference is to one of the four Gospels), pronouns for God and for Jesus, creation, fall, revelation, resurrection, etc.
- Do not use p. and pp. with page numbers but use numbers only, both in the text and in footnotes.
- Inclusive numbers should follow these patterns: 45-48; 125-35; 101-8; 100-102; 1285-90. (Note that we use hyphens, not em-dashes)
- "F." and "ff." should be avoided; use actual page numbers wherever possible.
- All heads and subheads should be entered in First Letter Caps (except: an, and, the, for, with, or, etc.), in bold, without other special formatting.
- Either US or UK spelling is acceptable, but only one should be used, consistently.
- Use the adverbs "first" and "second" to introduce a series, not "firstly," "secondly," etc.
- The names of centuries should be spelled out: e.g., the nineteenth century, not the 19th century.
- The use of sexually inclusive language is obligatory. Masculine-oriented language as well as the third-person masculine pronoun (he) in reference to God should be avoided.

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