

House Style IJRF

Version 04 – 28 August 2008 CS/MJ/CS

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1 Introduction

The house style of IJRF aims to be as simple and reader friendly as possible. At the same time it tries to avoid any superfluous editorial work.

In the following particular decisions and instructions are recorded for all concerned.

IJRF in general follows South African/ British style over against American style.

If clarifications beyond this house style are needed, the following work is consulted as a reference:

Butcher's Copy-editing. The Cambridge Handbook for Editors, Copy-editors and Proofreaders. Forth Edition. Cambridge University Press 2006.

2 Instructions to authors

A call for submissions and short instructions to authors are published regularly in the journal, depending on space, but not necessarily in every issue. At times a short version might be sufficient in the journal. A full version is available on the IIRF website. What follows below is the full version to be sent to every contributors at some stage.

2.1 Call for submissions/ Instructions to contributors

The *IJRF* aims to provide a platform for scholarly discourse on the issue of religious freedom in general and the persecution of Christians in particular. The term persecution is understood broadly and inclusively by the editors. The *IJRF* is an interdisciplinary, international, peer reviewed, scholarly journal, serving the practical interests of religious freedom and is envisaged to become a premier publishing location for research articles, documentation, book reviews and academic news on the issue.

The editors welcome the submission of any item that could contribute to the journal. All research articles are expected to conform to the following requirements:

2.2 Criteria for articles

Focus	Does the article have a clear focus on religious freedom/ religious persecution/ suffering because of religious persecution? These terms are understood broadly and inclusively by the editors of <i>IJRF</i> , but these terms clearly do not include everything.
Scholarly standard	Is the scholarly standard of the article acceptable? Does it contribute something substantially new to the debate?
Clarity of argument	Is it well structured, including sub-headings where appropriate?
Language usage	Does it have the international reader in mind and avoid bias and parochialism?
Substantiation/ Literature consulted	Does the author consult sufficient and most current literature? Are claims thoroughly substantiated throughout and reference to sources and documentation made?

2.3 Submission procedure

1. Contributions may be submitted in paper form or by e-mail to:

IJRF, P.O. Box 746 Sea Point, 8060 South Africa	Tel +27-21 439 32 09 Fax +27-21 433 14 5, E-mail: editor@iirf.eu
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2. A statement whether an item is being submitted elsewhere or has been previously published must accompany the article.
3. Research articles will be sent to three independent referees. Upon receiving the reports from the referees, authors will be notified of the decision of the editorial committee, which may include a statement indicating changes or improvements that are required before publication.
4. Should the article be accepted for publication, the author will be expected to submit an electronic version of the article.
5. Include the following:
 - An abstract of no more than 100 words.
 - Between 3 and 10 keywords that express the key theological concepts used in the article.
 - Brief biographical details of the author, indicating, among others, year of birth, the institutional affiliation, special connection to the topic, and e-mail address in the first footnote, linked to the name of the author.
6. Contributors will be informed if their article is not accepted for publication, but a hard copy will not be returned to them.
7. Articles should be spell-checked before submission, by using the ‘UK English’ dictionary of the word processor. Delete all double spaces and blank lines. Use as little formatting as possible and definitely no “hard formatting” such as extra spaces, tabs.
8. Research articles should have a minimum length of 5 000 words. Articles longer than 10 000 words are not normally accepted, but a submission of this length (or longer) may be published if, in the views of the referees, it makes an important contribution to religious freedom.
9. Contributions are honoured with two complimentary printed copies.

2.4 Style requirements

1. *IJRF* follows the widely accepted ‘name-date’ method (or Harvard system) for citations in the text.
2. A publication is cited or referred to in the text by inserting the author’s last name, year and page number(s) in parentheses, for example (Mbiti 1986:67–83). More detailed examples can be found on: www.iirf.eu -> journal -> instructions for contributors.
3. Graphics (e.g. graphs, tables, photographs) will only be included in an article if they are essential to understanding the text. Graphics should not be included in the body

of the article. Number graphics consecutively, save each in a separate file and indicate clearly in the text where each should be placed.

4. Footnotes should be reserved for content notes only. Bibliographical information is cited in the text according to the Harvard method (see 2 above). Full citations should appear in the References at the end of the article (see below).
5. References should be listed in alphabetical order of authors under the heading **References** at the end of the text. Do not include a complete bibliography of all works consulted, only a list of references actually used in the text.
6. Always give full first names of authors in the list of references, as this simplifies the retrieval of entries in databases.

To be adjusted by Christof

References	Text
Book with one Author	
Barrett, David B 1986. <i>Schism and renewal in Africa: An analysis of six thousand contemporary religious movements</i> . Nairobi: Oxford University Press.	(Barrett 1986:3)
Book – edition	
Billington, R 1993. <i>Living philosophy: An introduction to moral thought</i> . 2nd edition. London: Routledge.	(Billington 1993:32–34)
Book – two or three authors – Initials only for author's names	
Welbourne, FB and Ogot, BA 1966. <i>A place to feel at home</i> . London: Oxford University Press.	(Welbourne and Ogot 1966:57)
Edited work (when referring to a collected work)	
Maimela, S.S. (ed.) 1994. <i>Culture, religion and liberation</i> . Pretoria: Unisa Press.	(Maimela 1994)
Book – two editors	
Fabella, V. and Oduyoye, M. (eds). 1996. <i>With passion and compassion: Third World women doing theology</i> . Maryknoll: Orbis Books.	(Fabella and Oduyoye 1996:98)
Book – sub title	
Hope, A. and Timmel, S. 1987. <i>Training for transformation: A handbook for community workers</i> . Gweru: Mambo Press.	(Hope and Timmel 1987:90)
Book in series	
Mazambara, P.D. 1999. <i>The self-understanding of African Instituted Churches: A study based on the Church of Apostles founded by John Marange in Zimbabwe</i> . Aachen: Verlag an der Lottbek (Perspektiven der Weltmission, Bd 29).	(Mazambara 1999:323)
Multi volume book	
Daneel, M.L. 1971. <i>Old and new in Southern Shona Independent churches, Vol 1: Background and rise of the major movements</i> . The Hague: Mouton.	(Daneel 1971:211)
Daneel, M.L. 1974. <i>Old and new in Southern Shona Independent churches, Vol 2: Church growth: Causative factors and recruitment techniques</i> . The Hague: Mouton.	(Daneel 1974:13)
Chapter in book	
Bosch, D.J. 1987. The problem of evil in Africa: A survey of African views on witchcraft and of the response of the Christian Church, in <i>Like a roaring lion: Essays on the Bible, the church and demonic powers</i> , edited by P.G.R. de Villiers. Pretoria: Unisa:413–416.	(Bosch 1987:414)
Journal – with month in date	
Ojo, M.A. 1997. The dynamics of indigenous charismatic missionary enterprises in West Africa. <i>Missionalia</i> 25(4), December:537–561.	(Ojo 1997:540)
Study guide	
Bosch, D.J. 1973. Onafhanklike kerklike bewegings: Studiegids vir Sending en Godsdienstwetenskap. Pretoria, Unisa.	(Bosch 1973:5–9)
Periodical – daily or weekly with date	
Lobe, J. 28 February 2001. Bush won't fight price break for AIDS treatment. <i>The Botswana Gazette</i> , Wednesday :B4.	(Lobe 2001:5–7)
Unpublished material	
Hope, A. 1979. Growing in the Grail. (Unpublished study material).	(Hope 1979:3)
Thesis	
Kritzinger, J.N.J. 1988. Black theology: Challenge to mission. DTh. thesis, University of South Africa, Pretoria.	(Kritzinger 1988:55)

Several works by same author in one year

Russell, L.M. 1974a. <i>Christian education in mission</i> . Philadelphia: Westminster Press.	(Russell 1974a:324)
Russell, L.M. 1974b. <i>Human liberation in a feminist perspective: A theology</i> . Philadelphia: Westminster Press.	(Russell 1974b:27)

3 Editorial guidelines

3.1 Instructions to editors/ proof readers

All guidelines should be applied as widely and consistently as possible to produce an even and reader friendly layout. Therefore documentations, book reviews, etc. will follow the same rules as articles.

3.2 Naming of files and recording work

All files are named according to author and a version number, starting with 01, eg. <Schirmmacher 01>. Different files from the same author are distinguished in a suitable manner, eg. <Schirmmacher A 01> <Schirmmacher B 01>

With each new editorial process the file receives a higher number, eg. <Schirmmacher 02>.

In addition the specific editing step is recorded in the Properties function of a file, indicating the progress. That gives a trail of work done on that file. e.g.

edited MS 26.8.08

proofread TS 26.8.08

checked CS 26.8.08

Each worker on a file adds the information. In case of failure to do so, the executive editor does so on receipt of the file.

Editors and proofreaders are commissioned by the Executive Editor and report to her and communicate with the author through her.

3.3 Communication of editorial work

The editor enters all editing into the electronic file, and editorial work is made visible.

1. The “track changes function” is used only for constructive changes to the text or for deletions.
2. No insertions in the text that require other action than accepting or rejecting the change.
3. Anything that is a comment, a question or various alternatives is entered with the comment function.
4. Do not simply insert question marks, if you have an issue. Express questions verbally in comments.

3.4 Order of an article

1. Header
2. Subheader
3. First name and family name of author
4. Footnote linked to author name
5. Abstract
6. Keywords
7. Text (ideally starting without a subheader called “Introduction”)
8. References

Note:

1. NO footnote to title.
2. First footnote to authors name.
3. Footnote to authors name starts with bio and only at the end adds original source of article if necessary.
4. Birth year marked as in following example: (*1966).

3.5 Hierarchies

Maximum 3 hierarchies (levels of headings) in an article. Authors should structure their articles. Numbering can be used.

3.6 Punctuation and Special Symbols, etc

In the text, quotations are indicated by the use of quotation marks (see below) and are preceded by a colon [:] followed by a space and a capital letter unless it is clear that the quote is not the beginning of a sentence.

Long quotes	Quotes of longer than 3 lines do not appear in quotation marks but are introduced by a colon and are indented.
Quotes within quotes	We use double quotation marks outside and single quotation marks inside.
Quote style	Curly quotation marks are used instead of straight ones.
End of sentence	The closing punctuation is always followed by the closing quotation mark.
Idioms or non literal use	are put in single curly quotation marks.
Technical terms	Use of 'specialized' vocabulary is acceptable to a degree. When in doubt the executive editor decides. Examples: critiquing, theologisation, missional. In special cases certain phrases such as 'Liberation Theology' are capitalised. The authors' recommendation

	needs to be taken into consideration.
Ampersand	The ampersand (&) is NEVER used in the text (only in the Harvard Reference Method).

3.7 Style for References and Citation in the text (CS to reword, but content fine)

The IJRF prefers to receive all articles in Harvard Style as outlined in the instructions to the authors. However if an article is reprinted or received in an acceptable, consistent different style it may be considered to be use it in its current form.

1. The first names of authors are given in full in the list of references, as this simplifies the retrieval of entries in databases.
2. In the list of references each word in the title of books is in lower case except for proper nouns and technical terms, like Black Theology. The copy editor is to start a list including the terms.
3. A sub-title follows a colon and a space. The first word of the sub-title is in upper case. Eg. "Persecution: Researching the causes"
4. No full-stop is used after author's middle name initials. No space between the initials if more than one.
5. Authors surnames are not capitalized..
6. A co-author's name is not reversed. Correct example: Bosch, David J and Thomas DVerryn 1991.
7. The first letter of each noun in journal titles is in upper case, except for conjunctions and articles as in eg *The Journal of Theology for Southern Africa* . The title is italicized.
8. Entries in REFERENCES are listed alphabetically according to the first author's surname. With more entries from the same author, they are listed in descending order according to publication year.
9. Page numbers are given in full: 513-516 with a hyphen separating them.
10. When more than one place of publication and more than one publisher is given by the contributor, the copy editor will use only one – the first mentioned.. When co-published, give both, eg, Lovedale: Lovedale Press and London: Kegan Paul.
11. Differentiate between cities in US only when necessary, eg, Salem, MA: publisher.
12. When referring to another publication the entire reference is to be put in round brackets, i.e. (Bosch 1991:201). [author's name, year, colon, page numbers]. If the same work is repeatedly used on the same page, the usage of (:123) is encouraged.
13. With all citations, at the end of the sentence, the full stop follows the citation.
14. If the author's name already occurs in the sentence, the reference is placed immediately after the surname, except when there is an apostrophe, when we place the author's name and citation at the end of the sentence.

3.8 Dashes and hyphens

The **hyphen** [-] is used to create compound words and to link numbers, such as years and page ranges, eg. Co-operation, 1992-2000, p.1-2. (a hyphen is generated by pressing minus)

An **n-dash** [-] is used to mark pauses in a sentence, eg. “Today I write – tomorrow I read.” There must be a space before and after the n-dash. (most word processors have a automatic replacement function, it is Unicode Character U+2013. In WORD this is Ctrl+Minus on the number pad)

No longer dashes (m-dash) are used.

3.9 Footnotes and Endnotes.

1. No **endnotes** are used
2. **Footnotes** are used only for additional information which is not suitable for inclusion in the text. Bibliographical information is placed in footnotes in the Harvard method (Bosch 1991:31) for reference purposes only.

3.10 Abbreviations of Bible Books

For a fuller listing of acceptable abbreviations, see the guidelines for contributors to *The Journal of the Evangelical Theological Society* (<http://www.etsjets.org/>).

Abbreviations for Bible books are only to be used in parentheses or in footnotes, not in the main text of the article. When used, the following abbreviations are standard and are to be used without a period.

Gen	2 Kgs	Isa	Nah	Rom	Titus
Exod	1 Chr	Jer	Hab	1 Cor	Phlm
Lev	2 Chr	Lam	Zeph	2 Cor	Heb
Num	Ezra	Ezek	Hag	Gal	Jas
Deut	Neh	Dan	Zech	Eph	1 Pet
Josh	Esth	Hos	Mal	Phil	2 Pet
Judg	Job	Joel	Matt	Col	1 Jn
Ruth	Psa (Pss)	Amos	Mark	1 Thes	2 Jn
1 Sam	Prov	Obad	Luke	2 Thes	3 Jn
2 Sam	Eccl	Jonah	John	1 Tim	Jude

1 Kgs Song

Mic Acts

2 Tim Rev

3.11 Abbreviations of English Bible Translations

ASV	American Standard Version	NCB	New Century Bible
CEV	Contemporary English Version	NEB	New English Bible
ESV	English Standard Version	NET	New English Translation
GW	God's Word	NIV	New International Version
ISV	International Standard Version	NKJV	New King James Version
KJV	King James Version	NLT	New Living Translation
LB	Living Bible	NRSV	New Revised Standard Version
MSG	The Message	REB	Revised English Bible
NAB	New American Bible	RSV	Revised Standard Version
NASB	New American Standard Bible	TEV	Today's English Version

4 Specifications for layout and styles

The layout is the responsibility of AcadSA, while determining the order of the articles is the responsibility of the editorial team.

AcadSA will implement the correct use of dash and hyphen and quotation marks and deleting of double spaces.

4.1 Order of Articles

This is the projected order of contributions. There might be slight variations according to occasion or by the introduction of further categories.

Section	Comments
Imprint	right
Copyright notices	left
Table of contents	right

Editorial	right
Special introductions	right
Academic Main Articles	Always start on new page, whether left or right
Research in Progress	Category bar on side, right
Case Study	Category bar on side, right
Documentation	Category bar on side, right
Noteworthy	Header. Treated as one article
Book Reviews	Header. Treated as one article
Call for submissions/ Instructions to contributors	Usually short version, 1 page only
Subscription form	Every issue for the first years
Future issues	(preview of future articles)
Advertisement	IIIRF, Religious Freedom Series AcadSA

4.2 Page Styles

4.2.1 Basics for all pages

Page size A5

Margins: Top 1.5cm
 Bottom 1.5cm
 Outside 1.5cm
 Inside 2.8cm

4.2.2 Article pages

Header alternating with separator line, Font Trebuchet 9pt, regular

Right header (odd): title of article, page number

Title of the Article

3

Left header (even): page number, Author's Surname

2

IJRF Vol# Issue# Year]

Author's Name and Surname

Exception: Title page of article: Name of Journal Vol Issue Year, (Page range) Page No

International Journal for Religious Studies Vol 1 Issue 1 2006 (5-25) 10

(on left [even] pages the page no precedes the Journal name and is omitted at the end.)

4.2.3 Intro pages

follow the rules of Article pages but do not list authors and page ranges. applicable for Editorial, Table of contents, Special introductions.

4.2.4 Book review pages

Similar to Article pages but:

Right header: Book reviews, page number

4.3 Header and Paragraph Styles

4.3.1 Article Title (Heading 1)

Trebuchet 16, bold, left aligned

Sample Article Title

4.3.2 Authors Name

Trebuchet 13, bold, left aligned

Sample Authors Name

4.3.3 Abstract header

Trebuchet 11, Bold, left aligned

Sample Abstract header

4.3.4 Abstract Text

Trebuchet 9.5, normal, justified

Sample Abstract text looks like this text. Sample Abstract text looks like this text. Sample Abstract text looks like this text. Sample Abstract text looks like this text. Sample Abstract text looks like this text. Sample Abstract text looks like this text. Sample Abstract text looks like this text.

4.3.5 Heading level one in the Article (Heading 2)

Trebuchet 13, bold, left aligned

Sample of heading 1

4.3.6 Heading level two in the Article (Heading 3)

Trebuchet 11, bold, left aligned

Sample of heading 2

4.3.7 Heading level two in the Article (Heading 4)

Trebuchet 10.5, left aligned

Sample of heading 2

4.4 Text Body Styles

4.4.1 First Paragraph

Times New Roman 10.5, normal, justified, spacing below 0.15cm, no hyphenation, widow/orphan control (2 lines)

4.4.2 Second and following Paragraphs

Times New Roman 10.5, normal, justified, first line indent 0.8 cm, spacing below 0.15cm, no hyphenation, widow/orphan control (2 lines)

4.4.3 Indented long quotations

Times New Roman 9.5, normal, justified, left indent 0.8 cm, spacing below 0.15cm, no hyphenation, widow/orphan control

4.4.4 Lists

Numbered lists with Arabic numbers, Anything with more than 5 bullets will be numbered

4.5 Special Styles

4.5.1 Bullets

- up to 5 bullets only. Otherwise number.

Prefer use of bullet as above to the use of a wingding

4.5.2 Footnotes

New Times Roman 9, normal, justified, hanging indent

Separator line

4.5.3 Bibliography

New Times Roman 9.5, normal, justified, hanging indent 1.0cm, Journal titles and Titles of Books italicized

4.5.4 Captions

Trebuchet 9, normal, centred

Sample Caption

4.6 Table Styles

Lines of tables 0.5pt

Table Header 10pt Trebuchet, bold, centered

Table Content 10pt Times New Roman

4.7 In Text Styles

Idioms or non literal use is put in single curly quotes.

Technical terms in *italics*.

Emphases in **bold**. (Rather avoid.)

5 Miscellaneous

No Annual Index because of projected database for on-line version.

Todo:

Establish work flow.