

## **Editorial Style Guidelines**

### **Information at the Beginning and at the End of the Text**

Please insert the following information into the text (12 pt):

1. at the beginning: the title and, if applicable, the subtitle (left-justified and in **bold**); 1) the name and family name of the author in small capitals, 2) academic affiliation, and 3) email address (right-aligned in three distinct lines);
2. at the end: an abstract of the article (500-1'000 characters with spaces) in the original language; title and abstract translated into English (the Journal will provide correction); from five to eight keywords expressing the content of the article, in the original language and translated into English.
3. as an appendix: a bibliography including all references mentioned in the footnotes, in accordance with the bibliographical indications on page 3 and arranged alphabetically. Texts which have been consulted but not mentioned in footnotes should not be included in the bibliography. Although the bibliography is not a part of the article as such, it will be included in the metadata on the Brepols webpage.

### **General Norms**

The journal distinguishes between articles (studies) and shorter contributions (notes). For reviews, see the specific guidelines. Articles shall contain no more than 60'000 characters (footnotes and spaces included), notes no more than 35'000 characters.

Use preferably the fonts *Times* or *Times New Roman*; 12 pt for the running text, 10 pt for footnotes.

Expressions or individual words should never be copied and pasted directly from websites into the manuscript. (The reason is that material copied from the Internet can cause problems with the text layout.)

#### *Titles*

Titles should preferably be brief.

It is recommended, in order to facilitate reading, to subdivide the articles and notes in paragraphs (introduced by a title in **bold**). For further subdivisions of the text, please use subtitles in *italics*. Do not use numeration for the introduction and the conclusion, but only for titles and subtitles, applying the following system: **1.**, **2.** etc. for titles, *1.1.*, *1.2.* etc. for subtitles. All titles and subtitles are preceded and followed by a blank line.

#### *Paragraphs*

Paragraphs of the running text should be written with the style 'Normal' (without using tabulators).

Please use capitals moderately.

The use of *italics* is limited – aside from the subtitles, the titles of books and journals – to foreign words and quotations in foreign languages. *Italics* can be moderately used to highlight certain words. Never use underline or **bold** (except in the titles).

Use the hyphen (-) for numerical ranges (1962-1965, 30-40) and the en dash (–) for parenthetical remarks.

### *Quotations*

For textual quotations, use quotation marks (“...”); for the other cases (to emphasise or for quotations in quotations) use simple quotation marks (‘...’).

Block quotation: if the quotation contains more than 4 lines or if the author wants to emphasise a shorter quotation, it is to be preceded and followed by a blank line, indented with smaller font size (11 pt) and must appear without quotation marks. Every quotation in the block quotation will be put in quotation marks (“...”); for other cases (in order to emphasise or for a quotation within a quotation) use simple quotation marks (‘...’). Changes or omissions in the quoted text must be indicated by square brackets: [...].

References to footnotes are never in *italics* and are put before punctuation.

### **Bibliographic references in the running text**

References to biblical texts are quoted in the running text (e.g. Mt 4:17; the journal uses the same abbreviations as the *Catechism of the Catholic Church*).

If the article focusses on a particular author, citations from that author’s works may be made in the article by using abbreviations which have been introduced in a footnote at the beginning of the text; e.g. for John of the Cross: 1S 13,2; 2N 14,2; etc. or for Teresa of Avila 1M 2,8, CV 18,3, etc.

### **Bibliographic references in footnotes**

#### *In General*

For all references, the page numbers are indicated without being preceded by “p.”. The names of authors must be written in SMALL CAPITALS and not in CAPITALS.

The usual abbreviations can be used:

*Ibid.* or *ibid.* (in *italics*): for the publication immediately quoted before: *ibid.*, 23.

ID. (in SMALL CAPITALS): for a different publication by the same author quoted in the preceding footnote: ID., *An Essay in Aid of a Grammar of Assent*, 23. Please use EAD. for a female author.

cit. (in regular script): for a publication already quoted in a preceding footnote: NAME A., *Title*, cit., 171f.

#### *Books*

Example: L. F. LADARIA, *The Living and True God: The Mystery of the Trinity*, Series Traditio, Convivium Press, Miami 2009 (Spanish original: 1998). Following quotations: L. F. LADARIA, *The Living and True God*, cit., 35.

Other example: W. KASPER, *The God of Jesus Christ. New Edition*, T & T Clark, London/New York 2012 (first English translation 1984; German original 1982). Following quotations: W. KASPER, *The God of Jesus Christ*, cit., 37.

It is possible to provide more details on the original publication.

In collective works indicate the name of the editor (B. FORTE (ed.), ...) or, when not provided, only the title in *italics*.

#### *Contributions in Volumes with Multiple Authors and Articles in Dictionaries*

Volumes with multiple authors: D. L. WALLENFANG, “Soul Power: Edith Stein’s Meta-Phenomenological Construction of the Human Soul”, in: A. CALCAGNO (ed.), *Edith Stein: Women, Social-Political Philosophy, Theology, Metaphysics and Public History*, Boston Studies in Philosophy, Religion and Public Life 4, Springer, Cham 2016, 167-180. Following quotations: D. L. WALLENFANG, “Soul Power: Edith Stein’s Meta-Phenomenological Construction of the Human Soul”, cit., 179f.

Article in dictionaries: A. DE LIBERA, “Suppositio”, in: C. GAUVARD, A. DE LIBERA, M. ZINK (dir.), *Dictionnaire du Moyen Âge*, Quadrige, PUF, Paris 2002, 1358-1360. Following quotations: A. DE LIBERA, “Suppositio”, cit., 1359.

#### *Articles in Journals*

Example: M. C. COELHO, “St. Teresa of Avila’s Transformation of the Symbol of the Interior Castle”, *Teresianum* 38 (1987) 109-125. Following quotations: M. C. COELHO, “St. Teresa of Avila’s Transformation of the Symbol of the Interior Castle”, cit., 118. For well-known theological journals the first citation should name the journal in full, and subsequent references may use standard abbreviations (e.g. CBQ for *Catholic Biblical Quarterly*, ExpT for *Expository Times*). The full titles of journals are in *italics*, but if an abbreviation is used, it is given in normal type.