

Analogia

IN - HOUSE STYLE GUIDE

The editorial board of *Analogia* kindly requests that authors submit their essays electronically in Word format according to the following general guidelines:

TEXT FORMATTING	Texts should be submitted in 12 point, Times New Roman font and be double-spaced (line spacing 2.0) throughout. Please left align the text and add only one space following full stops. Titles and subtitles should be centred and should also employ the standard 12 point, Times New Roman font. They should not be rendered in bold.
LENGTH	Unless authors have received written permission from the senior editor, articles should not exceed 7,000 words. Book reviews should be a minimum of 1,000 words and should not exceed 2,000.
ABSTRACTS	For articles, please provide a brief abstract of 120–200 words.
CREDENTIALS AND AFFILIATIONS	Please provide your name as you want it to appear in publication as well as institutional affiliations and relevant titles.
REFERENCES	References should be provided in footnotes rather than endnotes or in-text citations. The footnotes should be single-spaced, ten point Times New Roman and be numbered consecutively throughout. Numbers should not be repeated (e.g., 16a and 16b).
CITATION STYLE	Bibliographies will not be published at the end of articles. Authors should provide complete bibliographical information in the footnotes and should generally follow the citation guidelines of <i>The Chicago Manual of Style</i> . For books, authors are asked to provide a full reference in the first citation of a given work followed by a page number(s). Subsequent citations should be abbreviated to include only the name of the author, the title, and the page number(s). Articles should be cited similarly, but both the page range and the specific location of the citation should be included in the first entry. Example: Bogdan G. Bucur, 'Foreordained from All Eternity: The Mystery of the Incarnation according to Some Early Christian and Byzantine Writers', <i>Dumbarton Oaks Papers</i> 62 (2008): 199–215; at 210.
QUOTATIONS	Quotations should be placed within single quotation marks, i.e., inverted commas ('theology'). Double quotation marks should be used for text already contained in single quotation marks ('the blessing of the "poor in spirit"'). In cases where the in-text quotations are longer than five lines, please indent one centimetre on each side and create block quotations. In cases where ellipses (...) are needed, please do not enclose them in brackets.
PUNCTUATION	Punctuation should follow British standards. As such, authors are asked to use the Oxford comma where appropriate. Additionally, unquoted commas and periods should be placed on the outside of quotation marks (in attempting 'to arrive at <i>the</i> New Testament meaning of repentance'). In cases where a full stop is included in a fully quoted sentence, please place the quoted punctuation inside quotation marks ('a coherent vision centred upon the Incarnation.').

POSSESSIVES & CLASSICAL NAMES As a general rule, please use the ‘s’ for possessives, e.g., Williams’s, Jones’s. For classical and biblical names, please omit the ‘s’, e.g., Maximus, Theophilus, Moses, etc. Additionally, classical names may be rendered in either their Greek or Latin form. Generally, authors ought to apply one style or the other consistently. However, exceptions can be made in cases where a particular name has acquired a standardised form.

FOREIGN BOOK TITLES In the case of foreign titles, please cite them in the original language in which they were written, including the publication details. Example: Philipp Gabriel Renczes, *Agir de Dieu et liberté de l’homme. Recherches sur l’anthropologie théologique de saint Maxime le Confesseur* (Paris: Cerf, 2003). As indicated by the foregoing example, foreign titles should be written in ‘sentence style’, capitalising the first word of the title and subtitles, as well as all proper nouns. Sentence style should also be applied to titles in archaic languages, e.g., Greek and Latin.

ABBREVIATIONS Abbreviations should generally be expressed without full stops: Dr, Fr, PhD, etc. In cases where the last letter of the word is not included in the abbreviation, please add a full stop, e.g., Prof. for Professor. Abbreviated personal names should also include full stops followed by a space, e.g., R. G. Collingwood. Please refrain from abbreviating the titles of works, e.g., *De divinis nominibus* not *DN*.

SPELLING Spelling should also adhere to British convention, e.g., centre, programme, colour, etc. Please use the ‘-ise’ or ‘-ize’ suffix consistently in combination with other UK spelling practices, but please use the ending ‘-yse’ instead of ‘-yze’.

HYPHENS, EN DASHES, AND EM DASHES Please use hyphens (-) in compound words, e.g., self-motivated. An en dash (–) should be applied for numbers expressing a page range, e.g., 3–10. An em dash (—) may be inserted for parenthetical expressions, but it should not be overused.

NUMBERING Please use Arabic rather than Roman numerals, e.g., 1 Cor 2:14 not I Cor 2:14. Unless functioning as part of a title or as a locative number, cardinal and ordinal numbers generally should be spelled out: e.g., fourteenth not 14th and two hundred not 200. For the abbreviation or condensing of inclusive page numbers, please see the table below*:

FIRST NUMBER	SECOND NUMBER	EXAMPLES
Less than 100	Use all digits	3-10 71-72 96-117
100 or multiples of 100	Use all digits	100-104 1100-1113
101 through 109, 201 through 209, etc.	Use changed part only	101-8 808-33 1103-4
110 though 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321-28 498-532 1087-89 1496-500 11564-615 12991-3001

*The contents of table above have been taken from *The Chicago Manual of Style*, p. 483, and are re-represented here in order to facilitate the proper use of the numbering methods contained therein.

FOREIGN WORDS Nonstandard foreign words, phrases, and abbreviations should be written in italics: *tertium comparationis*, and λόγος.

TRANSLITERATION	For the transliteration of ancient languages (Greek, Hebrew, etc.), <i>Analogia</i> will follow the rules set forth in <i>The SBL Handbook of Style</i> . For example, when transliterating Greek, omega and eta should be rendered with a macron: $\eta = \bar{\epsilon}$ and $\omega = \bar{\omicron}$.
ORIGINAL LANGUAGES	<i>Analogia</i> will include citations in original languages to the extent possible. Authors are expected to format their citations of Ancient Greek texts in polytonic form. Authors are also kindly requested to check the accuracy carefully of their citations and to provide an English translation. The editorial board of <i>Analogia</i> will not be held responsible for the misrepresentation of original sources. If at all possible, please use Unicode fonts.
CAPITALIZATION OF PRONOUNS	Please do not capitalise pronouns referring to God or members of the Holy Trinity (e.g., who not Who, he not He, whose not Whose, etc.). However, authors may capitalize words referring to sacramental realities (e.g., Body and Blood).
PICTORIAL REPRESENTATIONS	Pictorial representations, e.g., photographs, will generally not be accepted. If an author has a compelling reason to include a visual depiction, he or she must obtain permission from the senior editor.
SOURCES OF CITATION AND LINGUISTIC STYLE	<p>For further questions concerning citation and linguistic style, please refer to the following sources:</p> <ul style="list-style-type: none"> • <i>The Chicago Manual of Style</i>, 16th edition, which generally dictates the citation style for modern sources, dates, page numbers, etc. • <i>The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies</i>, which functions as the source for the citation of ancient sources (e.g., the <i>Patrologia Graeca</i>) and standard abbreviations. • <i>The New Oxford Style Manual</i>, a combination of the guidelines of <i>New Hart's Rules</i> and <i>New Oxford Dictionary for Writers and Editors</i>, is the standard linguistic and grammatical reference for <i>Analogia</i>.

Please contact the managing editor at managingeditor@analogiajournal.com for further inquiries regarding style and usage.