# Crucible Style Guide

**Article Title**

**Author’s Name**

*Author’s Position*

*Author’s Institution, City*

**Abstract**

An abstract is a concise summary of the article of approximately 250 words in length. It should be fully self-contained and make sense by itself, without further reference to outside sources or to the actual paper. It highlights key content areas, your research purpose, the relevance or importance of your work, and the main outcomes.

Please ensure that your submitted articles are proof read and use the required format. **Articles that do not use the required format will be returned to the author for formatting.**

Use Chicago footnote style.[[1]](#footnote-1)

English text font is Arial. Font sizes should be as follows: Title: 12 bold; Name: 10 bold; Location: 9 italics; Article text: 10 with 1.5 spacing; Article footnotes: 8 with single spacing.

Figure 1: Figure description.

Quote:

Quotes should be single space indented. No inverted commas. Quotations in the text should use double inverted commas, Quotes within a quote use single inverted commas. Full stops and commas should be included inside the inverted commas.

Authors should use British spelling. A few specifics are noted: **[[2]](#footnote-2)**

* enquiry (inquiry is used only of a legal investigation);
* focused, focusing (not focussed, focussing);
* Graeco-Roman (not Greco-Roman);
* practice (noun), practise (verb);
* judgement (not judgment);
* -ise is preferred to -ize, e.g. baptise, externalise;
* reinforce, co-ordinate, pre-eminent;
* world-view, large-scale analysis;
* a historical (not an historical).

Lists are punctuated as they would be in the main text: either followed by a comma or a semi-colon if they are phases; or by a full stop where each item in the list is a complete sentence. Full sentences should begin with a capital letter.

In general, names are capitalised (e.g. Bible) and other words written in lower case (e.g. biblical).

Underlining and bold type should not be used in the text of the article (unless quoting from another author who uses these styles). Italics should be used for foreign languages and may be used sparingly for emphasis.

**Parentheses and Brackets**

a. Parentheses ( ) are used to enclose:

* parenthetical statements within a text;
* references to ancient or modern works within a text;
* an original foreign word or phrase after its English translation, or an English translation if the original is cited directly;
* phonetic transcriptions.

When one or more whole sentences are within parentheses, the final stop should be inside the closing parenthesis. Otherwise it is outside. Normally a reference in parentheses at the end of a sentence is placed before the final stop, but in the case of a quote consisting of several sentences (usually indented), the reference may be placed separately after the stop. In British style, parentheses may be used within parentheses, though this should be avoided when there are satisfactory alternatives. Parentheses should not be changed to square brackets, nor vice-versa, since their usage is quite different.

b. Square brackets [ ] are used to enclose words or phrases which have been added to an original text – in quotation, transcription, transliteration, or translation – to indicate:

* reconstructions of unclear text;
* corrections, in which case the bracketed material may replace the original word;
* additions to clarify the sense;
* explanations, e.g. “He [the owner] gave him [the buyer] the ox”;
* editorial comments, e.g. [two words illegible], [*sic*]

Square brackets may also be used to enclose bibliographical information that does not actually appear in a cited publication.

**Gender**

The generic use of masculine nouns and pronouns is increasingly unacceptable in current English and other forms of expression should be used whenever possible. Likewise the use of ‘man’ as a collective noun should be avoided, preferring ‘human beings’, ‘mankind’, or ‘the human race’. On the other hand, politically correct innovations such as the use of feminine pronouns for God and artificial words such as ‘humankind’ should also be avoided.

**Bible**

Names of books of the Bible should be written in full in the text of the article. In parentheses and footnotes the following abbreviations are used:

Gen., Exod., Lev., Num., Deut., Josh., Judg., Ruth, 1 Sam., 2 Sam., 1 Kgs, 2 Kgs, 1 Chr., 2 Chr., Ezra, Neh., Esth., Job, Ps., Prov., Eccl., Song, Isa., Jer., Lam., Ezek., Dan., Hos., Joel, Amos, Obad., Jon., Mic., Nah., Hab., Zeph., Hag., Zech., Mal., Matt., Mark, Luke, John, Acts, Rom., 1 Cor., 2 Cor., Gal., Eph., Phil., Col., 1 Thess., 2 Thess., 1 Tim., 2 Tim., Titus, Phlm., Heb., Jas, 1 Pet., 2 Pet., 1 John, 2 John, 3 John, Jude, Rev.

Inclusive chapter numbers are separated by an en-dash (–), verse numbers by a hyphen (-). Chapter and verse are separated by a colon, distinct chapter references by a semi-colon and space, and distinct verses by a comma. There is a space between the book abbreviation and reference, but no spaces within the numerical reference. For example:

 Gen. 1–3; Lev. 4:1-3; Matt. 5:18,20; 1 Cor. 12:1–13:13.

When the book or chapter referred to is clear from the context, it may be omitted in the reference, for example: chapter 7; verse 2; verses 3-4 (or in parentheses and footnotes: ch. 7; v. 2; vv. 3-4).

Bible sections and versions are abbreviated (in parentheses and footnotes) using capitals without stops, for example:

OT, NT; MT, LXX; AV (*not* KJV), ESV, NASB, NEB, NIV, NJB, NLT, NRSV, REB, RSV, RV, TEV.

Authors should indicate which translation they are using when quoting the Bible, or if they are making their own translation of the original. If one translation is used throughout the article, it may be simplest to provide a footnote acknowledging that at the first quote. If various translations are used, they should be acknowledged using conventional abbreviations in parentheses after each quote.

1. http://www.chicagomanualofstyle.org/tools\_citationguide.html [↑](#footnote-ref-1)
2. Based on the Tyndale Bulletin Style Guide [↑](#footnote-ref-2)