

Crucible Style Guide

Title (Arial 16 pt bold)

Author Name (Arial 11 bold)

Author ministry, institution and location (Arial 10 italics)

Abstract (Arial 11 bold, heading centred)

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. (Format: justified, 1.5 spaced, indented 1.5cm both sides)

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.

File Format

Submissions should be made as Word files not pdfs, or other formats, for ease of editing. Please set up the Word style gallery with the three headings as shown above and the quotation form shown below for any later editorial formatting for the Crucible web page.

Heading 1 or Title = Arial 16pt bold

Heading 2 or major subheading = Arial 11 pt bold

Heading 3 or minor subheading = Arial 10 pt Italic

The following style requirements must be consistently followed throughout the whole article.

Footnotes and References

Use Chicago footnote style which is the (Author Date) in text citation, and for direct quotations (Author Date, page).¹

Likewise, bibliographical references should be Chicago style too. One reference in the bibliography is required for each citation in the body of the text.

Author, Initials, (Date), *Book Title*, Location, Publisher.

Or, for journal articles:

Author, Initials (Date), Title, Full *Journal Title*, Vol. No. pages

[Exceptions can be made on request for articles which are most accurately described as based upon Biblical, Greek, Hebrew or ANE content to use the SBL style if many Biblical references are involved.]

Fonts

English text font is Arial. Font sizes should be as follows:

Article text: Arial 10 pt. with 1.5 spacing

Subheading Arial 11 pt. bold

Minor headings and headings in tables: Arial 10 pt italic

Article footnotes: 8 pt. with single spacing.

Paragraphs

A single 1.5 space should be made between each paragraph.

Paragraphs should be left justified with *no* indenting of the first line.

Figure description

Figure 1 etc.

Quotations

Quotes should be single spaced, Arial 10 pt, indented 1.5 cm both sides with no inverted commas. Quotations situated within 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.

Spelling

Authors should use British spelling. A few specifics are noted: ²

¹ http://www.chicagomanualofstyle.org/tools_citationguide.html

- 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 phrases; 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;

² Based on the Tyndale Bulletin Style Guide

- 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.

Biblical References

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.

Process

Once the General Editor of Crucible has confirmation from the scholar appointed to review the article in question, the submitting author will be informed as to which edition the article may appear and requested for a brief 'bio' of around 100 words, indicating the writer's current ministry or role, significant previous roles, academic qualifications and city in which you reside. The General editor should be informed if any of this data would place the author in some degree of personal risk and the bio will be adjusted accordingly.