

Style Guide & Article Submission Form



THE COUNCIL ON BIBLICAL
MANHOOD AND WOMANHOOD

Journal for Biblical Manhood & Womanhood

Style Guide

Purpose of the *Journal of Biblical Manhood and Womanhood*

The *Journal of Biblical Manhood and Womanhood* is a biannual publication of the Council on Biblical Manhood and Womanhood (CBMW). The purpose of CBMW is to set forth the teachings of the Bible about the complementary differences between men and women, created equal in the image of God, because these teachings are essential for obedience to Scripture and for the health of the family and the Church.

1. General Information

- 1.1. All articles submitted for publication are expected to conform to the requirements set forth here. Please submit your manuscript in what you consider to be the final form. Only one article may be submitted at a time.
- 1.2. Articles that have appeared elsewhere or are to appear elsewhere should not be submitted, unless special permission is granted from the editor.
- 1.3. Please consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007) for proper stylistic format. On items for which Turabian does not specify proper style, please consult *The Chicago Manual of Style*, 16th ed., rev. and exp. (Chicago: University of Chicago Press, 2010) and *Merriam-Webster's Collegiate Dictionary*, 11th ed. (Springfield, MA: G & C Merriam, 2003). For field-specific stylistic formatting not specified in the above resources or in this guide, please consult Patrick Alexander, et al., eds. *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson, 1999).
- 1.4. Once an article has been accepted for publication, the author will be notified and is to make appropriate revisions pertaining to style and/or substance as suggested by the editor and is to provide the editor with his final submission in hard copy as well as in electronic format. Please note that accepted articles must be submitted in the latest version of Microsoft Word and all Hebrew and/or Greek fonts must be in current BibleWorks fonts (Bwgrkl and or Bwhebb), or transliterated.
- 1.5. Please submit your article along with the submission form at the end of this style guide.

2. Form of the Manuscript

- 2.1. The title of the article should appear on the first page of the manuscript, centered. Each major word should be capitalized.

- 2.2. Pages should be typed or printed on one side only, on white paper of good quality and of standard size. Legal-size paper is not to be used.
- 2.3. Double-space your article, including endnotes and indented quotations. Footnotes are not to be used.
- 2.4. Italic type is to be used for foreign words, transliterations, and titles of books and periodicals. Italics for emphasis are to be used sparingly.
- 2.5. Use 12 point, Times New Roman font.
- 2.6. Headings and subheadings: Main headings are emboldened, have a 12 point font, and are not indented; Subheadings are emboldened, italicized, have a 12 point font, and are not indented. If a an additional level of subheading is required, it should be italicized, have 12 point font, and not be indented.
- 2.7. Overcapitalization is to be avoided. Do not capitalize the following words: apostle, biblical, book (e.g. “book of Acts”), covenant (e.g. new covenant), creation, cross, epistle (except when part of title), exodus (except for the book of Exodus), evangelical, (the) fall, heaven, hell, incarnation, kingdom, rapture, scriptural, and references to deity by way of personal pronouns (“he” or “his” rather than “He” or “His”). Always capitalize Bible, Scripture, all words beginning with Christ-, Church when referring to the universal Church, Pentecostal, Protestant, Roman Catholic, Synoptics, Synoptic Gospels. The “gospel” is the good news of salvation in Christ; the “Gospels” are the written documents (e.g., Gospel of John). Write “the Lord’s prayer,” “the Lord’s supper,” and “Sermon on the Mount.”
- 2.8. Do not use contractions.
- 2.9. Distinguish between hyphens (e.g., first-century author), en dashes (e.g., John 1:1–18; 1960–1970), and em dashes (e.g., “Then you will be able to test and approve what God’s will is—his good, pleasing, and perfect will”). Note that there is no space on either side of a hyphen (-), en dash (–), or em dash (—).

3. Quotations

- 3.1. Quotations of four or more lines of text should be presented as block quotations.
- 3.2. Respect for accuracy in verbatim quotations requires that the spelling, capitalization, punctuation, and abbreviations of the original be reproduced exactly. If the quotation contains an error, this may be indicated by [*sic*] or [?].
- 3.3. Put commas and periods inside quotation marks; put colons, semicolons, dashes, parentheses outside quotation marks.
- 3.4. Any copyright infringement (whether by error or by design), including any consequences thereof, shall be considered the sole responsibility and burden of the author.

4. Citations of Biblical Texts

- 4.1. Titles of biblical books are not to be italicized. The abbreviations for the books (given below) are to be used (without punctuation), but only when chapter and verse references follow. Example: Gen 1:2; Exod 3:4, 6, 8; 13:9–14:4; but “in Romans 8 one reads . . .”
- 4.2. Arabic numerals alone are to be used in Scripture references, not roman numerals. Example: 1 Kings 5; 2 Tim 2:1; rather than I Kings 5 or II Tim 2:1.
- 4.3. Use the English Standard Version (ESV) or the New American Standard Bible (NASB) for biblical quotations.
- 4.4. The following abbreviations should be used for biblical books:

Old Testament

Genesis	Gen	Proverbs	Prov
Exodus	Exod	Ecclesiastes	Eccl
Leviticus	Lev	Song of Solomon	Song
Numbers	Num	Isaiah	Isa
Deuteronomy	Deut	Jeremiah	Jer
Joshua	Joshua	Lamentations	Lam
Judges	Judges	Ezekiel	Ezek
Ruth	Ruth	Daniel	Dan
1 Samuel	1 Sam	Hosea	Hos
2 Samuel	2 Sam	Joel	Joel
1 Kings	1 Kgs	Amos	Amos
2 Kings	2 Kgs	Obadiah	Obed
1 Chronicles	1 Chron	Jonah	Jonah
2 Chronicles	2 Chron	Micah	Mic
Ezra	Ezra	Nahum	Nah
Nehemiah	Neh	Habakkuk	Hab
Esther	Esth	Zephaniah	Zeph
Job	Job	Haggai	Hag
Psalms	Ps (Pss)	Zechariah	Zech
		Malachi	Mal

New Testament

Matthew	Matt	Romans	Rom
Mark	Mark	1 Corinthians	1 Cor
Luke	Luke	2 Corinthians	2 Cor
John	John	Galatians	Gal
Acts	Acts	Ephesians	Eph
Philippians	Phil	James	James
Colossians	Col	1 Peter	1 Pet
1 Thessalonians	1 Thess	2 Peter	2 Pet

2 Thessalonians	2 Thess	1 John	1 John
1 Timothy	1 Tim	2 John	2 John
2 Timothy	2 Tim	3 John	3 John
Titus	Titus	Jude	Jude
Philemon	Philem	Revelation	Rev
Hebrews	Heb		

5. Endnotes

- 5.1. Endnotes should be numbered consecutively, double-spaced, and gathered together at the end of the article. Example:

James D. G. Dunn, *The Theology of Paul the Apostle* (Grand Rapids: Eerdmans, 1998), 128.

- 5.2. A raised Arabic numeral (without punctuation or parentheses) should follow the appropriate word in the text (and its punctuation, if any) to call attention to the note. Insofar as is possible, endnotes should occur at the end of the sentence. There is to be no space between an endnote number and the text.

- 5.3. In endnote citations, we do not include the words “Press,” “Books,” “Book House,” etc. unless it is a university press or scholar’s press. Example: “Cambridge University Press,” on the one hand, but “Crossway” or “Baker,” on the other.

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Article Submission Form

You may send either an electronic or manuscript copy. If you submit a manuscript copy, please complete this form and return it with the article.

Name: _____

Address: _____

Phone: _____

Employment Title: _____

Institution or Church with which you are affiliated: _____

Article Title: _____

Remember:

1. Please save your document as a Microsoft Word file.
2. Retain an electronic copy and a manuscript copy.
3. Send an electronic copy via email to dburk@sbts.edu, or send a manuscript copy to:

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