**Churchman Submission Guidelines**

We follow the SBL Handbook of Style and will make our own corrections where necessary.

1. If possible any item for publication should be e-mailed in MS-Word or Rich Text Format.

2. The article should be accompanied by a short paragraph (100–150 words) outlining the main points of the argument.

3. Layout for Articles:
    Title
    Author's name
    Text. Please use sub-headings. If second-level headings are also used, they can be either numbered with arabic numerals or unmarked, at the discretion of the author.
    Author's name and one-sentence biography.

4. Notes:
Note numbers are placed either at the relevant place within a sentence or after the full stop at its end. When published, the notes will appear as footnotes. They are all set out in full and op cit and ibid are not used.

At the first reference to a book, please provide the following information: Author (Forename, Surname), Publication title (italic), and then in brackets: Publisher location, Publisher name, Year of publication.  If required, page numbers follow in the format pp. 234–237.  For example,

> Callum Brown claims that it was not a decline, but a sudden demise. (See below for the format of the footnote).[1]

Subsequent references to the same work need only have the author's surname, and brief title (italic).[2]

References to articles in journals should have the article title within single inverted commas, then the journal name (italic) and issue, and other details as before. First reference.[3] Subsequent references.[4] Articles published on the internet should include the full url and either a publication date (if available) or the range of dates between which they were accessed. First reference.[5] Subsequent references.[6]

5. Layout for reviews
    Title
    Author
    Place of publication: Publisher, Year of publication No of pages Price hb/pb ISBN
    Text
    Reviewer's name and location

6. Abbreviations and contractions

---

[1] Callum Brown, *The Death of Christian Britain: Understanding Secularisation*, 1800–2000 (London; New York: Routledge, 2001).
[2] Brown, *The Death of Christian Britain*, p. 19.
[3] Blake Leyerle, 'John Chrysostom on the Gaze,' *JECS* 1 (1993).
[4] Leyerle, 'Chrysostom,' p. 161.
[5] Matthew Thomas Farrell, 'History of the Discovery of Thomas and Comments on the Text,' n. p. [cited 5 May 1997]. Online: http://www.miseri.edu/davies/thomas/farrell.htm.
[6] Farrell, 'Discovery of Thomas.'

OT and NT should be used in notes and reviews but written out in full for articles. Bible references are of the form Mark 16:1–8 (en dash). You can make abbreviations of Bible books, e.g. Ezek 4:11–12.

7. Capitals
Capitals are used for words in titles and subheads of articles or book titles except:
The, a(n), prepositions, and conjunctions.

Use in text is limited to particular meanings, titles and words derived from proper nouns e.g. Anglican, Anglicans, Bible, Bishop Smith, Christian, Church of England, Evangelicals, Marxist, Parliament, Protestant, Reformed, Roman Catholic (not Catholic), Scripture, Trinity.

Capitals are not used for general meanings e.g: biblical bishop church evangelical gospel. Capitals are not used for pronouns relating to the Deity.

8. Greek and Hebrew
Breathings and accents are shown. Greek or Hebrew should be inserted into the article using a Unicode font, or a pdf should be sent as well to show how the author intends it to look.

9. Italics
In the text of articles and reviews these are used for:
    titles of books, periodicals, articles, plays and films.
    foreign words (other than classical/NT Greek) which have not been assimilated into English.

10. Quotations
Brief quotations are shown '...' within the text. Quotations within quotations can use "" if necessary. Quotations of three or more lines are indented and quotation marks are not used.