

The Artistic Theologian Style Guidelines

1. Articles should be 4,000-8,000 words unless otherwise noted. We prefer MS Word format.
2. Please consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition (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*, 15th edition (Chicago: University of Chicago Press, 2003). For matters of proper spelling and hyphenation, please refer to *Shorter Oxford English Dictionary*, 5th edition (New York: Oxford University Press, 2002). For music specific issues, the following published guides are followed:

James R. Cowdery, *How to Write about Music: The RILM Manual of Style*, 2nd ed., New York: RILM, 2006.

D. Kern Holoman, *Writing about Music*. Berkeley: University of California Press, 1988.

3. The Editor has the right to request rewriting, or edit as necessary to bring your Manuscript into conformity with these guidelines and the *Journal's* editorial expectations.
4. The Editor has the right of final editorial approval.
5. Font: Use Times New Roman: 12 point. For Greek and Hebrew use a Unicode font. Free fonts are available on the web.
6. Spacing: Use single line spacing. Do not attempt to set line spacing to a particular point value. Use two single spaces between new sections. Do not use any exact spacing (e.g., 12 points before or after a paragraph). Do *not* justify text or footnotes. Turn off automatic hyphenation. In other words, use MS Word in its normal style setting without modification.
7. Do not space between paragraphs, instead, indent new paragraphs. The normal indent for a paragraph is 1/4 inch, including footnotes. Block quotations should also be indented 1/4 inch, unless the quotation begins with a new paragraph, in which case the first line of the block quote is indented 1/2 inch. Do not use the tab key for indenting paragraphs; instead, use the first-line indent.



8. The following should be followed to the best of your word processor's capability. These are the normal conventions in typesetting:
 - a. In typesetting a distinction is observed between the hyphen (-), en dash (–), and em dash (—). A hyphen is used for hyphenating words or line breaks. An en dash

is used between words and numbers indicating duration, such as hourly time or months or years:

October–December
7:30–9:45 A.M.
3–5 years of age
John 4:3–6:2

The word *dash* generally refers to what is technically an em dash. MS Word can produce the hyphen (-), en dash (–), and em dash (—).

- b. Leave only *one* space after punctuation ending a sentence (period, question or exclamation mark) and after colons. Do leave a space after periods following initials of personal names, as J. R. C. Stewart.
 - c. Italics should be used in place of underlining. Do not use bold in the text. Punctuation (comma, period, colon, semi-colon, question or exclamation mark) following something in italics should also be in italics.
6. For numerical sequences, as in page numbers of a book or journal follow the following:

First Number	Second Number	Examples
Less than 100	Use all digits	3–10, 71–72, 96–117
100 or multiple of 100	Use all digits	100–104, 600–613, 1100–1123
101 through 109 (and multiples of 100)	Use changed part only, omitting unneeded zeros	107–8, 505–17, 1002–6
110 through 119 (and multiples of 100)	Use two digits, or more if needed	321–25, 415–532, 1536–38, 1496–504, 14,325–28, 13,792–803

7. In footnotes, please spell out the names of periodicals, rather than using abbreviations.
8. Sample footnotes:

¹A. E. Brooke, *A Critical and Exegetical Commentary on the Johannine Epistles*, International Critical Commentary (Edinburgh: T. and T. Clark, 1912), p. 76.

NOTE: Later references must include the last name of the author, a shortened form of the title and the page number:

¹Brooke, *Johannine Epistles*, pp. 84–86. ¹Paul Tillich, *Systematic Theology*, 3 vols. (Chicago: University of Chicago Press, 1951–63), 2:50.

¹Robert Law, *The Tests of Life* (reprint of 1914 ed., Grand Rapids: Baker, 1979), pp. 231–43.

¹D. A. Carson, “Matthew,” in vol. 8 of *The Expositor’s Bible Commentary*, ed. Frank E. Gaebelin (Grand Rapids: Zondervan, 1984), p. 45.

¹John H. Walton, “Deuteronomy: An Exposition of the Spirit of the Law,” *Grace Theological Journal* 8 (Fall 1987): 213.

¹William M. Kinnaird, “Divorce and Remarriage: Ministers in the Middle,” *Christianity Today*, 6 June 1980, p. 24.

¹*New International Dictionary of New Testament Theology*, s.v. “Baptism, Wash,” by G. R. Beasley-Murray, 1:145.

¹William W. Combs, “The Blasphemy Against the Holy Spirit” (Th.D. dissertation, Grace Theological Seminary, 1985), p. 14.

9. Musical examples should be (1) written or printed on separate sheets; (2) provided with underlaid texts and clear captions exactly as they are to appear in the article; and (3) based on the most authoritative sources available, properly cited in the captions. Examples may be submitted in either Finale or Sibelius, along with printouts, or as graphic files (PDF, JPG, etc.). Locations of all examples, tables, and figures should be clearly indicated in the text.
10. Heading in the paper should follow one of the following examples, depending upon the total number of headings.

2-Level Paper

TITLE OF PAPER
[16pt bold, all caps]

FIRST LEVEL
[12pt bold, all caps]

Second Level
[12pt bold, headline style]

3-Level Paper

TITLE OF PAPER
[16pt bold, all caps]

FIRST LEVEL
[12pt bold, all caps]

Second Level
[12pt bold, headline style]

Third Level
[12pt bold, headline style]

4-Level Paper

TITLE OF PAPER
[16pt bold, all caps]

FIRST LEVEL
[12pt bold, all caps, italics]

SECOND LEVEL
[12pt bold, all caps]

Third Level
[12pt bold, headline style]

Fourth Level
[12pt bold, headline style]

5-Level Paper

TITLE OF PAPER
[16pt bold, all caps]

FIRST LEVEL
[12pt bold, all caps, italics]

SECOND LEVEL
[12pt bold, all caps]

Third Level
[12pt bold, headline style, italics]

Fourth Level
[12pt bold, headline style]

Fifth Level
[12pt bold, headline style]

6-Level Paper

TITLE OF PAPER

[16pt bold, all caps]

FIRST LEVEL

[12pt bold, all caps, italics]

SECOND LEVEL

[12pt bold, all caps]

Third Level

[12pt bold, headline style, italics]

Fourth Level

[12pt bold, headline style]

Fifth Level

[12pt bold, headline style, italics]

Sixth Level

[12pt bold, headline style]