

The Artistic Theologian Style Guidelines

Updated May 21, 2019

1. Articles should be 4,000-11,000 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*, 9th 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.
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. 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.
8. Use the following formatting for heading and subheadings:

First-Level Headings

Second-Level Heading

Third-Level Heading. In line with paragraph text.