IKZ-BIOS series – English language Style Sheet

(27 January 2016)

Please follow these instructions when preparing your paper for submission.

Note: As the BIOS series sits within a journal publication, there will be no bibliography or indexation.

Typeface: Times New Roman (Text and Footnotes)

Font: 11 pt. (Text); 10pt (Footnotes)

Line spacing: 1.5

Justification: Left

Length: Articles should be close to 7,000 words on average, inclusive of all notes.

> *We accept papers in the range of c.6000 – 7,500 words maximum. Page limits to each issue of BIOS may mean either fewer papers are accepted if all are above average, or some editorial reduction of size may be needed. The IKZ guideline is given in character (with spaces) count of 50,000 per article. This would be around 7,500 for most papers in English.*

Headings:

1. First level – bold, left aligned

1.1. Second level – italics, bold, left aligned

1.1.1. Third level – left aligned; not bold

Paragraphs:

Indicate new paragraphs with a line space.

Quotations:

Single quotation marks are to be used, with double marks used within single, when required

Where text is omitted within a quotation, please indicate with three stops within parenthesis: (…)

Notes and References:

Please use footnotes, *not* endnotes, with full bibliographical details for the first occurrence of a reference.

NB:

- Footnote entries end with a full-stop.
- Where there is more than one editor, use: eds (without interpunctation)
- Where there is more than one author: First name surname / second name surname
- Where there is more than three authors or editors: first name surname, et al.
- Where there is more than one place of publication, follow the pattern: Köln – Weimar – Wien

Format for books

Name Surname, *Title in italics* (Series, number; Place of publication: Publisher, year), page number.

Where the book cited is a 2nd or further edition, this should be noted immediately following the title.

For example:

Marianne Moyaert, *Fragile Identities: Towards a Theology of Interreligious Hospitality* (Currents of Encounter, 39; Amsterdam: Brill Rodopi, 2011).

Urs Küry, *Die altkatholische Kirche. Ihre Geschichte, ihre Lehre, ihr Anliegen*, 2nd edition. Ed. Christian Oeyen (KW, 3; Stuttgart: Evangelisches Verlagswerk, 1978), 390.

Maurice Wiles, *Christian Theology and Inter-religious Dialogue* (London: SCM Press, 1992), 3.

Elham Manea, *Women and Shari'a Law: The Impact of Legal Pluralism in the UK* (London: I.B. Tauris, forthcoming 2016), np.

Format for a work (e.g. chapter) within a book

Name Surname, 'Title in single quote marks', in: Name Surname (ed.) or First Name Surname / Second Name Surname (eds), *Title in italics* (Place of publication: Publisher, year), page number.

For example:

Volker Küster, 'Toward an Intercultural Theology: Paradigm shifts in Missiology, Ecumenics, and Comparative Religion', in: Viggo Mortensen (ed.), *Theology and the Religions: a Dialogue* (Michigan: W. B. Eerdmans, 2003), 179.

Please use Surname and a shortened title only for all subsequent references (and also *refer to the first – i.e. full – mention of the reference*) e.g.:

Wiles, *Christian Theology* (see note xx), 14.

Küster, 'Toward an Intercultural Theology' (see note xx), 185

Format for journal article citations

(a) When the article as a whole only is cited:

Name Surname, 'Title in single quote marks', *Journal name in italics* Volume/Issue number (date in parenthesis).

For example:

Theo Sundermeier, '*Missio Dei* Today: On the Identity of Christian Mission', *International Review of Mission* 92 (2003), 560-578.

Douglas Pratt, 'Islamophobia as Reactive Co-Radicalization', *Islam and Christian-Muslim Relations* 26/2 (April 2015), 205-218.

(b) When the article is first cited in the context of a specific page reference, add that page as follows:

Theo Sundermeier, '*Missio Dei* Today: On the Identity of Christian Mission', *International Review of Mission* 92 (2003), 560-578; 565.

Douglas Pratt, 'Islamophobia as Reactive Co-Radicalization', *Islam and Christian-Muslim Relations* 26/2 (April 2015), 205-218; 212.

For all subsequent citations, use the appropriate shortened form per above. For all other forms of citation that are neither from a book or journal, please apply the foregoing as far as possible.

For Newspaper / News-magazine citations

Name Surname, 'Item title', *Newspaper/Magazine*, Date, page number (where applicable) OR for web-site locations, use format for quotations from internet in place of page number.

Format for quotations from internet: www…. (accessed date). *Example*: (accessed August 10, 2010).

Note: *Please only use Wikipedia-articles as an exception and only if there is no better alternative.*

Referencing citations from IKZ-bios
Please follow this example (for first occurrence) –

Paul Weller, 'How Far Can We Go Together? Reflection on and from the Development of the Multi-Faith Centre at the University of Derby', in: Douglas Pratt/Angela Berlis (eds), *From Encounter to Commitment: Interreligious Experience and Theological Engagement* (Internationale Kirchliche Zeitschrift – Bern Interreligious Oecumenical Studies, 2; Bern: Stämpfli, 2015), 95-115.

NB: For all other forms of citation that are neither from a book or journal, please apply the foregoing as far as possible.

Additional – Important

Please ensure that at the end of your article you include the following:

1. **Summary** (Zusammenfassung)**:**

A brief one paragraph (c.100-150 words = c.1000 characters) summary of your English language article is to be given in German (for German articles, this would be in English). The summary may well be the abstract, or especially written. If you cannot supply it in German, please supply one in English which we will translate (and so bear this in mind when composing the summary).

2. **Author Note:**

Please supply a short author note (no more than c.100-150 words = c.1000 characters) giving such information as academic title(s) and qualification(s), current affiliation(s) and relevant activities, recent relevant or notable activities, recent significant publications.

3. **Email address and postal address:**

Please add your **email address** at the end of the Author Note, and provide separately the **postal address** to which a copy of the issue in which your article appears may be sent.

Text Submission:

Please send your submission in either MS-Word or RTF format by email attachment.