

# Society for Pentecostal Studies – Style Sheet for Contributors

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## Guidelines for Authors

1. Please use *The Chicago Manual of Style: Fourteenth Edition* (Chicago: University of Chicago, 1993) for general questions regarding style, punctuation, and notation. For information on transliteration or the use of technical Biblical material, consult *The SBL Handbook of Style* (Peabody, MA: Hendrickson Publishers, 1999).
2. Please note that we have changed our style. Do not use past issues of *Pneuma* as a guide.
3. It is assumed by the editors of *Pneuma* that all submitted work is legitimate to the author, that all citations are accurate, and that anything quoted or paraphrased is properly cited.
4. Submit manuscripts on 8.5"x11" paper if possible. Include a copy of the manuscript on a 3.5" labeled disk. Indicate which word processor was used. We prefer a recent edition of MS Word.
5. Format:
  - a. Use double spacing throughout the article, except for indented quotations and endnotes.
  - b. Provide ample margins, at least one inch, and no more than two inches, on all sides of the page.
  - c. The body of the article should be printed in size 12 font, preferably Times New Roman. Section headings may be larger, size 14.
  - d. Provide section headings. If headings are not provided by the author, they will be added by the editors.
    - i. Primary section headings should be centered. They are not numbered, nor do they end with a period. They are not italicized.
    - ii. Secondary section headings should be placed at the left margin. They may not be numbered. They are italicized.
6. Stylistic Considerations:
  - a. Avoid excessive capitalization. See a dictionary or *The Chicago Manual of Style* for guidelines. Keep in mind that certain proper nouns are capitalized but their corresponding adjectives are not: Bible, biblical, God, godly.

- b. Italicize for emphasis. Do not use bold print or capital letters. Stay consistent.
- c. Use commas to clarify the syntax of sentences.
  - i. Place a comma after introductory phrases: “Considering Christ’s sacrifice, we must...”
  - ii. Separate an internal phrase with commas: “We must conclude, in light of the nature of Christ, that...”
  - iii. Use commas throughout a series, regardless of the “and” before the final word of the series: “Peter, James, and John.”
- d. Do not use abbreviations such as e.g., i.e., or etc., in the body of an article. They may be used in the notes.
- e. Use gender free language for human beings, and where possible, also for God.
- f. Original language words must either be transliterated and translated, following the guidelines set forth in *The SBL Handbook*, or kept in the original. The latter is recommended of articles in the biblical field, in which case it is the author’s responsibility to guarantee that these terms are represented on the disk and the hard copy. If such is not possible, Pneuma recommends that the author leave a blank space in the disk copy where the word belongs and to write the term clearly in the appropriate place in the hard copy. Any foreign word, (including Latin) must be italicized and accompanied in the text by an English translation.

## 7. Scripture Citations

- a. Use the *New Revised Standard Version* of the Bible for all Scripture references, unless a passage is translated by the author, in which case it shall be indicated.
- b. Use the following abbreviations for biblical books. Note that no period follows the abbreviation.

Gen	Exod	Lev	Num	Deut	Josh
Judg	Ruth	1-2 Sam	1-2 Kgs	1-2 Chr	Ezra
Neh	Esth	Job	Ps (Pss)	Prov	Ezrl
Cant	Isa	Jer	Lam	Ezek	Dan
Hos	Joel	Amos	Obad	Jonah	Mic
Nah	Hab	Zeph	Hag	Zech	Mal
Matt	Mark	Luke	John	Acts	Rom
1-2 Cor	Gal	Eph	Phil	Col	1-2 Thess
1-2 Tim	Titus	Phlm	Heb	Jas	1-2 Pet
1-2-3 John	Jude	Rev			

## 8. Notation Guidelines

- a. Use endnotes. Do not include notational references in the text.
- b. Endnotes should be numbered consecutively. Use numbers only, not symbols.

- c. All information cited must be precise, including page numbers, dates, authors, and spelling.
- d. Authors should refer to *The Chicago Manual of Style*, 14<sup>th</sup> edition, Documentation One section (which begins on page 493) for instructions on the format of notes.

Note Especially:

- i. Do not abbreviate or shorten a book, multi-volume work, or journal title. Give the title exactly as it appears in the publication. For example, it is not *Pneuma*, but *Pneuma: The Journal of the Society for Pentecostal Studies*.
- ii. Use the full name of an author or editor exactly as it appears in the publication. For example, it is not Walter Hollenweger, but Walter J. Hollenweger.
- iii. Give the full name of a publishing company exactly as it appears in a publication. For example, it is not Eerdmans but Wm. B. Eerdmans. Avoid “Publishers” (or Pub.) or “Company” (or Co.) or “Press” (except in university presses).
- iv. See *The Chicago Manual of Style* page 529, note 15.80. For works in languages other than English, an author may translate designations for volume, part, number, page, and edition *into* English, while keeping the title of the book or article in its original language.
- v. Do not include an abstract or a works cited bibliography.
- vi. If there is both a volume and a number to a journal, include both separated by a colon (e.g., volume 20, number 1 would be 20:1).
- vii. When citing from a multi-volume work, place the volume number next to the page number separated by a colon (e.g., a citation from Luther’s Works volume 34, page 152 would be 34:152).
- viii. Examples:

Stephen J. Hunt, “The Radical Kingdom of the Jesus Fellowship,”  
*Pneuma: The Journal of the Society for Pentecostal Studies* 20:1 (1998),  
25.

Martin Luther, “The Disputation Concerning Justification,” in *Luther’s Works*, ed. Helmut T. Lehmann (Philadelphia: Muhlenberg, 1960), 34:152.

Frank D. Macchia, *Spirituality and Social Liberation: The Message of the Blumhardts in the Light of Wuerttemberg Pietism* (Metuchen, N.J.: Scarecrow Press, 1993), 198.

James Limburg, “Psalms, Book of,” *Anchor Bible Dictionary*, ed. David Noel Freedman, (New York: Doubleday, 1992), 5:522-536.

- ix. It is appropriate to supply a shortened reference after it has already been referenced in the text. An *ibid.* is suitable if it is not underlined or italicized or set in bold print.