

General guidelines

For the sake of conformity of publications and to expedite the process of editing and uploading, please submit articles according to the following guidelines.

1. Formatting

1.1 *Font, spacing*

All copy in Times New Roman 12 pt

1.5 spacing throughout

1.2 *Headings*

Leave one line open before headings

All headings 12 pt

Main headings: **bold**

Sub-headings: ***bold italics***

Sub-sub-headings: *italics*

1.3 *Text*

All text 12 pt justified. Don't indent paragraphs.

1.4 *Block quotes*

Leave one line open before and after block quotes. Indent left and right justified. Do not put in quotations and reference directly after the full stop.
11 pt Times New Roman

1.5 *Bibliography*

1.5 spacing

1.6 *Foot notes*

10 pt Times New Roman single spacing justified.

2. General editing

Please ensure that the article is edited before final submission. Abstract of 250 words must be included.

Consistent style choices are imperative.

2.1 *Headings*

No full stops after headings

First word only capitalised, except words that are routinely capitalised e.g. Cape Town etc.

2.2 *Text*

Preferably write in:

- **gender neutral** terms, e.g. they don their garments, rather than the clumsy he/she dons his/her garments.

British English, not American English, e.g. analysed not analyzed, honour not honor, programme not program (unless it's a computer program) etc. (Set your language preference under reviewing on South African English.)

Editing guidelines do not apply to **direct quotes**, in which the author's grammar, spelling and formatting preferences remain intact.

Abbreviations: Whichever style you choose, ie with or without full stops, please be consistent.

The general rule of thumb for **numbers** is that they are written out up to ten, and then in numerals: "two of the 15 occurrences ..."

Use double **quotation marks**, with single quotation marks for quotes inside quotes.

Full stop after the close **quotation mark** for phrases or incomplete sentences, before the close quotation mark for quotes that are complete sentences:

- In 22:17 Lee (2014:90) sees the author depicting the Spirit "as an evangelist or missionary". Curiously, he interprets this invitation of grace for salvation as an address to nonbelievers: "Thus, the narrator, as an evangelist who invites nonbelievers on earth to receive the gospel, describes the Spirit."

Quotes of four lines or more (**block quotes**) should be in an indented block justified with the reference in brackets after the text, no full stop in the brackets. (Kim 2011:13)

Footnote numbers are always directly after the full stop.

When discussing a specific **word** or **phrase**, it can be accentuated in quotations mark, e.g.: The concepts "wisdom" and "toil" ...

Words in **foreign languages** are in italics e.g. *ad hoc* (no quotations marks), unless it is clearly in foreign font. Translations are preferred in brackets and not quotations marks, e.g.: the noun חָכָם (clever, cunning, wise) ...

Use the **en dash** (the width of an n) for numbering, i.e. Eph. 2–6 (ctr minus or alt 0150). Telescoping numbers are acceptable, i.e. p. 11–7 instead of p. 11–17.

The en dash can be used as an **interrupter** – with spaces on either side. Alternatively, the em dash (ctr alt minus or alt 0151) can be used—with no spaces on either side. (cf. <https://en.wikipedia.org/wiki/Dash>)

3. Referencing

Referencing is according to the Harvard referencing system.

Titles of books and journals in italics.

Titles of articles and chapters in normal font with no quotation marks.

Capitalise the first word of **titles** only, except words that are routinely capitalised e.g. Bible, Cape Town etc.

The use of **ampersand** (&) is preferred, although “and” is not incorrect.

In text referencing (please do not use footnotes for referencing)

Examples:

- (Kim 2011:13)
- (Breed 2016c:287–291) or (Breed 2016c:287–91)
- Non-consecutive pages are listed with a comma and space, e.g. (Goede 2004:183, 184)
- Different references are separated by a semi-colon and space, e.g. (Breed 2016c:287–29; Goede 2004:183, 184).

Bibliography (not References/Bronnelys etc.)

1.5 spacing

All inscriptions end with a full stop.

Page numbers are always at the end. They can be preceded by the abbreviation p. or pp.

➤ **Books examples:**

Nyembezi, C.L.S., 1990, *Learn more Zulu*, PMB, Shuter and Shooter.

Hossfeld, F-L., & Zenger, E., 2011, *Psalms* (vol. 3), Fortress Press, Minneapolis, pp. 23–25.

➤ **Chapters in books examples:**

Hermanson, Eric A., 2004, Missionary translations of the Bible into the Zulu language In: Yorke, G.L.O.R. & Renju, P.M. (eds), *Bible translation and African languages*, Acton, Nairobi, pp. 41–58.

Mofokeng, T., 1997, Land is our mother: A black theology of land In: Guma, M. (ed.), *An African challenge to the Church in the 21st century*, Salty Print, Cape Town, pp. 45–56.

➤ **Articles in journals examples:**

Breed, G. & Breed, D.G., 2010, Besinning oor die diakonale dienswerk na aanleiding van Handeling 6:1–7, *In die Skriflig* 44(3/4): pp. 627–653.

Resane, K.T., 2015b, Naboth's vineyard: Theological lessons for the South African land issue, *Acta Theologica* 35(1): pp. 174–188.

➤ **Dissertations examples:**

Van Aarde, Timothy., 2014, *The missional purpose of the Letter to the Ephesians*, ThD dissertation, North-West University, Potchefstroom.

Dickie, June F., 2017, *Zulu son, oral art, performing the Psalms to stir the heart*, Unpublished PhD dissertation, University of KwaZulu-Natal, South Africa.

Remember it is a doctoral dissertation and a masters' thesis.

➤ **Online references examples:**

Mbennah, Emmanuel D., 2016, The goal of maturity in Ephesians 4:13-16, *Acta Theologica* 36(1): pp. 110–132, Online: <http://dx.doi.org/10.4314/actat.v36i1.7> [Accessed 28/04/ 2019].