

Word & World: Theology for Christian Ministry
INSTRUCTIONS FOR AUTHORS

Prior to all technical considerations, authors should commit themselves to write for the journal's primary audience—parish pastors who are interested in the best fruits of study and reflection as these are addressed to them in their work. Articles should be written with creativity and imagination in a style that is fully accessible to a careful but nonspecialist reader in the practice of ministry. The journal is read by scholars and students as well, and we seek to publish articles that will honor our place in the academic community. We do this, however, with the goal of relating theology to ministry in the contemporary world.

1. Except as otherwise noted in these instructions, authors should follow the directives of *The Chicago Manual of Style: Sixteenth Edition* (Chicago: University of Chicago Press, 2010). For spelling, follow *Merriam-Webster's Collegiate Dictionary: Eleventh Edition* (Springfield, MA: Merriam-Webster, 2003); for place names, *Merriam-Webster's Geographical Dictionary: Third Edition* (Springfield, MA: Merriam-Webster, 1997).
2. Since the issues of *Word & World* are thematic, most articles are solicited. However, unsolicited articles are welcome and will be reviewed by the editors, eventually—at the editors' discretion—in blind readings. Such articles will have greater chances of acceptance for publication if authors peruse copies of the journal to familiarize themselves with its style and purpose—and even greater if articles fit coming themes (available at the journal's website), recognizing that such issues generally take shape at least one year in advance.
3. Authors warrant that all work is their own, that anything quoted or paraphrased from another source is properly cited, and that all direct quotations have been carefully checked for accuracy and reproduced exactly as printed in the original source. Any changes or additions within a quotation should be placed in brackets, e.g., "He [Jesus] said that...." **Accuracy and completeness in footnotes is essential. Include all relevant information, including author, title, editor, translator, place of publication, publisher, date, and page number(s). In case of any uncertainty, include photocopies of the text and/or title pages of the source.**
4. If possible, submit work as an electronic file via e-mail. (We may ask for a hard copy if formatting questions arise.) We would prefer a WordPerfect or Microsoft Word file, but compatible Macintosh files are also acceptable. Use double-spacing throughout, even in indented quotations and footnotes, if possible. Authors without access to word processors may submit articles on paper (in duplicate).
5. Greek and Hebrew words can be used (sparingly) in their original alphabets. Other non-Roman alphabets must be quoted in transliteration. If you are unable to reproduce Greek or Hebrew, please conform to the transliterations provided in *The SBL Handbook of Style*, ed. Patrick H. Alexander et al. (Peabody, MA: Hendrickson, 1999) 5.1.1 and 5.3.
6. If using foreign languages (including biblical languages)—even apparently familiar terms and phrases, unless these are included in *Merriam-Webster's Collegiate Dictionary*—always provide an English translation set within parentheses after the foreign word, clause, sentence, or paragraph. Underscore or italicize all foreign words or phrases, unless enclosed in quotation marks or in a block quotation.
7. As a rule, use the NRSV for biblical quotations in English. If another version is used for cause, indicate which version (e.g., Jer 31:31 NIV).
8. Use the forms of citation and abbreviation for books of the Bible and other ancient documents specified in the *SBL Handbook of Style* (reference in #5 above). If this handbook is not available to you, write out full titles and the editors will abbreviate as appropriate.
9. Do not abbreviate titles of journals or books in your text or footnotes. Considering the wide audience, full titles should be provided.
10. Footnotes (rather than endnotes) should be used as needed, but sparingly. They should be double-spaced. Number footnotes consecutively throughout the article, using raised arabic numerals.

11. Use the following as models for notes. Minimize punctuation and unnecessary words (such as “Press” and “Publishing Company”), but wherever possible provide an author’s first name, not just an initial.

Claus Westermann, *Creation*, trans. John J. Scullion (Philadelphia: Fortress, 1974).

Duane A. Priebe, “Theology and Hermeneutics,” in *Studies in Lutheran Hermeneutics*, ed. John Reumann (Philadelphia: Fortress, 1979) 297-301.

George E. Mendenhall, “Missions,” in *Interpreter’s Dictionary of the Bible*, ed. George A. Buttrick, 4 vols. (Nashville: Abingdon, 1962) 2:241.

Mark Allan Powell, “Salvation in Luke-Acts,” *Word & World* 12/1 (1992) 5-10.

Luke T. Johnson, *The Literary Function of Possessions in Luke-Acts*, Society of Biblical Literature Dissertation Series 39 (Missoula: Scholars, 1977).

(Note: Because of the general audience, *Word & World* will normally not include series titles. However, if such titles are included for cause, they should be spelled out in full, as in the above example.)

Martin Luther, *Whether Soldiers, Too, Can Be Saved* (1526), in *Luther’s Works*, ed. Jaroslav Pelikan and Helmut Lehmann, 55 vols. (Philadelphia and St. Louis: Fortress and Concordia, 1955-1986) 46:87-138.

or

Martin Luther, *Whether Soldiers, Too, Can Be Saved* (1526), in *Luther’s Works*, vol. 46, ed. Robert C. Schultz (Philadelphia: Fortress, 1967) 87-138.

12. For subsequent notes (after the first entry), use—as appropriate—one of the following:

- (a) *Ibid.*, 49. (Do not underscore or italicize the word *ibid.*)
- (b) a shortened title, e.g., Johnson, *Literary Function*, 38.

13. Use full numbers for all page references in citations: 114-122, not 114-22; 126-128, not 126-8; 144-145, not 144f.; 245-249, not 245ff.

14. Use the following models for citations from the Internet.

If there is a print counterpart:

Gerhard O. Forde, “The Lord’s Supper as the Testament of Jesus,” *Word & World* 17/1 (1997) 5-9; also http://www.luthersem.edu/word&world/Archives/17-1_Communion/17-1_Forde.pdf (accessed December 3, 2003).

If there is no print counterpart:

Felix Just, “An Introduction to Biblical Genres and Form Criticism,” <http://catholic-resources.org/Bible/Genres.htm> (accessed November 5, 2010).

The accession date refers to the date you cited the material from the Internet. Although the current *Chicago Manual* is ambiguous regarding inclusion of access dates (14.7), we will include them because of the often ephemeral nature of websites. For the same reason, you should *always* retain in your own files a hard copy of material cited from online sources in case questions arise later.

15. Place the title of the article and your name at the top of the first page:

Revelation and the *Left Behind* Novels

Craig R. Koester

16. At the end of the article include a sentence or two to identify your institutional location and to help the reader place the article in terms of your work, interests, and/or recent publications. For example:

Craig R. Koester is professor of New Testament at Luther Seminary, Saint Paul, Minnesota. Among his recent books is *Revelation and the End of All Things* (Eerdmans, 2001).

17. Do not overcapitalize words. Where applicable, follow the examples in the *SBL Handbook of Style*, Appendix A (reference in #5 above). A few paradigms follow:

church, Christian church, Evangelical Lutheran Church in America
Bible, biblical
scriptural; Holy Scripture(s), Scripture(s)
Trinity, Triune God, trinitarian, triune nature
Christ, Christology, christological
word of God, kingdom of God
word and sacrament, gospel, law (but John's Gospel, the Fourth Gospel)
Messiah, messianic

18. Avoid in-house talk, especially if you are a Lutheran. Don't write things like "We in the ELCA" or "We Lutherans," etc. Many subscribers and authors are not Lutheran. References to Lutherans and other groups (Presbyterians, Roman Catholics, etc.) should be in the third person.
19. Use commas throughout a series, e.g., "faith, hope, and love," as opposed to "faith, hope and love."
20. Please provide subheads or titles for major sections within the article. If not provided by the author, such titles will generally be added by the editors. Editors may also select phrases or sentences from an article for pull quotes; these might be slightly modified, as needed for clarity.
21. *Word & World* retains the right to correct factual and typographical errors and to edit for style, clarity, and length. Unless such editing is extensive or, in the opinion of the editors, alters the author's meaning, it will normally not be resubmitted to the author for approval.
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