

Calvin Theological Journal

Guidelines for Manuscripts and Reviews/Notices

1. Copy submitted to CTJ should be typewritten, double-spaced, and follow *The Chicago Manual of Style*. All references to the identity of the author should be removed from the text and footnotes of an essay submission. A separate sheet should be included with the author's name, academic title or position, institutional affiliation, and location.
2. Article manuscripts should be scholarly essays of 8,000 to 12,000 words, including footnotes, in the fields of Reformed history, theology, or exegesis. Short Studies manuscripts should be scholarly essays of no more than 5,000 words, including footnotes, that are relevant especially to the practice of ministry. Please allow up to four months for the refereeing process to take its course. For manuscripts that are accepted for publication, an electronic version in MS Word will be required. Deadlines for final copy are June 1 for the November issue of the same year, and November 1 for the April issue of the following year.
3. A book review should be not less than 350 words and not more than 1000 words. Between these limits, the length of the review is to be determined by the reviewer, based on the merits of the book. The preferred length for a review is 500-750 words. Ordinarily, *CTJ* does not accept unsolicited reviews. Those wishing to submit an unsolicited review should consult with the book review editor prior to submission.
4. A book notice should be no more than 150 words, exclusive of bibliographic data.
5. Please include all the bibliographic information at the head of the review/notice, using the format as in the following samples:

Summoning Up Remembrance by Henry Stob. Grand Rapids: Eerdmans, 1995. Pp. 354. \$14.99

Christianity and Democracy in Global Context edited by John Witte, Jr. Boulder, CO: Westview, 1993. Pp. xv + 325. \$42.50

6. Capitalization rules:
 - a. Only capitalize proper names for God (Adonai, Trinity, the Logos, Son of man); sacred texts and books or major sections (Bible, Dead Sea Scrolls, Talmud, Apocrypha, the Pentateuch, the Gospels); revered and reviled persons (the Beloved Apostle, Mark the Evangelist, the Baptist, the Devil, the Antichrist); key events and doctrines (the Creation, the Fall, the Crucifixion, the Atonement, the Resurrection, the Early Church, the Great Awakening); references to the Eucharistic sacrament (the Lord's Supper, the Eucharist, Holy Communion).
 - b. Do not capitalize derivative adjectives of the above (biblical, talmudic, Christological, Trinitarian, millennial, church fathers, reformational). Note the capitalization for these nouns: Christology, Christendom, Christian.
7. Pagination: Please make numbers inclusive: i.e., 166-67, not 166f. In footnotes do not use the abbreviation pp. but indicate pagination as follows:

article: Abraham Kuyper, "Evolution," *Calvin Theological Journal* 31 (1996): 11-50.

book: William Christian, *George Grant: A Biography* (Toronto: University of Toronto Press, 1993), 45-52.
8. Abbreviations:

- a. Do not use *ibid.* anywhere. In repeated references use the author surname and short title, as follows:

Ellen T. Charry, *By the Renewing of Your Minds: The Pastoral Function of Christian Doctrine* (New York: Oxford University Press, 1997), 5.

Charry, *By the Renewing of Your Minds*, 35.

- b. Write journal titles in full. Example: *Theologische Zeitschrift* for TX
 c. Use full names of books in the body of articles and in reviews/notices. When used in parentheses or footnotes abbreviate as follows:

Old Testament

Gen.	Ruth	Ezra	Eccles.	Hos.	Hab.
Ex.	1 Sam.	Neh.	Song	Joel	Zeph.
Lev.	2 Sam.	Est.	Isa.	Amos	Hag.
Num.	1 Kings	Job	Jer.	Obad.	Zech.
Deut.	2 Kings	Ps. (pl.	Lam.	Jonah	Mal.
Josh.	1 Chron.	Pss.)	Ezek.	Mic.	
Judg.	2 Chron.	Prov.	Dan.	Nah.	

New Testament

Matt.	Rom.	Phil.	2 Tim.	James	3 John
Mark	1 Cor.	Col.	Titus	1 Peter	Jude
Luke	2 Cor.	1 Thess.	Philemo	2 Peter	Rev.
John	Gal.	2 Thess.	n	1 John	
Acts	Eph.	1 Tim.	Heb.	2 John	

9. Greek and Hebrew words must be in unicode fonts provided by The Society of Biblical Literature.