

THE *EXPOSITORY TIMES* STYLE GUIDE

This document is a general guide and is not comprehensive. Authors requiring clarification on any point not covered here are encouraged to consult previous issues of The *Expository Times*.

General Manuscript Formatting

Article manuscripts should be formatted in Times New Roman, font size 12, and double spaced, with all pages numbered. First-level section headings should be in bold, second-level section headings in italics. Paragraphs should be indented, except following section headings, and there should be no white space between paragraphs. Each section (except the last) should be followed by one line of white space.

Single inverted commas should be used for quotations shorter than 40 words. Double inverted commas should be used for quotations within quotations. Quotations longer than 40 words should be inset, font size 12, and preceded and followed by one line of white space. The ellipsis symbol (...) should be used for ellipses within quotations and should not have spaces on either side. Ellipses should not be surrounded by punctuation, unless this is necessary to preserve correct grammar of the quoted text. Square brackets may only be used to indicate editorial emendations to, or comments on, quoted text.

En-dashes (–) should be used between all number spans. Em-dashes (—) may be used to replace colons and parentheses and should not be surrounded by spaces.

The article title, author's name, abstract, and list of keywords should be formatted as follows:

Paper Title

Author's Name

Author's affiliation

Abstract

Text of abstract

Keywords

Keyword1, keyword2, keyword 3

First Level Heading [if section headings are used]

Text of paragraph one. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Text of paragraph two.

Referencing

In *The Expository Times*, footnotes are used for references. Biblical references may optionally be provided in parentheses within the text. Full bibliographical information should be contained within the first reference to a source, giving the author's name as it appears on the cover of the book or title page of the article. Subsequent references should include the author's surname, an abbreviated title (where possible), and page number(s). An additional bibliography of sources is optional. Footnote anchors should follow punctuation marks, where possible. Footnotes should be formatted following the examples below. Page number spans should be elided to the greatest possible extent, with the exception of numbers below 20 (e.g., '361–7, 45–9, 14–18') and should be separated by en-dashes.

The Bible

John 3:16–21.

Books

Morna D. Hooker, *The Gospel According to St Mark*, BNTC (London: Black, 1991), 118.

Hooker, *Mark*, 125.

R. T. France, *The Gospel of Mark*, NIGTC (Grand Rapids, MI: Eerdmans, 2002), 664–5.

France, *Mark*, 287.

Multiple volumes

Rudolf Schnackenburg, *The Gospel according to St John*, 3 vols. (London: Burns & Oates, 1982), vol. 2, 278–9.

Schnackenburg, *John*, vol. 1, 24.

Multiple authors/editors

Walter Ameling and Hannah M. Cotton, [...]

Walter Ameling, Hannah M. Cotton, Werner Eck, Benjamin Isaac, Alla Kushnir-Stein, Haggai Misgav, Jonathan Price, and Ada Yardeni (eds), [...]

Ameling, et al., [...]

Multiple editions

Bart Ehrman, *The New Testament: A Historical Introduction to the Early Christian Writings*, 5th edn (Oxford: Oxford University Press, 2011).

Translated and/or edited titles

Karl Jaspers, *The Perennial Scope of Philosophy*, trans. R. Manheim (London: Routledge & Kegan Paul, 1950).

Ludwig Wittgenstein, *On Certainty*, ed. G. E. M. Anscombe & G. H. von Wright, trans. D. Paul and G. E. M. Anscombe (Oxford: Blackwell, 1969).

Journal Articles

Where a journal article exists in both online and print versions, the print version is preferred.

N. Verbin, 'Martyrdom: A Philosophical Perspective', *Philosophical Investigations* 35.1 (2011): 68–87, on 70.

Verbin, 'Martyrdom', 84.

Contributions to Edited Volumes

Paul Tillich, 'The Religious Symbol', in S. Hook (ed.), *Religious Experience and Truth*, 301–21, on 320-1.

Tillich, 'The Religious Symbol', 319.

Online Sources

Chammah Kaunda, 'The King Said "Kwere-Kwere Must Go!": Xenophobia as South Africa's Politic Mirror', *Critical Investigations into Humanitarianism in Africa*, 19th April, 2015 <<http://www.cihablog.com/in-the-news-the-king-said-kwere-kwere-must-go-xenophobia-as-south-africas-politic-mirror/>>. Accessed 20/04/2015.

Kaunda, 'The King Said "Kwere-Kwere Must Go!"

<http://prayerfullypopped.com/?page_id=2931>. Accessed 24/10/2015.

<http://prayerfullypopped.com/?page_id=2931>

Bibliography

A bibliography is optional and may refer to relevant sources not cited in the article manuscript. The bibliography should be formatted according to the above examples, but authors' surnames should be specified in alphabetical order, followed by order of date of publication, in the format: surname, followed by initials. Where more than one work is cited by the same author, the author's name should be provided in the reference to the first work and replaced with an em-dash (—) in references to subsequent works:

Bart Ehrman, *The New Testament: A Historical Introduction to the Early Christian Writings*, 5th edn (Oxford: Oxford University Press, 2011).

France, R. T., *The Gospel of Mark*, NIGTC (Grand Rapids, MI: Eerdmans, 2002).

Hooker, M. D., *The Gospel According to St Mark*, BNIC (London: Black, 1991).

Jaspers, K., *The Perennial Scope of Philosophy*, trans. R. Manheim (London: Routledge & Kegan Paul, 1950).

Schnackenburg, R., *The Gospel according to St John*, 3 vols. (London: Burns & Oates, 1982).

Verbin, N., 'Martyrdom: A Philosophical Perspective', *Philosophical Investigations* 35.1 (2011): 68–87.

Ludwig Wittgenstein, *On Certainty*, ed. G. E. M. Anscombe & G. H. von Wright, trans. D. Paul and G. E. M. Anscombe (Oxford: Blackwell, 1969).

—, *Culture and Value*, trans. P. Winch (Oxford: Blackwell, 1980).