

Instructions for Authors

The editorial board of the *Theologia Reformata Transylvanica* series of the *Studia Universitatis Babeş-Bolyai* journal accepts for publishing scientific papers pertaining to the fields of theology, religious education or pastoral care. We only accept manuscripts for first publication (not previously published in any other language).

The financial status of the journal does not allow for payments to the authors for their contributions, but every contributor receives a free copy of the issue in which his/her article was published. *Studia* is issued twice a year, namely in June and in December. There is no fixed deadline for the submission of the articles, but please be advised that every contribution sent to the board before February 1 will be published in the first issue, and articles sent until September 1 will appear in the second one.

Articles should be sent electronically, via email (in Rich Text Format) to the following address: **studiatrt@gmail.com**. We kindly request our authors not to mention their names in the article. Please do a proofreading of the text sent in for review, and adhere to the following format and content parameters:

- a. The language of the article should be English (United Kingdom). Most common issues of using this language are: -ise v. -ize: Use the ending -ize, -ization, -izing (not -ise, -isation, -ising) as in the so-called Oxford (English Dictionary) spelling. (Note that the use of -ize instead of -ise does not include the spelling of words in British English that end in -yse such as analyse or paralyse, which come from Greek.)
- b. Submitted text should have an at least one thousand three hundred characters English abstract, the English title of the publication and at least five keywords. The editorial board welcomes a Hungarian translation of the title and the keywords, yet this is discretionary. First-time authors should provide a one-line presentation that includes their profession, occupation, workplace and contact email.
- c. The division of the text should be logical and consequent. Headings should be marked by the author in a way that the editors may differentiate them easily (numbering with Arabic numerals like 1., 1.1 etc. is an option, but will not appear in the journal).

- d. The initials of the main words (except prepositions, articles, and coordinating conjunctions) in (sub)titles used/mentioned in the article as well as in the reference list should be capitalized.
- e. Authors should avoid exceeded formatting of the text (only the important highlights should be formatted with italics). Titles should not be formatted, since their heading level can be deduced from the numbering or other type of marking.
- f. The submitted text should only contain citations that have been translated into English. Provide the original reference in the source language in the footnotes. Citations exceeding 5 lines in length should be written in a separate paragraph and indented from left and right. Use typographers' quotes: “ ” for every citation.
- g. References to books and articles have to be placed in the footnotes. Please add a bibliography at the end of the article, which includes only the references you have actually cited in your paper. These should be arranged in alphabetical order according to the main authors' last name. Should you cite several works of the same author, the sorting is done by the year of publication. The year of publication should be mentioned right after the name of the author. If your article references works from the same author published in the same year, please arrange them in alphabetical order with a small letter after the year (for instance: 2008a, 2008b, 2008c etc.)

References should be provided by applying the following guidelines:

Start with the last name of the first author, which should be written in SMALL CAPS¹. Add a comma after the last name, then add the first author's first name followed by the year of publication in parentheses, and a colon.

If an article has multiple authors, the full names of the authors (LAST NAME written in small caps followed by a comma and the First Name in regular formatting having each word capitalised) are separated by an en dash preceded and followed by a blank, i.e.: ANDREWS, Dale – HEITINK, Gerben – JENNINGS, Theodore Wesley (2006): .

¹ Please note that writing everything in UPPERCASE is not equivalent to using SMALL CAPS.

The name(s) of the author(s) is followed by the year of publication in parentheses and a colon, then all subsequent elements should be written as it can be seen in the examples below:

Referencing books

- Referencing an individual volume, that has one author:
BARTH, Karl (1924): *Wort Gottes und die Theologie*. München, Kaiser Verlag. 75–79
- Referencing a reprint edition of a volume requires citing the original edition as presented above, followed by the data of the reprint in parentheses:
LAST NAME, First Name (publishing year A): *Title*. Place of publishing A, publisher A (reprint: place of Publishing B, publisher B, 2010). page range.
- Referencing a later edition of a volume requires noting the number of the edition in superscript formatting right before the year of publishing. There is no need for mentioning the publishing year of the first edition. I.e.:
LAST NAME, First Name (^{number if edition} year of publication): *Title*. Place of publishing, publisher. Page numbers.
- Referencing a translation of an individual volume requires indicating the following citation data of the original work in parentheses: original title and the number of the edition (if applicable)
LAST NAME, First Name (^{number if edition} year of publication): *Title* (Original Title: Title in the Original Language). Transl. by: name of translator. Place of publishing, publisher, year of publication of the translation. Page range.

Referencing a journal or conference proceedings

- Upon citing a journal article, the title of the article is not italicised. This is followed by the “In” preposition, then a colon, and the name of the journal formatted in italics, which in turn is followed by the most important citation data pertaining to the journal (volume, issue) as well as the exact page range of the article cited:
LAST NAME, First Name (year of publishing): Title of Article. In: *Journal Name*. Volume number, issue number. Page range.
- Upon citing conference proceedings, the pattern is similar to that of citing scientific journals, but in this case the editors of the volume have to be noted. The

last name of the author is written in small caps, whereas the last name of the editors has regular formatting.

LAST NAME A , First Name A (year of publication): Title of Proceeding. In: Last Name B, First Name B –Last Name C, First Name C (eds.): *Name of Conference Proceedings*. Place of publishing, publisher. Page range.

- Upon citing an entry from an encyclopaedia, dictionary, lexicon, or concordance: LASTNAME A, Firstname A (year of publication): *The Topic* (entry). In: Last Name B, First Name B (ed.): *Name of Encyclopaedia*. Place of Publishing, Publisher, Volume. Page range.

Referencing a primary source from an archive

LAST NAME, First Name: *Specific Item Title*. Name of Archive (ABBREVIATION), Box, Folder, Collection, Folio or page number. Please note that authors shall use the specific referencing system of the particular archive in order to identify the source of their work. The personnel of the specific archives is always the most competent to mark the exact way of referring to the archives.

Referencing an online source

LAST NAME, First Name: Title of the article published online. [http:// correct link to the source](http://correct link to the source) (last accessed: date in DD.Month.YEAR format).

In case of missing citation data, these pieces of information should be substituted by square brackets in their respective places and they should include the category of the missing data. I.e.: [Publisher Missing], [Place of Publishing Missing], [Year Missing]

h. Footnotes

Use 10 pt font size, normal line spacing, justified formatting. Each footnote ends with a full stop.

The number of the footnote and the subsequent text providing the reference are separated by a nonbreaking space, which is a special character that can be inserted via the Insert–Symbol–Special Characters–Nonbreaking Space command, or the Shift + Ctrl + Space bar keyboard shortcut sequence.

When citing a source for the first time in the footnotes, you have to add the complete citation data of that specific reference followed by the exact page number of the cited excerpt. If you reference several parts of a work that has multiple pages, note the first and the last page of the work's range joined by an en dash (i.e.: 237–238.).

When citing a source for the second time, it is enough to note the last name of the author in small caps followed by the year of publication, a comma and the page number, ending in a full stop. (i.e. LAST NAME year of publication, 55.) If your article refers to several works by the same author from the same year, the last name of the author in small caps and the year of publication is followed by a small letter (i.e. 2008a), by a comma, the page number, and ended with a full stop. (i.e.: LAST NAME 2008a, 55.)

In the case of consecutive footnotes referencing the same work of the same author, you may use the Op. cit.² standing in for repetition of the full title of the work, followed by the page number, ending with a full stop. (i.e.: Op. cit. 22.)

In the case of consecutive footnotes referencing the same work of the same author, and the very same place in that specific work, you may use Ibid.³ This footnote also ends with a full stop. (i.e.: Ibid.)

i. When citing a passage of scripture, include the abbreviated name of the book, the chapter number, and the verse number in round parentheses in the body of the text, and not in the footnotes. Books that have numbers preceding their name are noted with Arabic numbers, and the numbers are followed directly by the abbreviation of the name of the book without any interceding blank spaces. The abbreviation of the name of the books is not followed by a full stop within the parentheses such as in this example: (2Sam). Arabic chapter and verse numbers are separated by colons without blank spaces, and no full stop at the end of the citation within the parentheses: (Isa 1:9). The correct form of citing several verses from different chapters is by using a semicolon followed by a blank space for separating the chapters: (Luke 3:12; 12:11). Several verses cited from one chapter are delimited by full stops; in this case the chapter number is noted only once: (i.e.: Lk 2:2.4.11; Acts 2:3.8). Texts spanning over several verses are noted by using the starting and the ending verse number connected by an en dash, which is not preceded nor followed by a blank space: (i.e.: Rom 8:1–12; Rev 2:2–14).

² It is an abbreviation of the Latin phrase *opus citatum*, meaning the work cited.

³ It is an abbreviation of the Latin adverb *ibidem*, meaning in the same place.

- j. Submitted papers should have the length at least 10, at most 20 pages (pages should be formatted with A4 paper size, 2,5 cm wide margins on every side, font Times New Roman with size of 12 pt and line spacing of 1,5).
- k. If your text contains Hebrew or Greek characters, please attach the fonts to your email.
- l. If the text contains images, please attach them separately in high resolution (preferably 600 dpi, but at least 150 dpi) JPEG format.
- m. Tables and figures should be attached also separately and provided with a description following these patterns:

Table 1. *The environmental and relational characteristics and institutional network*

Figure 6. *Diagram of local characteristics regarding outsourcing companies*

The journal also accepts book reviews for publication, which should not be longer than 5 pages. Book reviews regarding new publications, which present recent results in the field of theology, religious education or pastoral care. The book review should start with the details of the presented publication (author(s), editor(s), title, publisher, place, year, number of pages) and the scanned image of the cover should be attached.

After we receive the submitted papers, we send them to the reviewers (see their list on the inside cover page). The board uses blind reviewing, one article is reviewed by 2 reviewers. It is possible that reviewers would request the author to improve the article, their suggestions will be sent to the author, and the revised version of the article should arrive back to the editors in 14 days. If the author misses this deadline and does not send the revised version back, the article will not be published in the upcoming issue, yet it may be published in a future one.

After reviewing the texts in accordance with our university's internal policy on publications, we will first carry out a plagiarism test and identify the appropriate manuscripts, and only thereafter will they be edited and proofread, following which the final version of the text is sent in PDF format to the authors. This copy should be approved in 48 hours by the author. Without this approval, the article will not be published.

After the publication of the issue, contributors will receive a copy by regular mail or personally. The journal is also published in online version, which is available before printing at the link: http://studia.ubbcluj.ro/arhiva/arhiva_en.php.