



# *Priscilla Papers* Journal Style Guide for Authors

*Priscilla Papers* is a quarterly journal published by Christians for Biblical Equality in order to provide articles on biblical interpretation, theology, church history, and other academic disciplines as they relate to men and women offering mutual service in the church, home, and world. *Priscilla Papers* is intended for original scholars and opinion leaders, serious Bible students, egalitarians seeking biblical resources, and the thinking/questioning person in the pew.

*Priscilla Papers* is edited according to *The Chicago Manual of Style* (CMS), 14th ed. See *The Christian Writer's Manual of Style* (CWMS), updated and expanded ed. for abbreviation, capitalization, and usage notes for religious terms. See *The SBL Handbook of Style* (SBLHS) for transliteration of biblical languages (use General-Purpose Style v. Academic Style). Spelling and punctuation should follow American conventions instead of British.

Include parenthetical citations of the Bible and ancient literature within the text. See "Parenthetical Citations" for more information. Cite bibliographic information for other sources in the endnotes. See "Endnote Citations" for more information.

Manuscripts should be submitted electronically in a Microsoft Word-compatible format (the file name should end with the extension \*.doc). See "Preparing Electronic Files for *Priscilla Papers*" for more information.

Authors are encouraged to include content-related images (such as photographs, illustrations, or figures) for consideration with their manuscript. However, images must meet the specifications found in the *Priscilla Papers* "Guidelines for Artwork" available from the editors. Images must also be accompanied with a letter that gives permission and authorization from the copyright holder to Christians for Biblical Equality to reprint the image(s) in our journal.

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**Please note:** In general, authors should not use specific names of complementarian scholars in the text of an article. For example, an author might write: "One complementarian scholar argues the following..." However, authors should always use names when citing sources in endnotes.

**Also note:** The correct term for those who ascribe to hierarchical relationships between genders is "hierarchicalists," not "hierarchalists."

## Preparing Electronic Files for *Priscilla Papers*

By following these instructions, authors can help reduce the possibility of errors caused by the conversion of improperly formatted manuscripts or errors introduced if such manuscripts need to be rekeyed.

### Acceptable Formats

*Priscilla Papers* will accept manuscripts saved in a format compatible with Windows and Macintosh versions of Microsoft Word (all files should have a \*.doc extension). Acrobat (PDF) files are not acceptable.

Do not include anything in the word-processing file that was not created with the word processor itself; e.g., do not embed tables from a spreadsheet or images from a design program into a word-processor document. If you have created any figures electronically, submit them as separate files, along with camera-ready hard copies of the figures (see “Guidelines for Submitting Artwork”).

### Text

Be aware that most of your formatting commands will be discarded during conversion; but if they are too complex and interfere with conversion, the file itself may not be usable and the article will have to be rekeyed.

- Use 12-point type Times New Roman font. Use the same font throughout the document.
- Foreign words, including Greek and Hebrew words, should be *transliterated* and *italicized*. See *SBLHS* 5.1 and 5.3 for correct transliterations of Hebrew and Greek.
- Use double-spacing.
- Use italics, not underlining. Do not use boldface. Use minimal formatting on section headings. Do not use paragraph styles.
- Use a single tab character instead of spaces or automated first-line indents at the beginning of new paragraphs.
- Use a single space after each sentence, not a double space.
- Do not include spaces between the end of a sentence and the number of an endnote.
- Avoid contractions. Also limit your use of first and second person.
- Use the “smart-quotes” feature of your word-processor, if available.
- Use the left indent setting of your word-processing program to create block quotes. Do not use hard returns, tab characters, and/or spaces to create this effect.
- Use the first indent setting of your word-processing program to create hanging indents. Do not use hard returns, tab characters, and/or spaces to create this effect.
- Do not use any automatic line numbering or paragraph numbering (for lists, etc.). Any numbers that should appear in your article must be explicitly typed in.

## Parenthetic Citations

Citations of the Bible and ancient literature should be included in the text itself, enclosed in parentheses, rather than cited in endnotes.

### 1 General

- 1.1 Spell out names of authors and books in running text but abbreviate them in parenthetical use.
- 1.2 Use commas wherever possible instead of semicolons in lists of citations: Gen. 1:2, 3:4, 5:16; Exod. 1:2; Lev. 1:2, 3:4; and: Gen. 1:2, 8, 24; 2:6, 10; and: Gen. 1:2, Exod. 1:2, Lev. 1:2. Be sure to include a space after the period in the abbreviation, but no space after the colon in the chapter-verse citation.
- 1.3 Place parenthetic citations at the end of clauses or sentences whenever possible.
- 1.4 If a passage is quoted in the text at the end of a sentence or clause, the parenthetic reference is entered between the closing quotation mark and the punctuation: According to Paul, “you are all one in Christ Jesus” (Gal. 3:28 TNIV). In other words, do not place a period at the end of the quotation unless the *entire* sentence is a quotation.
- 1.5 If a passage is included as a block quote (3 lines or more), no quotation marks are used and the parenthetic reference is entered after the final period (note: this is different from 1.4):

So in Christ Jesus you are all children of God through faith, for all of you who were baptized into Christ have clothed yourselves with Christ. There is neither Jew nor Gentile, neither slave nor free, neither male nor female, for you are all one in Christ Jesus. If you belong to Christ, then you are Abraham’s seed, and heirs according to the promise. (Gal. 3:26–29 TNIV)

### 2 Citing the Bible

- 1.1 Do not italicize either biblical books or quoted biblical text.
- 1.2 Use Arabic (1, 2, 3), not Roman (I, II, III) numerals for numbered parts of books.
- 1.3 Chapter and verse should be separated by a colon, with no intervening space: Gen. 1:2.
- 1.4 Abbreviate verse(s) as v(v). and chapter(s) as ch(s). Do not abbreviate line(s) as l(l); spell this out instead.
- 1.5 Following the chapter and verse reference, specify the Bible version cited using its abbreviation set in all small caps (see *CWMS* 81–88 for abbreviations). Gender-accurate versions are preferred.
- 1.6 Use the abbreviations on the next page for books of the Bible. Abbreviate in parenthetical references, and write the name of the book out in full in the body of your text.

OLD TESTAMENT

NEW TESTAMENT

Genesis	Gen.	Song of Solomon	Song	Matthew	Matt.
Exodus	Exod.	or Canticles	Cant.	Mark	Mark
Leviticus	Lev.	Isaiah	Isa.	Luke	Luke
Number	Num.	Jeremiah	Jer.	John	John
Deuteronomy	Deut.	Lamentations	Lam.	Acts	Acts
Joshua	Josh.	Ezekiel	Ezek.	Romans	Rom.
Judg.	Judges	Daniel	Dan.	1–2 Corinthians	1–2 Cor.
Ruth	Ruth	Hosea	Hos.	Galatians	Gal.
1–2 Samuel	1–2 Sam.	Joel	Joel	Ephesians	Eph.
1–2 Kings	1–2 Kings	Amos	Amos	Philippians	Phil.
1–2 Chron.	1–2 Chron.	Obadiah	Obad.	Colossians	Col.
Ezra	Ezra	Jonah	Jonah	1–2 Thessalonians	1–2 Thess.
Nehemiah	Neh.	Micah	Mic.	1–2 Timothy	1–2 Tim.
Esther	Esth.	Nahum	Nah.	Titus	Titus
Job	Job	Habakkuk	Hab.	Philemon	Philem.
Psalms	Ps. (Pss.)	Zephania	Zeph.	Hebrews	Heb.
Proverbs	Prov.	Haggai	Hag.	James	James
Ecclesiastes	Eccl.	Zechariah	Zech.	1–2 Peter	1–2 Pet.
or Qoheleth	Qoh.	Malachi	Mal.	1–2–3 John	1–2–3 John
				Jude	Jude
				Revelation	Rev.

### 3 Citing Classical Literature

- 3.1 When citing a particular work only once, spell it out rather than abbreviating it, especially if readers might not be familiar with the work in question. If the same work is cited many times, however, use an abbreviated title in subsequent references to avoid cluttering the article with spelled-out titles.
- 3.2 In references to classical and patristic literature, use the current English or Latin titles (italicized and abbreviated), followed by appropriate book, chapter, and paragraph numbers (where available). Thus, Homer *Il.* 24.200; Eusebius *Hist. eccl.* 3.3.2; 4.15.3–5. For Josephus, use the following form: *J.W.* 2.8.16 §160 (abbreviations: *Ant.*, *Ag. Ap.*, *J.W.*, *Life*).
- 3.3 See *SBLHS* 8.3 for other ancient sources including Mishna, Talmud, and other rabbinic sources.

## Endnotes

### 1 Endnote references

- 1.1 Use consecutive, superscript Arabic numerals for endnote references. Do not use brackets, parentheses, punctuation or spaces with endnote references.
- 1.2 Endnote references immediately follow the word or punctuation of the clause or sentence they reference.
- 1.3 Place endnote references at the end of clauses or sentences whenever possible.

### 2 Citing Books

- 2.1 Initial references to books should include the author's or editor's full name(s); complete title of book in italics; and place of publication, publisher, and date of publication in parentheses. For subsequent citations, use only the author's last name, an abbreviated version of the title, and the page number. Do not use *op. cit.* or *ibid.*
- 2.2 Some cities are well-known enough to warrant the omission of state names in citations. These include: Chicago, Grand Rapids, Colorado Springs, Louisville, Minneapolis, Nashville, New York, Tulsa, San Francisco, and St. Louis. Use abbreviations for state and province names, not postal codes. For the correct abbreviations, see *CWMS* 15–16.
- 2.3 Use shortened forms for publishers' names throughout. See *CWMS* 336–39 for the correct spelling, place, and shortened form of some well-known religious publishers. You need not include “Press” or “Publishers” for well-known publishing companies.
- 2.4 Do not preface page numbers with “page,” “pp.” or “p.” for page numbers. Do not place a comma or a colon following the parenthesis.
- 2.5 See *CMS* 15.77–201 for a comprehensive list of endnote citations for books. Follow the examples for endnotes (the examples that begin with numbers), not bibliographies (the examples that begin with authors' last names). Below are examples of the common types of book references.

Book with two authors:

- |                             |  |
|-----------------------------|--|
| <i>initial citation</i>     | 1. Stanley J. Grenz and Denise Muir Kjesbo, <i>Women in the Church: A Biblical Theology of Women in Ministry</i> (Westmont, Ill.: InterVarsity, 1995) 247. |
| <i>subsequent citations</i> | 2. Grenz and Kjesbo, <i>Women in the Church</i> , 248 n 58.  |

Book with an author and one editor:

- |                             |  |
|-----------------------------|--|
| <i>initial citation</i>     | 1. W. A. Dyrness, “Christianity and Culture,” in <i>Evangelical Dictionary of Theology</i> , ed. Walter A. Elwell (Grand Rapids: Baker, 1984) 207–212. |
| <i>subsequent citations</i> | 2. Dyrness, “Christianity and Culture,” 212.   |

Book by an editor:

- |                             |  |
|-----------------------------|--|
| <i>initial citation</i>     | 3. Paul Wesley Chilcote, ed. <i>Her Own Story: Autobiographical Portraits of Early Methodist Women</i> (Nashville: Abingdon, Kingswood Books, 2001) 101. |
| <i>subsequent citations</i> | 4. Chilcote, <i>Her Own Story</i> , 101.   |

Book with a translator:

- initial citation* 5. Esau Isaksen, *Onward and Upward: The Way Home*, trans. Neil Arlington and Janet Grayston (Mission Viejo, Calif.: Interesting, 1995).
- subsequent citations* 6. Isaksen, *Onward and Upward*, 322.

Book in a series:

- initial citation* 7. Gordon D. Fee, *The First Epistle to the Corinthians*, NICNT (Grand Rapids, Mich.: Eerdmans, 1987).
- subsequent citations* 8. Fee, *The First Epistle*, 488.

Book edition other than 1st:

- initial citation* 9. Winthrop S. Hudson, *Religion in America*, 2nd ed. (New York: Charles Scribner's Sons, 1973).
- subsequent citations* 10. Hudson, *Religion in America*, 155.

Essay in a multi-author collection with an editor (such as a *festschrift*):

- initial citation* 11. Lois Malcolm, "What Mary Has to Say about God's Bare Goodness," in *Blessed One: Protestant Perspectives on Mary*, ed. Beverly Roberts Gaventa and Cynthia L. Rigby (Louisville: Westminster, 2002), 33–61.
- subsequent citations* 12. Malcolm, "What Mary Has to Say," 35.

Multi-volume work:

- initial citation* 13. Gerhard von Rad, *Old Testament Theology*, 2 vols. (New York: Harper & Row, 1962–65).
- subsequent citations* 14. von Rad, *Old Testament Theology*, 1:104.

Dictionary entry (see *CWMS*, 27–29 for abbreviations of common religious reference works):

- initial citation* 15. E. Lohse, "penthcosthv," *TWNT* 6:44–53.
- subsequent citations* 16. Lohse, "penthcosthv," 48.

Dissertation:

- initial citation* 17. I. D. Miller, "The Text of Hosea," Ph.D. diss. (Melbourne College of Divinity, 1984).
- subsequent citations* 18. Miller, "The Text of Hosea," 123.

### 3 Citing Print Periodicals

- 3.1 Initial references to journal articles should include the author's name(s), title of article in quotes, title of periodical in italics, volume number in Arabic numerals, issue number in Arabic numerals, season and year in parentheses, and page numbers of article. For subsequent citations, use only the author's last name, an abbreviated version of the title, and the page number.
- 3.2 Do not preface page numbers with "page," "pp." or "p." for page numbers. Do not place a comma or a colon following the parenthesis.
- 3.3 See *CMS 15.204–47* for a comprehensive list of endnote citations for periodicals. Follow the examples for endnotes (the examples that begin with numbers), not bibliographies (the examples that begin with authors' last names). Below are examples of the common types of periodical references.

Article in a journal (see *CWMS 27–29* for abbreviations of common religious reference periodicals):

*initial citation* 17. Walter C. Kaiser Jr., "Correcting Caricatures: The Biblical Teaching on Women," *Priscilla Papers* 19, 2 (Spring 2005) 5–11.

*subsequent citations* 18. Kaiser, "Correcting Caricatures," 10.

Article in a magazine

*initial citation* 19. Julia M. Klein, "Dueling Mothers: Why Scholars Just Can't Stop Talking about Sarah and Hagar," *U. S. News & World Report*, Feb. 21, 2005, 18–21.

*subsequent citations* 20. Klein, "Dueling Mothers," 19.

Article in a newspaper:

*initial citation* 21. Michele St. Martin, "She Heard the Call: Red Wing Woman Ordained a Catholic Deacon" *Minnesota Women's Press*, Aug. 10–23, 2005.

*subsequent citations* 22. St. Martin, "She Heard the Call," 3 col. 4.

### 4 Citing Web Publications

- 4.1 Initial references to web publications should include the author's name(s); title of page, entry, or article in quotes, or title of larger work in italics (if applicable); type of on-line publication (e.g. article, book, blog post) and date of publication, posting, or last revision (if available) in brackets; version or file number (if available); the website's host; the website's url in italics; and access date in parentheses. For subsequent citations, use only the author's last name, an abbreviated version of the title, and the page number.
- 4.2 A definitive style for web citations has not yet emerged. Below are examples of the common types of web references.

Article online:

*initial citation* 23. Rebecca Merrill Groothuis, "The Bible and Gender Equality" [article on-line; posted Jan. 17, 2006]; available from Christians for Biblical Equality at [http://www.cbeinternational.org/new/pdf\\_files/free\\_articles/groothuis\\_bible\\_genderequality.pdf](http://www.cbeinternational.org/new/pdf_files/free_articles/groothuis_bible_genderequality.pdf) (accessed Jan. 31, 2006).

*subsequent citations* 24. Groothuis, "The Bible and Gender Equality," 10.

Book online:

*initial citation*

25. John Piper and Wayne Grudem, eds., *Recovering Biblical Manhood and Womanhood* [book on-line] (Wheaton, Ill.: Crossway, 1991); available from the Council for Biblical Manhood and Womanhood at <http://www.cbmw.org/rbmw/rbmw.pdf> (accessed Jan. 31, 2006).

*subsequent citations*

26. Piper and Grudem, *Recovering Biblical Manhood and Womanhood*, 10.

**5 Other** (for less common sources, please see the resources mentioned above)

Lecture:

*initial citation*

27. Bruce McCormack, "What is Theology?" (lecture, Princeton Theological Seminary, Princeton, N.J., September 18, 2002).

*subsequent citation*

28. McCormack, "What is Theology?"

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