

# ***Religious Studies: Style Sheet***

When your article has been accepted, and the Editor has requested the final version for production, the following style guidelines should be followed closely.

## **1. Title, author, and abstract**

The title should appear at the top, in large lower-case letters (except for the very first letter):

A new teleological argument

This should be followed by the author's name in capitals, followed by the author's affiliation, postal address and e-mail in lower-case italics:

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Underneath this, there should appear an abstract of approx. 250 words:

Abstract: This paper advances a novel form of the Teleological Argument which takes as its key premise a thesis about popular culture...

The main text of the article then follows.

## **2. Spelling**

NB: British English rather than American English conventions are always followed.

Where a word can be spelled with either ize or ise, iza or isa, then ize and iza are preferred.

The following spellings should be noted:

acknowledgement

ageing

analyse

appendices

centre

colour

connection

co-operate

defence

dialogue

dispatch

elite (no accent)

enrol

enquiry

favour

focused

fulfil (fulfilling)

indices

judgement

manoeuvre

mediaeval

mould

no-one

practice (noun)

practise (verb)

premise

programme

reflection

regime

role (no accent)

sceptic/sceptical

### 3. Grammar and punctuation

The serial comma is preferred (Anselm, Aquinas, and Augustine rather than Anselm, Aquinas and Augustine).

The possessive 's' following an 's' is preferred (Phillips's rather than Phillips'), except that people in the ancient world do not carry the final 's', e.g. Socrates', Jesus'.

Round brackets are used for brackets within brackets; square brackets are used for interpolation within quoted matter or translations from foreign languages.

Adjectives, adverbs, and nouns used adjectivally should be hyphenated, e.g. 'well-known author', 'free-will defence', but adverbs ending in 'y' should never be hyphenated.

N-rules with spaces before and after are used to punctuate phrases, rather than hyphens or M-rules, e.g. – ; N-rules are also used to indicate contrast, e.g. 'public–private'.

Full stops should always be placed after closing brackets unless the whole sentence is in parentheses, in which case the full stop should be placed before the closing bracket.

Split infinitives (where the adverb is placed between the two parts of infinitive) should **not** be used, e.g. 'to boldly go'.

### 4. Presentation

#### *Sections*

The use of sections is encouraged, particularly for longer articles. Section titles only, NOT numbers, should be used.

#### *Capitalization*

It is the journal's policy to use lower-case initials where possible but, if in doubt, the Editor should be consulted.

#### *Italicization and emphasis*

Italics for emphasis should be used sparingly. If extensive italicization is used, the Editor should be consulted. Bold type should be avoided altogether and underlining is never used.

#### *Foreign words and phrases*

Foreign words and phrases should be italicized, except when they are naturalized or in frequent use in philosophical writing, e.g. phronesis, ius naturale, status quo, a posteriori, a priori.

### 5. Numerals, abbreviations, and symbols

#### *Numerals*

Numerals are spelled out to ninety-nine, except where numbers over ninety-nine appear in the text close to numbers under ninety-nine, in which case all numbers are in numeral form, e.g. ‘250 climbed the hill but 25 fell back exhausted’.

### *Abbreviations*

f. ff. (= the following page(s)), fo. (= folio), ed., vol.

**But** 2nd edn, eds, fos (= folios), Dr, Mr, St, vols (i.e. without points – these are contractions where the abbreviation ends with the last letter of the word).

An explanation for any unusual abbreviations should be provided at the first mention, e.g. FWD (free-will defence). The excessive use of acronyms should be avoided.

Initials in personal names retain points and spaces between them, e.g. G. A. Smith.

### *Logic symbols*

The following conventions are preferred:

**Square box** for necessarily

**Diamond** for possibly

**Lower case x in parentheses** for the universal quantifier

**Reverse upper case e before lower case x in parentheses** for the existential quantifier

**Ampersand** for conjunction

**Lower case v** for disjunction

**Arrow** for material implication

**Tilde** for negation

## **6. References, notes, and quotations**

### *References*

The **References** section (labelled as such) should appear immediately after the text of the article. The list should follow the alphabetical order of authors’ surnames and then the historical order of their publications if more than one is cited, as follows:

HICK, J. (1966) *Evil and the God of Love* (London: Collins).

(1989) *An Interpretation of Religion* (London and Basingstoke: Macmillan).

However, where there are multiple publications by the same author in one year they should be listed in alphabetical order within that year as follows:

HICK, J. (1995a).

(1995b).

Authors’ names should appear in CAPITALS, titles of books and journals in *italics*, titles of journal articles or chapters in edited volumes in single inverted commas and roman (not italicised). For journal articles, give the volume number, and for both journal articles and chapters in books the page range. Examples:

VAN INWAGEN, PETER (1978) ‘Ability and responsibility’, *Philosophical Review*, **87**, 201–224.

RACHELS, JAMES (1981) 'God and human attitudes', in P. Helm (ed.) *Divine Commands and Moral Requirements* (Oxford: Oxford University Press), 34–48.

Place of publication and publisher for books (but not journals) are both given. (For early modern printed works only it is legitimate to omit the name of the publisher.) For US publications it is helpful to indicate the state postal code as well as the town, without a comma, e.g. (Belmont CA: Wadsworth); (Cambridge MA: Harvard University Press).

Authors' names should be given as they appear in the original (in full or initials only). If authors have two or more initials, a space should be inserted between them, e.g. 'P. A. Byrne.'

Volume but not issue numbers of journals are given, unless the pagination is not continuous over all issues.

Volume numbers for journals are in Arabic numerals and in bold type (semi-bold when set).

Volume numbers for multi-volume works are in Roman capitals.

Volume numbers are cited without 'vol.'

Subtitles of books or articles are separated by colons.

There is no elision of page numbers which are always given in full with N-rules (but without p. or pp.), e.g. 284–289.

After the name(s) of editor(s), (ed.) and (eds) are used, not ed. and eds.

In addition:

Books and chapters are abbreviated as bk and ch. (not chap.), both lower-case.

Several works cited in a single note are separated by semi-colons; the semi-colon is also used to separate an authorial comment in a note from the work cited.

Citations of works in the text and in the notes should follow the Harvard system, as follows: (Swinburne (1995), 106). Where more than one publication by an author is cited from the same year of publication they should be cited as: (Hick (1995a), 120).

#### *Notes*

Note that *Religious Studies* does NOT use footnotes. All notes are endnotes, and are collected together in the **Notes** section after the References. Superscript numbers in the text indicating endnotes should always follow punctuation. Arabic numerals should be used to identify each endnote.

To avoid an excessive number of endnotes, it is recommended that references following quotations should appear in text, rather than in endnotes.

#### *Back matter subsections*

The following topics should be placed at the end of the manuscript under the appropriate subheading:

1. Supplementary Material
2. Data Availability Statement
3. Acknowledgements
4. Author Contributions
5. Financial Support / Funding Statement
6. Competing interests
7. Ethical standards
8. Appendices

### *Latinisms in citations*

Note that *three* Latinisms only may be used.

*Ibid.* is used to denote a repetition of the immediately preceding item, where only a different page (or volume) number needs to be recorded.

*Idem* is used to denote a repetition of the immediately preceding author's name, where only a different book or article title (and page reference) needs to be recorded.

*Passim* is used to denote that a topic is referred to periodically throughout the source cited.

All are italicized and lower-case unless following a full stop.

*Op. cit.* and *loc. cit.* are never used. Cf. should only be used when it really does mean compare; otherwise see should be used.

### *Quotations*

Always follow the punctuation, capitalization, and spelling of the original.

For short quotations use single quotation marks, except that quotations within quotations take double quotation marks. (American authors should particularly note that British convention is to use single quotation marks.)

Long quotations of 50 words or more should be displayed extracts, i.e. indented blocks in smaller typeface with spaces above and below, without quotation marks.

Three-point ellipses with spaces (i.e. ... ) are used when omitting material within quotations.

Punctuation follows closing quotation marks except where whole sentences are quoted.

Last revised, 8<sup>th</sup> February 2023