

Manuscript Preparation/Style Guidelines

Thank you for your interest in *LOGIA*. Please follow these instructions carefully in preparing your material for publication and adapting it to *LOGIA*'s style. Your cooperation helps maintain the journal's commitment to quality, uniformity of format, and accuracy.

Manuscript Preparation

Articles should be submitted in electronic form as attached files sent by email or on CD. Your cover message should specify the platform you used (Mac/PC) along with the word processing program and version used.

Permission to include graphics and pictures should be secured beforehand. If there are specific formatting matters you desire the editors to consider, submit a hard copy of your article for illustration purposes.

If your article includes Greek, Hebrew, or other non-Latin alphabets, please read the following: *If Greek, Hebrew, or other non-Latin alphabets are used, it is helpful that a .pdf file of the article be sent along with the Word document. This is to ensure accuracy of the languages used. It is also helpful to use a Unicode font for non-Latin alphabets, except for Hebrew. In particular, Greek should not use a font with proprietary encoding. To find out (if you don't know) whether or not you are using a Unicode font for Greek, highlight the Greek, and change the font to Times New Roman – if the result is only gibberish, you have a proprietary encoding. If you do not use a Unicode font, the editor(s) will have to retype the Greek. For Hebrew, our page layout program will not work with right-to-left languages. If you do not have HebraicaII (our preferred font), use any Hebrew font available to you, and we will redo it. Please note that longer phrases in Hebrew are difficult to handle, since we are typesetting them left-to-right, and thus have to produce manual line breaks. We can work well with single words or very short phrases. You also may use Hebrew transliterations according to the SBL Handbook (see below).*

ABSTRACT

Manuscripts should be accompanied by an abstract of 300 words or less. Send it as a separate attachment or as a separate file on the email or CD you submit.

ADDRESS FOR SUBMISSIONS

Send electronic material to: senioreditor@logia.org

Send hard copy material to: Rev. Dr. Michael Albrecht, 460 W. Annapolis St., West St. Paul, MN 55118.

Include complete contact information for yourself (mailing address, email, phone)

FORMATTING INSTRUCTIONS FOR SUBMITTING YOUR ELECTRONIC VERSION

Since your article will be adapted to LOGIA's format, please prepare your electronic version using these basic formatting protocols:

1. Head your manuscript with:

Title

Author

Brief information about the author: for example, Arthur Schlurz is pastor of St. John's Lutheran Church, Fairfax, Minnesota.

2. *Single space* between lines; *indent by tab* to show paragraphs.
3. Use a *single space after periods* rather than double spaces.
4. Indicate emphasis, book titles, and foreign words with *italics*, not **boldface** or underline.
5. Use a *single, standard font and single point size throughout the article* – Times New Roman set at 11 or 12 points is preferred. Do not change fonts or point size for titles, headings, block quotes, etc.
6. Use your word-processor's reference program to *link* footnotes/endnotes with their reference numbers in your text.

Style Guidelines

STANDARD GUIDES FOR FORM AND STYLE

Follett, Wilson. *Modern American Usage*. New York: Hill and Wang, 1970.
Merriam Webster's Dictionary of English Usage. Springfield, MA: Merriam Webster, 1994.
 These will help with questions about punctuation, hyphenation, fine points of grammar and usage.
 The latter volume is available for reference at no charge at books.google.com.

Strunk, William, Jr. and E. B. White. *The Elements of Style*. 4th edition. Boston: Allyn and Bacon, 2000.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th edition. University of Chicago Press, 1996.
Turabian can help clear up practically any form and style issue. Note that whatever is underlined in Turabian will appear as italics in LOGIA. Use the 6th edition since changes between editions are considerable. However, use the 7th edition for citing electronic (online) sources. Do not include only the URL, but also basic bibliographic information (author, title) and last accessed date.

University of Chicago. *Chicago Manual of Style*. 14th edition. University of Chicago Press, 1993.

Alexander, Patrick H. et al, eds. *The SBL Handbook of Style: for Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody, Mass.: Hendrickson, 1999.

LOGIA follows SBL's abbreviations for books of the Bible (no periods!), its transliterations for Hebrew, and generally follows its rules for capitalization of biblical and theological words.

DOCUMENTATION

For documentation, *LOGIA* uses footnotes. You may submit your manuscript with either footnotes or endnotes; use your word processor's reference program to create a link between the reference number in the text and its corresponding note. The link is used in the copy editing phase.

Documentation of Bible verses, references to the Lutheran Confessions, hymns, Luther, etc. should be included in parentheses in the text; for example: (Rom 8:28), (LSB 656), (AC V), (AE 31: 180). See the list of common abbreviations inside the front cover of *LOGIA*, as well as the more comprehensive "Abbreviations" section below.

Documentation of other sources needs to be included in footnotes/endnotes. Refer to one of the above standard guides for examples of specific citation situations.

Please help maintain high standards of documentation by double checking your quotations and references for accuracy of the quotation itself, bibliographical information, and page citations. Although our editors can at times check quotations, it is the writer's responsibility to guarantee their accuracy. Note Turabian's directions: "In general, direct quotations should correspond exactly with the original in wording, spelling, capitalization, and punctuation" (5.3); see 5.26 for an exception on capitalization. Following these directions will often result in styles that differ from LOGIA's, but that is to be expected.

Every cited work requires a bibliographically complete first reference, except for those works listed in the front of *LOGIA*. Subsequent references are abbreviated, usually by the author's last name + short title + page number (which is preferable to *Ibid.* and *Idem.* *Op. cit.* and *loc. cit.* are never used).

SAMPLE BOOK REFERENCE

1. Caroline Walker Bynum, *Fragmentation and Redemption: Essays on Gender and the Human Body in Medieval Religion* (New York: Zone Books, 1992), 92.

short reference:

2. Bynum, *Fragmentation and Redemption*, 94.

SAMPLE JOURNAL REFERENCE

3. Ken Schurb, "Missional? The Church in Luther's Large Catechism," *Logia* 18, no. 1 (Epiphany 2009): 17

short reference:

4. Schurb, "Missional?" 18.
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- ❖ The two most common editions of Luther's works are abbreviated (unless there is a compelling academic reason not to abbreviate): WA, WBr, WTr, WB and AE (*LOGIA* does not use LW for the American edition of Luther's Works).
- ❖ After a first complete reference, references to journals are abbreviated (unless there is compelling academic reason not to abbreviate). *Wisconsin Lutheran Quarterly* becomes WLQ.
- ❖ Avoid long discursive notes. Include important information in the text. For space considerations, discursive notes may be shortened or eliminated in the editorial process. Writers are encouraged to combine documentation when possible. For example, several references to the same source in one paragraph should be combined.
- ❖ Avoid the use of "f." and "ff." The page reference "82f." is correctly "82-83"; be precise in citing page numbers.
- ❖ Do not use "p." and "pp." – unless clarity requires.
- ❖ Avoid the common confusion between "cf." and "see" in notes. "Cf." is confer, which means "compare." So, for example, when the American edition of Luther's works is referred to along with the Weimar edition, "cf." would only be used if there is some significant discrepancy between WA and AE (see Turabian 2.26).

ABBREVIATIONS

Books of the Bible

Use abbreviations when citing the Bible in a parenthetical documentation. Use the full title of a particular book in the text itself.

Old Testament:

Gen	2 Chr	Dan
Exod	Ezra	Hos
Lev	Neh	Joel
Num	Esth	Amos
Deut	Job	Obad
Josh	Ps/Pss	Jonah
Judg	Prov	Mic
Ruth	Eccl (or Qoh)	Nah
1 Sam	Song (or Cant)	Hab
2 Sam	Isa	Zeph
1 Kgs	Jer	Hag
2 Kgs	Lam	Zech
1 Chr	Ezek	Mal

New Testament:

Matt	Eph	Heb
Mark	Phil	Jas
Luke	Col	1 Pet
John	1 Thess	2 Pet
Acts	2 Thess	1 John
Rom	1 Tim	2 John
1 Cor	2 Tim	3 John
2 Cor	Titus	Jude
Gal	Phlm	Rev

Bible References:

Parenthetical (Matt 12:13) or in text, spelled out as Matthew 12:13

(Matt 12:13, 14)

(Matt 12:13-16; 18:12-14)

(Matt 12:13-16; Mark 10:9-11)

Do not subdivide verse references: (Matt 12:13, *not* Matt 12:13a)

Bible Translations:

When it is necessary to indicate a particular translation of the Bible, the following abbreviations may be used:

AAT – An American Translation (Beck)

ESV – English Standard Version

KJV – King James Version

NASB – New American Standard Bible

NEB – New English Bible

NET – New Evangelical Translation

NIV – New International Version

NKJV – New King James Version

RSV – Revised Standard Version

References to the Book of Concord:

The Book of Concord may be referred to in the Concordia Triglotta (*Triglotta*), the Tappert edition (Tappert), the Kolb-Wengert edition (Kolb-Wengert), or the Göttingen edition (*BSLK*). Be clear and specific in your references.

Documentation should include the specific confessional writing and the paragraph number. The particular edition of *BSLK* does not usually need citing. Cite a particular edition of *BSLK* only if you know there are differences with another edition (which will *probably* only be true of the critical apparatus) – in which case you will also probably want to cite the changes.

As with books of the Bible, use the full name or standard form of the confessional writing being referred to in the text; use the proper abbreviation in parenthetical documentation.

References to the Book of Concord should be made in text, not in footnotes/endnotes.

AC	Augsburg Confession
Ap	Apology of the Augsburg Confession
Ep	Epitome of the Formula of Concord
FC	Formula of Concord
LC	Large Catechism
SA	Smalcald Articles
SC	Small Catechism
SD	Solid Declaration
Tr	Treatise on the Power and Primacy of the Pope
RN	Rule and Norm of the Formula of Concord

If an article has numerous references to the Formula of Concord, Ep, SD and RN may stand alone. Otherwise, FC Ep, FC SD, FC RN.

Examples:

SA III, III, 2 = Smalcald Articles, Part 3, Article 3, paragraph 2

AC IV, 3 = Augsburg Confession, Article 4, paragraph 3

Hymnals:

The following abbreviations may be used to refer to hymnals (note the use of italics):

Christian Worship: A Lutheran Hymnal (CW)

Evangelical Lutheran Hymnary (ELH)

Evangelical Lutheran Worship (ELW)

The Lutheran Hymnal (TLH)

Lutheran Book of Worship (LBW)

Lutheran Service Book (LSB)

Lutheran Worship (LW)

Service Book and Hymnal (SBH)

Dates; Months of the year:

LOGIA notes dates in international format: day, month, year (no commas): 25 June 1530. Use this format wherever dates are included.

Use the full name of months, days in text references; use abbreviations only in parentheses:

Jan.	July	Mon.	Fri.
Feb.	Aug.	Tues.	Sat.
Mar.	Sept.	Wed.	Sun.
Apr.	Oct.	Thurs.	
May	Nov.		
June	Dec.		

States, Canadian provinces

Use USPO two-letter abbreviations (e.g., CA, AK, AB, etc.) or other abbreviations listed below where appropriate, such as in publication data; abbreviations should not be used in running text (that is, the articles themselves or About the Author sections) because of our worldwide audience.

AL or Ala.	KS or Kans.	NY or N.Y.	WI or Wis.
AK or Alaska	KY or Ky.	NC or N.C.	WY or Wyo.
AZ or Ariz.	LA or La.	ND or N.Dak.	
AR or Ark.	ME or Maine	OH or Ohio	AB (Alberta)
CA or Calif.	MD or Md.	OK or Okla.	BC (British Columbia)
CO or Colo.	MA or Mass.	PA or Pa.	MB (Manitoba)
CT or Conn.	MI or Mich.	PR or P.R.	NB (New Brunswick)
DE or Del.	MN or Minn.	RI or R.I.	NF (Newfoundland)
DC or D.C.	MS or Miss.	SC or S.C.	NS (Nova Scotia)
FL or Fla.	MO or Mo.	SD or S.Dak.	NT (Nunavut)
GA or Ga.	MT or Mont.	TN or Tenn.	ON (Ontario)
HI or Hawaii	NE or Nebr.	TX or Tex.	PE (Prince Edward Is.)
ID or Idaho	NV or Nev.	UT or Utah	QC (Quebec)
IL or Ill.	NH or N.H.	VT or Vt.	SK (Saskatchewan)
IN or Ind.	NJ or N.J.	VA or Va.	YT (Yukon Territory)
IA or Iowa	NM or N. Mex.	WA or Wash.	

PUNCTUATION

LOGIA uses standard rules of punctuation (see *Modern American Usage*). Commas should be kept to a minimum.

Ellipses are *usually* not needed at the beginning or end of a quotation (quotation marks imply ellipses; ellipses are only needed in cases where omission produces an ungrammatical sentence).

GRAMMAR

- Do not confuse “which” for “that” (see Turabian, 51; Strunk & White, 59): The lawn mower *that* is broken is in the garage (tells which one). The lawn mower, *which* is broken, is in the garage (adds a fact about the only mower in question).
- Avoid “split infinitives.” However, since grammarians are themselves split – infinitely – on the value of this rule, see Bill Bryson, *The Mother Tongue* (New York: William Morrow and Company, 1990), 14344. There are some cases where the split infinitive would be permissible, especially where a split infinitive would improve clarity or flow of the sentence.
- Be sure that conditional sentences are constructed with verbs of the correct mood.

STYLE

- Try to divide sentences that are too long. Avoid the use of too many coordinating conjunctions.
- Write in the active voice.
- Avoid the use of the first person, especially the so-called “editorial we.”
- Vary sentence construction. Avoid starting sentences with the same word like “the” or “avoid.”
- Do not use the ampersand (“&”) except in quotations, or in publishers’ names. However, be consistent throughout the notes so that you always choose either “Houghton and Mifflin” or “Houghton & Mifflin.”
- Do not capitalize whole words, except the tetragrammaton (YHWH).
- Avoid incomplete sentences.
- Use italics in English language text sparingly. Avoid using quotation marks to set off jargon or slang.
- Avoid abbreviations except personal titles, Mr., “Mr.,” “Mrs.,” “Pr.,” and so forth, except in parentheses or notes.
- Use an acronym only after explicitly defining its meaning. Evangelical Lutheran Church in America (ELCA). (Note: Lutheran Church – Missouri Synod, but LCMS [no dash].)
- Be consistent in the use of tenses. Generally, the past tense is used to refer to historical events and persons, including writers of published materials. The present tense is used to present arguments, interact with opinions and view points, and cite extant texts.
- Avoid one sentence paragraphs.
- Avoid clichés, archaisms, and neologisms.
- Avoid the use of *Ibid.*

CAPITALIZATION: *For further help, see the Society on Biblical Literature (SBL) Handbook of Style, Appendix A.*

A.D.

Abrahamic covenant

absolution, but Holy Absolution

age division (noun); age-division (adjective)

A.M.

apostles, the apostle Paul, the great apostle; but: Apostle to the Gentiles

apostolic

ark of the covenant

articles of faith, (the)

ascension, the

baptism, but Holy Baptism

B.C.

Beatitude (one of the Beatitudes)

Bible, the

biblical, biblical revelation

board of trustees, the board

Board for Higher Education, as title of organization

Book of Exodus, ...of Psalms, ...of Revelation

books of the Law (Pentateuch, Torah)

children of Israel

Christ

Christ child
 Christology, but christological
 church (the *una sancta*); Church (proper names, such as congregational or denominational names). For example: "He is a member of Wrath of God Lutheran Church. That church has an effective ministry in the community. The Christian church has proclaimed the gospel in all generations. The Word of God has been preached not only in Lutheran churches, but in all truly Christian churches of the world."
 Do not use "Catholic" for Roman Catholic
 church committee
 church council, church leader training, church member training
 City of David
 city of Nashville
 city wide
 Commandments (ref. to the Ten Commandments); the First Commandment, the Second Commandment (but: first commandment when referring to Jesus' love commandment); the first four Commandments
 Commission, the (ref. to a specific Commission, such as the Commission on Theology and Church Relations)
 committee; Committee (only when used in a title or in place of the title of a permanent committee, e.g., the Executive Committee)
 communion, but Holy Communion
 conference, as a Bible conference; but: Bible Conference (referring to a specific one)
 Confessions, when referring to the Lutheran Confessional writings; but confessional, as an adjective
 crucifixion, the
 day of judgment
 Day of the Lord
 Decalogue, the
 degrees, academic. Abbreviations should be set with periods but no spaces. For example: B.S. or B.Mus.
 Deity, the
 deity of Christ
 devil, the devil, tempter (never capitalize); compare Satan (always capitalize)
 divine service (no caps unless used as the title of a liturgical service).
 East, the (geographical area; Wise Men from the East)
e.g. (abbreviation for *exemplum gratia* meaning "for example"). Some readers do not understand this abbreviation. Instead of *e.g.*, please write out "for example."
 end time
 ensure (make sure, certain, or safe; closely akin to guarantee); compare insure which is used primarily with insurance
 Epistles, the (the whole group in the New Testament); also, the First Epistle of John; the Epistle of Paul to the Romans; General Epistles; Pauline Epistles; but: this epistle etc., use "and so forth" in text (see Turabian 2.26)
 Eucharist, eucharistic
 Executive Secretary of the CTCR
 Exile, the (referring to the captivity of the Jews in Babylon); post-Exilic writings
 Exodus, the (referring to the going out of the Israelites from Egypt)
 Far East, Far Eastern lands
 Feast of the Passover, of Tabernacles, etc.; but: Passover feast, Passover supper
 First Commandment (of Ten Commandments); but: first commandment (ref. to Jesus' love

commandment)
 Forerunner (when used as a title for John the Baptizer)
 for example (spell out in body of text; use the abbreviation *e.g.* only in parentheses, and notes)
 four- and five-year-old children (hyphenate the adjective)
 Gentile (noun and adjective)
 gnosticism; gnostic (adjective); but: Gnostic, Gnostics (noun)
 God's Word, only when referring to Jesus
 Golden Rule
 gospel (good news)
 Gospel, the (referring to one of the four Gospels by name or to the liturgical reading)
 hades
 heaven
 hell
 he/him (use lower case in references to God; *LOGIA* does not capitalize divine pronouns)
 Holy Baptism, Holy Absolution, Holy Communion
 holy of holies
 Holy Land
 Holy Spirit; the Spirit when referring to the Holy Spirit
 Holy Week
i.e. (*id est*, abbreviation meaning "that is"). Some readers do not understand this abbreviation. Instead of using *i.e.*, please write out, "that is."
 intertestamental period
 Jesus' - possessive (the only other cases would be Moses' and those outlined in Turabian 3.7-3.10)
 Jordan River; but Jordan valley
 judgment day
 king, the or a (any general use)
 King (preceding name, as, King David; but: David, king of Israel)
 kingdom of heaven, of God
 Law, the; capitalize only when referring to one or more of the first five books of the Bible.
 For example: Deuteronomy is part of the Old Testament called the Law. It contains many of the statutes of the Mosaic law.
 Letter of James, Paul's Letter to the Romans (cf. Epistles); but: this letter
 Lord's Prayer
 Lord's Supper; but: Lord's table
 Major Prophets (division of Old Testament, certain books) but, major prophet
 Messiah, the (referring to Jesus); *Messiah* (referring to Handel's oratorio; there is no definite article in the title)
 Mount of Olives; but, mount of transfiguration
 Mr. and Mrs. (never &)
 Near East
 New Covenant (when referring to New Testament)
 New Testament, not N.T.
 Northern Kingdom (Israel)
 Paradise (ref. to heaven); otherwise: paradise
 passion (ref. to Christ's passion)
 Passover supper, the; Passover meal
 pastoral ministry
 Promised Land (Canaan)

Prophets (when ref. to the section of books in the Bible); but, prophets, the prophet Isaiah
 psalmist
 Psalm 2; but, a praise psalm, Psalms or the Psalms (when referring to the entire book);
 psalms (when referring to several psalms)
 Reformation, the
 resurrection, the (when referring to Christ's and others')
 Revelation (last book of the Bible); but: biblical revelation
 sacrament of the altar
 sacrament (the)
 Scriptures, the; but scriptural
 second coming of Christ; the second coming (meaning same)
 Septuagint (LXX may be used in technical context)
 Southern Kingdom (Judah)
 Spirit (only when referring to the Holy Spirit)
 star of Bethlehem
 Synod, only when a part of a name
 Synoptic Gospels
 tabernacle, the
 Ten Commandments (First, Second, etc.)
 ten tribes
 throne of grace
 Torah
 Tower of Babel
 transfiguration, the
 Twelve, the (referring to Jesus' apostles); twelve apostles; twelve tribes
 upper room
 virgin birth, the
 Virgin Mary, the
 Vulgate (always spell out)
 West, the; western (adjective, when referring to a geographical portion of some country or
 area); Western (adjective, when referring to the Western world/culture, in contrast to the
 Eastern world/culture)
 Wisdom Literature
 Wise Men, (Magi from the East who visited Jesus); but: shepherds
 word of God (lowercase when referring to the Scriptures or gospel) but Word of God
 (capitalized only when referring to the *Logos*)