

## STYLE GUIDE

### **General**

Please send your paper in **.doc** format.

Alongside your paper, please submit a biographical note of no more than a 100 words on your professional status and achievements (including relevant publications, etc.) as well as institutional affiliation.

Please also insert an abstract of 150 words below your title.

We kindly ask you to carefully observe **the formal requirements** listed below. They are as simple and concise as possible, but their observation will greatly facilitate the work of the editor(s).

### **On formatting and submitting your manuscript:**

Begin the name of your file with your own last name (or full name).

Font type: Times New Roman 12

Spacing: 1,5

Alignment: justified

No other special formatting is required.

- To indicate the beginning of new paragraphs, please use indentations (4,5 mm).
- Your paper should have only one level of headings. We do not recommend the use of a numbering scheme for your headings.
- Set off long quotations (block quotes) – 5 lines or more – by indenting from the left margin only.

### **Spelling, punctuation and typing rules:**

Please set the US spell check in Microsoft Word before submitting your manuscript.

Please use quotation marks for direct quotations, and single quotation marks for quotations within quotations.

Example: In 1904 Joyce wrote, “I have just finished ‘After the Race,’ and sent it on to the *Irish Homestead*.”

For inclusive dates and numbers as in “1998–2010,” use the longer en-dash instead of the hyphen.

Do not use abbreviations for inclusive dates and numbers (correct example: 188–195).

## **Citing sources**

The rules below follow the “notes and bibliography” system. Accordingly, footnotes should be included in your paper.

The first note for each source should include *all* relevant bibliographical information about the source (author’s full name, source title, and facts of publication). If you cite the same source again, the note needs to include only the surname of the author, a shortened form of the title (if more than four words), and page number(s).

Place a Works Cited section / Bibliography at the end of your text with all the sources cited. All entries in the bibliography will include the author (or editor, compiler, translator), title, and publication information. Arrange the entries alphabetically by the author’s last name.

Here is a list of examples for:

1. First notes with full bibliographical information
2. Shortened versions of citations to the same source
3. Corresponding bibliographical entry.

### **I. General model**

1. Firstname Lastname, *Title of Book*, Place of publication, Publisher, Year of publication, page number.
- 2 a Lastname, *Abbreviated Title*, page number.
- 2 b (in case the previous footnote refers to the same source) Ibid., page number.
3. LASTNAME Firstname, *Title of Book*, Place of publication, Publisher, Year of publication.

### **EXAMPLES:**

#### **Book by one author**

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals*, New York, Penguin, 2006, 99–100.
2. Pollan, *Omnivore’s Dilemma*, 3.
3. POLLAN, Michael, *The Omnivore’s Dilemma: A Natural History of Four Meals*, New York, Penguin, 2006.

#### **Book by two or more authors**

1. Geoffrey C. Ward – Ken Burns, *The War: An Intimate History, 1941–1945*, New York, Knopf, 2007, 52.
2. Ward – Burns, *War*, 59–61.
3. WARD, Geoffrey C. – BURNS, Ken, *The War: An Intimate History, 1941–1945*, New York, Knopf, 2007.

#### **Editor, translator, or compiler in addition to author**

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman, London, Cape, 1988, 242–55.
2. García Márquez, *Cholera*, 33.
3. MÁRQUEZ, Gabriel García, *Love in the Time of Cholera*, trans. Edith Grossman, London, Cape, 1988.

### **Translator as author**

1. Richmond Lattimore (trans.), *The Iliad of Homer*, Chicago, University of Chicago Press, 1951, 91–92.
2. Lattimore, *The Iliad*, 91–92.
3. LATTIMORE, Richmond (trans.), *The Iliad of Homer*, Chicago, University of Chicago Press, 1951.

### **Editor as author**

1. Sepsi, Enikő (ed.), *Studia Caroliensia, 2011 Yearbook of the Károli Gáspár University of the Reformed Church in Hungary, Europe*, Budapest, L'Harmattan, 2012, 9.
2. Sepsi, *Studia Caroliensia 2011*, 14–17.
3. Sepsi, Enikő (ed.), *Studia Caroliensia, 2011 Yearbook of the Károli Gáspár University of the Reformed Church in Hungary, Europe*, Budapest, L'Harmattan, 2012

### **Article, chapter, essay etc. in an Edited Collection**

1. Anthony C. Thisleton, Authority and Hermeneutics: Some Proposals for a More Creative Agenda, in E. Satterthwaite – D.F. Wright (ed.), *A Pathway into the Holy Scripture*, Grand Rapids–Michigan, W.B. Eerdmans, 1994, 117.
2. Thisleton, Authority, 117.
3. THISLETON, Anthony C., Authority and Hermeneutics: Some Proposals for a More Creative Agenda, in E. Satterthwaite – D.F. Wright (ed.), *A Pathway into the Holy Scripture*, Grand Rapids–Michigan, W.B. Eerdmans, 1994, 113–125.

### **Multivolume works:**

1. Don B. Wilmeth (ed.), *The Cambridge History of American Theatre*, Vol. 1, Cambridge, Cambridge University Press, 1998, 4.
2. Wilmeth, *The Cambridge History*, 13.
3. WILMETH, Don B. (ed.), *The Cambridge History of American Theatre*, 3 vols., Cambridge, Cambridge University Press, 1998.

### **Journal articles**

1. Joshua I. Weinstein, The Market in Plato's *Republic*, *Classical Philology* 104 (2009), 440.
2. Weinstein, Plato's *Republic*, 452–53.
3. WEINSTEIN, Joshua I., The Market in Plato's *Republic*, *Classical Philology* 104 (2009), 436–445.

### **Newspaper articles**

1. Váradi, Ferenc, Hiteles példákra vágyva, *Reformátusok Lapja*, Vol. 57, No. 35, 1<sup>st</sup> September, 2013, 9.
2. Váradi, Hiteles példákra vágyva, 9.
3. VÁRADI, Ferenc, Hiteles példákra vágyva, *Reformátusok Lapja*, Vol. 57, No. 35, 1<sup>st</sup> September, 2013, 9.

### **Electronic books**

1. Grant Ian Thrall, *Land Use and Urban Form*, New York, Methuen, 1987, <http://rri.wvu.edu/wp-content/uploads/2012/12/Land-Use-and-Urban-Form1.pdf>, accessed 22 September 2015.
2. Thrall, *Land Use*, n.p.n.
3. THRALL, Grant Ian, *Land Use and Urban Form*, New York, Methuen, 1987, <http://rri.wvu.edu/wp-content/uploads/2012/12/Land-Use-and-Urban-Form1.pdf>, accessed 22 September 2015.

### **Online Periodicals (Journal, Magazine, and Newspaper Articles)**

1. Henry E. Bent, Professionalization of the Ph.D. Degree, *College Composition and Communication* 58 (2007), 141, <http://www.jstor.org/stable/1978286>, accessed 5 December 2008.
2. Bent, Professionalization, 89.
3. BENT, Henry E., Professionalization of the Ph.D. Degree, *College Composition and Communication* 58 (2007), 141, <http://www.jstor.org/stable/1978286>, accessed 5 December 2008.

## **II. Citing the Bible**

Please use the traditional abbreviations for books and editions of the Bible:

Amos, 1Chron, 2Chron, Dan, Deut, Eccles, Esther, Exod, Ezek, Ezra, Genesis, Hab, Hag, Hosea, Isa, Jer, Job, Joel, Jon, Josh, Judg, 1Kings, 2Kings, Lam, Lev, Mal, Mic, Nah, Neh, Num, Obad, Prov, Ps, Ruth, 1Sam, 2Sam, Song of Sol, Zech, Zeph.

Acts, Apoc, Col, 1Cor, 2Cor, Eph, Gal, Heb, James, Jn, 1Jn, 2Jn, 3Jn, Jude, Lk, Mk, Mt, 1 Pt, 2Pt, Phlm, Phil, Rv, Rom, 1Thes, 2Thes, 1Tm, 2Tm, Ti.

For the indication of chapters and verses please follow the use of periods, colons, and spaces as indicated in the examples below:

Thess. 4:11, 5:2–5, 5:14.

Heb. 13:8, 13:12.

Gen. 25:19–36:43.

For biblical references please use parenthetical notes, but do not abbreviate books and chapters within running text.

Examples:

When we look at John 4 within the literary context of the section *Cana to Cana* (chs. 2–4), the Samaritan woman is clearly contrasted with Nicodemus (Jn 3,1–15), who is confused by Jesus' self-revelation and disappears into the shadows.

## **III. Abstract (optional for Edited Collections)**

The abstract offers a summary of primary theses in 10–15 lines. It should be inserted before the main text, under the title and the name of the author. Font type: Times New Roman 12. Spacing: 1,5. Type: Italics.