



## **Author Information and Stylesheet**

### **General Information**

1. *Concilium*, an international theological journal, founded in the spirit of the Second Vatican Council, aims to publish high-quality articles that are accessible to a broad range of readers while also maintaining a cutting-edge awareness of the issues. We want to reach our readers between the faithful and all persons of good will, leaders and members of churches and of social movements, and persons in institutions dedicated to or interested in theology.

Each issue consists of a theme section for which a proposal is published, and a Theological Forum that includes short contributions on topics of current interest.

We encourage authors to think of themselves as “public intellectuals” in their given field. That is, articles are to have a distinct point of view, to be aware of the state of research, and to present an issue in an accessible way to interested lay and professional readers. Please limit footnotes (explanatory or bibliographical) to about ten to twelve. Authors are encouraged to read articles on related themes in previous issues of *Concilium*.

2. *Concilium* accepts only previously unpublished contributions in the following languages: English, French, German, Dutch, Italian, Portuguese and Spanish. All articles will be translated for publication in the different language editions of *Concilium*. Authors are encouraged to write in their mother-tongue in order to facilitate translation.

3. Authors are asked to respect the word limit set by the editors (normally 3500 words for an article in the theme section, and 1000-1500 for a contribution to the Theological Forum). Authors are requested to meet their deadlines promptly to allow time for translation. If an author does not send their article according to schedule, the article will not be published in the issue for which it was originally written, but may eventually be considered for a future issue.

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5. Authors will receive a printed and, if available, a digital copy of the issue in the language of their choice, and have a right to receive their article in any other language. Please indicate your preferences when you submit your article. If you would like to obtain an issue in other languages, please contact the managing secretary.

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# Stylesheet

Note: These guidelines are binding for all authors, no matter in which language they submit their articles. Adjustments may be made to translate abbreviations such as “ed.” into the respective language (e.g. “Hg.” for authors writing in German).

## Submission

Each submission has to include (in this order):

- \* Title
- \* Full name(s) of the author(s)
- \* Abstract (max. 100 words)
- \* Biographical note (max. 50 words)
- \* Address (this will be published; if your shipping address for the author copy is different, please provide both and specify)
- \* Email address (this will be published; if you’d like a different address for communication with *Concilium*, please indicate this)
- \* Text (formatted according to the stylesheet)

## General Formatting Guidelines

Texts should be formatted single-space, justified, 12pt Times New Roman. For reasons of compatibility, they should be saved as \*.doc files (not \*.docx).

Please do not use any automatic formatting of headings, spaces before or after text, or indents (apart from block quotes).

The main title and section titles should be bold and sections should be numbered using the decimal system (1.1, 1.2). Please do not use more than two levels of division.

Please use italics only for foreign words and the titles of independent works (books, films) in the text. You may use double quotation marks as scare quotes if you want to emphasize a word, but please do so sparingly.

Please use inclusive language, following the conventions of the language in which you write.

Please distinguish between hyphen (- to separate parts of a word) and dash (– to separate parts of a sentence and between numbers).

Bible: Use the full name of a book from the Bible if it is mentioned in the text, but abbreviations if referenced in parentheses, e.g. “(Deut 1:2; 1 Kgs 3:2; 4:7)”. Do not place references to the Bible in footnotes unless you add further comments.

### **Quotations and References**

Direct quotations should be placed in double quotation marks, with punctuation always inside the quotation marks. Use single quotation marks for a quotation within a quotation.

Quotations that are longer than 40 words are formatted as block quotes, placed in double quotation marks and indented 1 cm from the left.

Any additions to or omissions from a quote have to be marked by square brackets, e.g. “[...]”.

All bibliographical information is included in the footnotes that follow direct or indirect quotations. Please use automatically generated footnotes or endnotes with Arabic numerals. Do not use an automated reference system but follow the guidelines in this stylesheet for the format of bibliographical references. In general, include as much information as you can in order to facilitate finding the source.

For repeated references to the same text, use a short form (Last name, Short Title, page).

Please do not use “ibid.”, “f.” or “ff.”.

### Monographs

First Name Surname, Title: Subtitle, translated from X by Y, edition, Place of publication: Publisher, year of publication, page.

for example:

Gustavo Gutiérrez, A Theology of Liberation: History, Politics and Salvation, translated from Spanish and edited by Sister Caridad Inda and John Eagleson, 15th revised edition with a new introduction by the author, Maryknoll: Orbis, 1988, 7–8.

### Chapter in edited volume

First Name Surname, “Chapter Title: Subtitle,” in First Name Surname/First Name Surname (eds.), Title: Subtitle, Place of publication: Publisher, year of publication, page range of chapter, here precise page from which quotation is taken.

for example:

Stefano De Fiores, “Maria in der Geschichte der Theologie und Frömmigkeit,” in Wolfgang Beinert/Heinrich Petri (eds.), Handbuch der Marienkunde: Volume 1: Theologische Grundlegung – Geistliches Leben, 2nd revised edition, Regensburg: Pustet, 1996, 99–266, here 259.

### Journal article

First Name Surname, "Article Title: Subtitle," Journal Title volume.issue (year), page range of article, here precise page from which quotation is taken.

If a doi (digital object identifier) is needed, please add after a comma at the end.

for example:

Julia Kristeva, "Stabat Mater," *Poetics Today* 6.1/2 (1985), 133–152, here 134.

### Website

Please include as much information as possible for digital sources.

First Name Surname or Name of Webpage, "Title: Subtitle," Name of Webpage, date of publication or last update [if available], at URL [access date].

Adapt this sample based on the information available, but always include the name of the webpage, URL and access date.

for example:

Ross Douthat, "Is the Religious Right Privileged?," *The New York Times*, 18 June 2019, at <https://www.nytimes.com/2019/06/18/opinion/religion-race-liberalism.html> [26 June 2019].