



## INSTRUCTIONS TO CONTRIBUTORS

*Colloquium* is an English-language journal and publishes in all areas of theology.

**Prospective contributors are asked to pay close attention to the following instructions.**

**Word length:** Articles should be around 5000 words in length not including footnotes.

**Abstract and key words:** Please provide an abstract of 150–200 words, plus 3-6 keywords.

**Peer review:** Articles are reviewed anonymously. Please remove any identifying data from your manuscript, including from the electronic document properties.

**Margins:** Manuscripts should be formatted for A4 paper with 2.54 cm margins top and bottom and 3.17 cm margins right and left.

### Formatting

- The main body of all manuscripts should be 1.5 spaced in Times New Roman 12 point font, left justified only.
- The first paragraph in an article and the first paragraph under a heading should not be indented. Subsequent new paragraphs should be indicated by an indent of one tab stroke (at 1.27cm) rather than by a line gap.
- Authors are encouraged to use headings. These should be left justified in bold with a line space above and below the heading, also in Times New Roman 12 point font.
- Double quotation marks should be used. These should be placed outside full stops and commas but inside question marks, colons and semi-colons. Where quotations occur within a quotation these should be indicated by single quotation marks.

**Footnotes** (rather than endnotes) should be used.

- Footnotes should be kept to a minimum and not be used for discussion, or extensive citation.
- Footnotes should be single spaced in Times New Roman 10 point font, left justified only.
- The formatting of footnotes should conform to The Chicago Manual of Style, Note/Bibliography Style, most recent edition.
- Full bibliographic details should be given the first time a work is cited. Subsequent citations should give author surname, short title and page number/s. Do not use *ibid.*, *op.cit.*, or similar abbreviations.
- A separate bibliography is not required.
- If using a citation program, for example Endnote or Zotero, field codes should be removed prior to submission of the article.

**Bibliography:** Full publication details should appear in the footnotes. No bibliography is required.

**Page numbers:** Do not use p. or pp. just the numbers themselves, separated by an en-dash. Do not use f. or ff. but give the full page range being cited. Omit a specified number of digits in the closing number in a range where appropriate, e.g. 35–38, 200–252, 309–56, 101–2, 294–307.

**Quotations:** Quotations of five or more lines should be set off from the rest of the text in a block quotation without use of quotation marks. The block quotation should be indented on the left hand side only at 1.57cm.

**Biblical texts:** Authors using biblical and other ancient texts should reference them in conformity to The SBL Handbook of Style.

**Spelling** should conform to Australian and New Zealand conventions.

**Capitalisation:** The Chicago Manual of Style and The SBL Handbook of Style should be consulted over capitalisation. However, note two general principles and a couple of exceptions. First, that where religious terms are being used in the generic sense they should not be capitalised (e.g. “the four gospels” but “the Gospel of John”). Secondly, adjectives are less likely to be capitalised than nouns (e.g. “biblical” but “Bible”, “christological” but “Christology”). The exceptions to SBL are that theological terms and other such proper nouns should follow tradition and be capitalised. e.g. Kingdom of God, the Church (when universal), Garden of Eden.

**Possessives:** Please follow the Chicago Manual, except in the case of the tradition with biblical and classical names of omitting the second s after the apostrophe is the name ends in s, e.g. Jesus’ or Moses’.

**Greek and Hebrew fonts:** Authors may use Greek and Hebrew fonts or transliteration.

- Use Greek and Hebrew fonts where articles are referring to primary texts in the primary languages. Since *Colloquium* is an interdisciplinary journal, an English translation should appear in brackets or a footnote where this would assist with comprehension.
- For articles of a more general nature, general-purpose transliteration conventions may be used for biblical and other ancient languages, as described in The SBL Handbook of Style.
- For Greek please use the SBL unicode font.
- For Hebrew please do not use the SBL unicode font; use SPTiberian or a transliteration.

**Inclusive language:** Writing should be free of gender bias. When other writers are quoted, however, attention should not be drawn to the bias of the quoted writer.

**Languages other than English:** Where reference is made to a language other than English with which most readers may be expected to be unfamiliar, an English translation should be provided in brackets or a glossary of key terms provided at the end of the article.

**Plagiarism:** By submitting to *Colloquium*, authors warrant that their articles are their own work in which all direct quotations are properly formatted and referenced, and all reference to and dependence on the work of other scholars is acknowledged through proper referencing.

**Copyright:** Contributors are also asked to note the following concerning copyright of material that is submitted to *Colloquium*:

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