

## INSTRUCTIONS TO AUTHORS

1. Manuscripts can be submitted in Afrikaans, English, Dutch or German, and should preferably not exceed 7 000 words.
2. Manuscripts may be submitted to the editor by ordinary post or by e-mail.
3. All contributions are reviewed on academic grounds. Authors are invited to submit the names and addresses of up to four persons as referees. Refereeing is always anonymous.
4. Manuscripts are considered for publication provided that the editor reserves the right to make such alterations as he sees fit to accommodate the style and presentation to the editorial policy. Should extensive changes be necessary, the manuscript will be returned to the author for correction or approval.
5. Manuscripts are to be submitted in the first instance ready for the press: finally edited, stylistically polished and carefully proofread.
6. Titles should be as short and concise as possible.
7. Articles should preferably be divided into subsections with suitable headings. Headings and subheadings should be indicated by means of Arabic figures, for example 3 being followed by 3.1, 3.1.1 and 3.1.1.1 (at most).
8. All articles must be provided with an edited abstract (a summary in English) not exceeding 150 words. An Afrikaans summary is optional.
9. Three to four key words in both English and Afrikaans should be provided at the end of the article. These should accurately render the discipline in which the article is written as well as the specific contribution of the article.
10. Abbreviations and acronyms should be avoided. Acronyms in current use, for example USA, are acceptable. Abbreviations can be used in footnotes and between parentheses.
11. Italics (not bold) may only be used to indicate emphasis, a word or expression from another language, or the title of a book.

12. Quotes shorter than 20 words are placed in quotation marks as part of the text. Quotes exceeding 20 words form a separate paragraph indented without quotation marks.

13. References in the text should preferably be in the Harvard style, mentioning only the author's name as follows: (Young 2004:231) or Young (2004:231) alleges that ...

Note: No comma after the author's surname.

No space after the colon.

References to works by Classical or Middle Ages authors should mention the name of the author, the Latin/Greek title of the work (*italics*), and the reference to the book, chapter, paragraph or sentence (in Arabic figures with full stops), for example:

Vergilius (*Aeneis* 12.601) or Cicero (*de Officiis* 1.13.2).

14. Quotations and references in footnotes are similar to quotations and references in the text (See 12 and 13).

15. Bibliographical details are provided in the literature list and not in footnotes. A complete bibliography in the Harvard style must be provided, giving all relevant details. All sources must be listed alphabetically by authors' surnames. Only works referred to in the text should be listed in the bibliography. The following is a guideline:

*Articles:*

VAN JAARSVELD F J & JANSE VAN RENSBURG J

2002. Godskonsepte tydens pastorale gespreksvoering. *AcTh* 22(2):179-197.

Note: No comma after the surname.

No full stops after the initials.

Use capital letters in the title only where absolutely necessary.

Only title of journal is in *italics*.

No spaces between issue number, colon and page numbers.

You are welcome to use abbreviations for journals, but should you suspect that the reader will not know which journal is referred to, you may write the title out in full.

## Instructions to authors

### *Books:*

VOS J S

2002. *Die Kunst der Argumentation bei Paulus. Studien zur antiken Rhetorik*. Tübingen: Mohr Siebeck. WUNT 149.

SCHWÖBEL C (ED.)

1995. *Trinitarian Theology today*. Edinburgh: T&T Clark.

Note: No comma after surname.

No full stops after initials.

Use capital letters in the title only where absolutely necessary.

Only title of book is in italics.

No space before colon after place of publication.

The series in which the book appears is mentioned at the end and not placed in brackets.

### *Articles in books with an editor:*

ACHTEMEIER P

1997. Finding the way to Paul's theology. In: J.M. Bassler (ed.), *Pauline theology. Vol 1. Thessalonians, Philippians, Galatians, Philemon* (Minneapolis: Fortress, SBLSS 4), pp. 3-21.

Note: The reference is similar to the one for an ordinary book, except that "In:" is added, the editor(s) is/are named and the reference to the place of publication, publisher and series is placed in brackets so that the reference to the page numbers reads more easily. Furthermore, pp. is used.

### *Newspaper reports:*

*When the author is not mentioned:*

DIE KERKBODE

2001. Aborsie nie aanvaarbaar. 15 June, p. 23.

*When the author is mentioned:*

SMIT M

2002. Die pad voretoe. *Die Volksblad* 23 July, p. 2.

*When the person concerned is mentioned:*

ASMAL K

2003. Nuwe onderwysbedeling. *Die Volksblad* 4 December, p. 9.

*Web pages:*

*Web page (author and date of publication mentioned)*

LE ROUX K

2002. *Teologie in 'n nuwe eeu*. [Online.] Retrieved from: <http://www.kerk.org.za/bib/dokumente/3.html> [2003, 5 January].

*Web page (no author)*

*Teologie in 'n nuwe eeu*. 1989. [Online.] Retrieved from: <http://www.kerk.org.za/bib/dokumente/3.html> [2003, 5 January].

*Web page (author; no date of publication)*

LE ROUX K

[s.a.] *Teologie in 'n nuwe eeu*. [Online.] Retrieved from: <http://www.kerk.org.za/bib/dokumente/3/html> [2003, 5 January].

16. The author of an article receives 10 reprints of his/her article as well as one free copy of the specific issue of the journal.

17. As *Acta Theologica* is an accredited journal, a page fee of R60 per page is levied. Such fees may be recouped from earnings on research publications. Authors do not bear the costs of articles, but receive accounts for submission to the management of the university or other institution where the author is employed.