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 phases. 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: aaron.moldenhauer@cuw.edu
Send hard copy material to: Rev. Aaron Moldenhauer, Concordia University Wisconsin, School of Arts & Sciences, 12800 N. Lake Shore Dr., Mequon, WI 53097
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.

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 9th 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), (*LW* 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). 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*).

Authors are discouraged from citing Wikipedia. Turabian 8 says, "Beware…of online encyclopedias, such as *Wikipedia,* that rely on anonymous contributions rather than on carefully edited entries written by established researchers…. Never cite it as an authoritative source" (p. 27).

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.

SAMPLE ELECTRONIC REFERENCES

3.   "Privacy Policy," Privacy & Terms, Google, last modified 25 March 2016, http://www.google.com/policies/privacy/.

4.   "History," Columbia University, accessed 1 July 2016, http://www.columbia.edu/content/history/html.

5.   Sharon Jayson, "Is Selfie Culture Making Our Kids Selfish?," *Well* (blog), *New York Times,* 23 June 2016, http://well.blogs.nytimes.com/2016/06/23/is-selfie-culture-making-our-kids-selfish/.

6.   Junot Diaz, "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume," Facebook, 24 February 2016, https://www.facebook.com/junotdiaz.writer/posts/9724955728155454.

7.   Conan O'Brien (@ConanOBrien), "In honor of Earth Day, I'm recycling my tweets," Twitter, 22 April 2015, 11:10 a.m., https://twitter.com/ConanOBrien/status/590940792967016448.

❖ The two most common editions of Luther's works are abbreviated (unless there is a compelling academic reason not to abbreviate): WA, WBr, WTr, and WB for the Weimar. Where line numbers are included, the format is: WA 28:23.7–12; for different parts of a volume, the format is: WA 40, II:24–28.

❖ The American Edition of *Luther's Works* is abbreviated as *LW* (italicized).

❖ 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 *LW* (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 Service Book (LSB)

FREQUENTLY USED ABBREVIATIONS
ANF	*Ante-Nicene Fathers*
BSLK	*Die Bekenntnisschriften der evangelish-lutherischen Kirche*
Kolb-Wengert	Robert Kolb and Timothy J. Wengert, eds., *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Minneapolis: Fortress Press, 2000).
LW	*Luther's Works,* American Edition

NPNF[1]	*Nicene and Post-Nicene Fathers,* Series 1
NPNF[2]	*Nicene and Post-Nicene Fathers,* Series 2
SL	St. Louis Edition of Luther's Works
Tappert	*The Book of Concord: The Confessions of the Evangelical Lutheran Church.* Trans. and ed. Theodore G. Tappert
Triglotta	Concordia Triglotta
WA	*Luthers Werke,* Weimarer Ausgabe [Weimar Edition]

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 Bruswick)
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 of jargon or slang.
- Avoid abbreviations except personal titles, "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.

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

A.D. (A.D. precedes a date, as in, A.D. 1517)
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 Scriptures, Holy Word

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

mass

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

Summa theologica (Latin titles of ancient and medieval books and shorter writings are capitalized not as titles but as English prose)

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

Trinity, but triune God; Trinitarian (as in Trinitarian Controversies)

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 Holy Word and Word of God (capitalized when referring to the *Logos*)