PentecoStudies: An Interdisciplinary Journal for Research on the Pentecostal and Charismatic Movements

Guidelines for Contributors

Updated August 2015

Please follow these guidelines when you first submit your article for consideration by the journal Editor and when you prepare the final version of your article following acceptance for publication.

PentecoStudies is the successor to the online journal first published in 2002 at the Vrije Universiteit, Amsterdam. It is the official journal of the European Research Network on Global Pentecostalism. It is an academic, peer-reviewed journal whose aim is to publish research on global expressions of Pentecostalism defined in its broadest sense. It offers a distinctly interdisciplinary forum welcoming material written from the perspectives of the social sciences, the humanities, religious studies and theology. It is published twice a year in print and online,

In addition to the two regular issues a year, from time to time there will be a Special Issue covering a particular aspect of the subject. Proposals for Special Issues, accompanied by an overall rationale and abstracts of any individual papers which are already planned, should be sent electronically to the General Editor in the first instance.

There is a General Editor responsible for the running of the journal, supported by Assistant Editors and a Book Reviews Editor. They also work with the Associate Editors. These are supported by an international Editorial Board who advises them both on individual articles and on questions of policy. The publisher is Equinox Publishing Ltd, who publishes on behalf of the European Research Network on Global Pentecostalism (GloPent).

Articles may vary in length, but submissions other than those specifically negotiated with the Editor or Assistant Editor should normally be 6,000-8,000 words in length (inclusive of notes and bibliography).

Book Reviews
Book reviewers are approached by the Reviews Editor. Unsolicited reviews will not be considered. Reviews should be between 400 and 1,000 words. Occasionally review articles of 2,000 words will be considered but these will be regarded as an article submission. Please submit a proposal for such a review through the online system in the normal way.

Language of Publication
The language of publication is English. The language of submission is normally, but not necessarily, English as articles submitted in German, French and Spanish can be reviewed.

Permissions
You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) on the Equinox website and for details regarding minimum technical standards for artwork. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations
The journal accepts only original articles which have not been previously published. The Editors will not consider articles which are under consideration by other publishers. It is assumed that once you have submitted an article to *PentecoStudies* it will not be sent to other publishers until the Editors have made a decision about its inclusion.

Agreement to Publish
It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere *in print* only *after* publication without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. Once an article has been accepted for publication, the author must complete the 'Agreement to Publish'form downloadable from the website http://www.equinoxpub.com. Please read the conditions sign the form and return it to: Equinox Publishing Ltd. Office 415, The Workstation, 15 Paternoster Row, Sheffield, S1 2BX, UK.
Any other re-use of the material must be cleared in advance with the Publisher.

Online Submissions
We normally accept only online submissions at:
http://www.equinoxpub.com/journals/index.php/PENT/about/submissions
If you are unable to do this electronically through the Equinox site, contact the Editor.

Online submission is a five-stage process. Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article including an abstract of 100-150 words, (Book Reviews do not require abstracts) and three to six keywords, a short biographical statement of up to 75 words, contact details and appropriate library of congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.
You will be asked to upload your article. Your submission should be in Microsoft Word. Manuscripts should be formatted using single line spacing, with pages numbered

consecutively. For articles containing diacritics, you should upload an original submission file in Word and a PDF as a supplementary file (in a two stage process). We do not accept other programs since diacritics written in other programs may not be received correctly by the Editors and are more likely to be corrupted during the production process.

You may also upload other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal. When you have completed the submission process, the Journal Editor will receive a notification of your submission and you will receive confirmation that the review process has started.

Ensuring a Blind Peer Review

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the

Editorial Board or external referees. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author'for your own personal details and for the actual title of the work cited.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.

3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Decision about Publication

The Editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log on to the submission site to check progress yourself. The decision period is generally between eight and twelve weeks. Their evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted.

You will be able to track the progress of your submission through our online submission system when you log in as an author.

Proofs, Offprints and Copyright

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage. Authors will receive their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one copy of the issue in which their article appears. Please refer to the Agreement to Publish regarding permission for reuse of your article.

Copyright is retained by the Publisher. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

Style Rules

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Diacritical Marks/Romanization, Phonetic Fonts
For phonetic fonts please use SIL Doulos IPA93.
For diacritic marks, wherever possible use a Unicode font such as Gentium, which is available as a free download from:
http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download
As noted above, in articles containing diacritics it is a good idea to submit a PDF as a supplemental file.

Quotations
Quoted matter, if more than four lines, should normally be indented, without quotation marks. Quotations of up to four lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.

Foreign words and phrases
These should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated.

Spelling
-ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.). Contributors may use North American spelling and punctuation.

Headings
Please mark up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.
For further reference, the Chicago Manual of Style is recommended (University of Chicago Press, 1998).

Gender and Language
1. Where a gender-inclusive alternative is possible, it is to be preferred. E.g. "humanity" rather than "man" when referring to both sexes.
2. When personal pronouns are used both sexes should generally be included. E.g. "The Christian has to acknowledge his or her dependence on grace." (If this seems clumsy, use plural Forms: "Christians have to acknowledge their dependence on grace.")

Upper and Lower Case
1. Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc.
2. In the case of the Church, use upper and lower case as follows:

Upper case
> (a) for the whole Church
> (b) for a denomination, e.g., the Church of England

Lower case
> (a) for the building
> (b) for the local church
> (c) as an adjective: church teaching also: churchgoer but High Church

3. In the case of the Scriptures, use upper and lower case as follows:
> (a) Bible and Scripture but biblical and scriptural
> (b) Gospel – when referring to a canonical book
> (c) gospel – when speaking in more general terms
> (d) Kingdom of God but cross, crucifixion, resurrection, etc.

Abbreviations

1. Use of full stops in abbreviations:
When an abbreviation is formed by cutting a word short, a full stop must be used at the end; when an abbreviation is formed by the omission of internal letters, a full stop is not generally used.
Thus: Rel. but Sgt Note: Prof. Revd St Dr Mr

2. CE and BCE are used in preference to BC and AD, should be unpunctuated and set in small capitals

3. Note the following abbreviations:
ed. (editor, edited by)
trans. (translator, translated by)
rev. (reviser, revised by)
edn (edition)
repr. (reprint)
vol./vols. (volume)

Verbal Style and Spelling

1. Brackets within brackets should be square, e.g., G. H. Jones (—The Decree of Yahweh,‖ VT 15
[1965], pp. 336-44). However, the major exception to this rule is that square brackets indicating comments inserted into a quotation by the author stay in square brackets, e.g., [sic].

2. Numerals are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. Use Roman numerals for vol. numbers of books, and series numbers; and Arabic numbers for journal issue numbers.

3. Possessives. For possessives of proper names ending in a (pronounced) s add 's, e.g., Child's Introduction, Jones's views. The exception is for ancient names, e.g., Jesus', Barthes', Descartes'etc.

4. Ellipses. All quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.

5. Usage. Focused, focusing etc. (not focussed, focussing), first, secondly, or first, second (but not firstly), acknowledgment, judgment, analyse (but analyze in American spelling).
6. 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within brackets. Likewise, please avoid 'etc.' unless it is in a footnote. Please do not use op. cit. And avoid ibid. Avoid "f" and "ff".

Biblical References
Please observe the following abbreviations:
Gen. Exod. Lev. Num. Deut. Josh. Judg. Ruth Sam. Kgs Chron. Ezra Neh. Est. Job Ps. (plural Pss.) Prov. Eccl. Song Isa. Jer. Lam. Ezek. Dan. Hos. Joel Amos Obad. Jon. Mic. Nah. Hab. Zeph. Hag. Zech. Mal.
Mt. Mk Lk. Jn Acts Rom. Cor. Gal. Eph. Phil. Col. Thess. Tim. Tit. Phlm Heb. Jas Pet. 1 Jn 2 Jn 3 Jn Jude Rev.
Use Arabic numerals throughout: 2 Cor. not II Cor.
Full stops between chapter and verse numbers: Lk. 6.12
Hyphens to mark sequences of verses
Mt. 3.6-8 Lk. 6.10-12 Jn 10.12-14, 16 (N.B. the space after the comma).
En rules for sequences extending beyond a single chapter: Matthew 6–9
Semicolons to divide distinct references to different chapters of the same book: Jn 6.15; 14.12
Semicolons to divide single references to separate books: Lk. 4.12; 2 Cor. 3.8
Biblical references may be placed in parentheses in the text — e.g., (Mt. 2.6-8) — or in the footnotes but please be consistent.

Referencing Styles

Footnote Style
The following conventions should be followed in footnotes. Please note articles from periodicals or titles of book chapters are printed within double quotation marks. Book titles are in italics.

Journal article:
L. Barrett, "Theology as Grammar: Regulative Principles or Paradigms and Practices?" *Modern Theology* 25.2 (1988), pp. 155-72.

Book:
Colin E. Gunton, *The One, the Three and the Many* (Cambridge: Cambridge University Press, 2nd edn, 1993), pp. 56-59.

Chapter/article in a collected volume:
J. L. Martyn, "Have We Found Elijah?" In R. Hamerton-Kelly and R. Scroggs (eds.), *Jews, Greeks and Christians: Cultures in Late Aniquity* (trans. J. Smith; SJLA, 21; Leiden: E. J. Brill, 2nd edn, 1976).

Short title

When a book, a chapter or an article is referred to again, after its first occurrence, a short title form is used, e.g., Martyn, "Have We Found Elijah?" p. 235.

Bibliography
Order of Bibliography
The order of data in the bibliography is the following:
Element of Bibliography followed by
author(s), editor(s) (ed., eds.) full stop
title full stop
editor (ed.) (if there is an editor as well as an author) semicolon
translator (trans.) semicolon
series comma
number in series semicolon
number of volumes (e.g., 2 vols.) semicolon
reprint status (repr.) comma
place of publication colon
publisher comma
edition (e.g., 2nd edn, rev. edn) comma
date full stop
E.g., Smith, M., and D. Jones (eds.). *Book Title*, I. Trans. Z. Smith; Series Title; 2 vols.; place: publisher, edn, date.
Note: not all of these elements are appropriate for every book, of course!

The following conventions should be observed in the bibliography and footnotes:
1. When the reference is to a nineteenth-century or older work the publisher's name may be omitted.
2. Page references should be in the following form: pp. 92-98, pp. 153-79 but pp. 107-109, pp.
107-214. Avoid the use of "f" and "ff"
3. For more than three authors or editors it is permissible to use *et al.*
4. In the bibliography, multiple entries for an author may be arranged either in chronological or alphabetical order.
5. Title and subtitle. Between the title and subtitle of a book there should be a colon, not a full stop (though occasionally a book has a more complicated title and a full stop is more appropriate).
6. More than one place of publication. When a publisher has more than one office, only the first stated or the head office should be given.
7. More than one publisher. Where a book has been published by more than one publisher, use
the following style: Cambridge: Cambridge University Press; Oxford: Clarendon Press.

Author-Date (Social Science) Style
The function of the author-date style of referencing is to reduce the need for footnotes, by embedding references to cited works in the text in abbreviated form (e.g., Brown, 1980: 123). Note a space always follows the colon between the date and the page reference (which omits "p" or "pp"). Several works by the same author are cited by date only, the

dates being separated by commas; when page numbers are given, the year dates are separated by semicolons:(Jones, 1963,
1972a, 1986) (Jones, 1963a: 10; 1972; 1986: 123)
Where there are authors with the same surname, initials should be included.

References
In the References, the basic forms of the author-date style are illustrated here:

Jones, A. 1980. *On Consistency*. HSM, 9; Cambridge, MA: Cambridge University Press, 2nd edn.
—1986a. "Second Thoughts: An Addendum." *Journal of Bibliographic Research* 30: 12-21.
—1986b. "Second Thoughts: A Further Addendum." *Journal of Bibliographic Research* 30: 332- 45.
Smith, H., and P. Smith. 1980. "Atonement and Sacrifice in the Qumran Community." In Jones,
1980: 321-86.
The order of entries is by year; if there is more than one item from the same year, the dates are labelled a, b, c, etc.
NB. DO NOT USE A MIXTURE OF THE TWO REFERENCING STYLES