

GUIDELINES FOR MANUSCRIPTS AND SUBMISSIONS – PURITAN REFORMED JOURNAL

Deadlines for submission are March 1 for the July edition and October 1 for the January edition. Articles should be sent as Microsoft Word documents to Dr. Joel R. Beeke, Editor, at jrbeeke@aol.com or c/o PRTS, 2965 Leonard St. NE, Grand Rapids, MI 49525. Book reviews should be sent as Microsoft Word documents to Dr. Michael Haykin, Book Review Editor, at mhaykin@sbts.edu.

Articles should use footnotes and be approximately 4,000 to 9,000 words in length. Book reviews should be 500–1500 words.

STYLE

All submissions should be typed in a common font, double-spaced, and follow the *Chicago Manual of Style* guidelines. Please maintain a single space (not double!) at the end of all sentences.

BIBLICAL REFERENCES

Biblical references should use the King James Version of the Bible and retain its original spellings, punctuation, and capitalization. Use full names of Bible books in the body of articles (including footnotes) and reviews. When used in parentheses, abbreviate as follows:

<u>Old Testament</u>					
Gen.	Ruth	Ezra	Song	Joel	Zeph.
Ex.	1 Sam.	Neh.	Isa.	Amos	Hag.
Lev.	2 Sam.	Esth.	Jer.	Obad.	Zech.
Num.	1 Kings	Job	Lam.	Jonah	Mal.
Deut.	2 Kings	Ps. (pl.Pss.)	Ezek.	Mic.	
Josh.	1 Chron.	Prov.	Dan.	Nah.	
Judg.	2 Chron.	Eccl.	Hos.	Hab.	
<u>New Testament</u>					
Matt.	Rom.	Phil.	2 Tim.	1 Peter	Jude
Mark	1 Cor.	Col.	Titus	2 Peter	Rev.
Luke	2 Cor.	1 Thess.	Philemon	1 John	
John	Gal.	2 Thess.	Heb.	2 John	
Acts	Eph.	1 Tim.	James	3 John	

Note: 1 or 2 Cor. (not I or II).

CAPITALIZATION

Capitalize proper names for God (Adonai, Trinity, Creator, Mediator, Father, Savior, Son, Almighty God, God Almighty, Triune God, Person, Head when referring to Christ) and pronouns referring to God (He, His, Thou, Thine, Himself, One, Me). Also capitalize some key sections, characters, events, and doctrines of the Bible, such as Scripture, Word, Pentateuch, Gospels, John the Baptist, Satan, the Antichrist,

Paradise, the Fall, Sabbath or the Lord's Day. Note the capitalization for these nouns: Christology, Christendom, Christian.

Do not capitalize derivative adjectives of the above (biblical, christological, millennial, mediatorial) or relative pronouns referring to God (who, whom, whose). Do not capitalize the following: heaven, divine, creation, psalmist, the crucifixion, the church, the resurrection, the ascension, or the covenant of grace or works.

SPELLING

Please follow Americanized spelling style. For numeric spelling: spell out whole numbers from one through one hundred, round numbers, and any number that begins your sentence. Other numbers should use numerals.

PAGINATION

Make numbers inclusive: i.e., 166–167, not 166f. In the body text, abbreviate as follows: v. = verse; vv.= verses, p.= page; pp.= pages. In footnotes, omit the abbreviations “p.” and “pp.”

FOOTNOTING

“Ibid.” takes the place of the author's name, the title, and page number when all the information is identical to the preceding footnote. If the author and title are the same but the page reference has changed, “Ibid.” may be used, followed by the new page reference (i.e., “Ibid., 46.”). Note that “Ibid.” is not italicized.

Examples of proper footnoting

Book:

Francis A. Schaeffer, *How Should We Then Live?* (Wheaton, Ill.: Crossway, 1976), 23.

Classical Works with numerous editions (note the division numbers indicating book, chapter, paragraph):

John Calvin, *Institutes of the Christian Religion*, ed. John T. McNeill, 2.1.5.

Periodical Article:

James Johnson, “Charles G. Finney and a Theology of Revivalism,” *Church History* 38 (Sept. 1969): 357.

Website:

Cal Thomas, “Have We Settled for Caesar?” *Is the Religious Right Finished?* Christianity Online: www.christianity.net/ct/current/ (September 21, 1999).