

Vandenhoeck & Ruprecht

The Journal for Diaconia

Instructions for Authors 5

31 May 2022

Submitting an Article to the Journal for Diaconia

The Journal for Diaconia is an interdisciplinary journal welcomes submissions from across various fields of research, including (but not limited to) theology, sociology, philosophy, health studies, social work, gender studies, leadership studies, and anthropology.

To submit your article to the Journal for Diaconia, please email journalfordiaconia@gmail.com with an anonymised copy of your article. If you have any questions, please email the Editorial Assistant at journalfordiaconia@gmail.com.

I. General matters

Manuscripts should be submitted in electronic form. Authors are strongly advised to hand in finalized manuscripts only. They will keep a copy of their submitted work themselves in case of questions arising. Font size should be 12 point, footnotes 10 point, Times New Roman (Unicodefont), no hyphenation, unjustified setting, double line spacing, and a maximum 55,000 characters (without blanks and footnotes), including bibliography.

1. Files should be in a .docx format.
2. Consistency of style is paramount. Please stick to the editing styles given below.
3. Apart from the text corpus the manuscripts should include a bibliography.
4. Authors are expected to submit a typescript that is **in its final form** and will only require a minimum of copy-editing. It is thus expected that all authors will submit manuscripts which conform to the guidelines given here.

Manuscripts which do not conform to these guidelines will be returned to the author for retyping before acceptance.

Once a manuscript has been accepted, it may be returned to check any editorial changes made and/or for corrections of factual and typographical errors in the original submission. However, it will not be possible to make other changes to the manuscript at that stage. Authors are therefore asked to conform to the following conventions as closely as possible in order to reduce the amount of copy-editing required to a minimum.

Once the article is fully approved for typesetting, there will not be any more changes possible, including typographical corrections.

The final manuscript for an article should include:

- Main title
- Sub title (if it exists)
- Abstract
- Keywords
- Main text with headings (if exist: subheadings): Headings need to be numbered (1. /1.1 / 1.1.1)
- E-mail-address information on authors, including primary institutional affiliation, and city (and country).
- Please also include your mailing address.

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II. Layout of manuscript 1. Typographical issues

N-Dash and hyphen

Apart from using dash in between thoughts (e.g., “This history is probably unhistorical – as Bultmann said long ago.”) use N-Dash in between numbers (dates, references to biblical texts, page numbers, e.g. 1997–2003, Ex 3:5–10, 2–19). On your computer via “Alt” + 0150 on your number block.

Hyphenation occurs only in between double-barrel names and terms.

Spaces

No space in front of punctuation marks, following an opening and in front of a closing bracket, following inverted commas, within abbreviations (e.g., i.e.), in between initials (e.g. G.W.F. Hegel), within dates (DD.MM.YY) and following f/ff (e.g. 23ff).

Abbreviations

For reference to the next following page use “f”, for the next two pages use “ff” (without punctuation).

For “volume”/“volumes” use “vol.” (no plural s).

For “editor”/“editors” use “ed.”

For “ibidem” use “ibid.”

Use a stop after an abbreviation which ends in a letter other than the last letter of the original word, otherwise omit stop. Hence: ed. (=editor), p. (=page), but Dr (=Doctor), St (=Saint), edn (=edition) etc.

Abbreviation of biblical books:

Gen	Ps(s)	Nah	Matt	Heb
Exod	Prov	Hab	Mark	Jas
Lev	Eccl	Zeph	Luke	1–2 Pet
Num	Cant	Hag	John	1–3 John
Deut	Isa	Zech	Acts	Jude
Josh	Jer	Mal	Rom	Rev
Judg	Lam		1–2 Cor	
Ruth	Ezek	1–2 Esd	Gal	
1–2 Sam	Dan	Tob	Eph	
1–2 Kings	Hos	Jdt	Phil	
1–2 Chron	Joel	Wis	Col	
Ezra	Amos	Sir	1–2 Thess	
Neh	Obad	Bar	1–2 Tim	
Esther	Jonah	1–2 Macc	Titus	
Job	Mic		Phlm	

NB: No punctuation following book titles.

Highlighting

Please keep formatting in the text document to a minimum.

For highlighting words or phrases and in order to mark metalinguistic and colloquial terms use *italics*. Refrain from using **bold print**, underlining or b l o c k a d e s. People’s names are not highlighted in the text.

Numbers

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Spell out numbers from one to nineteen as well as decimal numbers (twenty, thirty, forty, etc.). Annual dates in four digits (e.g. 1974), dates should follow the format of DD.MM.YY. BC/AD or BCE/CE respectively may be added for clarity.

Biblical references: e.g. Mk 3:2–10 or Joel 2:2.10f, 3:4.

Use square *brackets* [...] within brackets (...).

For *capitalisation*, no standard requirements are suggested for words which are sometimes (but not always) capitalised (e.g. J/jewish, G/gentile, C/church, G/gospel). Authors are however requested to seek to ensure that, as far as possible, their use of capitals is consistent within the manuscript as a whole.

2. Quotations and references

Quotations

All quotations should be placed within quotation marks (“double inverted commas”); quotations within quotations should be in ‘single inverted commas’.

Quotations involving three or more lines of typescript are normally displayed, i.e. presented as a separate paragraph, indented, without quotation marks, and in a smaller font size.

E.g., As Bultmann says,

The message of Jesus is a presupposition for the theology of the New Testament rather than a part of that theology itself. For New Testament theology consists in the unfolding of those ideas by means of which ...

Quotations should be given verbatim in relation to spelling, capitalisation etc. of the original version, also including errors (though this can be indicated by e.g. “(sic)” or “(?)” by the author if felt necessary). Changes within quotations by the author should be indicated. Ellipses and amendments should appear in square brackets, longer additions to quotations should end with the initials of the author to indicate source of amendment. In quotations including a *highlighted passage or phrase* source of emphasis (if placed by the one who is quoted or by the one who is quoting another) should be accounted for in a footnote.

Punctuation in relation to quotations: punctuation (e.g. full stop) should be within the quotation marks if the sentence in the quotation is complete, otherwise it should be outside the quotation marks.

Please use the correct marks

“...” inverted commas

‘...’ single inverted commas

’ apostrophe (also genitive-s) (Alt + 0146)

NB: In some text processing programmes it suffices to type in: Alt + 146.

Bibliographical notes for quotations and references

For bibliographical notes for quotations and references to further literature in the text use the author-date citation. Complete bibliographical references can be found in the bibliography at the end of the article.

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- Within brackets following a quotation or phrase to/from which one wants to refer to further literature place *author: year of publication, page number*. In cases where reference is made to more than one publication within the same year by the same author differentiate titles by adding a, b, c to the year of publication.
- If more than one title is referred to, separate individual entries by a semicolon.
- Punctuation marks behind brackets.
- Indirect quotations can be referred to by using “cf.”
- Use of “ibid.” is strongly discouraged. In cases, however, where misunderstandings can be ruled out and a quotation from the previous sentence is again referred to in the following, use “ibid.” or “ibid., page number”.

Examples:

Following this line the main scientific task of Practical theology is said to do research not on concrete particular situations, but on “classes of situations” (van der Ven: 2001, 20).

Taxonomic frameworks, as offered for example in structural and symbolic anthropology, seem to provide a hermeneutical lens to interpret ritualized activity and a key for the perception of what happens “behind the curtain” (cf. e.g. Bieler: 2003, 236–242).

According to Geertz the power of rituals can be recognized in the symbolic fusion of both ethos and world view (cf. Bell: 1992; Geertz: 1973).

- If general reference is made to a publication, the relevant year of publication is placed in brackets immediately following the author’s name.

Example:

Jick (1979) highlights in an early publication concerning the triangulation of methods the importance and the challenging character of the integration of qualitative and quantitative research strategies.

3. Footnotes

Footnotes should be kept short accommodating only those remarks that would hinder the reading within the main text corpus.

- Any references in footnotes should also follow the author-date citation model (see above). **NOTA BENE:** Do not use footnotes to make references that are needed in the main corpus of the article (these references should be given with in-line citation).
- Footnote numbering should be set behind punctuation marks except in cases where reference is made to the specific individual word just in front of punctuation mark.
- Footnotes should be numbered consecutively within each article. Footnotes start with a capitalised word and end with a full stop.

4. Bibliography

Consistency of style is also paramount regarding bibliographical notes! Please follow the guidelines given below.

General issues

- Every reference starts with the author’s name, the initial of their first name(s), the year of publication in brackets (if necessary supplemented by a, b, c, etc.) followed by a comma.
- Every reference ends with a full stop.
- Stick to English even when referring to non-English publications and abbreviate consistently “ed.” and “vol.” Put original title in [brackets], as demonstrated.
- Multiple authors/editors/places of publication are separated by a slash without spaces in between.

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- Reference to monographs and collected volumes: State name of the publishing house and separate place of publication with a colon between the place of publication and the name of the publishing house by a colon.
- In cases where the author of a title is unknown the first letter of the first meaningful noun of the title should be placed in the bibliography in alphabetical order. This noun also serves as reference in the text.
- Up to three consecutive pages or columns can be referred to by using f/ff (without punctuation). For four or more pages please give exact page numbers.
- Include DOIs at the end of the item whenever applicable.

Examples

Monograph:

Stone, B.P. (2000), *Faith and Film. Theological Themes at the Cinema*, St. Louis: Chalice Press.

Beaudoin, T. (1998), *Virtual Faith: The Irreverent Spiritual Quest of Generation X*, San Francisco: Jossey-Bass Publishers.

Journal essay:

Scholtz, C. (2010), *Fascinating Technology: Computer Games as an Issue for Religious Education*, *British Journal of Religious Education* 27, 173–184, <https://doi.org/10.1080/0141620042000336657>.

Giori, A. (1997), *The Theory, Practice, and Evaluation of the Phenomenological Method as a Qualitative Research Procedure*, *Journal of Phenomenological Psychology* 28, 235–260, <https://doi.org/10.1163/156916297X00103>.

Essay in collected volume:

Amthor, R.-C./Rott, K. (2018), *Gesichter des Widerstandes: Wissenschaftliche Projektergebnisse zur katholischen, evangelischen und jüdischen Sozialen Arbeit im Nationalsozialismus* [Faces Of Resistance: Scientific Project Results Of Catholic, Protestant And Jewish Social Work In The Period Of National Socialism], in: A. Lob-Hüdepohl/J. Eurich (ed.), *Aufblitzen des Widerständigen: Soziale Arbeit der Kirchen und die Frage des Widerstands während der NS-Zeit* [Flashes Of Resistance: Social Work Of The Churches And The Question Of Resistance During The Time of National Socialism], Stuttgart: Kohlhammer, 98-122.

Slough, R.J. (1996), 'Let Every Tongue by Art Refined, Mingle Its Softest Notes With Mine': An Exploration of Hymn-Singing Events and Dimensions of Knowing, in: M. Aune/V. de Marinis (ed.), *Religious and Social Ritual: Interdisciplinary Explorations*, Albany, N.Y.: State University of New York Press, 175–208.

Internet sources:

Internet sources should be given as full URL including the web-link. Adding the date of your last call is paramount.

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Kretzmann, J. P./McKnight, J. (2003), Introduction to Asset-Mapping, available at <https://resources.depaul.edu/abcd-institute/resources/Documents/IntroAssetMapping.pdf> (retrieved on 13 July 2020).

Thank you for your cooperation!

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