# Article Title: Title Caps; No Longer than Two Lines

AUTHOR First Name & OPTIONAL INITIAL & Last Name

Position Title, Insititution  
Suburb/Town, State, Country

***Citation****:* added by the copyeditor

***Keywords:*** *enter at least five keywords separated by commas. These will be required by the website when submitting the article. E.g. Romans, Pauline theology, justification, works*

***Abstract:*** *write a few sentences—approximately 100 words—that explain what the article is about and what it contributes to current discussion of the topic. This will be required by the website when submitting the article. Use the present tense (e.g. ‘this article finds’, not ‘this article will find’).*

The essay introduction should state the rationale for the article in relationship to the state of current academic understanding, set out the contention of the article in terms of what is being added to academic understanding, and explain how the contention is going to be validated and so usually giving a summary of the structure of the essay.

The RTR website sets out the ‘submission agreement’ and gives an ‘extended style guide’. When you submit your article, you will need to indicate that you have accessed and followed at least the ‘submission agreement’.

This template does not cover all styles, but it does give you an easy way of following the main styles. For example, if you use the template, you will automatically be using a 12pt font, with 0.5cm first line paragraph indent, line spacing set at 14pt, and justified.

## Second Level Heading: Title Caps

Please use at least several second level headings in your article.

### Third Level Heading: Title Caps

Using third level headings can help you to further organise your thinking and presentation and help the reader to follow your argument.

#### Fourth level heading: sentence cap

Not all articles will need this level of subheading.

### Add an Extra Heading

To add an extra heading, either copy and paste a heading from above and overwrite it with the text you want or use the format painter in MS Word.

You should find that heading numbering automatically adjusts to fit the section it is in. If you copy heading ‘1.2’ above into the section 2 below, it will change to be ‘2.x’, depending upon where in section 2 you paste it.

## Important Matters

### De-identified

Articles should have identifying information removed (including the removal of author identification in the Word document properties). To remove MS Word document properties: go to ‘File’, then ‘Info’, and in the list of properties, right click on the author name and select ‘remove person’.

### Footnotes

An example of a book reference is in a footnote here.[[1]](#footnote-1) Note the use of the abbreviated publisher name and the ‘en dash’ for the page range.

Here is a journal article citation in a footnote.[[2]](#footnote-2) Here are two repeated citations—note that they are ordered in descending date order.[[3]](#footnote-3)

Here is a web reference.[[4]](#footnote-4)

## Hebrew and Greek Fonts and Transliteration

Use Unicode fonts for Greek (αβγ) and Hebrew (אבג). SBL provides free Unicode Greek and Hebrew Fonts.

Do not use Hebrew pointing unless it is significant to the discussion.

### Translation

Translation is to be provided for any non-English language used (including Hebrew, Greek, Latin, and all modern languages).

### Transliteration

Hebrew and Greek transliteration is not used, except for well-known words (e.g. *koinonia*). Transliteration is italicised.

## Other

### Long quotes

Long quotes should be indented and the font reduced thus:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.[[5]](#footnote-5)

Avoid unnecessary ellipses. Ellipses generally are not needed at the start of end of a quote. Quote the text itself, and do not add any punctuation within to it.

### Spellings

British English spellings are used. If in doubt, consult the Oxford Dictionary. Hence: -ise/-yse/-isation are used, not -ize/-yze/-ization. E.g. minimise, recognise, evangelise, realise, baptise, sympathise, emphasise, memorise, polarise, criticise, modernise, realisation, summarisation.

### Bullet Points

Bullet points should not normally be used in an academic essay. If you do want to use them, here is the format:

* 0.5cm indented.
* 0.5cm hanging paragraph.

### Numbered lists

Again, numbered lists normally would not be used, but if you need to, here is an example.

1. Short lists can be indented at 0.5cm from the left. Longer lists can be kept at 0cm indent.
2. The paragraph is set at 0.5cm hanging. If you list goes to double digits, this will need to be changed to 1.0cm hanging. If you list is that long, though, it may be better to use subheadings instead (e.g. third level subheadings, as set out above).
3. If you need to have lists within lists:
   1. Second level: letters; third level: lower case Roman numerals.
   2. Indent each new level by a further 0.5cm and keep the 0.5cm hanging paragraph.

If you use a number list with long entries per item, it should probably be changed to normal paragraphs with regular sub-headings. If a list must be used, the list should be 0.0cm left indented with paragraph spaces between the items.

## Biblical References

Biblical book abbreviations should conform to the *SBL Handbook of Style*.

No full stop is used after the abbreviations. Book names are not abbreviated at the start of a sentence, abbreviated when followed by both chapter and verse, and otherwise not abbreviated. E.g.

Always, at the start of a sentence: 1 Chronicles 1:1

Otherwise: 1 Chron 1:1

Always: 1 Chronicles 1

For references to chapters and verses only: ch. and chs, and v. and vv.

## Conclusion

The essay conclusion should summarise the contention of the article and the grounds upon which the contention was demonstrated throughout the essay.

Check that you have been interacting with recent secondary literature and have cited all sources in your footnotes. Run your article through a spelling and grammar checker.

1. John Smith, *Studies in Scripture* (Grand Rapids: IVP, 2021), 21–22. [↑](#footnote-ref-1)
2. Kurt E. Marquart, ‘Luther and Theosis’, *CTQ* 64, no. 3 (2000), 182–205. [↑](#footnote-ref-2)
3. Smith, Studies in Scripture, 21; Marquart, ‘Luther and Theosis’, 183. [↑](#footnote-ref-3)
4. Graeme Bucknall, ‘Flynn, John (1880–1951)’, *Australian Dictionary of Biography*, National Centre of Biography (Australian National University, 1981), https://adb.anu.edu.au/biography/flynn-john-6200/text10655, accessed 9 Nov 2015. [↑](#footnote-ref-4)
5. John B. Smith, *Lorem Ipsum*, vol. 2: Dolor Sit (Grand Rapids: Baker Academic, 1993), 414. [↑](#footnote-ref-5)