

### Guidelines for Authors

In general, IOTA Publications follows the most recent edition of *Chicago Manual of Style* and uses US English conventions for spelling and punctuation.

#### Formatting

- Do not use bold or underlined font in the body of the text. Use italics for emphasis only sparingly.

#### References

- Use footnotes, not endnotes or parenthetical references (except for biblical and ancient text citations).
- Do not use *ibid.*, which can easily become misplaced when references are moved in the editing process. Instead, after the first citation of a particular source, use the abbreviated form for subsequent references.
- Provide exact page ranges. Do not use *ff.* Use *passim* only rarely.

### 1. Example Citations: Modern Texts

Book with one author (monograph)

Footnote	<sup>1</sup> Alexander Schmemmann, <i>For the Life of the World</i> (Crestwood, NY: St Vladimir’s Seminary Press, 1973), 41.
Abbreviated reference	<sup>2</sup> Schmemmann, <i>For the Life of the World</i> , 41.
Bibliography	Schmemmann, Alexander. <i>For the Life of the World</i> . Crestwood, NY: St Vladimir’s Seminary Press, 1973.

Book with two authors

Footnote	<sup>1</sup> Russell R. Conners and Patrick T. McCormick, <i>Character, Choices, and Community</i> (New York: Paulist Press, 1998), 135.
Abbreviated reference	<sup>2</sup> Conners and McCormick, <i>Character</i> , 135.
Bibliography	Conners, Russell R., and Patrick T. McCormick. <i>Character, Choices, and Community</i> . New York: Paulist Press, 1998.

Individual book in a multi-volume series

Footnote	<sup>1</sup> Winston S. Churchill, <i>A History of the English-Speaking Peoples</i> , vol. 1, <i>The Birth of Britain</i> (New York: Dodd, Mead, 1956), 88.
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Abbreviated reference	<sup>2</sup> Churchill, <i>History</i> , 1:88.
Bibliography	Churchill, Winston S. <i>A History of the English-Speaking Peoples</i> . Vol. 1, <i>The Birth of Britain</i> . New York: Dodd, Mead, 1956.

#### Book with editors

Footnote	<sup>1</sup> Wes Howard-Brook and Sharon Ringe, eds., <i>The New Testament: Introducing the Way of Discipleship</i> (Maryknoll, NY: Orbis Books, 2002), 142.
Abbreviated reference	<sup>2</sup> Howard-Brook and Ringe, eds., <i>New Testament Discipleship</i> , 142.
Bibliography	Howard-Brook, Wes, and Sharon Ringe, eds. <i>The New Testament: Introducing the Way of Discipleship</i> . Maryknoll, NY: Orbis Books, 2002.

#### Individual chapter in an edited volume

Footnote	<sup>1</sup> Glenn Gould, “Streisand as Schwarzkopf,” in <i>The Glenn Gould Reader</i> , ed. Tim Page (New York: Vintage Books, 1984), 310.
Abbreviated reference	<sup>2</sup> Gould, “Streisand as Schwarzkopf,” 309.
Bibliography	Gould, Glenn. “Streisand as Schwarzkopf.” In <i>The Glenn Gould Reader</i> , edited by Tim Page, 308–11. New York: Vintage Books, 1984.

#### Journal article

Footnote	<sup>1</sup> Charles Duggan, “The Becket Dispute and the Criminous Clerks,” <i>Bulletin of the Institute of Historical Research</i> 35, no. 1 (1962): 4.
Abbreviated reference	<sup>2</sup> Duggan, “The Becket Dispute,” 4.
Bibliography	Duggan, Charles. “The Becket Dispute and the Criminous Clerks.” <i>Bulletin of the Institute of Historical Research</i> 35, no. 1 (1962): 1–28.

#### Blog post

Footnote	<sup>1</sup> Nicolae Roddy, “Where Are the Orthodox Biblical Archaeologists?,” <i>Public Orthodoxy</i> (blog), Orthodox Christian Studies Center of Fordham University, April 5, 2019, <a href="https://publicorthodoxy.org/2019/04/05/orthodox-biblical-archaeologists/">https://publicorthodoxy.org/2019/04/05/orthodox-biblical-archaeologists/</a> .
Abbreviated reference	<sup>2</sup> Nicolae Roddy, “Where Are the Orthodox Biblical Archaeologists?”
Bibliography	Roddy, Nicolae. “Where Are the Orthodox Biblical Archaeologists?” <i>Public Orthodoxy</i> (blog). Orthodox Christian Studies Center of Fordham University, April 5, 2019. <a href="https://publicorthodoxy.org/2019/04/05/orthodox-biblical-archaeologists/">https://publicorthodoxy.org/2019/04/05/orthodox-biblical-archaeologists/</a> .

## 2. Example Citations: Ancient Texts

Where the citation does not involve a direct quote, it is permissible to simply reference the book/chapter number in parentheses. However, if exact words are being quoted from a specific publication, the reference must be provided in a footnote. Where applicable, use the full Latin titles of ancient works. Use Arabic numerals only, not Roman numerals.

Ancient text published as a monograph in translation

Footnote	<sup>1</sup> Augustine, <i>Contra Julianum</i> 1.4.12, trans. Matthew A. Schumacher (New York: Fathers of the Church, 1957), p. 13.
Abbreviated reference	<sup>2</sup> Augustine, <i>Contra Julianum</i> 1.4.12, p. 13.
Bibliography	Augustine. <i>Contra Julianum</i> . Translated by Matthew A. Schumacher. New York: Fathers of the Church, 1957.

Ancient texts published in a collection

Footnote	<sup>1</sup> Irenaeus, <i>Adversus haereses</i> 4.20.6, in <i>The Early Church Fathers, Irenaeus of Lyons</i> , ed. Robert Grant (London: Routledge, 1997), 153.
Abbreviated reference	<sup>2</sup> Irenaeus, <i>Adversus haereses</i> 4.20.6, p. 153.
Bibliography	Irenaeus. <i>Adversus haereses</i> . In <i>The Early Church Fathers, Irenaeus of Lyons</i> , edited by Robert Grant, 55–186. London: Routledge, 1997.

## 3. Quoting from Scripture

Cite biblical chapter and verse numbers using Arabic numerals separated by a colon. In general, scripture references are not footnoted but placed in parentheses after the quotation.

If you cite the exact text from a particular translation of the Bible, the edition must be indicated by its abbreviation following the reference to the biblical book, chapter, and verse (e.g. 1 Tim 3:12 RSV). If the same edition is used throughout the text, this is only necessary the first time the Bible is cited. If the context of the text makes it clear which edition is being discussed, it is not necessary to specify the edition in the parenthetical reference. Otherwise, specify the edition with each reference.

Abbreviate all biblical books mentioned in parenthetical references. Do not abbreviate biblical books that are mentioned in the body of the text or in the footnotes (except for parenthetical references). Do not put a period after the abbreviation.

When citing multiple passages, list the abbreviated title of each biblical book followed by the chapter number and colon, with all verses in that chapter separated by a comma and space. A semicolon should separate references to subsequent chapters or books. E.g.:

Gen 3:16  
Jer 3:1–4  
Pss 2–10

John 7:32–8:1  
Dan 3:24–90; 13–14  
Mal 1:7, 13; 2:13–14, 17

1 Cor 2:5, 8, 10

## Capitalization

- Names for God are capitalized (e.g., the Lord, the Paraclete); pronouns referring to God are not capitalized.
- Capitalize designations of saints (e.g., John the Baptist; the Beloved Apostle; the Theotokos).
- Capitalize ecclesiastical and monastic titles when they appear before a proper name, e.g. Patriarch Bartholomew, Mother Mary. Do not capitalize when they are used impersonally, e.g. the patriarch, the bishops.
- Capitalize “Eucharist.” Other sacraments should not be capitalized.

## Names

- When introducing an individual who is known by a religious name, place the surname in parentheses, e.g. Metropolitan Kallistos (Ware).
- Include a space between abbreviated initials, e.g. N. O. Lossky.

## Numbers and dates

- For ranges of numbers or dates, provide complete numbers rather than abbreviating the second number. Whenever using a dash to denote a range of numbers, use an en-dash rather than a hyphen (e.g. 132–138; 1914–1918).
- Dates are formatted as *month day, year*. Example: January 1, 2020.
- Years: Authors may use BC/AD or CE/BCE, so long as they choose one of the two and use it consistently throughout a given work. Of these designations, only AD precedes the year number, e.g. AD 33, but 576 BC.

## Punctuation

- Use the serial or Oxford comma in lists of three or more items. Example: faith, hope, and charity, NOT faith, hope and charity.
- Quoted material is surrounded by double quotation marks; single quotation marks are used for quotes within quotes, e.g.:
  - St. Gregory writes that “Paul became an ‘imitator of Christ’ through his life of virtue.”
- Periods and commas precede closing quotation marks, either double or single. Other punctuation comes after closing quotation marks, unless they are part of the quoted material. Parenthetical references come after closing quotation marks but before the final punctuation of the sentence. E.g.:
  - “Come in,” she said.
  - Which of Aristotle’s works discusses “disturbances and revolutions”?
  - Jesus told the apostles to “make disciples of all nations” (Matt 28:19).
- Longer quotes (longer than three full lines of the manuscript) are indented as block quotes and are not surrounded by quotation marks.
- Include periods after the abbreviations Dr., Fr., Mr., Mrs., Ms., Prot., Rev., Sr., St., SS.

- Include periods after academic degrees, e.g. Ph.D., M.A., J.D.

### **Formatting**

- Indent the first line of each paragraph, even after headings.