Theological Studies Style and Formatting Guide
Revised August 9, 2017

A. General Instructions
1. In general, follow the *Chicago Manual of Style*, 16th edition (2010), hereafter *CMOS*. For citing theology-specific sources, see our “Citation Guide.” For formatting, please follow our “Article Formatting Template.” For spelling and abbreviations, please follow our “Spelling and Abbreviations Guide.” All three of these documents are available on our website. You might also consult a recent issue of *Theological Studies*.

2. Length of articles: We do not specify a word limit, but the typical *TS* article runs 8,500–10,000 words. Length of whatever dimension must be justified by the quality and cogency of the article’s content and method.

3. Do not type your name or affiliation on the manuscript. If your manuscript is accepted, your name and affiliation will appear below the title. In your initial submission, if you reference your own previous work, reference it in such a way that it is not obvious to the reader that it is your work; i.e., refer to yourself in the third person. You should hold back for purposes of review any footnote citations that will reveal your authorship of the article. Simply substitute language in the footnote such as “Citation withheld for purposes of review.”


5. Please submit articles in .docx format if possible. Remove any codes from citation management software such as Zotero or EndNote.

B. Stylistic Matters
1. In your text, reduce use of italics to an absolute minimum; try to achieve clarity and emphasis by sentence structure and word order without the use of italics or underscoring.Italicize foreign words, but not foreign expressions familiar in theological English (e.g., ibid., de iure, prima facie). When in doubt,
consult *Webster*. In general, if you find the expression in *Webster*, do not italicize it.


3. In citations, omit religious call letters in citations unless necessary. The one exception to this rule is the inclusion of call letters after an author’s name on the lead page of the article. Likewise, avoid using religious titles such as “Pope” or “Bishop” in citations. In all areas of the journal, avoid periods after religious call letters. Do include the comma between a person’s name and their religious call letters. Thus Paul Crowley, OFM; Jorge Mario Bergoglio, OP.

4. When quoting a translated text, indicate original words in parentheses, e.g. “In the beginning was the word (*Logos*)”. Reserve brackets for words added to the quotation, e.g. “[Vincent] was the culprit” for “He was the culprit.” (See *CMOS* 13.74.)

5. Note that numbers are usually connected by an en-dash, not a hyphen: 216–19, not 216-19 (in Word simultaneously strike Ctrl-dash).

C. Footnotes

1. For ancient sources or Vatican documents cited by paragraph or section number, cite the paragraph number but omit n. or #, e.g., *Gaudium et Spes*, 5; Aquinas, *Commentary on the Epistle to the Hebrews*, 751.

2. If your first reference to chapter in an edited volume or a journal article refers to a specific page, give first the opening and closing pages of the whole article, then the specific page(s) referred to. E.g., 187–99 at 192. The dash is an “en-dash.”

3. If the same article or book is mentioned often in the notes, decide on a brief, clear abbreviation for use after the first occurrence, but avoid acronyms. E.g., Bultmann, *Synoptic Tradition*, is much better than Bultmann, *HST*. See *CMOS* 14.54.
4. In giving publication data, generally omit the words “Press, Verlag, Editions, Publication, Ltd., etc.” When several places in the same country are given, mention only the first; e.g., London: Routledge. Use postal abbreviations for states in footnote citations, e.g., NJ, WI, Washington, DC, etc., but spell out the names of states if they appear within the text (thus, New Jersey, Wisconsin, etc.).

5. Include URLs and DOIs whenever possible. For DOIs, use Crossref’s Metadata Search, available here, to find the DOI for a given article. However, TS does not follow CMOS in formatting DOIs, but follows the Crossref Doi Display Guidelines. Thus, e.g., María de la Luz Inclán, “From the ¡Ya Basta! to the Caracoles: Zapatista Mobilization under Transitional Conditions,” American Journal of Sociology 113 (2008): 1316–50 at 1318, http://dx.doi.org/10.1086/525508.

6. For URLs, only supply URLs when a DOI is not available. TS prefers citing a web edition over a print edition, such as in citations of magazines, newspapers, or Vatican documents. Do not specify access dates for URLs, per CMOS 14.7.