



Reference System¹

The orthographic information and literature references used in all articles and reviews of books or theses must conform to the requirements as set out below. Contributors are reminded that all submissions will be adjudicated by the editor and other experts both with regard to content and compliance with formal requirements.

A AGREEMENT WITH AUTHORS

Sole right of publication: Submission of an article for publication in *HTS Teologiese Studies* implies that HTS will have the sole right in respect of the publication thereof, both in the print and electronic media.

B ADJUDICATION

All submissions will be adjudicated by at least two adjudicators. The adjudication is confidential and the names of adjudicators will not be revealed.

C FORMAL REQUIREMENTS

- **Language:** Manuscripts may be submitted in Afrikaans, Dutch, German or English.
- **The manuscript** must be presented in A4, single sided print format, using MS Word, Times New Roman font, 12 pt with 1,5 spacing. Manuscripts must be edited (i.e. language as well as final editing) and proof thereof may be required.
- The author's initials and surname, department and personal e-mail address only need to appear on the title pages. Please also furnish a private postal address, telephone and fax number.
- Include an English abstract.
- Apart from the translation of the title, **the English abstract** must contain a brief exposition (of no longer than 150 words) of the contents of the article.
- **Following the adjudication process**, authors need to amend manuscripts in terms of editorial comment received.

¹ This style sheet represents an abbreviated and adapted form of the Harvard bibliographic reference system. It has been drawn up with reference to Jansie Kilian 1989, *Form and style in theological texts: A guide for the use of the Harvard reference system*. 2nd revised edition, University of South Africa. *Form and style* is a publication of the Research Institute for Theology and Religion, UNISA, and this Institute is hereby acknowledged.

1 TYPING OF MANUSCRIPT AND ADMINISTRATION

One copy is to be forwarded on **computer disc** or electronically as an e-mail attachment. The file should be saved as a Word document (i.e. as doc. and not as .rtf). The **hard copy** must also comply with the abovementioned requirements.

Length of document. Twenty (20) printed A4 pages (\pm 8 000 words) should be regarded as the general guideline.

2 HEADINGS

The upper case is used only for first level headings. Number all headings in accordance with the decimal numbering system. All headings are printed in bold. Avoid numbering of paragraphs without headings. Please note the format for numbering:

1 FIRST LEVEL HEADING

1.1 Second level heading

1.1.1 Third level heading

1.1.1.1 Fourth level heading

For further levels, please use (a) and (i).

Please ensure that all numbered paragraphs have headings.

- ❖ Articles should preferably be subdivided into subparagraphs with appropriate headings.
- ❖ Abbreviations (with the exception of those used for Bible books) and acronyms are not acceptable in the normal text. The use of acronyms which are commonly used, such as Unisa, will be accepted.
- ❖ Italics may only be used as a means of emphasising a word or to indicate a word or an idiom quoted from a language other than the one in which the article is written.
- ❖ **Graphics, illustrations, diagrams and tables** may be produced in any computer programme, but must be saved in either **tif** or **bmp** format.
- ❖ All graphics must be in **electronic format** and must form part of the same document as the text.
- ❖ The font must be compatible with the font type used in the *HTS*, namely Arial.

2.1 Items in a list

Items need not be numbered, but may be indicated by means of a dash (-), an asterisk (*) or "bullets"

3 SPELLING

Follow the spelling of the *Oxford English Dictionary*.

Please pay particular attention to the use of "gender inclusive" language, also insofar as persons, institutions and items are concerned. Plural forms or the passive voice should be considered for the sake of achieving gender inclusivity.

4 TRANSLITERATION

Greek, Hebrew, Aramaic and other special characters must either be entered directly on the keyboard, or must be entered manually and very clearly into the text.

5 ITALICS

Italicise words from ancient and foreign languages. In addition, titles of books, collected works, journals and newspapers are to be italicised. Titles of Bible books, Bible translations, apocrypha and pseudepigrapha must not be italicised.

Foreign words (such as *ad hoc*, *et al*, *sic*) which are so often used in English or Afrikaans that they have almost become accepted "English" or "Afrikaans" terms, should not be italicised. Italics, rather than bold print or underlining, should be used to indicate emphasis. Where applicable, indicate by means of marginal notes where underlining implies italics.

6 ABBREVIATIONS

Recognised abbreviations may only be used in brackets, notes and in the list of references.

6.1 Abbreviations of Bible books (omit punctuation)

6.1.1 Afrikaans (as recommended by the S A Academy of Science and Art)

Gen	Eks	Lev	Num	Deut	Jos	Rig
Rut	1 Sam	2 Sam	1 Kon	2 Kon	1 Kron	2 Kron
Esra	Neh	Est	Job	Ps	Spr	Pred
Hoogl	Jes	Jer	Klaagl	Eseg	Dan	Hos
Joël	Am	Ob	Jona	Miga	Nah	Hab
Sef	Hag	Sag	Mal			

Matt	Mark	Luk	Joh	Hand	Rom	1 Kor
2 Kor	Gal	Ef	Fil	Kol	1 Tess	2 Tess
1 Tim	2 Tim	Tit	Filem	Heb	Jak	1 Pet
2 Pet	1 Joh	2 Joh	3 Joh	Jud	Op	

6.1.2 English (as recommended by the NTWSA)

Gn	Ex	Lv	Nm	Dt	Jos	Jdg
Rt	1 Sm	2 Sm	1 Ki	2 Ki	1 Chr	2 Chr
Ezr	Neh	Es	Job	Ps	Pr	Ec
Can	Is	Jr	Lm	Ezk	Dn	Hs
Jl	Am	Ob	Jnh	Mi	Nah	Hab
Zph	Hg	Zch	Ml			

Mt	Mk	Lk	Jn	Ac	Rm	1 Cor
2 Cor	Gl	Eph	Phlp	Col	1 Th	2 Th
1 Tm	2 Tm	Tt	Phlm	Heb	Ja	1 Pt
2 Pt	1 Jn	2 Jn	3 Jn	Jude	Rv	