OBLATE
SCHOOL OF THEOLOGY

Style Sheet for Essays

Offerings: A Journal of Christian Spirituality and Practical Theology

Thank you for your interest in submitting an essay for *Offerings: A Journal of Christian Spirituality and Practical Theology.* Please follow the following guidelines to expedite the peer-review process.

Essays should be academic in style and 6000-8000 words in length. All submissions are sent for peer review, publication is dependent upon the reviewer's recommendations.

1. Format:
   - Use one-inch margins on all four sides of the page.
   - Use a 12-point font (Times New Roman is preferred), with 24-point (double line) spacing for all text, excluding endnotes.
   - Number the pages, but do not include any other information in headers or footers.
   - Do not include a bibliography. For instructions about citation, see point 5 below. Endnotes should be flush left, single-spaced.

2. Spelling and editing:
   - Unless this style sheet has different instructions, follow *The Chicago Manual of Style* on general editing questions.
   - Use American spellings.
   - Use the final "series comma" in lists of three or more items.
   - Use *italics* for emphasis sparingly. Do not use underlining or bolding at all.
   - Within the text — book titles and foreign words are italicized; journal titles are offset with quotation marks.
   - Do not use page, section, or endnote numbers that refer, within your article, to the article itself.
   - When there is any question as to capitalization, do *not* capitalize words.
   - As stated in the *Chicago Manual*, omit hyphens wherever possible.
   - Greek and Hebrew words, which should be used sparingly, must be transliterated and italicized.
   - Use only one space to separate sentences.

3. *Offerings* does not use any Latin abbreviations. Use English phrases instead of *i.e., etc.,* and *e.g.* See below for instructions for avoiding *cf., ibid.,* and *op. cit.* in endnotes.

4. General matters of style:
   - *Offerings* is read not only by scholars, but also by an educated but general audience. When technical or specialized terminology is necessary, explain it.
   - Wherever possible, use gender-inclusive language.

- Write in the active, not the passive voice. Avoid the "editorial *we*." First-person singular pronouns are quite acceptable.
- In longer articles, include headings and, if necessary, subheadings. In general, these should not be numbered.

5. Endnotes:
General Rule for Endnotes

The general rule is simple. Your first citation of a published work should give all the relevant information. Every reference thereafter should use only the original author's last name and a short title for the book or article, followed by a page number. This general rule has two negative corollaries, both noted above. *Offerings* does not use *ibid*. or *loc. cit*. or *op. cit.*, and we do not use bibliographies or lists of works consulted. Bibliographical information for any work consulted will appear in the first endnote that refers to that work.

First Endnote – Books
In the first endnote for a book, give the author's name, the title, and (in parentheses) the place of publication, publisher, and date; the page number follows, as in this example:

Cristina Mazzoni, *The Women in God's Kitchen: Cooking, Eating, and Spiritual Writing* (New York: Continuum, 2005), 33-37.

First Endnote – Articles
For an article, the order is: author's name, title of the article, name of the journal, volume number, year (in parentheses), and after a colon and a space, the page number. It is helpful, though not absolutely necessary, to provide the range of pages for the whole article, as well as the page or pages you are referring to, as in the example:[2]

Belden C. Lane, "Merton's Hermitage: Bachelard, Domestic Space, and Spiritual Transformation," *Spiritus* 4 (2004): 123-150, at 128.

First Endnote - Chapters in An Edited Book
The form for a chapter in an edited book combines (b) and (c):

Constance FitzGerald, "Impasse and the Dark Night," in Joann Wolski Conn, ed., *Women's Spirituality: Resources for Christian Development*, 2nd ed. (New York: Paulist Press, 1996), 410-450.

Subsequent Endnotes
Once complete information has been given, use a short title (which you should determine) in each subsequent endnote, whether of a book or an article or chapter:

Mazzoni, *The Women in God's Kitchen*, 131.
FitzGerald, "Impasse and Dark Night," 415.

References to the Bible

References to the Bible may be included within the text of the article, in parentheses, before the final punctuation of the sentence. Use the abbreviations of biblical books in the *Chicago Manual*. Separate chapter from verse with a colon. The version you are quoting should be mentioned in the first citation only.

References to Classical Works
References to Classical Works that have been published in many editions and translations should be numbered according to the original scheme. It is for the author to decide whether to include, as well, information about the modern edition consulted. If you do include this, it should follow the usual format for books as outlined above.

Thomas Aquinas, *Summa Theologiae* III q. 2 a. 1 reply; see also Augustine, *De Trinitate* VIII 4 (6).

Longer, Explanatory Endnotes
Longer, explanatory endnotes that include bibliographical information should include it in the format prescribed here. For example, the endnote may itself include a quotation. According to Sedgwick, "Of these articles, only Rachel Hosmer provides a view of the field" (Sedgwick, "Accounting," 177).

6. Figures and slides that are the academic property of the author do not require permissions. All other photos require written permission from the photographer unless they are from a public domain which has expressed permission. Contact the editor for further information and appropriate permission forms.