

Proposal and Style Guide  
for the *Studies in Global Catholicism* series

19 February 2021



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***Inquiries***

For inquiries about the series, please feel free to contact the Editors-in-Chief, Massimo Faggioli ([massimo.faggioli@gmail.com](mailto:massimo.faggioli@gmail.com)) or Bryan Froehle ([froehleb@gmail.com](mailto:froehleb@gmail.com)).

***Proposals and Manuscripts***

To submit your proposal and manuscript, please follow the guidelines below and send the final documents to Brill Acquisitions Editor Theology and World Christianity, Tessel Jonquière ([jonquiere@brill.com](mailto:jonquiere@brill.com))

The Editors-in-Chief and Brill very much look forward to working with you!

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## Proposal

To ensure a swift consideration process, we invite you to submit a 3-5 page proposal for the SGC series. It can be sent directly to the Acquisitions Editor Theology, Tessel Jonquière (jonquiere@brill.com) who will share it with the Editors-in-Chief.

Your proposal must contain the following information:

<b>Title</b>	Include the title and subtitle of your manuscript. The main title should include the most important keywords of the content to help your readers find it online.
<b>Author</b>	Please send your curriculum vitae along with those of all authors/volume editors. For edited volumes the contributor names and affiliations should be included.
<b>Content</b>	Summarize the research question in 3-5 paragraphs. Show how the manuscript offers a new hypothesis. Demonstrate the book's significance in relation to existing literature.
<b>Table of Contents</b>	Include chapter titles and an outline or paragraph describing each chapter. <i>Not necessary if a full manuscript is submitted with the proposal.</i>
<b>Sample</b>	Submit a representative chapter of the manuscript. For edited volumes, submit an introductory or thematic chapter.
<b>Dissertations</b>	All dissertations must be revised for publication. Describe how the work will be revised and restructured. Please send along the original thesis, and if possible, the examiner reports. If you have already revised your manuscript you can submit it with the proposal.
<b>Peer Reviewers</b>	You can also suggest possible peer reviewers for your work, as well as people who you might wish to exclude.
<b>Market</b>	State the primary readership of your manuscript and include a description of competitive publications (and state their publisher).
<b>Specs</b>	Please also mention the intended submission date of the manuscript, along with the total word count (incl. bibliography and footnotes), the total amount of images, and any foreign scripts/transcriptions. In general, Brill publications should be 80,000 – 130,000 words in length, including footnotes and bibliography. If your work is an exception to this, please discuss this with us at an early stage.
<b>Exclusivity</b>	Indicate if a proposal is under consideration with any other publisher. Brill requires <b>exclusivity</b> upon acceptance of your proposal by the Editors-in-Chief.

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## The Manuscript

### To Submit for Peer Review

After the Editors-in-Chief accept your proposal, Brill staff will invite you to submit the manuscript for peer review (external, anonymous). At this point, Brill requires an exclusive publication.

Your manuscript should include the following

- Title Page. Include title and subtitle, author/editor name(s)
- Main Text. Include a Table of Contents, footnotes (not endnotes), and images.
- Bibliography

Reports from the peer reviewers will be assessed by the Editors-in-Chief, who may require minor, moderate, or major revisions.

### To Submit the Revised Manuscript / Final Files

When you submit your revised manuscript, it will be sent to the Editors-in-Chief for final approval. Highlight revisions using “Track Changes” in Word. Typographical errors and grammar or spelling mistakes should not be included in the “Track Changes.”

Your revised manuscript / final files should include:

- Title Page. Include title and subtitle, author/editor name(s).
- Main Text. Include a Table of Contents, footnotes (not endnotes), and images.
- Bibliography
- Images (as separate, high quality .jpgs, file names referencing with placeholders in the main text)
- Index Terms (a list of index words, do not give page numbers at this stage).

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## Style and Consistency

Ensure consistency in your work from the outset. It is very laborious to re-edit the manuscript at a later stage. The most recent edition of the *Chicago Manual of Style* is preferred. Give citations in footnotes, not as parenthetical references. The Brill [Author Guide](#) should be used whenever the *Chicago Manual of Style* is not sufficiently clear. Exceptions may be made upon request in advance.

### Footnotes

Footnotes should be used, not endnotes. Start footnote numbering with '1' in every chapter rather than being consecutive throughout the manuscript. Include a full citation for each reference in each chapter. This is because chapters will be available separately online.

### Font

Please make sure that your book is submitted in either the [Brill Typeface](#), or in a different Unicode font. For the use of non-Latin scripts, please see this page for more information: <https://brill.com/page/fonts/fonts-scripts-and-unicode>.

### Index

Indicate the kinds of indexes you plan to create for your volume, if any, by including them in the Table of Contents. The list of index terms may be submitted after the manuscript has been reviewed.

### Spelling

English language works should use American spelling. Authors may include in their proposal a request to use British spelling. For specific linguistic and bibliography guidelines, see [Appendix 1](#).

### Illustrations

[Illustrations](#) should be highly relevant and must be mentioned in the text where they first appear. During the peer review stages, illustrations should be embedded in the manuscript. However, **after** peer review, please submit the images **separately** from the manuscript in their original format as [high quality illustrations](#), with a minimum of the following dpi.

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Regular photos/images: <b>.jpg (or .tiff)</b>	1330 x 2000 pixels at 300 dpi for full page
Line drawings: <b>.ai or .eps</b>	2640 x 4000 pixels at 600 dpi for full page

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You can view the size of an illustration by right-clicking the image in Explorer > Properties > Details where the illustration's width and height are shown.

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[PLACE ILLUSTRATION 1.1 HERE].

- If you include any illustrations, please read the information under [this link](#) carefully
- Illustrations should be numbered consecutively for monographs (i.e., fig. 1, fig. 2), and per chapter for edited volumes (i.e., fig 1.1, fig 1.2).
- Please include a List of Illustrations with full source and permission information.
- Please include captions for all illustrations, containing only a description of the illustration and either very brief or no source/credit information.
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## Copyediting & Proofs

It is the author's/editor's responsibility to ensure the manuscript is as clean as possible. We recommend that authors/editors have their manuscripts copy-edited prior to submission. The version submitted for publication must be the final version. It must already have been carefully checked for language errors and copy-edited if necessary.

Many professionals are available to help you prepare your manuscript, and you can find some listed on [Peerwith](#) or elsewhere. The final manuscript should include no "Tracked Changes" or "Comments." All such matters must be resolved and removed before submitting the manuscript. The proof process only leaves room for minor corrections such as typesetting errors and the occasional typographical error. Corrections at this stage are expensive. If many are required, Brill reserves the right to charge authors for them.

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## Edited Volumes

In addition to the points above, edited volumes should have/include:

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- Consistency across all chapters in terms of reference style and abbreviations. American spelling is preferred, and in any case consistency in spelling and other matters of style is critical within each article and highly valued for the text of the volume as a whole. The volume editor(s) are responsible to ensure consistency.
- Separate bibliographies must be given at the end of each chapter rather than a single large bibliography.
- A “Contributors” section should contain short biographies (about 100 words) for all authors, listed in alphabetical order, with all the letters of each author’s name given in small caps.
- A separate document containing all abstracts (about 100 words each) and keywords (about 5 to 10 each) for each chapter to facilitate online discovery of the individual chapters.

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## Appendix 1: Linguistic and Stylistic Matters

### Abbreviations

Use of full stops in abbreviations: when an abbreviation is formed by cutting a word short, a full stop must be used at the end; when an abbreviation is formed by the omission of internal letters, a full stop is not generally used.

*Academic Degrees* - Ph.D., D.Min., M.Div., Th.M., M.A., B.A., M.D.

*Titles* - Abbreviations of titles like Mr., Ms., Dr., Prof., Rev. should have a period following, as in the U.S. system.

*Religious Orders* - Abbreviations for religious orders do not need periods:

Use: SJ

Avoid: S.J.

*Era* - BC, AD, CE, BCE should be unpunctuated and set in small capitals.

*Hijra Dates* – The standard system of dating all post-Hijra events is Hijri/Christian, e.g. 786/1384-5 and 786-96/1384-93. Hijri-Shamsi dates should be specifically indicated as 'sh'. Months are always spelled in full. For pre-Islamic dates, indicate by following the date with BC, AD, CE, or BCE. In dates, the following is preferred: 1860-1 (not 1860-1861, nor 1860-61), 1850-72, and 1860-1942.

*Other* - Note the following abbreviations:

ed.	(editor, edited by)
trans.	(translator, translated by)
rev.	(reviser, revised by)
edn.	(edition)
repr.	(reprint)
vol./vols.	(volume)

### Scriptural References

#### *Biblical References*

Please observe the following abbreviations:

Gen.	Neh.	Hos.
Exod.	Est.	Joel
Lev.	Job	Amos
Num.	Ps. & Pss.	Obad.

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Deut.	Prov.	Jon.
Josh.	Eccl.	Mic.
Judg.	Song	Nah.
Ruth	Isa.	Hab.
Sam.	Jer.	Zeph.
Kgs	Lam.	Hag.
Chron.	Ezek.	Zech.
Ezra	Dan.	Mal.
Mt.	Eph.	Heb.
Mk	Phil.	Jas.
Lk.	Col.	Pet.
Jn	Thess.	Jn
Acts	Tim.	Jude
Rom.	Tit.	Rev.
Cor.	Phlm.	
Gal.	Heb.	

*Arabic Numerals* - Use Arabic numerals throughout: 2 Cor. not II Cor.

*Chapter/Verse* - Periods between chapter and verse numbers: Lk. 6.12.

*Verse Sequence* - Hyphens to mark sequences of verses:

Mt. 3.6-8      Lk. 6.10-12      Jn 10.12-14, 16 (N.B. the space after the comma).

*En-Dash* - Use the En-dash for sequences extending beyond a single chapter: Matthew 6–9. It can also be used for dates and page numbers, hyphens for compounds (per normal use).

*Semicolons* - To divide distinct references to different chapters of the same book: John 6.15; 14.12.

*Single References* - Semicolons to divide single references to separate books: Lk. 4.12; 2 Cor. 3.8.

*Biblical References* - Biblical references should be placed in parentheses in the text: (Mt. 2.6-8).

*Biblical Chapter and Verse* - The words 'chapter' and 'verse' in biblical references are abbreviated to ch. (plural chs.) and v. (plural vv.), except at the beginning of a sentence, where they are written out in full.

*Biblical Book Names* - The names of biblical books are spelled out in full, except when chapter and verse number(s) are given; thus Genesis 11, Genesis 11–12, but Gen. 11.1. The exception to this rule is in footnotes and in brackets in the main text, where the abbreviated form is used even if only the chapter number is given. The

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names of biblical books are not abbreviated in display material, including book and chapter titles, sub-headings, or the Table of Contents. Abbreviations are never used as the first word of a sentence:

“Genesis 1:1 tells us ...”

## *Quran Scriptural References*

All citations of verses from the Quran should follow the ‘standard’ Egyptian edition and appear in the form ‘Q 3:23’ (or ‘3:23’ when Q has already appeared in the sentence). The Q is written without italics and without a period. Ḥadith citations should be given as book and bāb, not page number or number of the ḥadith, as these can vary. Please also provide, in the bibliography, the publication details of the edition you use.

## Common Capitalized Words

Adjectival forms of capitalized terms should not be capitalized.

E.g. Bible, biblical; Christology, christological

But: Dickens, Dickensian; Bentham, Benthamite

‘Church’ should be capitalized only if referring to a specific building, denomination, or the like.

## Comma (Serial, Oxford)

Use: “She stood, looked, and listened.”

Avoid: “She stood, looked and listened.”

The last item in a series should be followed by a comma: “man, woman, and child”

A series should be formatted as follows, depending whether the items continue the flow of the sentence or consist of complete sentences:

“The reasons for conforming punctuation to SPP style are (1) for the sake of consistency in the appearance of the Bibliography, and (2) because ...”

“The following factors make the table less than wholly reliable: (1) Some journals do not impose a single form of reference. (2) Different ...”

## Ellipsis

*Beginning Sentence:* if the ellipsis stands for a section of a text missing at the beginning of a sentence, the ellipsis should follow the period immediately preceding it and there should be a space before the subsequent sentence.

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*End of Sentence*: if the ellipsis stands for a section of text missing after the end of a sentence, then a space should precede the ellipsis. If a new sentence begins after the ellipsis, then the ellipsis mark should be followed by a period.

- Do not begin a block quote with ellipsis.
- The ellipsis is never to be enclosed within parentheses.

## Em-Dash

Em-dashes are to be used instead of En-dashes, with no spaces separating the word or phrase from the words or phrases before or after. If a quotation is used with an En-dash, this is to be replaced by the Em-dash.

Use: “text—text—text”

Avoid: “text – text – text”

*Bibliography* - When there is more than one work per author listed, use descending order from most recent to earliest, but repeat the name. **Do not** use Em-dashes or dots in place of an author’s name. In the case of a List of References, add a, b, c to the year if you list more than one publication of an author in the same year. Arrange these entries alphabetically according to the title of the work.

## Quotations

*Single ‘Quotation Marks’* - are used to distinguish words, concepts, or short phrases.

*Double “Quotation Marks”* - are used for normal quotes.

*Block Quotes* - Larger sections of quoted text should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side. No quotation marks should be used for these block quotes.

*Lower Case Punctuation* - Periods and comma always fall within quotation marks. Upper case punctuation (colons, semicolons, question and exclamation marks) follow the closing quotation marks unless part of the original quotation.

*Square Brackets* - Any interjections or substitutions by the author into quotations are to be placed in square brackets. Quotations that are obviously faulty are not to be corrected but to be followed by the word “sic” in square brackets.

## Forward Slash

A slash signifying an alternative or replacing the word “and” should have no space on either side.

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## Italics

Use italics for words that should be italicized only. Underlined text will be typeset as italics. Use italics consistently and do not use it in combination with single quotes (unless the italicized word is part of a longer quote between double quotes).

## Numbers and Number Ranges

*1-10* - Numbers one to ten, all round numbers, and numbers that begin a sentence should be in written form, and when they are an even hundred, thousand, million. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century. They should be separated by an En-dash.

*Roman v. Arabic* - Use Roman numerals for vol. numbers of books, and series numbers. Use Arabic numbers for journal issue nos.

*Percentages* - The written word (percent) is preferred to the symbol (%) in text. Use the symbol in tables. Always be consistent.

*Number Range* - When a number range is introduced with the word “from” or the like, do not use a hyphen or dash in place of the word “to,” except in the case of page numbers:

Use: From 1920 to 1940

Avoid: From 1980-1984

*Centuries* – Use consistently the spelled-out form (eighteenth century) or the numerical form (18th century). If used as an adjective, there should be a hyphen between the last number and the word century: eighteenth-century rationalism; 18th-century rationalism. Do not use apostrophes in decades and centuries.

Use: 50s, 80s, 1900s, 1990s

Avoid: 50's, 80's, 1900's, 1990's

*Possessives Ending in 'S'* - Possessive forms for names ending in 's' should only include an apostrophe (Davis' not Davis's).

## That/Which

That and which are to be used correctly ('that' with a restrictive clause and 'which' with a non-restrictive clause set off by commas):

Use: The dog that crossed the road was black.

Use: The dog, which crossed the road, was black.

Avoid: The dog, that crossed the road, was black.

Avoid: The dog which crossed the road was black.

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## Other Remarks

- Do not use second-person constructions.
- Do not use contractions (e.g. don't, isn't, haven't).
- (Gender-specific) pronouns used in reference to God should not be capitalized.
- Do not use & for 'and' unless publishers use it in the names of their firms.
- 'E.g.' and 'i.e.' are only permissible in the body of the text if they introduce a list or are within brackets ('cf.', 'e.g.', and 'i.e.' are followed by a comma.) Likewise, please avoid 'etc.' unless it is in a footnote. Where possible, avoid the use of these terms in favor of an English equivalent.
- Please do not use *op. cit.* or *ibid.*
- Titles such as King or Pope should be used as sparingly as possible: Henry VIII, John Paul II.
- Avoid 'f.' and 'ff.' Indicate the exact page numbers.

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## Appendix 2: Bibliography

The bibliography should be a complete overview and not a selection. In a monograph it should be placed at the end of the work, in an edited volume at the end of the article. It should be organized alphabetically by the author's last name.

### General Sample

#### *Book*

Pennell, C.R. *Morocco: From Empire to Independence*. Oxford: Oxford University Press, 2003.

#### *Edited Volume*

Daoud, Z. "Tradition et modernité au Maroc: passé et présent." In *Morocco and the Netherlands: Society, Economy, Culture*, edited by P. Bos and W. Fritschy, 10-19. Amsterdam: Editions Rodopi, 2006.

#### *E-book*

Castelli, Silvia. *Johann Jakob Wettstein's Principles for New Testament Textual Criticism*. Leiden: Brill, 2020.  
<https://brill.com/view/title/58279>.

#### *Journal Article*

Warner, Robin. "Oceans of Opportunity and Challenge." *Asia-Pacific Journal of Ocean Law and Policy* 3, no. 2 (Nov 2018): 157-175.

### Multiple Publications for One Author

If there is more than one work per author listed, then organize in descending order per year (from most recent to earliest), but repeat the name (**do not** use (Em-)dashes or dots).

Vroom, H.M. "De inrichting van de theologie in de plurale cultuur." *Skriften Kerk* 19 (1998): 419-37.

Vroom, H.M. "Theology and Religious Studies: Progress and Relevance." In *Theology between Church, University, and Society*, edited by M. E. Brinkman et al., 88-105. Assen: Van Gorcum, 2003.

If you use more than one publication of an author from the same year, add a, b, c to the year. After the first entry, the name of the author should be omitted. These entries are to be arranged alphabetically according to title of work:

Smith, J.R. (2003a). *Egypt in the Nineteenth Century*.....

Smith, J.R. (2003b). *Morocco in the Eighteenth Century*.....

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## Translations

If a work is being cited that was originally written in another language than English, available English translations should be used. If an existing English translation is not available to the author of the article, then the author may supply his/her own translation. In the bibliographical entries, only the translated work need be noted—not the original—with mention of the translator.

Ceci, Valentina. *The Vatican and Mussolini's Italy*. Translated by Peter Spring. Leiden: Brill, 2017.

## Editions

Include full bibliographical information, thus publisher, date of publication, in case of reprint use the most recent date, in case of a new edition indicate this in the title (see below). Do not italicize words after the title such as New rev. ed. or Third ed.

Smith, J.R. *Egypt in the Nineteenth Century*. New rev. ed. Cambridge: Harvard University Press, 2003.

Or:

Smith, J.R. *Egypt in the Nineteenth Century*. 3rd ed. Cambridge: Harvard University Press, 2003.

## Online Resources

In citing online resources, please make sure to include the date of last access and use DOIs when possible. For a monograph include one complete bibliography, for edited volumes the bibliographies can be included at the end of each article. Frequently, web sites also provide a citation to copy, like the reference works on Brill Online (see below). When in doubt, check the *Chicago Manual of Style*.

Barth, Thomas; Knuth, Hans Christian. "Church Governance." *Religion Past and Present*. Brill Online, 2016. Reference. BRILL demo user. 05 April 2016 [http://referenceworks.brillonline.com/entries/religion-past-and-present/church-governance-COM\\_11683](http://referenceworks.brillonline.com/entries/religion-past-and-present/church-governance-COM_11683) First appeared online: 2011. First Print Edition: ISBN: 9789004146662, 2006-2013.