



## *Instructions for Authors*

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### Scope

*Pneuma* (*PNEU*) is the Journal of the Society for Pentecostal Studies (SPS). Since its founding in 1970, the SPS has become an international society of scholars interested in Pentecostal and Charismatic studies. Though many of the more than 600 members of the Society belong to one of the Pentecostal or Charismatic churches, a number of others are involved in the Society's annual meetings from other churches or merely from university settings. In 1979, *Pneuma* first appeared as the Journal of the SPS. The Journal became a major medium for the international discussion of scholarly issues related to Pentecostal and Charismatic studies. *Pneuma* publishes peer-reviewed articles on matters related to the special interest groups of the SPS, namely, biblical studies, history, theology, missions, praxis, ecumenism, ethics, philosophy, and religion and culture. The Journal cherishes an ecumenical and an international vision as well.

### Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: [brill.com/page/ethics/publication-ethics-cope-compliance](http://brill.com/page/ethics/publication-ethics-cope-compliance).

### Submission

*Pneuma* uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: [editorialmanager.com/pneuma](http://editorialmanager.com/pneuma). First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. During registration, you can fill in your username and password. You should then please follow the on screen steps to upload your manuscript for evaluation.

If you should forget this username and password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.



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### *Double-blind Peer Review*

*Pneuma* uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page that includes the full title of the manuscript, the names and complete contact details of all authors, the abstract, keywords, and any acknowledgement texts. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized. If your manuscript is accepted for publication, your names (and related references) can be inserted when you submit the final version of your manuscript. Note that you should also include the title of the manuscript plus the abstract and keywords in the manuscript file.

### *File Formats*

Manuscripts should be submitted in the form of an electronic file. Use word or rich text format.

### *Contact Address*

For any questions or problems relating to your manuscript please contact Bill Oliverio ([bill.oliverio@northwestu.edu](mailto:bill.oliverio@northwestu.edu)), or Nimi Wariboko ([nimiwari@bu.edu](mailto:nimiwari@bu.edu)). For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: [em@brill.com](mailto:em@brill.com).

## **Submission Requirements**

### *Language*

Manuscripts should be written in English. Spelling should be consistent throughout.

### *Unicode and Non-Roman Scripts*

If your manuscript contains non-Roman scripts, please also upload a pdf of the article in which all characters are displayed correctly. Fonts must be Unicode-compliant; the use of fonts recommended by Brill is strongly encouraged. For more information on handling non-Roman scripts, please also see the sections on Fonts and Unicode and on Special Scripts and Transliteration on the BRILL website ([brill.com/page/fonts/fonts-scripts-and-unicode](http://brill.com/page/fonts/fonts-scripts-and-unicode)).

When using foreign language fonts (Greek, Hebrew, Chinese, etc.), be sure to embed the fonts in your document before saving and sending it electronically. In MS Word 1997-2003, click on "tools" and then "options." Click the "save" tag. Under save, check mark the "embed linguistic data" option. Then save your document. This will allow the fonts to be read once the document is sent electronically.

### *Length*

Articles are not to exceed 8,000 words in length, including footnotes and abstract.



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### Manuscript Structure

#### *Format*

- a) Use double spacing throughout the article, except for indented quotations and footnotes.
- b) Provide wide margins, at least one inch, and no more than two inches, on all sides of the page.
- c) The body of the article should be typed in size 12 font, preferably in Times New Roman.
- d) Avoid excessive formatting (e.g. involving title and name headings).
- e) Please insert page numbers in the upper right-hand corner.

#### *Headings*

Use two levels of headings. They should be flush left, and not numbered.

**This is the First Level Heading**

*This is the Second Level Heading*

#### *Stylistic Considerations*

- a) Write as much as possible in the *active voice*.
- b) Avoid excessive capitalization. Small capitals, *without periods*, are used to indicate certain common abbreviations, such as:
  - historical periods: 586 BC, AD 451 or 586 BCE, 451 CE. Be consistent with one or the other.
  - affiliation with religious orders: Thomas Skillen, OFM
- c) Italicize for emphasis. Do not use bold or capital letters.
- d) Use commas to clarify the syntax of sentences.
- e) Do not use abbreviations such as e.g., i.e., or etc., in the body of an article. They may be used in the notes.

#### *Style sheet*

*Pneuma* utilizes *The Chicago Manual of Style* ([chicagomanualofstyle.org/home](http://chicagomanualofstyle.org/home)) and *The SBL Handbook of Style* (Peabody, MA: Hendrickson Publishers, 1990, [sbl-site.org/assets/pdfs/JBL\\_Instructions.pdf](http://sbl-site.org/assets/pdfs/JBL_Instructions.pdf)). Of the two systems identified in *The Chicago Manual of Style* and *SBL Handbook of Style*, *Pneuma* employs the notes and bibliography system of citation (humanities style). Do not use the author-date system. For all general questions regarding style, punctuation, and notion (including all online references), see *The Chicago Manual of Style*.

Please refer to *The SBL Handbook of Style* for the following information:

- Transliteration and transcription of ancient texts (Chapter 5)
- Citation of printed (not online or electronic) ancient texts in translation or in a series such as *Patrologia Latina* (7.3.1-7.3.6)
- Abbreviations of ancient (including Biblical texts) and modern works (Chapter 8)



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### *Scripture Citations*

- a) Use the *New Revised Standard Version* of the Bible for all Scripture references, unless a passage is translated by the author, in which case it shall be indicated.
- b) Use the following abbreviations for Biblical books. The table may be found in *The SBL Handbook of Style*, 8.3.1-8.3.2. Note that no period follows the abbreviation.

Gen	Exod	Lev	Num	Deut	Josh
Judg	Ruth	1-2 Sam	1-2 Kgs	1-2 Chr	Ezra
Neh	Esth	Job	Ps (Pss)	Prov	Exxl
Cant	Isa	Jer	Lam	Ezek	Dan
Hos	Joel	Amos	Obad	Jonah	Mic
Nah	Hab	Zeph	Hag	Zech	Mal
Matt	Mark	Luke	John	Acts	Rom
1-2 Cor	Gal	Eph	Phil	Col	1-2 Thess
1-2 Tim	Titus	Phlm	Heb	Jas	1-2 Pet
1-2-3 John		Jude		Rev	

## Articles

### *Initial Submission*

A title page file contains the manuscript title, followed by the author'(s) name(s), affiliation(s), address, and e-mail address, abstract and keywords.

The manuscript file is anonymized, and begins with the manuscript title, followed by the body of the manuscript.

### *Abstract and Keywords*

This should be followed by an abstract (150 words) and a list of two or more keywords that refer to *the topics indicated by the article*.

### *Accepted/Revised Articles*

In the title page file, the title of the manuscript should be followed by the author's name, institutional affiliation, address, and e-mail address, the abstract and keywords.

### *Footnotes*

The Journal uses footnotes, and not endnotes. Utilize footnotes following *The Chicago Manual of Style*. Do not include notational references in the text.

Footnotes should be numbered consecutively, using numbers only, not symbols. Use notes sparingly, primarily to identify cited sources. Try to avoid lengthy content in any notes.



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### *Bibliography*

Each article needs to have its own bibliography at the end of the article. Because of automatic referencing, this bibliography should strictly comply with the following rules:

#### *General*

- Do not use dashes for repeated author names.
- Capitalization of titles in both headline-style or sentence-style is allowed. Please follow the same capitalization style as in the original title.
- Reverse italics in titles are permitted when applicable.
- The Bibliography/Reference List should be presented in roman script. Use a transcribed version of the reference where necessary. The original script can be included within square brackets.

#### *Style*

Please use the following style conventions, which are based on *The Chicago Manual of Style*. For a more elaborate list, please contact the Editors.

#### *Book*

Author, Adam A., and Benjamin Author. *The Title of the Book* (Location: Publisher, 2020).

Author, Adam. *The Title of the Book* (Location: Publisher, 2020), 1–10.

Author, Adam, and Benjamin Author. *The Title of the Book*, 6<sup>th</sup> ed. (Location: Publisher, 2020).

#### *Edited Book*

Editor, Adam, ed. *The Title of the Book* (Location: Publisher, 2020), 1–10.

Editor, Adam, and B.B. Editor, eds. *The Title of the Book* (Location: Publisher, 2020).

#### *Article in Edited Volume*

Author, Adam, and Benjamin Author. "The Title of the Article." In *The Title of the Book*, eds. Adam Editor, Benjamin Editor and Charlie Editor (Location: Publisher, 2020), 1–10.

Author, Adam, Benjamin Author, and Charlie Author. "The Title of the Article." In *Proceedings of the Xth International Conference on Something 2020* (Location: Publisher, 2020), 1–10.

#### *Journal Article*

Please include the doi number whenever possible.

Author, Adam. "The Title of the Journal article." *Journal Title* 70 (1) (2020), 1–10.

Author, Adam. "The Title of the Journal article." *Journal Title* 70 (2020), 1–10.



## *Instructions for Authors*

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### **Publication**

#### *Proofs*

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly.

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#### *Transfer of Copyright*

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