



### *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. Articles have appeared over the years on matters related to the special interest groups of the SPS, namely, biblical studies, history, theology, missions, praxis, ecumenism, and religion and culture. The Journal has cherished an ecumenical and an international vision as well. The staff at *Pneuma* trust that the Journal will bring the scholarship of the SPS and beyond to the broader awareness of the academy and the churches for the mutual benefit of both.

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## Submission

*Pneuma* now 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.

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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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### *File Formats*

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



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#### *Contact Address*

For any questions or problems relating to your manuscript please contact Peter Althouse ([pfalthouse@seu.edu](mailto:pfalthouse@seu.edu)), or Peter Waddell ([rcwaddell@seu.edu](mailto:rcwaddell@seu.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

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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.

### **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.



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**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.

#### The Chicago Manual of Style and The SBL Handbook of Style

*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 notation (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)

#### 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.

The manuscript file is anonymized, and begins with the manuscript title, followed by the abstract, and keywords and then 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*.



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*Accepted/Revised Articles*

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 or a reference list. Since the footnote citations will have all the relevant bibliographical data, a bibliography at the end of the article is unnecessary.

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.

*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	

**Publication**

*Proofs*

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