# Information for Contributors in ACTA facultatis theologicae Universitatis Comenianae Bratislaviensis

#### 1 Submission Requirements

By submission of manuscripts to ACTA for publication consideration, the authors agree with the following ACTA's publication requirements:

- the manuscript has not been published previously elsewhere, it is not under review for publication elsewhere, and will not be submitted to another publication entity during the review period at ACTA;
- the author whose manuscript utilizes data that are reported in any other manuscript(s), published or not, is required to inform the editor of these reports at the time of submission;
- the manuscript should be created in the text editor Microsoft Word (i.e. in the .doc or .docx format), or in text editors of other OS (Macintosh, Linux) but converted into the final format which would be compatible with OS Word;
- nothing in the file of the submission should identify its author; to insure author's anonymity, file's "Properties" should be deleted prior to submission (in Microsoft Word see WORD > FILE > PROPERTIES);
- the manuscript should be prepared in accordance with the ACTA's "Concise Style and Citation Guide" (see below);
- · the range of the submitted manuscript should be between:
  - 40.000 70.000 characters for studies (including spaces and footnotes); an abstract should be of 1.100 letters or less (see Concise Style Guide); ACTA reserves the right to ask authors to shorten their excessively long papers;
  - 15.000 30.000 characters for an article (including spaces and footnotes); an abstract should be of 1.100 letters or less (see Concise Style Guide); ACTA reserves the right to ask authors to shorten their excessively long papers;
  - 3. 2.000 4.000 characters for a *review*;
  - 4. 2.000 4.000 characters for a annotation.
- · there should be uniform lettering (Times New Roman 11-point; it is permissible

to use *Italics*, but not **Bold Font Style**), *spacing* (single line spacing) and *sizing* (Format A4) in the entire submitted manuscript;

- · besides the manuscript, the author should also submit:
  - 1. the title (and subtitle, respectively) of the manuscript,
  - 2. the abstract (no more than 1.100 characters, including spaces),
  - 3. key words (no more than five),
  - 4. bibliography or list of references (see Concise Style Guide below ), and
  - 5. author identifying information (first name, Last Name, Address [personal or professional], e-mail contact).
  - 6. In the case of a submitted review, its author is asked to indicate the review publication as follows: LAST NAME, First Name: *Subtitle* (Series Number), Place of publication: Name of the Publisher, Year. pages. ISBN.

## 2 Specific Criteria for Publication

- headings in the manuscripts are in Regular Font Style and numbered by Arabic numerals (1, 2, 3...; see Concise Style Guide);
- · there is *no indentation* of paragraphs in the manuscript;
- · the manuscript should consist of only necessary footnotes;
- footnotes are placed on their respective pages, and the author's last names are given in Small Caps (Format > Font; see Concise Style and Citation Guide bellow);
- in the case of the Hebrew and Greek languages, fonts other than those of Bible Works or SBL (download) should be identified and/or sent with the manuscript to the editorial team;
- · it is recommended that cited biblical passages be limited to their requisite parts only;
- only generally known abbreviations should be used; otherwise the abbreviations should be identified in words;
- the manuscript should be prepared in accordance with the ACTA's "Concise Style and Citation Guide" (see article 4 below in this document);
- authors' attention to the conventions described in the ACTA's "Concise Style and Citation Guide" will be appreciated since it facilitates the work of the reviewers and the editors. In case of any queries on ACTA's style, please

contact: acta@frcth.uniba.sk;

 manuscripts that are inappropriately prepared may be returned to the author for revision.

## 3 Closing dates

- · 31 November for the first issue of the volume,
- · 31 May for the second issue of the volume.

## 4 ACTA's Concise Style and Citation Guide

Page settings: A4

Font: Times New Roman 11-point type

Line spacing: single

Page numbers: in the page footer and centred

# Body of the manuscript:

- · Title, Subtitle (not obligatory)
- · Body (Introduction, chapters divided into paragraphs, Conclusion)
- Bibliography
- Summary
- · Key words

**Chapters and Headings:** Headings of chapters should be given in Regular Font Style and numbered by Arabic numerals (1, 2, 3...). It is recommended that rational levelling of headings should be used in the manuscripts, i.e. no more than two sub-levels (1 ... 1.1 .... 1.1.1).

*Indication of biblical passages:* Between two and more chapters: Exod 3,1–4,18. Between verses in the chapter: Gen 15,2-6. In the text of the manuscripts: "... in vv. 2-6 ...".

*Indication of biblical books:* Abbreviations of biblical books are according to the New Revised Standard Version (NRSV).

**Footnotes:** In the text of the manuscript, the footnotes are indicated by the number in superscript *before* the punctuation mark. Example:

An exception to this rule are the cases when there are direct citations of full sentences and passages (more than three lines). In such cases, the number of the footnote is placed *after* the final punctuation (or if necessary quotation) marks at the end of the entire citation. Example:

Footnotes should be placed on the respective pages in the manuscript. Since the first citation in the footnote is included, all citations should be given in the socalled abbreviated form (see "Citations" bellow). Required components of an abbreviated form of the citation are:

· for monograph: SURNAME, Title, page, note.

Example: SKA, Our Fathers, p. 5, n. 6.

· for article and contributions in monographs: Surname, Title, page, note.

Example: ESSER, Barmherzigkeit, p. 5.

For the author's surname, ALL caps (ABCD) are used. Page numbers in citations are indicated *with* shortcut "p.". Note numbers in citations are used *with* the shortcut "n.".

If there are several different works from one author cited in the same footnote, the author's surname should be indicated repeatedly, i.e. *without* the use of Ibid., Idem., or Id.

**Citations in the text**: If there are quotation marks within a cited passage in the text (so-called citations within citations), the type of quotation marks should be distinguished:

· 1<sup>st</sup> level: "xxx"

· 2<sup>nd</sup> level: «xxx».

Example: "Xxxxxx xxxx xxx xxx xxx xxx xxx xxx..."

**Bibliography:** The bibliography, or list of references, should include *all works cited* in the article or research note. Entries in the complex citation form (see below) are arranged in alphabetical order at the end of the article or research note by the last name of an author or editor, or by the last name of the first author if there are several co-authors. If there is no author or editor, the respective work is ordered by the first letter of its title.

Works by an identical author are ordered by years of publication, starting with the

oldest published one. The author's name should be repeated for each entry.

#### Some examples:

## **Books/Monographs**

LAST NAME(s) (All Caps), N (First name(s). *Title. Subtitle (Series\_Number)*. Place of publisher: name of publisher, year of publishing. (except the first edition, the serial number of edition is written in superscript before the year; example for the third edition: <sup>3</sup>1992.)

#### Example:

DUESBERG, H. – AUVRAY, P. *L'Ecclésiastique (La Sainte Bible)*. Paris: Cerf, 1953.

#### **Periodicals**

LAST NAME(s) (All Caps), N (First name(s). Title. Subtitle (no Italics, no quotation marks). In: *Periodical*, year of publishing, volume number (issue number, if needed) page numbers.

#### Example:

POSVÄTNÁ KONGREGÁCIA OBRADOV. Inštrukcia Eucharisti cum mysterium. In: *Liturgia*, 1993, roč. 3, č. 2, s. 141 – 174.

An issue number is included *only if every issue of the referenced periodical is numbered separately*, i.e. if it begins with a page number 1.

# Contributions in monographs/annuals, chapters in books

LAST NAME(s) (All Caps), N (First name(s). Title. Subtitle (no Italics, no quotation marks). In: LAST NAME, N. ed(s) (of editor(s). *Title of the monograph. Subtitle*. Place of publisher: name of publisher, year of publishing, page numbers.

# Examples:

VAN DER KOOIJ, A. Perspectives on the Study of the Septuagint: Who are the Translators? In: NOORT. E., MARTÍNEZ, F.G. eds. *Perspectives in the Study of the Old Testaments and Early Judaism (VTSup 73).* Leiden – Boston – Köln: Brill, 1998, p. 214 – 229.

RUŽBARSKÝ, P. Pastorácia Rómov na Slovensku. In: BEŠENYEI, P. ed. *Preventívny systém v rómskom svete. Medzinárodná konferencia o pastorácii Rómov.* Košice, 20. – 23. november 2009. Bratislava: Vydavateľstvo Don Bosco, 2010, p. 158.

DELLA TORRE, L. Pastorale liturgica. In: SARTORE, D., TRIACCA, A .M., CIBIEN, C. eds. *Liturgia*. Cinisello Balsamo: Edizioni San Paolo, 2001, p. 1455 – 1456.

#### **Electronic documents**

Author's LAST NAME (All Caps), **N** (First name, if known). Title of the document. Subtitle [online]. [accessed/posted YYYY-MM-DD]. Available on: http address.

#### Example:

HUMM, A. Middle Assyrian Law Code. Tablet A. Based On a Comparison of the Translations of G. R. Driver & J. C. Miles with that of Theophile Meek [online]. [accessed 2015-02-20]. Available on:

http://jewishchristianlit.com/Texts/ANElaws/midAssyrLaws.html#FN35.

#### The adress of the Editorial Office:

RÍMSKOKATOLÍCKA CYRILOMETODSKÁ BOHOSLOVECKÁ FAKULTA UK V BRATISLAVE

Kapitulská 26,

814 58 Bratislava 1,

E-mail: acta@frcth.uniba.sk