



## **Guidelines for Manuscript Writers**

### **TEXT**

1. Write the manuscript in A4 size, with 2cm margins all around, font size 12 and line spacing 1.5. Write all of the text without hyphenation and do not make linebreaks within paragraphs.
2. End the paragraph with a line break. Do not leave an empty line between paragraphs unless intended to the final publication.
3. Use only *italics* for emphasis. Do not use bold or underline. Avoid CAPITALS; use them only in texts intended with capitals in the final publication. Do not make unnecessary design modifications to the text.
4. Indent using paragraph styles of your word processing program. Use styles also for headings. In principle, you need only the following styles: paragraph following a heading (no indentation), normal body text (indentation), block quote, heading styles. Headings are not written with capitals.
5. In a sentence break that is marked with a dash, en-dash (–) with empty space on both sides is used. Limits between numbers and others are also indicated with en-dash (–). Ellipsis is indicated by two en-dashes separated by an empty space ( – – ). Hyphen (-) is used to join words. Minus sign (–) is used in mathematical context. Em-dash (—) is not used.
6. Following the typography tradition prevalent in Finland, as quotation marks use the ”-sign, which opens to the left. The sentence ending character is placed inside the quotation marks only if the character is a part of the quoted material and the quotation is an independent sentence. If the quotation spans over three lines in the manuscript, it is given as an indented quotation (a block quote). In a block quote, quotation marks are not used. Single quotation marks (left-opening ’-sign) are used as apostrophe and within a quotation to denote a nested quotation – in a block quote, normal quotation marks are, however, used.

### **CITATIONS AND INDEXING**

7. Use only footnotes. The superscript note is marked after the sentence ending mark (period, question mark, exclamation mark), or, if footnote clarifies one concept only, after the concept.
8. The citation is made by author, year and exact page number(s). Authors' (sur)names are written with SMALL CAPITALS, not capitals. Abbreviations such as f., ff. and ibid. are not allowed. Publications by same author in the same year are distinguished by an alphabetic identifier (e.g. 2008a, 2008b). If there are more authors, a comma is used between them except for the last one, where &-sign is used. Footnote can contain also so-called text citations (year and page in parentheses). They are not used the the body text. Footnote must not be started with an empty space. See examples at the end of this document.
9. Sources may be cited via a fitting shorthand. All shorthands must be clarified, preferably in a separate list of shorthands.
10. Bibliography is given at the end of the manuscript. Only cited publications are given. The publications are given ordered by their author. Under each author, each publication is given by year published with a hanging indent. Necessary identification information must be given, at least year, title, publishing location and publisher. The title is italicized.
11. Use the indexing feature of your word processing program and create with it a index of people, and an

index of concepts.

### **DELIVERING THE MANUSCRIPT**

12. Insert your name only in the beginning, so that it may be removed for peer review.
13. Proofread the text as closely as possible. Make sure all the person names are uniform. There must be no changes to the text after the layout. If there are any, changes are costly and will be charged from the author. The author must have the manuscript proofread in cases, where it is not written in native tongue.
14. Deliver the text in a proper, editable file format (.DOC, .DOCX, .RTF, .OTD, LaTeX). Deliver all images as print-capable files also separately. Deliver also a PDF-file of the manuscript.

### **THE PUBLISHING PROCESS**

15. Deliver an application for publishing and an outline of the work for the society well beforehand, so that it can be taken into the publishing plan of the society. Recommended time is in the March of the year before intended publishing. Becoming a part of the publishing plan is not a binding contract of publishing.
16. Deliver the finished manuscript, following the guidelines here given, to the society for peer review. The society decides after the peer review, whether the manuscript will be published.
17. If the manuscript is accepted for publication, a publishing contract will be signed between the society and the author.
18. The author is responsible for the contents, grammar, proofreading of non-native manuscript, index creation and planning of the book's backmatter text. The society is responsible for layout, printing and cover design, and of bringing the book for for sale. The author may make suggestions on the cover design.

## Examples of Citation

PLEASE NOTE that some of the examples are more or less fictitious.

*In footnote:*

1. The starting point for research literature: author, year, comma, page(s).  
VAN DEUN 2015, 28.
2. Multiple authors: comma between author names, except & before the last name  
HALLAMAA, LAINE & PEIPONEN 2019, 123–125.
3. Multiple citations in same footnote are separated with a semicolon, and the list ends with a period.  
LAINE 2015, 45; HALLAMAA, LAINE & PEIPONEN 2019, 123–125.
4. Footnotes may contain discussion. Within such footnotes, text citations can be used.  
LAINE (2017, 54) makes especially good remarks on the nature of racism.  
WOLTERSTORFF (2016, 2) notes, that epistemology “deals with much more than knowledge”.

*In bibliography:*

LAINE, Antti

2015 *Ecumenical Attack against Racism. The Anti-racist Programme of the World Council of Churches, 1968-1974.* SLAG 68. Helsinki: Luther-Agricola Society.

2017 *The Nature and Structure of Racism.* SLAG 73. Helsinki: Luther-Agricola Society.

HALLAMAA, Olli & LAINE, Antti & PEIPONEN, Matti

2019 *Kuvitteellinen teos.* SMOeF 72. Helsinki: Luther-Agricola Seura.

VAN DEUN, Peter

2015 *Building the Architecture of the Cosmos: the Maximian Bricks. – The Architecture of the Cosmos. St. Maximus the Confessor. New Perspectives.* Eds. Antoine Lévy, Pauli Annala, Olli Hallamaa and Tuomo Lankila. SLAG 69. Helsinki: Luther-Agricola Society. 27–38.

WOLTERSTORFF, Nicholas

2016 *Knowing God Liturgically. – Journal of Analytic Theology* 4.

(Please note that SMOeF and SLAG should be clarified in a separate list of shorthands.)