

### *What is Anvil?*

***Anvil* is an anglican evangelical journal for theology and mission that seeks to enable the developing and emerging church to engage in and reflect on mission in today's and tomorrow's world.**

Within this broad vision it looks to publish articles across the range of theological sub-disciplines. These should be aimed at theologically literate church leaders.

*Anvil* appears four times a year. One edition (usually issue 3) is edited by the Assistant Editor (Anne Dyer) and two are edited by the Editor (Andrew Goddard). One edition each year (usually issue 2) is edited by a guest editor and all articles are specifically commissioned and sharing a common, specific focus.

Each edition usually contains four articles and a large number of book reviews (arranged by the book review editor, Peter Ballantine). Advice for new reviewers appears at the end of this style guide.

**The overwhelming majority of our readers are Anglicans in authorised ministry, lay and ordained. They have expressed a strong preference for biblical articles engaging with hermeneutics and relevant to parish ministry and preaching.**

### *Submission of articles*

- Proposals for articles, outlines, or a full text can be submitted to the Editor for consideration.
- The Editor will usually consult with another member of the Editorial Board before rejecting a proposal or accepting it (with a projected publication date), usually with suggested alterations.
- Articles are usually 4,500 to 6,500 words in length, including footnotes but shorter and slightly longer articles are considered.
- Authors should give their full names and title and provide a one or two sentence summary of their current position such as appears at the end of each published *Anvil* article. It is also helpful to provide other contact details and indicate whether you are happy for these (eg email, personal web pages) to be listed on our web site with details of your article.
- The Editor will write a short abstract to introduce the article and authors are welcome but not required to provide their own abstract to assist in this process.
- Due to the need to set a publishing schedule well in advance, it is common for there to be a gap of at least one year between submission of a text and publication.
- Editing is done on computer and so articles should be submitted in electronic format, either by 3.5-inch IBM-compatible disk or by email attachment.
- Submission should be in Word or RTF. A single hard copy of the text may also be requested.
- Copyright remains with the author(s) but if within 12 months of appearing in *Anvil* the author wishes to republish all or part of the contribution (electronically or in print) then permission should be sought from the Editor and mention of its first

publication in Anvil should be made. Any later republication should acknowledge first publication and details of it should be given to the Editor.

- Anvil retains the right to republish articles in other forms related to the journal e.g. on its website or by other electronic means.

### **Anvil Style**

- Except at the start of the article or immediately after a heading, we indent the first line at the beginning of a new paragraph.
- Long and complex sentences are not desirable.
- In the title, all except conjunctions, copulas and the definite article begin with a capital letter.

### **Article Headings**

- In order to aid readers, text of articles is broken up with headings and sub-headings.
- We aim to keep these as simple as possible to avoid a complex system.
- Please do not use numbers.
- Headings are in bold; with secondary headings in bold but in smaller font (font size of text).
- Headings do not capitalise after opening word except for proper nouns
- The editor will finalise headings but will be assisted if the author includes suitable headings.

### **Abbreviations**

Please avoid unnecessary abbreviations

Ensure any unfamiliar abbreviations are explained where they first occur.

*Where the word is shortened put in a full point except:*

- where abbreviations include the first and last letter of the word:  
Dr, Mr, St (Street or Saint), Ltd, Mt (Mount).
- in words consisting of sets of initials (e.g. NATO, BBC, MP, TV, ARCIC).  
Here there should be no space between letters.

Clergy titles are therefore abbreviated as follows:

- The Revd Brian Jones (no full point after Revd)
- The Rt Revd Bill Erskine (no full point after Rt or Revd)

Common abbreviations are set in roman, not italic, with no underlining and follow the guidelines above: PhD, DLitt, etc., e.g., i.e., viz.

### **Biblical terms and references**

AD, BC, LXX (Septuagint), NT, OT: please set in capitals, closed up, no full points.

We always abbreviate Bible references. Please use the following abbreviations (including the full points):

Gen. Exod. Lev. Num. Deut. Joshua Judges Ruth  
1 Sam. 2 Sam. 1 Kings 2 Kings 1 Chron. 2 Chron. Ezra Neh. Esther Job  
Ps. Prov. Eccles. Song of Sol. Isa. Jer. Lam. Ezek. Dan.  
Hos. Joel Amos Obad. Jonah Mic. Nahum Hab. Zeph. Hag. Zech. Mal.

Matt. Mark Luke John Acts

Rom. 1 Cor. 2 Cor. Gal. Eph. Phil. Col. 1 Thess. 2 Thess. 1 Tim. 2 Tim. Titus Philem.  
Heb. Jas. 1 Pet. 2 Pet. 1 John 2 John 3 John Jude Rev.

Bible references should be set out as follows:

1 Cor. 9:6  
1 Cor. 9:6-7\*            *\*N.B. difference in spacing,*  
1 Cor. 9:6; 10:17       *distinguishing verses and*  
1 Cor. 9:6 - 10:17\*     *chapters.*  
1 Cor. 9:6,8,10

Always use this system for a mix of chapter and verse references.

If the listing is chapters only, the numbers can be closed up: 1 Cor. 5-8.

Use v (without full point) for verse (or vv for verses) where it is clear from the context of the reference what book and chapter is being referred to

e.g. 'Paul's discussion of marriage in 1 Cor. 7 has been seen as misogynistic, especially in vv 6f.'

Authors are free to choose which version of the Bible to use and are responsible for any issues of copyright. The journal has a preference for inclusive versions.

### Capitals

In general, use capitals only when referring to a particular person, thing or event.

The main exception is titles of articles and books (see on References below)

e.g.    the Messiah, but a messiah  
        a king, but King David  
        a covenant, but the Noahic Covenant  
        Pharisees, Sadducees (but scribes)

Please do not use capitals for LORD in quoting Bible versions, use upper and lower case, 'Lord'.

Use lower case for 'his' (him, whose, you, etc.) when referring to God, the Father, Jesus Christ or the Holy Spirit.

The general rule is that capitalised nouns lose their capital when they become adjectives e.g.

- Bible, but biblical;
- Scripture, but scriptural;
- 'a cause of division among Evangelicals' but 'evangelical theology';

- ‘In the thirties Anglo-Catholics discussed an anglo-catholic understanding of priesthood’.

As a rule, use ‘church’ when referring to a local congregation, building, etc., but capitalise as ‘Church’ for proper names (e.g. St Swithin's Church, the Anglican Church) or technical terms (e.g. the Early Church, the Victorian Church)

Similarly, usually ‘gospel’ for the gospel message but capitalise for the biblical books (e.g. the Gospel of Matthew).

### Dates

Please use BC and AD, not BCE and CE.

For decades:

- 1960s (not 1960's or '60s)
- thirties (not 'thirties).
- Spell out nineteenth century, etc. (N.B. the adjective is hyphenated: e.g. a nineteenth-century painting).

For a range of dates:

- 1971-75 (not 1971-1975 or 1971-5), 1890-1910.
- Give BC dates in full to avoid ambiguity: 44-41BC (not 44-1BC).
- Use either 1914-18 or 'from 1914 to 1918'; don't mix from and '-'.  
• Use 'between 1914 and 1918' not 'between 1914-18'.

### Numbers

Please use numerals for large numbers but words for small numbers (e.g. ‘243’ but ‘six’).

### Footnotes

- Anvil uses footnotes, not endnotes.
- Footnotes should generally be limited to providing references rather than developing a further argument or engaging with other literature.
- Footnotes should be denoted by a superscript number and should be numbered consecutively through the whole article.
- Superscript numbers in text should appear after punctuation.
- There is no need to include a separate bibliography as full bibliographic details should appear in footnotes as explained below.
- For a range of page numbers in footnotes use a similar method as with dates (e.g. 198-202, 174-80, 36-38).

## References

- The first reference to a book or article in footnotes should give the full details (see below).
- Subsequent references should use the 'author and short title' convention, giving only the author's surname and a shortened (no more than three word) title.
- The shortened title should be in italics for a book, or in single quotation marks for an article.
- Please do not use *ibid.*, *op. cit.*, *art. cit.*, *et.al.*, etc.

### *Book references*

- Full details means (in order):
  - Author
  - Title (in italics)
  - Publisher
  - Place
  - Date of publication
- These should be separated by commas except between place and publication date.
- Words in book titles should have capitals for all except conjunctions, copulas and the article (unless these exceptions are the first word of a title or the first word after a colon in which case they are capitalised).
- An editor (or editors) should be referred to by adding ', ed.' or ', eds' after the name(s). There is no need to add parentheses
- Second (and subsequent) editions should be referred to by the addition of 2nd edn, etc. in brackets after the title, not in italics.
- For page numbering, use p or pp without a full point.
- Use 'f' or 'ff': pp 95f means pages 95 and 96; pp 95ff means page 95 and an unspecified number of pages following.
- When referring to footnotes, please use the style: p 37 n 2 (spaces, no full points).

### *Article references*

- References to articles should give the following, in order with commas:
  - Author
  - Article title (in single quotation marks)
  - Journal or book name (in italics)
  - Volume number (but not issue number within the volume)
  - Year (in brackets)
  - Page numbers
- As with books, subsequent references to the same article should use the 'author and short title' convention.

### *Examples*

#### BOOK:

First Citation: J. Bloggs, *The Uncertain Future*, CPAS, Warwick 1990, pp 98-100.

Subsequent Citation: Bloggs, *Uncertain Future*, p 124.

#### EDITED VOLUME:

J. Bloggs & F. Smith, eds, *The Certainty of Purgatory* (2nd edn), ACCM, London 1983, p 3 n 4.

#### JOURNAL ARTICLE

First citation: F. Smith, 'Why Bother with the Future?', *Anvil* 5 (1986), pp 98ff.

Subsequent Citation: Smith, 'Why Bother', p 103.

#### *Web references*

Web references should begin www. and be underlined.

#### **And/ &**

We use '&' only:

- (i) in publishers' names (Burns & Oates, Hodder & Stoughton)
- (ii) in the names of series of books (Liberation & Theology) and
- (iii) where more than one person wrote or edited a book or article (D. A. Carson & H. G. M. Williamson).

Otherwise we always use the word 'and' in full.

#### **Language**

- It is essential to avoid what is now deemed sexist language. One simple way of doing this is often to put a sentence into the plural. Thus (e.g.) 'When a person becomes a Christian, he is a new creation' becomes 'When people become Christians, they are new creations'.
- Please avoid 'man' meaning humankind!
- Use 'people', 'us', 'human beings', etc.
- Be alert to any inadvertent sexist/racist, etc. expressions. Some writing about, e.g., Jesus' crucifixion can be expressed in anti-Semitic terms - so take care.
- Avoid unexplained denominational jargon.

#### **Punctuation**

- As a general rule add the minimum of punctuation to make the meaning clear.
  - A colon precedes a list or an amplification of a statement.
  - A semicolon separates different statements (so a colon will precede a number of statements separated by semicolons).
- It is *Anvil* house style to use single quotation marks
- We reserve double quotation marks only for a quotation within a quotation. e.g. The author mistakenly argues that 'the uses of "flesh" in Paul's letters are quite different in meaning to those found at Qumran'.
- Punctuation at the end of a quotation:
  - the quotation mark comes outside the full stop if the quotation is a sentence on its own;
  - the quotation mark comes inside if it is preceded by 'that', or is a phrase which does not stand on its own.
  - e.g. It is held that 'human rights are indefensible'. or The speaker said, 'Human rights are indefensible.'
- Punctuation and parentheses: Use the full stop inside the bracket if a whole sentence is in parenthesis, otherwise outside it. e.g.  
He wore a hat. (The sun was very strong.) or  
He wore a hat (the sun was very strong).

## ADVICE FOR NEW REVIEWERS

Thank you for being willing to undertake a book review for ANVIL. This may be your first review for us or even your first review ever! Hopefully this letter will help you with the overall pattern whilst other material will help you with the technical details.

Firstly, *Anvil* (and we hope that you will subscribe to it!), is a theological journal from a broad evangelical anglican tradition (charismatic, non charismatic, conservative, open). Our sub title says we are about 'theology and mission' which means we are trying to help people to reflect on their ministry and discipleship. We aim to ask questions in a constructive way and are not afraid to be controversial when required.

Who reads *Anvil*? Mainly clergy, readers and other lay leaders. We are actively engaged in widening our reader base and part of the attraction for people is our review section. So you are making a valuable contribution. We review books from a variety of theological spectrums which we feel our readership ought to or would want to know about.

So what should go into a review? We are looking for a summary of the book's main thesis - perhaps some ideas of where the author(s) are coming from theologically etc. and where the book may fit into a current debate. Then we hope you will engage with the book, reflecting on how clearly the thesis is worked out and who would find the book helpful to read or buy (e.g. busy parish priests, theological students or whatever). Don't be afraid to question 'big names'. We have asked you because you may have some special interest or expertise (but please let's hear about the book in question!).

Some books come from a series (especially commentaries); if the series has been running for a few years, assume readers will have some idea of its general stance. By all means comment on how a particular volume fits into the 'feel' of a series.

Some books will be bought and read widely; others will hardly be read but it may be important for the busy reader to have some idea of the content so s/he will be better informed about wider debates in a specific area. I might not, for instance, want to rush out and buy (or even read!) a £40 tome on Heidegger but the review may clue me in on the recent debate. Our reviews try not to be over technical.

We try to avoid the very 'popular' books which often have a very short shelf life or normally the very densest of theological tomes. If you see or read a book that you feel is worth reviewing do get in touch. If you feel that the book is so important that it warrants a longer review (we normally ask for about 600 words), or if you feel the book isn't worth a full review but only a shorter note, do get in contact..

Peter Ballantine Reviews Editor