IKZ – English language Style Sheet

(1 January 2017)

Please follow these instructions when preparing your paper for submission.

Note: As the IKZ is a journal publication, there will be no bibliography or indexation.

Typeface: Times New Roman (Text and Footnotes)

Font: 11 pt. (Text); 10pt (Footnotes)

Line spacing: 1.5 (Text); 1.0 (Footnotes)

Justification: Left to margin (not justified)

Length: Articles should be close to 7,000 words on average, inclusive of all notes.

We accept papers in the range of c.6000 – 7,500 words maximum (up to 50,000 characters –

with spaces – per article).

Headings:

1. First level – bold, left aligned

1.1. Second level – italics, bold, left aligned

1.1.1. Third level – left aligned; not bold

Paragraphs:

Indicate new paragraphs with a line space.

Abbreviations of biblical books should be given according to the SBL abbreviations.

http://byfaithweunderstand.com/2011/04/07/sbl-bible-book-abbreviations/

Other titles or phrases to be abbreviated should be given in full at the first citation with the abbreviation placed in square brackets.

Quotations:

Double quotation marks (“…”) are to be used, with single quotation marks (‘…’) used within single when required

Where text is omitted within a quotation, please indicate with three stops within parenthesis: (…)

Where text is added within a quotation, please indicate with [ ].

Notes and References:

Use footnotes, *not* endnotes.

Give full bibliographical details for the first occurrence of a cited work.

Use surname and a shortened title only for all subsequent references (and also refer to the first – i.e. full – mention of the reference) e.g.:

Küry, *Die altkatholische Kirche* (as note n), 14.

Stalder, 'Überlegungen zur Interpretation der Bergpredigt' (as note n), 185.

NB:

- Footnote entries begin with a capital letter and end with a full-stop.

- For works with more than one editor, use: eds (without interpunctation)

- For works with two authors or editors give both names separated by a forward slash: first name surname/second name surname

- For works with more than three authors or editors: first name surname, et al.

- For works with more than one place of publication, give them in the form: Cologne – Vienna

- If there is no place mentioned: s.l., if there is no publisher mentioned: s.n. (both without space) If place or author nevertheless is known, this is to be added as [..]. *See below for examples*.

- Please use not *i.e.* but *that is*.

Citation of a monograph or jointly authored book

First Name Surname/Second Name Surname (eds), *Title in italics* (Series number; Place of publication: Publisher, year), page number.

For example:

Urs Küry, *Die altkatholische Kirche. Ihre Geschichte, ihre Lehre, ihr Anliegen*, ed. Christian Oeyen (KW 3; Stuttgart: Evangelisches Verlagswerk, 2nd edn, 1978), 390.

[Christine von Hoiningen-Huene], *Erinnerungen an Amalie von Lasaulx, Schwester Augustine, Oberin der Barmherzigen Schwestern im St. Johannishospital zu Bonn* (Gotha: Perthes, 1878), 15.

Janus [= Ignaz von Döllinger], *Der Papst und das Concil. Eine weiter ausgeführte und mit dem Quellennachweis versehene Neubearbeitung der in der Augsburger Allgemeinen Zeitung erschienenen Artikel: Das Concil und die Civiltà* (Leipzig: Steinacker, 1869).

Angela Berlis, *Frauen im Prozeß der Kirchwerdung. Eine historisch-theologische Studie zur Anfangsphase des deutschen Altkatholizismus (1850-1890)* (Beiträge zur Kirchen- und Kulturgeschichte 6; Frankfurt/M.: P. Lang, 1998), 23.

B[erend] W[illem] Verhey, *L'Eglise d'Utrecht. Son histoire, sa vie et sa doctrine (...)* [Delft]: Eigenverlag, 1984), 72.

Aegidius de Witte, *Korte Bemercking op het tegenwoordigh Boeck-Verbieden, door eenen Liefhebber van de Waerheydt* (s.l.: s.n., 1690)

Franz Heinrich Reusch, *Der Index der verbotenen Bücher. Ein Beitrag zur Kirchen- und Literaturgeschichte* (Bonn: Cohen, 1883-85), 2 vols: vol. 2.1 (1885), 855-856

Citation of a work (e.g. a chapter) within an edited book

Name Surname, 'Title in single quote marks', in: Name Surname (ed.) *or* First Name Surname/Second Name Surname (eds), *Title in italics* (Place of publication: Publisher, year), page number.

For example:

Kurt Stalder, 'Überlegungen zur Interpretation der Bergpredigt', in: Ulrich Luz/Hans Weder (eds), *Die Mitte des Neuen Testaments. Einheit und Vielfalt neutestamentlicher Theologie: Festschrift für Eduard Schweizer zum 70. Geburtstag* (Göttingen: Vandenhoeck und Ruprecht, 1983), 272-290.

Werner Küppers, 'Zwischen Rom und Utrecht. Zur neueren Entwicklung der Beziehungen zwischen alt-katholischer und römisch-katholischer Kirche', in: Max Seckler et al. (eds) *Begegnung. Beiträge zu einer Hermeneutik des theologischen Gesprächs* (Graz: Styria, 1971), 505-527.

Urs von Arx, 'Fürbittendes Gebet im Neuen Testament', in: Hans Klein et al. (eds), *Das Gebet im Neuen Testament. Vierte europäische orthodox-westliche Exegetenkonferenz in Sâmbăta de Suus*, *4.-8. August 2007* (Wissenschaftliche Untersuchungen zum Neuen Testament 249; Tübingen: Mohr Siebeck, 2009), 25-75: 58, note 126.

Christian Oeyen, 'Döllinger, Ignaz von', in: Hans Dieter Betz et al. (eds), *Religion in Geschichte und Gegenwart: Handwörterbuch für Theologie und Religionswissenschaft* (Tübingen: Mohr Siebeck, 4th edn, 1998-2007), 9 vols: vol. 2, 928-9.

Referencing a journal article

(a) When the article as a whole is cited:

Name Surname, 'Title in single quote marks', *Journal name in italics* Volume number (date in parenthesis), pages.

For example:

Rowan Williams, 'The Unity of the Church and the Unity of the Bible. An Analogy', *Internationale Kirchliche Zeitschrift* 91 (2001) 3-21.

Bastiaan Adriaan van Kleef, 'Aegidius de Witte 1648-1721', *IKZ* 51 (1961) 30-56.95-127.155-188; 52 (1962) 1-24.103-106.

(b) When the article is first cited in the context of specific page references, add those pages as follows:

Rowan Williams, 'The Unity of the Church and the Unity of the Bible. An Analogy', *Internationale Kirchliche Zeitschrift* 91 (2001) 3-21: 4-5.10.

Referencing a newspaper / magazine article

Name Surname, 'Item title', *Newspape r/Magazine*, Date (Ie.g.: 8 May 1945), page number (where applicable) OR for web-site locations, use format for quotations from internet in place of page number.

Citaton of direction quotations from the internet: give author, page title and date where possible, and include the url www…. (accessed date). *Example*: (accessed 10.08.2010).

Note: Please only use Wikipedia-articles as an exception and only if there is no better alternative.

Referencing archival material

At the first mention give the full name of the archive in the local language with the normal abbreviation in square brackets.

For example:

Bayerisches Staatsarchiv München [hereafter: BSBM], Bischöfliches Archiv der Christkatholischen Kirche der Schweiz, Bern [hereafter: BABe], oder: Bischöfliches Archiv des Katholischen Bistums der Alt-Katholiken in Deutschland, Bonn [hereafter: BABo].

For individual documents, give a description of the document including place/date as relevant, archive, shelfmark/call number, page/folio where relevant.

For example:

Johann Watterich to Eduard Herzog, Basel, 3.7.1876, Bischöfliches Archiv der Christkatholischen Kirche der Schweiz, Bern [hereafter: BABe], AH36 (Deutschland Bischof Reinkens).

Archiefbewaarplaats of the Old Catholic Church of the Netherlands in the former Seminary Amersfoort [hereafter: OCCNL Amersfoort], Notulen voor de Commissie voor de liturgie.

For the citation of other genres, please apply these principles as far as possible.

Additional – Important

Please ensure that at the end of your article you include the following:

1. **Abstract** (Zusammenfassung)**:**

Please supply a one-paragraph summary (ca.100-150 words = ca.1000 characters) of your article which will be translated into German (for German articles, the abstract will be in English).

2. **Author Note:**

Please supply also a short biographical note (maximum c.100 words = ca.1000 characters) giving academic title(s) and qualification(s), current affiliation(s) and relevant activities, recent relevant or notable activities, recent significant publications, address and email address.

If the article is in English, please provide an author note in English.

Example

Jan Visser (geb. 1931 in IJmuiden NL), Prof. em. Dr. theol. Er studierte Theologie in Amersfoort, Utrecht und Bern. Von 1958 bis 1969 war nacheinander Pfarrer der altkatholischen Gemeinden in Arnheim und Amersfoort. 1968 – 1996 lehrte er Dogmatik und Ekklesiologie am Altkatholischen Seminar in Amersfoort bzw. in Utrecht. In denselben Jahren war er andererseits 1969–1974 Hauptdozent für Praktische Theologie an der Universität Nimwegen, danach 1974–1994 Hauptdozent für Pastoraltheologie und Psychologie an der Universität Utrecht, sowie 1976–1996 Professor für Altkatholische Ekklesiologie an der Universität Utrecht.

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3. Email address and postal address:

Please provide separately the **postal address** to which a copy of the issue in which your article appears may be sent.

Text Submission:

Please submit your article in either MS-Word or RTF format by email attachment.