

INSTRUCTIONS FOR CONTRIBUTORS

GENERAL INFORMATION

1. *Torch Trinity Journal* may publish a limited number of articles from contributors other than TTGST faculty members in each issue. All articles submitted are expected to conform to the requirements set forth here and to be in a finished form. If an article departs from these requirements in significant ways, the writer may be required to submit a corrected copy before it may be considered for publication. The writer must enclose an appropriately-stamped, self-addressed envelope for the return of the article. Otherwise, it will be destroyed.
2. The writer must provide a statement certifying that the article is not being submitted simultaneously to any other journal or publication.
3. The article must conform to the most recent edition of Kate L Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Spelling should follow the rules of American English.

FORM OF THE MANUSCRIPT

1. The writer's name, address, and position should appear on a cover sheet, not on the paper itself. However, the writer's name should be centered under the title of the article.
2. The writer should submit one copy of the paper, plus a floppy disk (high density, double sided) containing the properly formatted article.
3. The printed copy should be on A4 paper (8.5"x11" is acceptable from overseas), single spacing only, one-inch margins left-right-top-bottom, MS Word, Times New Roman #12 font, 10-15 pages including footnotes. Paragraphs should be indented one-half inch with no line skipped. A block quote should have one space between it and the text that precedes or follows it and should be inset one-quarter inch on both left and right margins. **DO NOT JUSTIFY THE RIGHT MARGIN!**
4. The floppy disk should be formatted on a 6"x8.75" page, one-inch margins left-right-top-bottom, Times New Roman #11 font, single spacing. For specifications for footnotes, see numbers 4 and 5 in "Quotations and Documentation" below. **DO NOT JUSTIFY RIGHT!**
5. Titles of books, journals, foreign words, etc., should be italicized.
6. Special material (e.g., lists, tables, charts, diagrams) must be in printable form on the disk and in the paper submitted.
7. Discussions of biblical verses should include the biblical text (with an English translation) at the beginning of the discussion.

8. Diacritical markings, or accents, for foreign words should not be included unless the mark is relevant to the discussion of the word.
9. Words should not be divided at the end of lines. However, hyphenated compound words may be split following the hyphen.

QUOTATIONS AND DOCUMENTATION

1. Quotations of four or more lines (A4 paper) or five lines or more (disk) must be placed in a block quote. See Turabian for details and #3 in "Form of the Manuscript" above.
2. Biblical quotations should employ standardized abbreviations (see below), without punctuation, and have chapter and verse separated by a colon.
3. References to classical literature, patristic writings, and non-canonical writings should use the prevalent English title (shortened forms and common abbreviations may be used). Citations of these ancient documents may be given in the text and do not ordinarily require footnotes.
4. Footnotes should be numbered consecutively, using single spacing, Times New Roman #8 font, the number being flush left with no embellishment (e.g., period or parenthesis), no space between the number and the text of the footnote, and no blank spaces between footnote entries. **DO NOT JUSTIFY RIGHT!**
5. Do not use multiple footnotes; combine information in a single footnote. Footnotes ideally are placed at the end of sentences but may occasionally follow a major break, such as a semicolon. There should be no space between the number and the text. No embellishment!
6. Full facts of publication are given only in the first citation of a source. Thereafter, citations may present only the author's name and the page number, assuming there is only one source used by that author. See Turabian for details.
7. Quotations of Hebrew or Greek texts should use the original language. Transliteration is optional, but translation of the word should be given when it is first used.

ABBREVIATIONS FOR BOOKS OF THE BIBLE

Gen	1-2	Sam	Prov	Hos	Zeph	Acts	1-2	Tim	Rev
Ex	1-2	Kgs	Ecc	Joel	Hag	Rom		Titus	
Lev	1-2	Chr	Song	Amos	Zech	1-2	Cor	Phlm	
Num		Ezra	Isa	Obad	Mal	Gal		Heb	

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Deut	Neh	Jer	Jonah	Matt	Eph	Jas
Josh	Esth	Lam	Mic	Mark	Phil	1-2 Pet
Judg	Job	Eze	Nah	Luke	Col	1-2-3 John
Ruth	Ps (Pss)	Dan	Hab	John	1-2 Thess	Jude