ARTICLE GUIDELINES
FOR AUTHORS

Thank you for considering *Andrews University Seminary Studies* (*AUSS*) as a potential publishing outlet for your article. Before submitting it, please take a few moments to review the following submission guidelines. Articles that do not conform to these guidelines will be returned to the author for corrections. *AUSS* strives for the highest quality in publishing content. Therefore, an article must represent an original and previously unpublished study, must not have been submitted to other journals concurrently with the submission to *AUSS*, and must be in what the author intends as its final form.

Topics Accepted for Publishing

AUSS publishes research articles and brief notes on the following topics: biblical archaeology and history of antiquity; Hebrew Bible and New Testament studies; church history of all periods; historical, biblical, systematic, and philosophical theology; science and religion; ethics; world religions; and missiology. Occasionally, selected research articles on ministry and Christian education may also be published (it is recommended that authors query the editors before submitting on these topics).

Focus of Published Works

AUSS accepts articles written by authors of different faith persuasions. However, the focus of the journal, as that of the Seventh-day Adventist Theological Seminary, where *AUSS* is based, is biblical. A high regard for Scripture, along with elevated standards of research, characterizes the choice of articles.

Language Requirements

AUSS accepts articles written in the scholarly languages of English, French, and German. Articles submitted to *AUSS* in English must conform to acceptable English language standards. American spelling and punctuation will be used in editing. Authors are asked to use gender-inclusive language, such as "humanity" rather than "mankind" and "person" or "human being" rather than "man."

Preferred Length

AUSS prefers articles with 5,000–10,000 words, including footnotes. Longer articles may occasionally be accepted, if they are particularly significant and space is available in the journal (it is recommended that authors query the editors concerning such articles). When the editors deem that an article needs

to be substantially shortened, they will return the manuscript to the author with instructions regarding the areas needing attention.

Style Manual

For style matters and scholarly abbreviations, *AUSS* uses Patrick H. Alexander et al., eds., *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014). For cases of ambiguity or those not covered in *SBL Handbook of Style*, follow University of Chicago, *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th ed. (Chicago: University of Chicago Press, 2010) and Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed., rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2013). For spelling, authors may refer to Philip Babcock Gove, ed., *Webster's Third New International Dictionary of the English Language Unabridged* (Springfield, MA: Merriam-Webster, 2002).

Style and Formatting

Manuscripts for articles should be double-spaced (except footnotes and indented quotations), have one-inch margins, and be left-justified. Excessive formatting should be avoided, with only block quotations, tables, figures, headings, and subheadings included. Tabs should be used rather than single spacing or first-line indentation. Sentences should have only a single space between them. Tables should be formed using standardized table templates provided in the author's word-processing software. The motto for formatting is, "Keep it simple!" Please note the formatting techniques that follow.

Quotations

Quotations longer than five lines are to be indented and single-spaced. Spelling, capitalization, punctuation, and abbreviations must be reproduced exactly as in the original and care should be taken to preserve the original author's intent. When making omissions in quotations, the use of ellipses should follow *SBL Handbook of Style*, 2nd ed., 4.1.3. However, the format of the ellipses themselves should *not* follow the handbook but instead include one space before and after each period (e.g., . . . , rather than ...). A space should also be placed between ellipses and original punctuation. Ellipses normally should not be used at the beginning or end of a quotation.

Citations and Abbreviations

Citations and abbreviations for all biblical, classical, and patristic literature, Dead Sea Scrolls and related texts, Targumic material, Mishnaic and Rabbinic literature, Nag Hammadi Tractates, and journals, periodicals, and major reference works should follow *SBL Handbook of Style*, 2nd ed., 8.2–8.4.

For biblical references, no period is used following the abbreviations; a colon is used between chapter and verse. Biblical references should be placed in parentheses in the text of the article, rather than in footnotes (see *SBL*

Handbook of Style, 2nd ed., 4.1.8.3, 8.2–8.3.1). Citations of classical and patristic literature should follow *SBL Handbook of Style*, 2nd ed.

The following abbreviations should be used in parenthetical or footnote references. The terms should be spelled out when they occur in the text.

ch(s).	chapter(s)	n(n).	note(s)
col(s).	column(s)	pl(s).	plate(s)
frag(s).	fragment(s)	v(v).	verse(s)

Footnotes

For footnote formatting techniques, see *SBL Handbook of Style*, 2nd ed., 7.1–7.4. Ordinal numbers used for sources with more than one edition, reprints, etc. should not have superscripted letters (e.g., 2nd ed., rather than 2nd ed.; see *SBL Handbook of Style*, 2nd ed., 8.4). Page numbers included in footnotes should be all-inclusive (e.g., 110–111; 234–239, rather than 110–11; 234–39) and should not include the abbreviation p(p). before them.

When a note of comment includes a bibliographical reference, this reference should be set in parentheses at the end of the comment. When parentheses are needed within parentheses, brackets should be used. For instance: "But C. C. Torrey thinks that the name Cyrus has been interpolated in Isa 45:1" ("The Messiah Son of Ephraim," *JBL* 66 [1947]: 253).

Biblical Languages

Greek and Hebrew fonts are generally preferred rather than transliteration. Transliteration should be used primarily for ancient nonbiblical languages. Due to the problem of font compatibility, *AUSS* accepts only unicode fonts. Before submitting Greek and Hebrew in other fonts or transliterations, please query the editors for directions.

Dates

The format of dates in footnotes should follow the day-month-year system with the name of the month spelled out (e.g., 23 September 2016; see *SBL Handbook of Style*, 2nd ed., 4.3.7.1). Inclusive dates should use all digits for all years (e.g., 1857–1868, rather than 1857–68; see *SBL Handbook of Style*, 2nd ed., 4.2.5). Abbreviations for chronological eras should follow *SBL Handbook of Style*, 2nd ed., 8.1.2 (e.g., 457 BC or AD 325).

Hyphens and Dashes

SBL Handbook of Style, 2nd ed., 2.1.3.4, should be followed when using hyphens and dashes. Hyphens (-) are generally used to form certain compound terms, especially compound adjectives. En dashes (–) should be used when representing a span or range of numbers (i.e., page numbers [e.g., 36–42] or textual references [e.g., John 1:1–3]) and dates (e.g., 1963–2016) and also can be used between words to represent conflict, connection, or direction

(e.g., "liberal–conservative debate"). Em dashes (—) can be used for phrases or clauses that interrupt the flow of a sentence and are normally set apart by commas, parentheses, or colons. Spaces should not be placed between the hyphen or dash and the words or numbers that they connect.

Numbers

When used in nontechnical contexts, whole numbers zero through one hundred and ordinal numbers that are used in sentences should be spelled out and follow *SBL Handbook of Style*, 2nd ed., 4.2.1–4.2.2. Arabic numbers (1, 10) are preferred over roman numerals (I, X). For exceptions, see *SBL Handbook of Style*, 2nd ed., 4.2.2.

Abstract

After the title, the article should include an abstract of 150–200 words that succinctly summarizes the content of the article by identifying the research issue(s) being addressed, the methodology employed, the research results and findings, and the main conclusions and recommendations. The thesis of the article should be clearly stated in the abstract. At the end of the abstract three to five keywords should be listed for search purposes.

Submission

Articles may be submitted by uploading them onto the submission webpage on the *AUSS* website (www.andrews.edu/auss). The "Submit Manuscript" link in the sidebar directs to the submission webpage. Please note that you will be prompted to create an online account (e-mail address and password) with *AUSS*, if you do not have one already. *AUSS* will accept articles prepared in Microsoft Word. Tables, charts, or diagrams should be reproducible in Microsoft Word. Photographs should be black and white with strong contrast and high resolution. They can be submitted by uploading them in JPEG format onto the submission webpage on the *AUSS* website (www.andrews. edu/auss) after the article has been submitted.

Referee Process

AUSS is a refereed journal. After submission, each article is read by at least two, and often three, scholars who are competent in the area(s) treated in the article. To maintain objectivity, the name(s) of the author(s) should not appear on the submitted manuscript, and the instructions in the "Ensuring a Blind Referee Process" section below should be followed carefully because this will be the manuscript that is sent to the referees. *AUSS* editors will refer helpful referee comments to the author to facilitate the process of any necessary rewriting. After revising the manuscript, the author may resubmit the article. Revised manuscripts should be accompanied by a cover letter detailing the changes requested and the action taken (or the author's argument for retaining the original text). A final decision on whether or not the article will be published in *AUSS* is made by the editors.

Ensuring a Blind Referee Process

To ensure the integrity of the blind referee process for submission to this journal, every effort should be made to prevent the identities of the authors and referees from being known to each other. This involves the authors, editors, and referees (who upload documents as part of their refereeing) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document should delete their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' names, article title, etc.
- With Microsoft Word documents, author identification also should be removed from the properties of the file (see the Microsoft Office website for specific instructions on how to do this in your version of Microsoft Word).

Editorial Modification and Copyright

AUSS reserves the right to make necessary modifications to articles that have been submitted in order to comply with the journal's content and style. After the referee process, authors of articles edited for publication will receive an electronic copy (PDF) in pages, as it is intended to be published. Authors will carefully review the article and provide a prompt formal response accepting it "as-is" or detailing any necessary changes and corrections (making sure to reference a page, line, and/or footnote number for each change). Authors will also be asked to sign the accompanying copyright release form.

Publication Follow-up

Following the publication of an article, *AUSS* sends an electronic copy (PDF) of it in pages and two complimentary copies of the *AUSS* issue in which the article appears to the author.

Submission Preparation Checklist for Articles

As part of the submission process, authors are required to check off their submission's compliance with all of the following items. Submissions that do not adhere to these guidelines may be returned to the authors.

- The submission has not been previously published and is not before another journal for consideration.
- The submission is in Microsoft Word format.
- The text is doubled-spaced; single-spaced between sentences; uses a twelve-point font; employs italics, rather than underlining; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the "Style and Formatting" section.
- The instructions in the "Ensuring a Blind Referee Process" section were followed.