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# **Submission Agreement and Requirements**

**By submitting to RTR, you acknowledge and agree that:**

1. **Exclusivity**

The submission has not been previously published and has not been submitted for publication elsewhere (excepting when previous submission has been unsuccessful), or an explanation has been provided to the Editor. The submission will not be submitted elsewhere for publication, or in any way be reproduced or distributed other than by RTR, unless the submission to RTR is unsuccessful, or in accordance with the following:

1. An author may publicly distribute in electronic format only the first page of their article, and only with full citation and a link to at least one of the following sites where the full article may be purchased or accessed: rtr.org.au; Informit; or EBSCO after two years of the publication date (RTR articles are available on EBSCO two years after publication).
2. Hardcopy distribution must be approved by the Editor, and only with full citation, after five years of the publication date, and providing that the hardcopy is not made available online.
3. **Copyright**

The submission does not infringe the copyright or property right of another, is in no other way unlawful, and does not contain matter that is defamatory. Bibliographic details for all references cited or otherwise drawn upon in articles are included in the footnotes.

1. **Editorial work**

RTR editors will edit the article/review in accordance with the [RTR Style Guide](https://rtr.org.au/RTR%20Style%20Guide.docx).

1. **File format**

The main submission file is in Microsoft Word format (.docx). For documents with special fonts, illustrations or other complex formatting, a PDF is also provided as a supplementary upload.

1. **Length**

If an article: the text is a minimum of 6,000 excluding footnotes and bibliographical data, and a maximum of 10,000 words including footnotes and bibliographical data. If a longer review: the text is approximately 700 words. If a shorter review: the text is approximately 300 words.

1. **Blind review**

If submitting to a peer-reviewed section of the journal (i.e. an article; not a book review), the instructions in [Ensuring a Blind Review](https://rtr.org.au/index.php/RTR/help/view/editorial/topic/000044) have been followed.

1. **Paragraph**

The article/review is single-spaced, justified, the first line of each paragraph is indented 0.5cm, and one space (not two) is used between sentences within a paragraph.

1. **Fonts**

For an article, a 12-point Times font is used for the main text, and 11-point for footnotes and book reviews.

Unicode fonts are used for Greek and Hebrew.

(We recommend that you use the free fonts provided by the [Society of Biblical Literature](http://www.sbl-site.org/educational/biblicalfonts.aspx). RTR actually uses Linguist Software Unicode fonts, and the editor will make the conversion.)

No Hebrew pointing is used unless significant to the discussion.

1. **Translation**

Translation is provided for any non-English language used (including Hebrew, Greek, Latin, and all modern languages).

Hebrew and Greek transliteration is not used, except for well-known words (e.g. *koinonia*). Transliteration is italicised.

1. **Headings**

Main subheadings are 11pt Arial. Subheadings are numbered and subnumbered as appropriate (1. ... 1.1 ... 1.1.1).

1. **Long quotes**

Long quotations (30+ words) are in separate paragraphs, indented 0.5cm left and right, without quotation marks, 11pt font for articles, 10pt font for reviews.

1. **Proof-reading**

The article is substantially free from typographical errors, and the spell and grammar check function of the word processor has been used. The grammar checker is set to Australian English (if installed) in both the body and footnotes.

1. **English spellings**

-ise/-yse/-isation are used, not -ize/-yze/-ization. E.g. minimise, recognise, evangelise, realise, baptise, sympathise, emphasise, memorise, polarise, criticise, modernise, realisation, summarisation.

1. **Capitalisation**

Capitalisation is minimised: ‘the crucifixion’, ‘the church’; but still ‘Passover’ and ‘Exodus’.

1. **Conjunctions**

Sentences do not start with ‘And’ or ‘But’.

1. **Quote marks**

Single quotation marks are used, but double marks for a quote within a quote.

1. **Citation**

A footnote-bibliography system is used (articles with other systems will be returned to the author, e.g. the author-date system).

Monograph: Tuomo Mannermaa, *Christ Present in Faith: Luther’s View of Justification* (Minneapolis: Fortress, 2005), 20.

Article: Kurt E. Marquart, ‘Luther and Theosis’, *CTQ* 64, no. 3 (2000), 182–205.

Book section: Risto Saarinen, ‘Justification by Faith: The View of the Mannermaa School’, *The Oxford Handbook of Martin Luther’s Theology*, eds Robert Kolb, Irene Dingel and L’ubomír Batka (Oxford: OUP, 2014), 254–263.

Web reference: Graeme Bucknall, ‘Flynn, John (1880–1951)’, *Australian Dictionary of Biography*, National Centre of Biography, Australian National University, http://adb.anu.edu.au/biography/flynn-john-6200/text10655, published first in hardcopy 1981, accessed 9 November 2015.

Book published electronically: Margaret H. B. Sanderson, ‘Beaton, David (1494–1546)’, *Oxford Dictionary of National Biography* (Oxford: OUP, 2004); http://www.oxforddnb.com/view/article/1823, accessed 6 November 2014.

Subsequent citations are shortened:

Mannermaa, *Christ Present in Faith*, 21.

Marquart, ‘Luther and Theosis’, 202.

‘Ibid’ and related terms are not used.

Short publisher names are used: P&R, Eerdmans, OUP, Baker, Brill, IVP.

Journal abbreviations for well-known journals are used, as per *The SBL Handbook of Style*.

(If you use Endnote software, the following output style may be used: [RTR.ens](http://rtr.org.au/RTR.ens). This is provided ‘as is’, and RTR offers no assistance in its use. It will create a bibliography at the end of the article, which will need to be deleted before submission.)

1. **Biblical abbreviations**

Biblical book abbreviations conform to the *SBL Handbook of Style*. No full stop is used after the abbreviations. Book names are not abbreviated at the start of a sentence, abbreviated when followed by both chapter and verse, and otherwise not abbreviated. E.g.

Always, at the start of a sentence: 1 Chronicles 1:1

Otherwise: 1 Chron 1:1

Always: 1 Chronicles 1

For references to chapters and verses only: ch. and chs, and v. and vv.

1. **Dashes**

Em dashes rather than ordinary dashes are used when setting apart words in a sentence—like this em dash here, with no spaces around the dash.

En dashes are used when ‘through to’ is meant, such as when giving verse ranges. E.g. Gen 1:1–5; 1914–1918; pp. 2–10.

An en dash has spaces around it for a verse range across chapter. E.g. Gen 1:1 – 2:3.

1. **BC/AD**

bc/ad are in small caps, and after and before the year respectively (586 bc, but ad 70).

1. **Quote punctuation**

Punctuation within quote marks is present in the source. I.e. no punctuation has been added to quotes (other these ellipses).

1. **Ellipses**

Ellipses are used without spaces, and are not used unnecessarily at the start and end of quotes.

1. **Full style guide**

The fuller [RTR Style Guide](https://rtr.org.au/RTR%20Style%20Guide.docx) (<https://rtr.org.au/RTR%20Style%20Guide.docx>) has been accessed if needed to resolve any complex style issues that have arisen.