

## Notes to contributors

The journal *Theology* publishes original research papers. The Journal welcomes articles primarily written in Serbian or English, although in special circumstances papers written in other, scientifically relevant languages (Russian, German, Italian and French) may also be considered for publication. The Journal also publishes translations from classical languages, as well as overview and review articles. Articles in Serbian must be written in Cyrillic alphabet. All papers must comply with ethical and academic standards. *Theology* is a peer-reviewed journal and each paper is reviewed by two independent referees.

### 1. Submission of manuscripts

Contributors and translators must submit their manuscripts via email to the Editorial board: [bogoslovlje@bfspc.bg.ac.rs](mailto:bogoslovlje@bfspc.bg.ac.rs)

1. Contributors are required to state their name and surname, institutional affiliation, postal and email address and phone number of their institution, together with a brief academic biodata in a separate document.

2. All contributors must confirm that their article has not previously been published under the same or a different name, is not being considered for publication elsewhere, as well as that the article has not been and will not be sent to any other scholarly journal in Serbia or abroad until the *Theology* Editorial board informs the contributor about the final decision as regards its publication.

3. In view of the stated, all contributors will be required to sign and subsequently send the Author declaration (the Author declaration can be found here: [https://bfspc-my.sharepoint.com/:w/g/personal/bogoslovlje\\_bfspc\\_bg\\_ac\\_rs/EaNpQrnyD39Hmfd6Dtpv6zYBLCW\\_LYPr2KEHW0tnUfk3SXg?e=yYpKqv](https://bfspc-my.sharepoint.com/:w/g/personal/bogoslovlje_bfspc_bg_ac_rs/EaNpQrnyD39Hmfd6Dtpv6zYBLCW_LYPr2KEHW0tnUfk3SXg?e=yYpKqv) ) to the Editorial board confirming that the submitted paper has resulted from their own research work, it does not infringe copyrights nor rights of any third party, the research methodology adheres to the rules of citing sources and statements quoted elsewhere appropriately, and finally the paper has not previously been published or is not being considered for publication under the same or a different name elsewhere.

### 2. Paper layout settings

Manuscripts should include the following:

- 1) name and surname of the author(s), their institutional affiliation and email (in the left corner);
- 2) title of the paper;
- 3) abstract (no more than 20 lines) and key words (no more than 10 words) in Serbian, i.e. the language the paper is written in;
- 4) main text;
- 5) title in English (it is mandatory), or else in Serbian if the paper is written in English;
- 6) name, surname and affiliation of the author(s) (it is mandatory), or else in Serbian if the paper is written in English;

- 7) abstract (no more than 40 lines) and key words (no more than 10 words) in English (it is mandatory).  
If the paper is written in Serbian or some language other than English, it is desirable that the abstract in English should be more extensive.
- 8) In the end of the paper, the full bibliography with all the mentioned works used in the text should be given (bibliography: [http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))
- 9) Manuscripts should contain between 12000 and 40000 characters, including footnotes and spaces.

### 3. Style sheet

Contributors and translators must submit their manuscripts in electronic format as two files – as a Microsoft Word 2003 document (in .doc or .rtf extension format). It is desirable that the manuscript should also be submitted as an Adobe Systems Inc. document (.pdf extension format).

- a) artwork, figures and other graphics (photographs, charts, maps ...) should be black and white and include a caption title. Contributors should indicate their preferable placement in the text (where they should be inserted in the text).
- b) Likewise, contributors must provide a statement to the Editorial board confirming that they own the copyright of the illustrations or else provide the permission(s) of the copyright holder for their reproduction in *Theology*.

### 4. Annual plan and deadlines for publishing of the journal

*Theology* is a bi-annual journal (June and December issues).

The deadline for the submission of papers for **the June Issue** is 1 March, whereas the deadline for the contributors to submit their final versions of the paper and potential corrections is 1 April.

The deadline for the submission of papers for **the December Issue** is 1 September, whereas the deadline for the contributors to submit their final versions of the paper and potential corrections is 1 October.

**The copyrights** pertaining to the publication of articles will be granted to the publisher. Submitted manuscripts and accompanying documents will not be returned.

### 5. Citation rules (Footnotes)

#### 1 References

The citation guide system is the following:

[http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

#### 1. BOOKS OF THE BIBLE:

Parts of the Holy Bible, verses (**a**) or text references (**b**) are only to be cited in the main text.

They are cited as follows: Book abbreviation (cf. 6. Bible book name abbreviations), chapter number, comma, verse(s) number (Ex 14, 8 / 1Cor 4, 3-7). If more separate verses from the same chapter are quoted, use a full stop to divide them (Gen 18, 2-6.14-16.20). If the author refers to the succeeding verses thereafter, they should use the abbreviation “vv.” (Jer20, 8vv – the succeeding verses) or “v” (Jn17, 7v – the succeeding verse).

Examples:

a) The Gospel according to Mark, the oldest of the four canonical Gospels, defines its title as “the beginning of the gospel of Jesus Christ, the Son of God” (Mk 1, 1). In New Testament exegesis, the question is raised on how the genitive “of Jesus Christ, the Son of God” should be understood...

6) Within different contexts in his writings, Apostle Paul either describes his journeys (eg Rom 15, 19vv; Gal 1, 15-24; 2, 1v; 2Cor 11, 24-28), those of his associates (cf. 2Cor 12, 18; Phil 2, 25), or else of other Christians (cf. egRom 16).

## 6. Bible Abbreviations:

### The Old Testament:

Gen - Genesis (The First Book of Moses)  
Ex - Exodus (The Second Book of Moses)  
Lev - Leviticus (The Third Book of Moses)  
Num- Numbers (The Fourth Book of Moses)  
Deu- Deuteronomy (The Fifth Book of Moses)  
Josh -The Book of Joshua  
Judg - The Book of Judges  
Ruth - The Book of Ruth  
1 Sam - The First Book of Samuel  
2 Sam -The Second Book of Samuel  
1 Kings - The First Book of the Kings  
2 Kings - The Second Book of the Kings  
1 Chron - The First Book of the Chronicles  
2 Chron - The Second Book of the Cronicles  
Ezra - Ezra  
Neh - The Book of Nehemiah  
Esther - The Book of Esther  
Jdt - Judith  
Tob- Tobit  
1 Macc - The First Book of the Maccabees  
2 Macc- The Second Book of the Maccabees  
Job - The Book of Job  
Ps - The Book of Psalms

Prov- The Proverbs  
Eccles -Ecclesiastes  
Song - The Song of Solomon  
Wis - The Wisdom of Solomon  
Sir -The Wisdom of Jesus the Son of Sirach  
Is - The Book of the Prophet Isaiah  
Jer - The Book of the Prophet Jeremiah  
Lam - The Lamentations of Jeremiah  
Ep Jer – The Epistle of Jeremiah  
Bar - Baruch  
Ezek- The Book of the Prophet Ezekiel  
Dan - The Book of Daniel  
Hos - Hosea  
Joel - Joel  
Amos - Amos  
Obad- Obadiah  
Jon - Jonah  
Mic - Micah  
Nahum -Nahum  
Hab- Habakkuk  
Zeph -Zephaniah  
Hag - Haggai  
Zech- Zechariah  
Mal - Malachi

#### **The New Testament:**

Mt - The Gospel According to Matthew  
Mk - The Gospel According to Mark  
Lk -The Gospel According to Luke  
Jn- The Gospel According to John  
Acts - The Acts Of the Apostles  
Rom - The Epistle to the Romans  
1 Cor -The First Epistle to the Corinthians  
2 Cor - The Second Epistle to the Corinthians  
Gal -The Epistle to the Galatians  
Eph-The Epistle to the Ephesians  
Phil -The Epistle to the Philippians  
Col - The Epistle to the Colossians  
1 Thess-The First Epistle to the Thessalonians

2 Thess-The Second Epistle to the Thessalonians  
1 Tim -The First Epistle to Timothy  
2 Tim -The Second Epistle to Timothy  
Tit - The Epistle to Titus  
Philem- The Epistle to Philemon  
Heb-The Epistle to the Hebrews  
Jas - The General Epistle of James  
1 Pet - The First Epistle General of Peter  
2 Pet - The Second Epistle General of Peter  
1 Jn-The First Epistle General of John  
2 Jn-The Second Epistle General of John  
3 Jn-The Third Epistle General of John  
Jude - The General Epistle of Jude  
Rev - The Revelation of St. John the Divine

## **7. Peer review (Refereeing)**

Upon receipt of a manuscript, the Editorial board first considers whether the manuscript falls within the scope of the journal and consequently decides upon whether to send it for review, and finally informs the contributor about their decision.

The Editorial board sends manuscripts for review to two independent referees. Identities of referees are and will be concealed from the contributors, and the correspondence between them is managed exclusively by the Editorial board. A manuscript is sent to the referees via email, without the name(s) of the author(s) and/or any other data that may reveal the author's identity (so-called "double-blind" peer review).

If an article has been fully accepted by both referees (with no revisions required), the article is ready for print. If it has been rejected by both referees, it will not be published. If one or both referees require any revisions, the author is informed about these requirements. After the required corrections/modifications are made, the article is once again sent to the referee/referees so as to check whether the author has fulfilled all the requirements set out by the referee(s). If the referees make an assessment that the requirements have been met, the article will be published. If one of the referees accepts the article requiring further or no further revisions and the other one rejects it, a third referee, whose decision will be taken as final, will be engaged.

Upon completion of the review process, the Editorial board informs the author about whether the article has been accepted or rejected for publication.

In addition, upon receipt of positive reviews, the Editorial board reserves the right to require that the author should format the article in accordance with the Author guidelines, so that it conforms to the requirements specified by the Journal. If they are required to, the author is obliged to make the revisions within seven days.

The deadline for the completion of the review process is twelve months of receipt/submission of a manuscript by post or email. Should the manuscript be sent during nonworking days, the first working day would be the day when the manuscript would be considered as received.

Upon completion of the review process and the required revisions, the deadline for the publication of the accepted articles is six months from the day of acceptance or receipt of the final version of the paper.