The European Pentecostal Theological Association

Notes for Contributors

Typescripts. Papers should not normally exceed 5000 words including footnotes. An electronic copy of the paper should be sent to William K Kay (wkkay@btinternet.com).

Please do not send your file in a ‘text only’ format. A hard copy version of the paper is no longer acceptable since it means retyping it so electronic versions are preferred.

The real size of paper and styles should be A5, Top margin 1.9 cm, Bottom 2 cm, Left 1.6, Right 1.6 cm, with Palatino 9.5 pt font for standard text, and single spaced. No indents are needed for first paragraphs of sections or after indented block quotes or diagrams or tables. Other paragraphs are indented.

Formats are as follows:
1. Title has Font 18 centred Palatino
2. Author Font 12 Gill Sans, bold, centred 8.4 spacing before, 38.3 after
3. Heading 1 Font 12 bold, centred Palatino, 18.45 pt before, 3 pt after
4. Heading 2 is italicised 11 font Palatino, bold, centred, 18.45 pt before, 3pt after
5. Normal no indent for first paragraphs font Palatino Linotype 9.5 pt and justified, single spaced
6. Other paragraphs normal with indent of 4 cm, 9.5 pt and justified, single spaced
7. Book reviews are in 2 columns
8. Footnote reference number superscript, font Palatino 9.5
9. Footnote text font 9 Palatino, hanging 0.3pt

It would be helpful if there is an attempt at following these styles in MS Word. However the editor’s assistant will ensure these are in correct format.

In order to guarantee anonymous peer review the name(s) of each of the author(s) and the address where the work was carried out should only appear on a separate first page. The full address of the author should also be included so that he or she can check proofs and receive correspondence. A postal address may be used, but a reliable electronic address is better. Accepted papers will be printed with a brief reference to the place of work of author(s) and electronic contact details. This will be quoted in the first footnote.

Rejected papers will not be returned. However notification of acceptance or otherwise will be made by email.

Abstract: At the head of each paper should be summary of 100-500 (within the 5000 word limit) words and 3-4 keywords on a separate sheet.

Tables and captions to illustrations: Tables may not be printed with the text depending on size. The captions, tables and figures should be numbered by Arabic numerals. The approximate position of tables and figures should be indicated in the typescript if not already positioned. Captions should include keys to symbols. Figures: Please supply one set of artwork in a finished form, suitable for reproduction. Figures will not normally be redrawn by the publisher. Artwork is only acceptable for papers submitted in an electronic format.

Refereeing. Incoming papers are normally reviewed by at least two referees (in addition to the editor). If they are clearly not appropriate for the aims and scope of the journal, you will be contacted by email. Refereeing is anonymous unless a referee chooses otherwise. Papers are reviewed blind and it is the author’s responsibility to disguise authorship by appropriate means. Copies of referees’ reports will normally be sent to contributors to enable them to see reasons for acceptance or rejection.

References. Two styles are acceptable. Either, they may be footnoted in this Turabian model (no ibids etc.) or in Harvard:

For books:
Bartleman, F., Azusa Street: the roots of modern day Pentecost, (Logos International, Plainfield, 1980)

For articles

For separately authored chapters within books

For the web
http://www.metenexus.net/digest/2004_10_27.htm (accessed 05.05.2003). Authors to web-based text, should be treated like the authors of articles.

Note that the author’s surname and initials are not reversed in this system for footnotes but are for bibliographies.

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