

Information for Contributors in ACTA facultatis theologicae Universitatis Comenianae Bratislaviensis

1 Submission Requirements

By submission of manuscripts to ACTA for publication consideration, the authors agree with the following ACTA's publication requirements:

- the manuscript has not been published previously elsewhere, it is not under review for publication elsewhere, and will not be submitted to another publication entity during the review period at ACTA;
- the author whose manuscript utilizes data that are reported in any other manuscript(s), published or not, is required to inform the editor of these reports at the time of submission;
- the manuscript should be created in the text editor Microsoft Word (i.e. in the .doc or .docx format), or in text editors of other OS (Macintosh, Linux) but converted into the final format which would be compatible with OS Word;
- nothing in the file of the submission should identify its author; to insure author's anonymity, file's "Properties" should be deleted prior to submission (in Microsoft Word see WORD > FILE > PROPERTIES);
- the manuscript should be prepared in accordance with the ACTA's "Concise Style and Citation Guide" (see below);
- the range of the submitted manuscript should be between:
 1. 40.000 – 70.000 characters for *studies* (including spaces and footnotes); an abstract should be of 1.100 letters or less (see Concise Style Guide); ACTA reserves the right to ask authors to shorten their excessively long papers;
 2. 15.000 – 30.000 characters for an *article* (including spaces and footnotes); an abstract should be of 1.100 letters or less (see Concise Style Guide); ACTA reserves the right to ask authors to shorten their excessively long papers;
 3. 2.000 – 4.000 characters for a *review*;
 4. 2.000 – 4.000 characters for a *annotation*.
- there should be uniform *lettering* (Times New Roman 11-point; it is permissible

to use *Italics*, but not **Bold Font Style**), *spacing* (single line spacing) and *sizing* (Format A4) in the entire submitted manuscript;

- besides the manuscript, the author should also submit:
 1. the title (and subtitle, respectively) of the manuscript,
 2. the abstract (no more than 1.100 characters, including spaces),
 3. key words (no more than five),
 4. bibliography or list of references (see Concise Style Guide below), and
 5. author identifying information (first name, Last Name, Address [personal or professional], e-mail contact).
 6. In the case of a submitted review, its author is asked to indicate the review publication as follows: LAST NAME, First Name: *Subtitle* (Series Number), Place of publication: Name of the Publisher, Year. pages. ISBN.

2 Specific Criteria for Publication

- *headings* in the manuscripts are in Regular Font Style and numbered by Arabic numerals (1, 2, 3...; see Concise Style Guide);
- there is *no indentation* of paragraphs in the manuscript;
- the manuscript should consist of only necessary *footnotes*;
- *footnotes* are placed on their respective pages, and the author's last names are given in Small Caps (Format > Font; see Concise Style and Citation Guide below);
- in the case of the Hebrew and Greek languages, fonts other than those of Bible Works or SBL (download) should be identified and/or sent with the manuscript to the editorial team;
- it is recommended that cited biblical passages be limited to their requisite parts only;
- only generally known abbreviations should be used; otherwise the abbreviations should be identified in words;
- the manuscript should be prepared in accordance with the ACTA's "Concise Style and Citation Guide" (see article 4 below in this document);
- authors' attention to the conventions described in the ACTA's "Concise Style and Citation Guide" will be appreciated since it facilitates the work of the reviewers and the editors. In case of any queries on ACTA's style, please

oldest published one. The author's name should be repeated for each entry.

Some examples:

Books/Monographs

LAST NAME(s) (All Caps), N (First name(s)). *Title. Subtitle (Series_Number).*

Place of publisher: name of publisher, year of publishing. (except the first edition, the serial number of edition is written in superscript before the year; example for the third edition: ³1992.)

Example:

DUESBERG, H. – AUVRAY, P. *L'Ecclésiastique (La Sainte Bible)*. Paris: Cerf, 1953.

Periodicals

LAST NAME(s) (All Caps), N (First name(s)). Title. Subtitle (no Italics, no quotation marks). In: *Periodical*, year of publishing, volume number (issue number, if needed) page numbers.

Example:

POSVÄTNÁ KONGREGÁCIA OBRADOV. Inštrukcia Eucharisti cum mysterium. In: *Liturgia*, 1993, roč. 3, č. 2, s. 141 – 174.

An issue number is included *only if every issue of the referenced periodical is numbered separately*, i.e. if it begins with a page number 1.

Contributions in monographs/annuals, chapters in books

LAST NAME(s) (All Caps), N (First name(s)). Title. Subtitle (no Italics, no quotation marks). In: LAST NAME, N. ed(s) (of editor(s)). *Title of the monograph. Subtitle*. Place of publisher: name of publisher, year of publishing, page numbers.

Examples:

VAN DER KOOIJ, A. Perspectives on the Study of the Septuagint: Who are the Translators? In: NOORT, E. , MARTÍNEZ, F.G. eds. *Perspectives in the Study of the Old Testaments and Early Judaism (VTSup 73)*. Leiden – Boston – Köln: Brill, 1998, p. 214 – 229.

RUŽBARSKÝ, P. Pastorácia Rómov na Slovensku. In: BEŠENYEI, P. ed. *Preventívny systém v rómskom svete. Medzinárodná konferencia o pastorácii Rómov*. Košice, 20. – 23. november 2009. Bratislava: Vydavateľstvo Don Bosco, 2010, p. 158.

DELLA TORRE, L. Pastorale liturgica. In: SARTORE, D., TRIACCA, A .M., CIBIEN, C. eds. *Liturgia*. Cinisello Balsamo: Edizioni San Paolo, 2001, p. 1455 – 1456.

Electronic documents

Author's LAST NAME (All Caps), N (First name, if known). Title of the document. Subtitle [online]. [accessed/posted YYYY-MM-DD]. Available on: http address.

Example:

HUMM, A. Middle Assyrian Law Code. Tablet A. Based On a Comparison of the Translations of G. R. Driver & J. C. Miles with that of Theophile Meek [online]. [accessed 2015-02-20]. Available on:
<http://jewishchristianlit.com/Texts/ANELaws/midAssyrLaws.html#FN35>.

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