

Journal *Studia Biblica Slovaca*

Rules and Regulations



2022

C. Instructions for Contributors

1. Basic Information for Submitting Manuscripts

1. The submitted manuscripts, including their attachments, should be exclusively posted as electronic files. Preferred formats for the text and tables of the manuscripts are those of MS Word (.doc or .docx) or those converted to the same format if another OS is used, such as Macintosh or Linux. Only files conforming to the *StBiSl* guidelines will be accepted. Manuscripts should be submitted to the editor-in-chief by e-mail attachment to: redakcia(at)biblica.sk. In the sent file, its author anonymity should be set up, i.e. all parts which could identify the author should be in the file's properties removed.

2. By the submitting of the article to the *StBiSl* review process and by the article's acceptance for the publishing, the author gives his/her agreement with the publishing of the article in *StBiSl*. This act replaces an exclusive licence agreement which means that the author retains copyright in the work but grants the *StBiSl* publisher the sole and exclusive right and licence to publish for the full legal term of copyright.

3. Requests for book reviews should be sent by e-mail to the review editor at redakcia(at)biblica.sk. The books should be posted to: Redakcia *Studia Biblica Slovaca*, Banská 28, 976 32 BADÍN, Slovakia.

a) Specific Format Criteria – Text

1. The length of the submitted manuscripts (including spaces and footnotes):
 - a. *Articles*: 20.000 – 70.000 characters (shorter manuscripts are preferred),
 - b. *Research notes*: 10.000 – 20.000 characters,
 - c. *Reviews*: 7.000 – 20.000 characters.
2. Sheet format: A4.
3. Fonts preferred: Times New Roman, Normal, 12-points.
 - a. When the Hebrew and Greek languages are used, UNICODE fonts are required.
 - b. In the Greek texts, accents and aspirations should be used; the Hebrew and Aramaic texts should be used without the Masoretic vocalization save the cases when the vocalization needs to be highlighted.
 - c. When other Semitic languages than Hebrew is used (e.g. Akkadic, Coptic, Syriac, etc.), the author should inform the editorial office or editor-in-chief.
 - d. For the transliteration or trans-vocalization of the Hebrew and Greek words the authors should refer to ŠTRBA, Blažej: *Bibliografia biblických vied slovenskej a českej proveniencie (1989 – 2013)*. *Bibliography of biblical sciences of Slovak and Czech provenance (1989 – 2013)* (StBiSlSup), Badín: Vlastným nákladem, 2014, 300-305.
4. For highlighting, *Italics* is allowed, **bold** is not.
5. Single line spacing.
6. Headings can be numbered either by using of a pre-defined style or by a manual numbering. For more, see General Layout of Manuscript.
7. No wrapping, no special formatting, no indentation of paragraphs should be used in the manuscript.
8. When the articles are written in other than the Slovak language, the exact orthography and grammar should be followed.
9. The given guidelines should be followed in the articles as well in research notes, reviews, news or announcements.

b) Formatting of the Quotations and Bibliographic References

1. For a more transparent and a higher readability, the biblical quotations in the original languages should be kept in the text to a minimum.
2. Abbreviations of the biblical books and abbreviations of the often-cited works should be used in accord with Abbreviations on www.biblica.sk.
3. Biblical passages between chapters are indicated by using a dash (–) without spaces before and after it, e.g. Exod 3:1–4:18. For indicating the biblical passages between the verses in one chapter, a hyphen

(–) is used, e.g. vv. 5-6¹. A dash (–) with a space before and after it is used only for an indication of a historical period, e.g. 58 – 56 B.C.E. or several co-authors of one monograph in both the footnotes and the list of bibliography.

4. If there are quotation marks within a cited passage in the text (the so-called citations within citations), different type of quotation marks should be used:

“Text texttext texttexttexttext «text text text text» text text...”

5. In the text of the manuscript, the footnotes are indicated by a *number* in the superscript *before* the punctuation mark, with the exception in the case of the question mark:

Texttext “... texttexttexttexttexttexttexttext”¹³, texttexttext...

When the citations are full sentences or passages of more than three lines, they should be given as a new paragraph:

Text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext text texttext texttexttext.¹⁴

6. *Footnotes* should be placed on the respective pages in the manuscript. In the footnotes, all bibliographic references, including the first one, should be given in an abbreviated form (see below). Pages in the citations are indicated *without* the “p.” abbreviation; notes are indicated with the “n.” abbreviation. Abbreviated form of the references in footnotes:

- a. monographs: SURNAME, *Title*, page, note.
SKA, *Our Fathers*, 5, n. 6.
- b. articles, contributions in monographs: SURNAME, *Title*, page.
EBER, *Barmherzigkeit*, 5.

7. If there are several different works from one author cited in the same footnote, the author’s surname should be indicated repeatedly, i.e. *without* the use of *Ibid.*, *Idem.*, or *Id*.

8. For the author’s surname, small caps should be used ABCD, not capital letters ABCD.

9. A full or complex, i.e. non-abbreviated, *form of the references* is given only in the final bibliography.

10. The *bibliography*, or list of references at the end of the contribution, should include *all works cited* in the article or research note. The entries should be in an alphabetical order by the last name of the author/editor, or by the last name of the first author/editor if there are several co-authors/co-editors. If there is no author/editor, the respective work is ordered by the first letter of its title. Several works by an identical author are ordered by the year of the publication, starting with the oldest work. The author’s name should be repeated for each work separately.

11. The first name of the author/editor should be given in the full form (e.g. ZENGER, Erich; not ZENGER, E.). If the author/editor has more than one first name, at least one should be given in the full form; the remaining names can be indicated by the initials (e.g. FITZMYER, Joseph A.).

c) **General Layout of Manuscript**

1. The manuscript should have a title characterizing its content. A subtitle, specifying the argument of the manuscript can be added. The editors may modify the title of the manuscript as far as its linguistic and/or stylistic aspect is concerned.

2. Generally, the body of the manuscript should be as follows: introduction, chapters (if necessary, divided into sub-chapters), conclusion, bibliography, summary and key words.

¹ The same rule should be applied for the indication of the page range in the bibliographical references in the footnotes and in the list of bibliography at the end of the article.

3. The article begins with an introduction and it ends with a conclusion. The main body of the text of the manuscript should be subdivided into several chapters and (if necessary) sub-chapters. Headings of chapters should be given in Regular Font Style and numbered by Arabic numerals (1, 2, 3...). A rational levelling of headings should be used in the manuscripts, i.e. no more than two sub-levels (1 Heading1, 1.1 Heading2, 1.1.1 Heading3). Introduction and conclusion are not numbered. Example:

Introduction
 1 XXXXXXXX XXXXX
 1.1 XXXXXXXX
 1.1.2 XXXXXXXX
 2 XXXXXXXXXXXXX

2. Required Parts of the Manuscripts

The authors of articles, short research notes or reflection essay are also asked to submit:

1. the title (and subtitle, respectively) of the manuscript in English,
2. a short Summary of 1.100 characters maximum including spaces in English,
3. key words (no more than five) in Slovak/Czech and English,
4. bibliography or list of references (see § C.1.b.9-11) and
5. author's contact details (name and surname, academic affiliation, professional or personal mailing address and e-mail).

In the case of a submitted review, the authors should indicate the data of the reviewed work as follows: SURNAME, First Name: *Title. Subtitle* (Series Number), Place of publication: Name of the Publisher, Year. pages. ISBN.

3. Attachments

1. Illustrations, pictures and graphs should be supplied with the highest quality and in an electronic format which facilitates publishing the article in the best way possible. Submitted images are published only in black and white colour in print. Pictures should be sent separately in the following preferred formats: .JPG, .JPEG, .TIFF, .BMP and .EPS (for graphs and line art). Rasterized based files (i.e. with .TIFF or .JPEG extension) require a resolution of at least 300 dpi (dots per inch). Images should be properly marked and identified. For their placement, a placeholder note should be added in the running text, i.e. "(insert Figure 1)" etc.

2. Figures, charts and tables created in MS Word can be included in the main text. If created outside MS Word, i.e. MS Excel (.xls or .xlsx), JPG or PDF, they should be submitted separately.

D. Bibliography and Citation Style (BCS)

The submitted manuscripts should conform to the *StBiSl* Bibliography and Citation Style (hereafter BCS), which is available online on <http://biblica.sk/en/podmienky/bibliograficky-styl/>. The articles not conforming to BCS will be sent back to the author for its reworking.

A Cited Bibliography list is required at the end of the article, thus the references in the article should be brief. The examples follow, the first citation is in the complete form and the second is the abbreviated reference:

1. Book

DUBOVSKÝ, Peter: *Hezekiah and the Assyrian Spies. Reconstruction of the Neo-Assyrian Intelligence Services and its Significance for 2 Kings 18–19* (BibOr 49), Roma: Editrice Pontificio Istituto Biblico, 2006.

ZERWICK, Maximilian: *Biblical Greek. Illustrated by Examples by Maximilian Zerwick S.J.* (SubBi 41), Roma: GBP, 2011.

DUBOVSKÝ, *Hezekiah and the Assyrian Spies*, 23-25.

ZERWICK, *Biblical Greek*, 13-14.16.

2. Entry in an Encyclopaedia or a Dictionary, Section of a Book

a) Entry in an Encyclopaedia or a Dictionary

COATS, George W.: Joseph, Son of Jacob. In: *ABD* III (1992) 976-981.

COATS, Joseph, 977-978.

b) Article in a Collected Work

HOFFNER, Harry A.: Cult Inventories. In: William W. Hallo – K. Lawson Younger, Jr. (eds.): *The Context of Scripture. Volume III: Archival Documents from the Biblical World*, Leiden – Boston – Köln: Brill, 2002, 63-65.

MARGUERAT, Daniel: La conversion de Saul (Ac 9, 22, 26). In: Daniel Marguerat: *La première histoire du christianisme* (LeDiv 180), Paris – Genève: Les Éditions du Cerf – Labor et fides, 1999, 269-300.

HOFFNER, Cult Inventories, 63, n. 2.

MARGUERAT, La conversion de Saul, 270-272.273.

3. Article in a Periodical

ALETTI, Jean-Noël: Can One Speak of a Conversion of Paul in the Book of Acts?, *StBiSl* 9/1 (2017) 104-118.

ALETTI, Can One Speak?, 112-113.

4. Electronic Publications

a) CD, DVD, etc.

HARRIS, Laird – ARCHER Jr., Gleason L. – WALTKE, Bruce K. (eds.): *The Theological Wordbook of the Old Testament*, Chicago, IL: originally published by Moody Press, 1980, location. In: *BibleWorks*® 6.0: Software for Biblical Exegesis and Research [CD-ROM], Norfolk, VA, 2003.

HARRIS – ARCHER – WALTKE, *Theological Wordbook*, location.

b) From the Internet

JANČOVIČ, Jozef: „*V srdciach sa vrátili do Egypta*“ (*Sk 7,39*). *Exegeticko-teologická analýza perikopy Ex 32–34 s využitím kánonického prístupu* [dissertation] [online], Bratislava: RKCMBF UK, 2008. [Accessed 29-06-2014]. Available at: <https://stella.uniba.sk/zkp-storage/dpg/dostupne/RK/2009/2009-RK-GwSLyh/2009-RK-GwSLyh.pdf>.

JUHÁS, Peter – LAPKO, Róbert: *Aspis und Draqōnē* und die mythologischen Wesen der Syrischen Baruch-Apokalypse, *ETL* 91/1 (2015) 131-144. [Accessed 20-12-2017]. DOI: 10.2143/ETL.91.1.3078155

SKA, Jean Louis: *Bibliografia basilare dell'AT. Old Testament Basic Bibliography* [online], 2.4 Numeri [Accessed 10-07-2014]. Available at: http://www.biblico.it/doc-vari/ska_bibl.html

JUHÁS – LAPKO, *Aspis und Draqōnē*, 136.

JANČOVIČ, *V srdciach* [Accessed 29-06-2014], 19.

SKA, *Bibliografia basilare* [Accessed 10-07-2014], 2.4 Numeri.

c) E-books

DAVIS, Thomas: History of Research. In: Margarete L. Steiner – Ann E. Killebrew (eds.): *The Oxford Handbook of the Archaeology of the Levant, c. 8000-332 BCE* (Oxford handbooks) [iBooks], Oxford: University Press, 2014, 104-120.

DAVIS, History of Research, 113-118. National Era.

5. Personal Communication

a) Personal Communication by Email

BRAULIK, Georg: *ÖBS 32*, email communication [Accessed 29-02-2008], email: [georg.braulik\(at\)univie.ac.at](mailto:georg.braulik(at)univie.ac.at).

BRAULIK, *ÖBS 32*, email communication.

b) Personal Communication – Oral/Written

JUHÁS, Peter: *Konferencia Žalmy*, Oral communication [Accessed 14-09-2012].

JUHÁS, *Konferencia Žalmy*, Oral communication.

6. General Notes and Abbreviations

a) General Notes

1. The *names* of authors are given: the family name (in CAPS & SMALL CAPS), followed by a comma, then the first name(s), followed by a colon. In the case of multiple authorship, names are to be separated with a dash (–).

2. The *titles* of books and of periodicals are given always in italics, followed by series title and volume number placed within brackets, followed by a comma (,).

3. Then the place of publication (followed by a comma and postal abbreviations for cities in the USA, except for New York) is followed by a comma and the publisher, followed by a comma and the year of publication.

4. The page number(s) follow(s) the year of publication with a comma and without any abbreviation such as p., pp., etc.

5. The *abbreviated reference* consists of the surname(s), shortened title and page number(s). If there is more than one publication by the same author, the year of publication should be added: HOSSFELD – ZENGER, *Psalmen 101–150*, 2007, 251-255.

6. The abbreviation of the volume should reflect the volume language: Band (Bd.), Volume (Vol.), Tome (t.), zväzok (zv.) atd'. For the volume number, Roman numerals followed by the volume name (if there is) are used. Further specifications are separated by a semicolon: Bd. I: Volume title; Bd. II: Volume title; etc.

7. The second and other editions are indicated by number preceding immediately the year of publication: ²2007.

8. The title of an encyclopaedia or a dictionary may be given in a well established abbreviation (see Abbreviations, or *IATG*³. Volume is given in Roman numerals.

9. The reference to eBook has to contain indication of the format of the book, e.g., Adobe Digital Editions version, iBooks, Kindle, Kobo, etc. – and page numbers if available (e.g. in format .pdf), or the most precise identification of the location in the quoted publications. It could be also the name of the chapter, paragraph, etc.

b) The Use of Abbreviations

1. To abbreviate the titles of the Old and New Testament books, the authors should follow the online list of [Abbreviations](#).

2. To separate the numbers of the chapters and verses, a *colon* is used (:), e.g., Gen 3:2-6. To indicate a verse range within one chapter, a *hyphen* (-) is used and the full-stop when verses are disjointed, e.g. John 5:8-9.15.20. To indicate a verse range extending beyond one chapter, a *dash* (–) is used, e.g., Jdt 3:1–4:9.

3. To distinguish biblical citations according to the original text, the MT or LXX abbreviations are given at the end of the complete citation, e.g., Josh 9:2 LXX; Jer 31:31-33 MT.

4. In the text, the number of a verse is indicated together with the abbreviation “v.” with one space after. To indicate two or more verses, the abbreviation “vv.” is used; e.g., v. 3; vv. 2-4.6.

5. To abbreviate the titles of the oft-cited works, the authors should consult the online [Abbreviations](#) or SCHWERTNER, Siegfried M.: *IATG*³ – *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete* (= *IATG*³), Berlin – Boston: Walter de Gruyter, ³2014.

6. When there is a work whose abbreviated form is not available neither in the online [Abbreviations](#) or in *IATG*³, the full title of the work should be given. Later, the editors can assign the work a new abbreviation which will be added to the existing list of the abbreviations available online.

7. When the submitting manuscripts do not conform to the *StBiSl* Style guidelines and ethics, they will be not accepted for the review process but given back to the authors for their reworking.