THEO WEB

Guidelines for manuscripts

Length Contributions should be between 10 and 20 pages long (one page comprising about 3.200 characters incl. blanks); exceptions are, however, possible. It is the advantage of an online-journal not to have to be too restrictive regarding the length of articles.

Language Contributions can be published in German or in English.

Abstract Every article should start with an abstract of about 10 lines. It should contain the most important key words of the article, so that internet search engines can find your article easily.

Handing in Please send your text as MS Word document via E-Mail to martin.rothgangel@univie.ac.at or to the editor with whom you are in corresponding contact. After the peer-review process the editors will decide and inform you if your text is accepted. (See also the information about peer review.)

Styles Please write your text in Arial, 12 Pt, single spaced. Apart from this please use as few styles as possible. Just leave everything in default style. For emphasizing please use *italics* only. It may be helpful, if you take a look at one of the published articles of our journal (www.theo-web.de/zeitschrift).

Structure Please use sub-titles in your texts to structure it and use the following hierarchical order: 1. / 1.1. / 1.1.1.

Author's Info At the end of your text (after the list of literature) short information on the author(s) should be given (name with degrees, profession, institution, country)
Example: Dr. Michael Knowall, Associate Professor, Institute of Protestant Theology at the University of Wondertown, Wonderland.

Annotations/ References Please use footnotes (electronic footnotes in MS Word) for your annotations and source references. Quotations in the text should be marked by double quotation marks ("…"), quotations in another quotation should be marked by single quotation marks (' … ').
In the footnotes please use short forms of references in the following way:
SURNAME OF AUTHOR (no comma) year of publication, (no "p.") page.
Example: NAURATH 2007, 87.
Please use SMALL CAPS for the author's name (NOT CAPITALS).
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List of Literature / References

At the end of your article there should be a list of the literature (headline: "References") you consulted or quoted. Please use the following styles.
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Journal Article	SURNAME, FIRST NAME (year of publication), Title. Subtitle, in: Title of the Journal, Volume, No., pages. *Example:* BOSACKI, SANDRA et al. (2010), The spiritual component of children's lives: the role of media, in: British Journal of Religious Education, Vol. 32, No. 1, 49-61.
Book contribution	SURNAME, FIRST NAME (year of publication), Title. Subtitle, in: SURNAME, FIRST NAME 1 / SURNAME, FIRST NAME 2 (eds.), Title. Subtitle, city (city 1 / city 2) of publication, country of publication (publisher). Example: LAWTON, DENIS / CAIRNS, JO (2005): Faith schools. Some political issues and an agenda for research, in: GARDENER, ROY / CAIRNS, JO / LAWTON, DENIS (eds.): Faith schools. Consensus or conflict?, London (RoutledgeFalmer), 242-253.
Internet sources	SURNAME, FIRST NAME (year of publication, if available), Title. Subtitle (Name of institution, character or content of the text). URL [checked on: date in day-month-year] *Example:* GROEBEN, NORBERT / SCHEELE, BRIGITTE, Dialogue-Hermeneutic Method and the "Research Program Subjective Theories" (Forum: Qualitative Social Research, Academic article). URL: http://www.qualitative-research.net/index.php/fqs/ article/viewArticle/ 1079/2353 [checked on: 13-03-2010]. If the author is unknown, only the name of the institution can be given.