ZWINGLIANA

Guidelines for English articles (version 2.0)

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1. Structure

As a rule, a *Zwingliana*-article consists, next to the title (and possibly subtitle), of *one or two structural levels*, numbered with Arabic numerals.

Example: 1. Introduction
            1. On the Sources
            1.1 Written Sources
            1.2 Oral Sources
            2. Analysis of Selected Passages
            ...

In exceptional cases – if the character of the contribution demands it – substructural levels may not be necessary. More than two should be avoided. If an added level is necessary, it should remain unnumbered.

Example: 2. On the Sources
            2.1 Written Sources [text]
            Chronicles
            [text]

2. Orthography, Punctuation a. o.

- Authors may use either American or British spelling according to preference as long as it is consistent within the article.
- Citation numbers are to be set after punctuation unless relevant to a single word, phrase or quotation.
- For dashes as well as from-to dashes, the en-dash "–" should be used.
- Please use typographic quotation marks: "…".
- Single quotation marks ought only to be used to mark passages within text that is already within quotation marks: "… '…' …".
- Pagination should be indicated according to
    the following pattern:
    151–155   (*not* 151–55 or 151ff.)
    151f.   (*not* 151–152)
- front- and back pages should be indicated as follows:
    "r" for front (recto): 151r
    "v" for back (verso): 152v
- Ellipses in quotes are indicated by three periods in square brackets: […]
- As a rule, the use of special characters should be avoided. For instance, superscript vowels (e.g. u with superscribed o) should be written out: uo; ue. E-caudatae should be given as "ae". If special characters are nevertheless required, they are to be coded consistently and specified at the end of the article. (see below 10.4).

    Example: u%o for u with superscribed o
                      a%e for a with superscribed e
                      e%e for e-caudata
                      …

3. Markup

- Italics in the running text only for emphasis of single words, set phrases, or book titles.
- Quotations (even short ones) always in quotation marks "…".
- Longer quotations can form an individual paragraph. Such quotations are to be formatted as so-called petit-text, which means that they are offset from the rest of the text and printed in a smaller type size.

4. Greek/Hebrew

For the rendition of single words or passages in Greek or Hebrew, please use unicode-symbols. The following online-keyboards can also be useful, from which text can be integrated into the Word-file by copy/paste.:

https://www.lexilogos.com/keyboard/greek_ancient.htm
https://www.lexilogos.com/keyboard/hebrew.htm

5. Quotations

Each quotation begins in capital letters and ends in a full stop.

5.1 First mention

At first mention, the complete bibliographical information should be given for every title, according to the following model:

Monograph	Walther *Köhler*, Huldrych Zwingli. Eine Biographie, 2nd ed., Leipzig 1954 (Texte zur Reformationsgeschichte).
Article (coll. volume)	Walther *Köhler*, Zwinglis Glaubensbekenntnis, in: Wirkungen der Deutschen Reformation bis 1555, ed. Walther Hubatsch and Max Muster, vol. 2, Darmstadt 1967 (Wege der Forschung 203), 134–156.
Article (Journal)	Walther *Köhler*, Zu Zwinglis Pariser Studienaufenthalt, in: Zwingliana 4/1 (1921), 46–51.
Article (Lexikon)	Walther *Köhler*, "Heinrich Bullinger," in: TRE, vol. 7, Berlin 1981, 320–312. [see below on the use of abbreviations]

The author is given in italics. More than two authors / places of publication / editors etc. can be abbreviated by "et al.":

Walther *Köhler*, Zwinglis Glaubensbekenntnis, in: Wirkungen der Deutschen Reformation bis 1555, ed. Walther Hubatsch et al., vol. 2, Darmstadt 1967 (Wege der Forschung 203), 134–156.

5.2 Repeated references

With every succeeding mention of the title, it is sufficient to use a short title according to the following pattern:

Köhler, Zwingli, 53.
Köhler, Glaubensbekenntnis, 138.
Köhler, Studienaufenthalt, 50.
Köhler, "Bullinger," 311.

With repeated mentions of collected volumes, please cite as follows:

Dieter *Keller*, Zu einem Bild Zwinglis, in: Hubatsch/Muster (ed.), Wirkungen, 51–70.

5.3 Immediately repeated references
Instead of using "ibid." etc. always use the short title:
[13] *Köhler*, Zwingli, 53.
[14] *Köhler*, Zwingli, 110.

5.4 References to prints or manuscripts
References to prints from before 1800 need to include the printer and a bibliographical reference. The original title may be shortened and punctuation, capitalisation and the use of i/j and u/v should be normalised.

Original title: ISAIAS EXCELLENTISSIMUS DEI PROPHETA, CVIVS TESTIMONIIS CHRISTVS IPSE DOMINVS ET EIVS APOSTOLI creberrimè usi leguntur, expositus Homilijs CXC. quibus non tam sensus Prophetae redditur, quam usus & fructus eius in Ecclesia Christi, ostenditur, authore HEINRYCHO BVLLINGERO ...

Reference: Heinrich *Bullinger*, Isaias expositus homiliis CXC, Zurich: Christoph Froschauer, 1567 (VD16 B 9646). [For the use of abbreviations see below no. 6]

References to manuscripts include location (place institution) and shelf mark:
Zurich Staatsarchiv, E II 305, 111.
Bern Burgerbibliothek, Ms. helv. XI 13, 450.

If an institution is mentioned repeatedly, it can be abbreviated (For the use of abbreviationssee below no. 6]
Example: Zurich Staatsarchiv [StA], E II 305, 111.
...
Zurich StA, E I 200, 59.

5.5 References to classical and patristic authors
References to classical and patristic authors include the name of the author, the title, a reference in a modern edition (if possible page numbers as well as line numbers). Further information (books, chapters) can be added after page and line number in square brackets.

Examples: *Augustinus*, Contra Iulianum, in: PL, vol. 44, Paris 1865, 789 [5,3,10].
Hieronymus, Epistulae, ed. Isidor Hilberg, Wien 1973 (CSEL 55/1), 169,7–19 [129,7f.].
[For the use of abbreviations – as here PL and CSEL – see below no. 6]

5.6 Reproduction of source texts
The author may choose according to which guidelines source text is reproduced in the quotations as long as it remains consistent without the article.
One common model for prints and manuscripts is the following:
- Punctuation according to current rules
- Lower case except at the beginning of a sentence, proper names and book titles

- u/v and i/j normalised
- resolve abbreviations in square brackets
- Scribal abbreviations (e.g. us-endings etc.), overlines etc. can be resolved without comment.

5.7 URL-references
References to web-URLs (www.xyz.com/...) are to be avoided due to their uncertain permanence.

6. Abbreviations
If possible, there should be no abbreviations used in the running text (c. instead of century etc.) In the footnotes common abbreviations may be used. (e. g.; a. o.; BC; AD; …). *Series* and *journals* are not abbreviated. In case a certain work is referenced a number of time (esp. encyclopedias, dictionaries, institutions and similar) one can include an abbreviation in square brackets at the first mention:

First mention	Heinrich Bullinger Briefwechsel, ed. Ulrich Gäbler et al. [HBBW], vol. 7, Zurich 1998, 111.
succeding	HBBW, vol. 7, 120.
	HBBW, vol. 8, Zurich 2000, 320.

First mention	Walther *Köhler*, "Heinrich Bullinger," in: Theologische Realenzyklopädie, ed. Gerhard Krause and Gerhard Müller [TRE], vol. 7, Berlin 1981, 320–312.
succeding	Max *Muster*, "Ekklesiologie," in: TRE, vol. 13, Berlin 1987, 111.

First mention	Zurich Staatsarchiv [StA], E II 305, 111.
succeding	Zurich StA, E I 200, 59.

7. Bible

Gen	Genesis	2Chr	2 Chronicles	Dan	Daniel
Exod	Exodus	Ezra	Ezra	Hos	Hosea
Lev	Leviticus	Neh	Nehemiah	Joel	Joel
Num	Numbers	Esth	Esther	Amos	Amos
Deut	Deuteronomy	Job	Job	Obad	Obadiah
Josh	Joshua	Ps	Psalm(s)	Jonah	Jonah
Judg	Judges	Prov	Proverbs	Mic	Micah
Ruth	Ruth	Eccl	Ecclesiastes (Qoheleth)	Nah	Nahum
1Sam	1 Samuel	Song	Song of Songs	Hab	Habakkuk
2Sam	2 Samuel	Isa	Isaiah	Zeph	Zephaniah
1Kgs	1 Kings	Jer	Jeremiah	Hag	Haggai
2Kgs	2 Kings	Lam	Lamentations	Zech	Zechariah
1Chr	1 Chronicles	Ezek	Ezekiel	Mal	Malachi

Matt	Matthew	Eph	Ephesians	Heb	Hebrews
Mark	Mark	Phil	Philippians	Jas	James
Luke	Luke	Col	Colossians	1Pet	1 Peter
John	John	1Thess	1 Thessalonians	2Pet	2 Peter
Acts	Acts	2Thess	2 Thessalonians	1John	1 John
Rom	Romans	1Tim	1 Timothy	2John	2 John
1Cor	1 Corinthians	2Tim	2 Timothy	3John	3 John
2Cor	2 Corinthians	Titus	Titus	Jude	Jude
Gal	Galatians	Phlm	Philemon	Rev	Revelation
Wis	Wisdom of Solomon	1Esd	1 Esdras	1Macc	1 Maccabees
Sir	Sirach (Ecclesiasticus)	2Esd	2 Esdras	2Macc	2 Maccabees
Tob	Tobit	AddEsth	Additions to Esther	3Macc	3 Maccabees
Bar	Baruch	AddDan	Additions to Daniel		
Jdt	Judith	PrMan	Prayer of Manasseh		

8. Cross references

References are made to sections rather than pages.

Example: [13] See above, section 2.3.

References to footnotes (*example*: See above, ftn. 18) will not be checked by the editors.

9. Editions

- Next to academic articles *Zwingliana* offers the possibility of publishing editions. However, there is no option of showing numerous apparatus (for instance text- and factually-critical) and line numbering and marginalia are also to be avoided.
- If you are considering such an edition, please contact the editors for technical details and planning.
- A paragraph or footnote in which the editorial guidelines are explained is mandatory.

10. Mandatory additional information

At the end of each article the following information is to be given:
1. Abstract
2. Keywords
3. (if applicable, details about the coding of special characters)

10.1 Abstract

Short summary of the article in English (c. 50–200 words).

10.2 Keywords

5–10 keywords in English, that capture and explain the persons, epoch, geographical scope and/or method of the article.

10.3 Details to the coding of special characters

If special characters were used (see above no. 8), the codes used are to be declared here.

Example: u%o for u with superscript o

11. Format and process of handing in

- Please save your article as an RTF-, .doc- or .docx file.
- Send the manuscript to zwingliana@theol.uzh.ch.
- The editors will contact you as soon as possible via email and inform you about further steps.