

Guidance for authors submitting articles for publication in

***Journal of European Baptist Studies***

**[This guidance should be used alongside the JEBS Conventions and Modern Humanities Research Association (MHRA) Style Guide: Handbook for Authors and Editors (2013) which is available as a download from** [**www.mhra.org.uk/style**](http://www.mhra.org.uk/style)**.]**

**General**

* Article length: 6000–7500 words (includes footnotes)
* Text should be minimally formatted (see guidelines below)
* Author biography:A brief biographical statement (one sentence in third person) to appear at the beginning of the article
* No Reference section to be included —– references should be presented as footnotes throughout the article. Authors are responsible for the accuracy of all references.
* Short Abstract (150–200 words) which sums up the article
* 3–4 Keywords which reflect the article content
* It is highly recommended to add a correspondence e-mail and the author’s ORCID information below the author name at the beginning of the article

**Key Format Advice**

* Word document
* Size A5
* Font: Garamond
* Single line spacing
* Fully justified (left and right)
* Main text size 12 font
* Article title justified in bold with key words capitalised (size 14 font)
* Author name in size 12 font (bold)
* Section headings in bold with key words capitalised (size 12 font)
* Sub-headings not recommended but, if necessary, these should be italicised, non-bold with key words capitalised (size 12 font)
* Single space after commas, semi-colons and full stops
* Long quotations (over 40 words) in Garamond size 10 font indented one tab (1.27 cm)
* Short quotations within text in size 12 font inside single quotation marks
* Footnotes: Garamond Size 9 font single spacing

**The Publication Process**

* First version of article submitted by author
* Article assessed for suitability by editor
* First version sent for blind peer review
* Peer review feedback sent to author
* Revisions/amendments made by author
* Final version of article submitted by author
* Editorial proof reading and formatting carried out
* Final queries sent to author for clarification
* Publishing consent form filled in by the author and sent to the editor
* Article is published in journal

**After Publication**

* Author receives open access link from where an electronic (pdf) copy of article can be retrieved
* Author receives complimentary print copy of journal issue in which article has been published

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