

Authors Guidelines

Submissions

1. *Estudios Eclesiásticos* only publishes original works, not those previously published or accepted for publication in the same or another language. By submitting a text, authors accept that a full list of all sources and references used in the article must be provided. In the case of plagiarism in part or in whole of the text, the author will assume all legal and financial responsibility that may result from this. The journal reserves the right to report plagiarism if it is detected after publication.

2. Submissions must make a genuine and valuable contribution to knowledge. This should be clearly indicated in the abstract and introduction. The authors must justify this through a relevant and up-to-date bibliography, and a clear, meticulous and appropriate methodology for the object of study.

3. Submit to *Estudios Eclesiásticos* using a digital format, in a .docx file. The original must be submitted completely finished, in order to avoid corrections on the proofs, and must be adapted to the journal's standards. Articles will be written in Spanish but may include quotations in other languages. Articles in other languages may be considered.

The journal limits the maximum number of authors to three in order to observe international standards for the humanities and social sciences in general, and for religious and theological studies specifically.

Submissions will be made on this website, where the processes between the journal and the authors will be managed.

4. The following information must be included in the metadata and on the first page of the paper:
 - a) Article title in Spanish and English.
 - b) An abstract of up to 150 words for articles and 30 words for short notes, in English and Spanish, enclosing the essential aspects and results of the paper. It should stand on its own because it is the most accessible part of your article. A good abstract can accelerate the peer review process as it is the only part reviewers receive before accepting the assignment. It is recommended to repeat the words of the title in the abstract to give it more weight in the search engines. It should be concise and let users know its most important aspects and reflect on why it is important to that field of knowledge.
 - c) A list of keywords in English and Spanish, no more than eight. Keywords are a tool to help search engines, they should be specific to your area of research. As far as possible, keywords should not match with the title.
5. The following information must be included in article metadata (submission form):
 - a) Author's name, surname(s) and institutional affiliation.
 - b) E-mail, ORCID (full URL), personal website (if available). The e-mail address and ORCID should appear on the first page of the article in its printed and/or digital edition. (*We remind you this should not appear in the text of the article to ensure the integrity of the peer review process).
6. Manuscripts will first be evaluated by the Editorial Board to determine whether to initiate the formal evaluation process. Papers deemed suitable are sent to two independent expert reviewers to assess quality, give advice and, in case of divergence, a third opinion will be requested. The advice will be communicated to the author, maintaining anonymity. The authors retain the copyright over their works and grant *Estudios Eclesiásticos* the copyright, consenting to their publication under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 license. Authors are encouraged to publish and share their work on the internet (institutional or personal websites, scientific social networks, repositories, etc.) always respecting the conditions of this license and properly citing the original source. The journal does not currently offer any financial

remuneration to authors. In some cases, authors will be asked to collaborate in the correction errors in the galley proofs. These proofs are not sent for the article to be rewritten, but for mistakes (if any) to be corrected. Changes must not disturb the content of the article as it was accepted.

Text

7. Manuscripts should not exceed
 - a) **Articles:** 15,000 words (including text, tables, graphs, notes, list of references).
 - b) **Notes:** 6,000-9,000 words (including footnotes).
 - c) **Reviews:** 1,000-1,500 words.
8. Textos griegos y hebreos: Text should be in Times New Roman type, size 12; indented quotations in Times New Roman size 11; and footnotes in Times New Roman, size 10.
9. Greek and Hebrew texts:

Do not include Greek and Hebrew terms in their original graphical symbol but opt for transliteration instead. Transliteration should be according to a scientific system (including accents, long and short vowels and diacritical points). You also may check the standards of *Biblica* journal or *The Catholic Biblical Quarterly*. Or you can read the document «Signs for the transliteration of Greek and Hebrew texts (ES)» on this website. <http://bit.ly/EETransliteracion>

If you are using the original graphical symbols, you must use a font that follows the UNICODE standard (e.g., Times New Roman or SBL Greek, SBL Hebrew). The author can also use BibleWorks or Accordance, the two most used Bible software, available for both Windows and Apple, which allow the export of biblical texts in Unicode. For more information, please visit <https://es.wikipedia.org/wiki/Unicode>

10. The article should follow the usual items of a research paper: a) clear status of the issue and objective of the paper; b) description of sources and methods; c) discussion of the results; and d) conclusions.

Notes & Bibliography Turabian Style

11. Basic Patterns

The author should cite the sources of facts, ideas or words used in the paper in footnotes numbered consecutively and compile them in a list at the end of the article.

Give the authors' name exactly as it appears on the title page. If a name includes more than an initial, use spaces between them (A. A.).

In notes, if there is more than one author (author's first and last names), up to three are mentioned. If there are more than this, only the first author is mentioned and then et al. In reference list entries, do not use et al., all authors' names must appear, and put the first-listed author's name in inverted order (last name first), additional authors should not be inverted.

Titles of books and journals are written in italics; titles of chapters, articles, thesis and dissertations are written in roman type and enclosed in quotations marks.

If a book belongs to a series, this information should be placed after the title and before the facts of publication, in roman type. If the volumes of the series are numbered, include the number of work cited after the series title, in Arabic numbers.

Where two or more cities are given, include only the first. The city must be in the original language of the publication.

When the publisher is unknown, use just the place and date of publication.

If you cannot determine the publication date of a printed work, use the abbreviation n. d. in place of the year. Si se mencionan dos ciudades o más, se utiliza solo la primera. La ciudad debe ir en el idioma original de la publicación.

Always cite the edition other than first, include the number before publications facts. Abbreviate as 2nd ed., 3rd ed.

If the name of the editor(s), director(s), translator(s), coordinator(s) actually works as the name of the author(s), treat it as if it were the author(s), adding the corresponding abbreviation after the full name: ed., dir., trad. or coord., for editor, translator or coordinator; or eds., dirs., trads. or coords., for more than one.

The first reference in a footnote must be complete, with all the publication information (in the form specified for each type of document in these instructions). The second and following references to the same work can be abbreviated. If the reference is in several consecutive footnotes without references to others, the abbreviation *ibid.* (in roman font) may be used. If a complete citation is given the first time a work is cited, it may be abbreviated in subsequent notes: in the case of books, the author's last name and the specific pages where to find the reference (only the title of the book, chapter or article is included when there are two or more works cited by the same author). In the case of journals, the title and the number information may be omitted. In both cases, the page or pages should be included if the citation refers to another part of the text of the one previously cited. Reference to the examples that appear in these instructions can be made.

Estudios Eclesiásticos requires a list with the complete references cited at the end of the article. This allows the list of references to be included as an additional metadata and helps the citation count, so it is a quality indicator in many journal evaluation database.

The list of references should include all sources cited in the notes with complete information on each source.

Include the DOI (full URL) whenever the reference has it.

The list of references at the end of the article is arranged alphabetically by the last name of the author, editor, or whoever is first in each entry.

The first line of the reference is not indented, but the second and subsequent lines are indented (6 spaces to the right from the left margin or a tab).

It is recommended never to omit the author's name even if it is repeated in different entries. It is also recommended not to differentiate the different types of documents in the list.

a) Books

The following shall be cited: 1) The author, in roman font. 2) The title of the work, in italics. 3) The volume, section, etc. if it is published in several parts. 4) The place: followed by the publisher and the year, separated by commas.

The footnotes will indicate the exact place in the text where the quote appears, after the year and followed by a comma. The pages do not appear in the final list, except in the case of a reference to a part, as in the case of articles or book chapters.

Examples in the **footnotes**:

1. Raymond Brown. *An introduction to the New Testament*. New York: Doubleday, 1997, 140.
2. Brown, 140.

3. Justo L. González. *Historia del cristianismo*. Vol. 2. Miami, FL: Editorial Unilit, 1994, 33.

4. Walter Kern, Hermann Josef Pottmeyer, & Max Seckler, eds. *Handbuch der Fundamentaltheologie*. 2nd ed. Stuttgart: UTB, 2000, 331.

5. Bruce C. Birch et al., eds. *A Theological Introduction to the Old Testament*. Nashville: Abingdon Press, 1999, 35.

Examples in the **reference list**:

Brown, Raymond. *An introduction to the New Testament*. New York: Doubleday, 1997.

González, Justo L. *Historia del cristianismo*. Vol. 2. Miami, FL: Editorial Unilit, 1994.

Kern, Walter, Hermann Josef Pottmeyer, & Max Seckler, eds. *Handbuch der Fundamentaltheologie*. 2nd ed. Stuttgart: UTB, 2000.

Birch, C. B., W. Brueggemann, T. E. Fretheim, & D. L. Petersen (1999). *A Theological Introduction to the Old Testament*. Nashville: Abingdon Press, 1999.

b) Journal Articles

The following shall be cited: 1) The author, in roman font. 2) The title of the article, enclosed in quotation marks. 3) Separated by a full stop, the journal title in italics 4) Volume number and number [if both are cited, they are separated by a comma and the number is preceded by no.] 5) Year, in parentheses: 6) Page or pages (the list should show the range of pages that the article occupies in the full issue). All these references should use Arabic numerals.

Examples in the **footnotes**:

¹ B. Celada. “Números sagrados derivados del siete”. *Sefarad* 8 (1948): 48-49.

² Celada. “Números sagrados”, 53.

¹ Vicente Valenzuela Osorio. “Teología y neurociencias. Una articulación para otra comprensión de la especificidad interna de la teología”. *Estudios Eclesiásticos* 94, no. 368 (2019): 39-40.

<https://doi.org/10.14422/ee.v94.i368.y2019.002>

Examples in the **reference list**:

Celada, B. “Números sagrados derivados del siete”. *Sefarad* 8 (1948): 48-77.

Valenzuela Osorio, Vicente. “Teología y neurociencias. Una articulación para otra comprensión de la especificidad interna de la teología”. *Estudios Eclesiásticos* 94, no. 368 (2019): 39-74.

<https://doi.org/10.14422/ee.v94.i368.y2019.002>

c) Collective works, tributes, miscellaneous and book chapters

The reference to a part is written in roman font and enclosed in quotation marks, the title of the work to which it belongs is in italics, preceded by the word “in” and the pages separated by commas.

In the **footnotes**:

¹ Luis Ladaria. “La encarnación de Dios y la teología cristiana de las religiones”. In *Dios y el hombre en Cristo. Homenaje a Olegario González de Cardedal*, directed by Ángel Cordovilla Pérez, José Manuel Sánchez Caro, & Santiago del Cura Elena, 237. Salamanca: Sígueme, 2006.

In the **reference list**:

Ladaria, Luis. “La encarnación de Dios y la teología cristiana de las religiones”. In *Dios y el hombre en Cristo. Homenaje a Olegario González de Cardedal*, directed by Ángel Cordovilla Pérez, José Manuel Sánchez Caro, & Santiago del Cura Elena, 223-243. Salamanca: Sígueme, 2006.

If the citation is a chapter of a work by the same author, the title of the chapter is cited first, in roman font, enclosed in quotation marks. Followed by a full stop, the preposition In and the title of the

complete work in italics, the page range separated by commas. After the full stop, the publication facts.

¹ Karl Rahner. "Problemas actuales de cristología". In *Escritos de Teología*, 3rd ed. Vol. 1, 175n7. Madrid: Taurus, 1967

Rahner, Karl. "Problemas actuales de cristología". In *Escritos de Teología*, 3rd ed. Vol. 1, 167-221. Madrid: Taurus, 1967.

Encyclopedias and specialized dictionaries are listed in the same structure as book chapters. The author must be mentioned, and the topic or article consulted is enclosed in quotation marks.

In the footnotes:

¹ Enciclopedia Universal Ilustrada, s. v. "matrimonio".

Encyclopedias and specialized dictionaries are listed in the same structure as book chapters. The author must be mentioned, and the topic or article consulted is enclosed in quotation marks.

In the footnotes

¹ Pompeo Piva. "Conversión". In *Diccionario enciclopédico de teología moral*, directed by Leandro Rossi & Ambrosio Valsecchi, 136-137. 2nd ed. Madrid: Ediciones Paulinas, 1974.

In the references list

Piva, Pompeo. "Conversión". In *Diccionario enciclopédico de teología moral*, directed by Leandro Rossi & Ambrosio Valsecchi, 136-137. 2nd ed. Madrid: Ediciones Paulinas, 1974.

e) Thesis

In the footnotes

¹ Author's name and surname. "Thesis Title". Kind of thesis, academic institution, date, and pages.
² Surname, "Title", pages

In the reference list

Last name. "Title". Kind of thesis, academic institution, date.

f) Websites

Citations of website content can be limited to the footnotes. Include a specific resource in reference list only if it is critical to your argument of frequently cited.

In the footnotes

¹ Name and surname of the author or name of the responsible entity. "Title of the article on the internet". Entity in charge of the page if applicable. Date of the last modification, date of access.
<http://www.direccioncompleta.com>
² Last name of the author or name of the entity. "Article title".

In the reference list:

Surname, name of the author or name of the responsible entity. "Title of the article on the Internet". Entity in charge of the page if applicable. Date of last modification January 10, 2012. Accessed July 12, 2013. <http://www.direccioncompleta.com>

For other examples of theological resources, you can consult this guide:

http://libguides.bc.edu/academicpapers_stm/sample_citations

12. Transcriptions

The exact wording will be enclosed in «latin» quotation marks. Italics will be used only in words or short phrases that need to be highlighted and in languages that are foreign to original language of the article in spelling, phonetics or meaning. “Double” and ‘single’ quotation marks (in this order) may be used when quoting text within text. If part of the text is omitted, it is indicated by three dots in square brackets [...].

When the text is long, it must be transcribed separately, indented and in a smaller font size (size 11). For example:

Según Nocke:

«A la pregunta de cómo pueden estar presentes en el pan del altar el cuerpo de Cristo, que subió al cielo y ahora está a la derecha del Padre, responde el obispo de Hipona: “Si quieres entender ‘cuerpo de Cristo’, escucha lo que dice el Apóstol a los creyentes: ‘Vosotros sois cuerpo de Cristo...’ [...] Sé pues un miembro del cuerpo de Cristo para que tu ‘Amén’ sea verdad»¹.

13. Abbreviations

a) Use only the acronyms known or frequently used in the field of the work, for the rest of the sources give the complete title. For theological and biblical acronyms, the Elenchus bibliographicus biblicus of the Pontifical Biblical Institute of Rome or S. Schwertner. *Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete*. 3rd ed. Berlin: De Gruyter, 2017, 769 pp., ISBN 3110205750; updating volume I, of the TRE (= *Theologische Realenzyklopädie*) are recommended.

b) Acronyms, both of the collections and of the Bible, will be transcribed in roman type and without a period:

PL 25,327; PG 41,254; 383; Mt 9,5.

c) Commonly accepted bible acronyms are included below, in number 12 b). The chapter and verse references must be in Arabic numerals, separated only by a comma, without a space in between:

Mt 7,2; 2Re 4,12; 1Cor 3,5.

If there are several discontinuous verses are cited, they will be separated from each other by a period; if they are continuous, by a dash:

Ex 7,4.6.12; Lc 6,2.4; Mc 5,31-34.

d) Certain collections or dictionaries will be given in the same way as Bible references.

PL 54,194.205; DTC 7,391-393.408.

¹ F.-J. Nocke. “Doctrina especial de los sacramentos”. In *Manual de Teología Dogmática*, directed by Th. Schneider, 911. Barcelona: Herder, 1996.

14. Notes

Use footnotes, numbered consecutively, superscript numbers without parentheses that directs your reader to a note that gives bibliographical information about the source. Place the number at the end of the sentence containing the quotation. The note number should follow any punctuation marks:

...como dice santo Tomás.²