General Submission Guidelines
Pittsburgh Theological Journal
Pittsburgh Theological Seminary

Mission Statement
Through the Pittsburgh Theological Journal, students, faculty and alumni contribute to the development of pastor-theologians by promoting theological reflection, intellectual integrity, and practical wisdom in ministry. The Journal publishes research articles, dissertation abstracts, book reviews, sermons, and reflections on pastoral and educational ministry. It exists for the benefit of the extended community of Pittsburgh Theological Seminary.

The faculty, students, and alumni are encouraged to submit contributions for publication in the Pittsburgh Theological Journal. The faculty is also encouraged to submit the exceptional work of students. You can submit work electronically or through the mail.

Electronic submissions:
Send to journal@pts.edu
Use Microsoft Word file format.
Attach images and complex graphs, charts and lists as separate .jpg or .pdf files.

Mail:
Send two hard copies to:
Pittsburgh Theological Journal
616 N. Highland Avenue
Pittsburgh, PA 15206

If accepted for publication, you will be required to provide the Journal with an electronic copy of your contribution through e-mail or a CD or floppy disk (which will not be returned).

Title page: Be sure to include a title page with the following information: name, date of submission, title of article, abstract, mailing address, e-mail address, and phone number. Also, please type one sentence which includes your name, academic title or position, institutional affiliation and location.

Research Articles can be up to 8000 words in length.
Areas of special interest include archaeology and history of antiquity, biblical studies, church history, ethics, missiology, and theology.

Pastoral and educational reflections can be up to 5000 words in length.
Pastors and educators contemplate the theory, practice, and experience of their work.
Sermons can be up to 3500 words in length. Include the date and location where the sermon was preached.

Book reviews should be 500-1000 words in length. Reviews summarize the substance and/or argument of the book, evaluate its strengths and weaknesses, and assess its relationship to other works in the field of study. Unsolicited reviews will be considered, but it is helpful to consult the editors before choosing a book to evaluate.

General format principles
- Adhere to the guidelines of the Chicago Manual of Style.
- For biblical languages, use fonts provided by the Society of Biblical Literature only.
- Page format: 1.25 inch margins, double-spaced, Times New Roman font size 12.
- Submissions which exceed the maximum word count may be edited for length.

Book review format
- The heading of your review should be in the following format:
  Author, Title. Place of publication: Publisher, Date of publication. Number of pages. Price
1) General Guidelines

1.1 PTJ will consider articles that have been previously published as well as articles that may be submitted to other journals, but it is the responsibility of the author to prevent conflicts that may result from multiple publications.

1.2 All works should be accompanied by appropriate citations. This includes both endnotes and a bibliography.

1.3 Inclusive language is required. Do not use words such as “men” or “mankind” when writing of humankind. Similarly, translations of ancient texts, when used, should only be rendered as gender specific as is generally accepted. For example, WMe should be translated as “Ammonites” or “children of Ammon” and not “sons of Ammon.”

2) Editorial Guidelines

2.1 The PTJ editors will review entries for submission one time and will return the work with minimal suggestions to the author.

Nota bene: We do not accept preliminary “drafts” of any kind. Submissions are expected to be in final form with regards to content, grammar, and spelling.

2.2 The author’s last name and page number should appear in the top-left of each page of the submitted work.

2.3 Titles referenced within the text, endnotes, and bibliography should be italicized. If the title is of an article found within a journal or multi-work volume, the article title should be italicized and the volume title either placed in quotations or underlined; please be consistent throughout the work.

2.4 Spell out all numerals fewer than three digits. Otherwise, use cardinal numbers (ex. 1,354)

2.5 Tables, diagrams, lists, and charts should be included separately. Be sure to mark clearly in the text when a figure is to be inserted.
2.6 Plates should be included in their own section just prior to the bibliography, appendices, and index if applicable.

2.7 Quotations longer than two lines should be single spaced, 9-point font, and in block format.

2.8 Endnotes required for submission.

2.9 The first use of a source should be cited in full in an end note. If the second use of the same source follows immediately after the first, Ibid. may be used followed by a period, a comma, a space, the page numbers, and a period.

   Example:
   1 Joe Smith, Title (City: Publisher, 2001), 155.
   2 Ibid., 206.

2.10 The second use of a source that does not follow immediately after the first may not make use of Ibid. Instead, the last name of the author followed by the title and page number is sufficient.

   Example:
   1 Joe Smith, Title (City: Publisher, 2001), 155.
   2 Jane Doe, Title2 (City: Publisher, 1982), 23.
   3 Smith, Title, 245.

3) Additional Notes


   Nota bene: The Chicago Manual of Style gives guidelines for both in-text citations and endnotes. The Pittsburgh Theological Journal requires endnotes for submission.