"VOX PATRUM" EDITORIAL INSTRUCTIONS

I. RULES CONCERNING THE MAIN TEXT

1.1. **Articles in "Vox Patrum" may be written in the following languages**: Polish, English, German, French, Spanish, Italian and Russian.

1.2. **Each article must be submitted with additional summary and title in English**.

1.3. **Text format:** font - Times New Roman, size - 12 (Greek texts - font GREEK.ttf; Coptic texts - COPTIC.ttf; Syrian texts - ESTRANGELO.ttf – these fonts are available for download on the Vox Patrum website: www.voxpatrum.pl/zasady_publikowania_eng.html); paragraph - 1.25 cm (never use tab); interlinear space - 1.5.

1.4. **Text arrangement:**

a) Articles: The title page should include in the upper left corner: first and last name of the author, below **name of college or institution** (to which the author is affiliated) and place (city), the **academic degree** (for example: Assistant, Adjunct, Associate or Ordinary Professor, PhD Candidate, Chairman, etc.), **exact affiliation** (name of the department – institute – faculty) and **e-mail address** for correspondence; and next below the title of the article (bold, capital letters).

At the end of each article should be added the bibliography in alphabetical order (only works referred in the article) according to the division: **sources and studies**. Sources should be prepared in the following format: the name of the author in Latin (small capitals), the title in Latin (italics), the original edition of the text with page numbers, and then possible translation into modern language used by the author in the article.

Examples:

ORIGENES, *Homiliae in Exodum*, éd. M. Borret, SCh 321, Paris 1985, tłum. S. Kalinkowski: Orygenes, *Homilie o Księdze Wyjścia*, w: Orygenes, *Homilie o Księdze Rodzaju*, *Homilie o Księdze Wyjścia*, ŹMT 64, Kraków 2012, 169-301.

EVAGRIUS PONTICUS, *De malignis cogitationibus*, ed. A.C. Guillaumont – P. Géhin, SCh 438, Paris 1998, transl. R.E. Sinkewicz: *On Thoughts*, in: idem, *Evagrius of Pontus. The Greek Ascetic Corpus*, Oxford Early Christian Studies, Oxford 2003, 136-182.

Studies (in alphabetical order) should be prepared in the following format: the last name of the author (small capitals), first name initial, the title of the article or other work (italics), further according to the rules on footnotes (see below 2.4 Bibliographical descriptions, subsections b, c, d, e)

Examples:

GOLLNICK J., *The Religious Dreamworld of Apuleius' "Metamorphoses". Recovering a Forgotten Hermeneutic*, Ontario 1999.

MᴄFᴀʀʟᴀɴᴅ I.A., *"Willing Is Not Choosing": Some Anthropological Implications of Dyothelite Christology*, "International Journal of Systematic Theology" 9 (2007) fasc. 1, 3-23.

b) <u>Translations:</u> The header above the text should include the name of the ancient author. The title of the translation is below (in upper case), while the original title is in parenthesis (italics) together with the number from *Clavis Patrum.*

Example:

<div align="center">

Saint Athanase

THE ENCYCLICAL LETTER

(Epistula encyclica ad episcopos, CPG 2124)

</div>

c) <u>Reviews:</u> The header above the text in bold should include: first name (full) and last name (in upper case) of the author of the paper reviewed, full title (italics) according to the title page (if the review applies to collected works or source edition, full names of editors or publishers should be included after the title; if the work has multiple volumes, the volume number or its parts should be written in Arabic numerals, ex. v. 1-2), optional name of the publishing series, publishing place and year, name of publisher, number of pages. Abbreviations in the header should follow the language of the work being reviewed.

Example:

Miri RUBIN, *Mother of God. A History of the Virgin Mary,* New Haven - London 2009, Yale University Press, pp. 533.

The first and last name of the author of the review together with the city and abbreviation of the college of affiliation should be included underneath the review text on the right side. Reviews in general should not use footnotes.

d) <u>In Memoriam:</u> The title of a necrology should include first and last name of the deceased person and below in parenthesis the precise dates specifying the lifespan.

1.5. Titles and quotations

a) **The titles of books and documents are always written in italics without quotation marks**.

b) Quotations:
  i. sources quoted in the text should be always enclosed by quotation marks (never in italics), in smaller font in relationship to the normal text (format: right and left indentation - 1,25cm; font size - 11; interval above and below - 4pts; interlinear space - exactly 16pts), in translation (unless the text is exceptionally important or is used for philological analysis)
  ii. omissions in the quoted text are indicated by three dots in square brackets: [...]

1.6. **Rules for writing first and last names and other expressions describing persons**
  a) A person mentioned for the first time in the text should be described with full name (first and last), but in subsequent times only the abbreviated form of the first name and full last name is needed.
  b) Persons mentioned in reviews should not be described with their academic titles or positions. The word "Author" referring to the creator of the document under review should always be in upper case.
  c) Reports should include full academic titles if a person is mentioned for the first time, but subsequently abbreviations should be used, ex.: dr., prof.
  d) All pronouns referring to deceased persons in necrologies should be written with upper case letters.

1.7. **Abbreviations, dates and other time descriptions**
  a) Generally accepted abbreviations are used in the text unless the time description is at the end of the sentence (in this case it should be written in full).
  b) Dates in the text:
    i. months should be written in full, ex.: 26th of July 1958
    ii. in specifying a certain period of time we use hyphen (-) not a dash (–), ex.: 25-26th of November 2010
    iii. dates in parenthetical remarks should use Roman numerals to denote months and no year abbreviation at the end, ex.: (1 V 1826)
  c) Rules for "century" and "year":
    i. before - fully written, ex.: in the year 453
    ii. after - abbreviated, ex.: in 256 yr.; in III c.

II. RULES CONCERNING FOOTNOTES

2.1. Formatting the text of footnotes: interlinear space - exactly 16pts; first indent - 1.25 cm; space before and after - 4pts; font - 10.

2.2. In the case when the reference mark meets with a comma, a semicolon, or a period, the reference mark should be placed before the punctuation mark (with the exception of abbreviations).

2.3. **The following abbreviations are used in footnotes**: ibidem, idem (Latin) or the ones that correspond to a given language. Abbreviation "cf" [confer] should be used only in cases, when the quotation is not literal but a paraphrase. If a given footnote needs to use "cf." multiple times, then it can be used interchangeably with "v." [vide] or "see".

2.4. Bibliography

  a) **When citing ancient texts**, the name of the author and the title (italics) should always be in Latin followed by localization (chapters, paragraphs, etc.), original

edition with page numbers, and then possible translation with page numbers.

Paulinus, *Vita S. Ambrosii* 3, 6, PL 14, 29A, transl. M.S. Kaniecka: *The Life of Saint Ambrose Bishop of Milan written by his Secretary Paulinus to Blessed Augustine,* Washington 1928, 45.

Palladius, *Historia Lausiaca* 5, PG 34, 1015-1016, transl. GJ.M. Bartelink: Palladio, *La Storia Lausiaca,* Fizzonasco 1990, 28-31.

Joannes Chrysostomus, *In Joannem hom.* 1, 1, PG 59, 23, transl. Ph. Schaff: St. John Chrysostom, *The Homilies on the Gospel of St. John,* Nicene and Post-Nicene Fathers. Series I, vol. 14, Grand Rapids MI 2007, 12.

b) **When citing articles from a periodical** the following order should be maintained: first name initial and last name of the author, title of the text (italics), title of the periodical in quotation marks or the abbreviation of the title without quotation marks (if it is found in the list of abbreviations used in "Vox Patrum"), annual volume, year of the edition (in parentheses), number and issue in Arabic numerals (omitted if the periodical has continuous pagination), and page numbers.

M. Simonetti, *Ancora sul concilio di Alessandria del 362, e dintorni,* „Augustinianum" 50 (2010) 15-25.

J.P. Rey-Coquais, *Le calendrier employé par Eusèbe de Césarée dans Martyrs de Palestine,* AnBol 96 (1978) 55-64.

c) **When citing articles from the collected works** the following order should be maintained: first name initial and last name of the author, title (italics), "in:" after the comma, title of the collected works (italics), first name initial and last name of the editor or editors, a possible series name, place and year of the edition followed by page numbers.

B. Fischer, *Hat Ambrosius von Mailand in der Woche zwischen seiner Taufe un seiner Bischofskonsekration andere Weihen empfangen?,* in: *Kyriakon. Festschrift Johannes Quasten,* ed. *P. Granfield - J. Jungmann, vol. 2, Münster 1970, 527-531.*

d) **When citing entries from dictionaries or encyclopedias** the following order should be maintained: first name initial and last name of the author, title (italics), abbreviation of the dictionary or encyclopedia, volume (Roman numeral), and pages or columns (in case there is no abbreviation of the given dictionary or encyclopedia on the "Vox Patrum" list, the full description should be included).

F. Bolgiani, *Encratismo,* DPAC I 1151-1155.

H. Chadwick, *Enkrateia,* RACh V 343-365.

e) **When citing the same work multiple times in the same text**, the following order should be used: last name of the author, abbreviation of the title (italics) and "p." followed by the page number.

Simonetti, *Ancora sul concilio di Alessandria,* p. 18.

f) **In the case of using translations**, the first name initial and the last name of the translator should always be included.

H. von Campenhausen, *Les Pères grecs,* transl. O. Marbach, Paris 1963, p. 174

g) Bibliographical descriptions included in a text or a footnote should be enclosed in parentheses.

h) **If an idea of a given author is included in a footnote**, then the full description of the work in the parentheses should be included after the name of the author when the citation occurs for the first time (for citing multiple times see point "e" above).

J. Hefele *(Histoire des conciles,* vol. I/1, Paris 1907, p. 532-536) explains this problem and gives the list of bishops who were ordained in a short time after their baptism.

i) **When citing some author not literally**, then the abbreviation "cf." [confer] should be used. If the citation is used multiple times in the same footnote, then it is permissible to used "cf." and "v." [vide] interchangeably.

j) **The list of abbreviations used in our periodical** is published in "Vox Patrum" 25 (2005) vol. 48, 437-449 or on our website: www.voxpatrum.pl/pdfy/wvkaz.pdf.