GUIDELINES FOR AUTHORS
AND REVIEWERS

Thank you for considering *AUSS* as a potential publishing outlet for your article. Before submitting it, however, please take a few moments to review the following publishing guidelines. Articles that do not conform to these guidelines will be returned to the author for corrections. *AUSS* strives for the highest quality in publishing content. Therefore, an article must represent an original and previously unpublished study, must not have been submitted to other journals concurrently with the submission to *AUSS*, and must be in what the author intends as its final form.

Article Submission Guidelines

Topics Accepted for Publishing

AUSS publishes research articles and brief notes on the following topics: biblical archaeology and history of antiquity; Old and New Testaments; church history of all periods; historical, biblical, and systematic theology; science and religion; ethics; history of religions; and missiology. Occasionally, selected research articles on ministry and Christian education will also be published (it is recommended that authors query the editor before submitting on these topics).

Focus of Published Works

AUSS accepts articles written by authors of different faith persuasions. However, the focus of the journal, as that of the Seventh-day Adventist Theological Seminary, where *AUSS* is based, is biblical. A high regard for Scripture, along with elevated standards of research, characterizes the choice of articles.

Referee Process

AUSS is a refereed journal. Thus each article is read by at least two and often three scholars who are competent in the area treated in the article. *AUSS* editors refer helpful referee comments to the author to facilitate the process of any necessary rewriting. After revising the manuscript, the author may resubmit the article. Revised manuscripts should be accompanied by a cover letter detailing the changes requested and the action taken (or the author's argument for retaining the original text). To maintain objectivity, the author's name is deleted from the manuscript copies sent to the referee, and the referees' names are deleted from any comments furnished to the author. A final decision on whether or not the article will be published in *AUSS* is made by the editors.

Language Requirements

AUSS accepts articles written in the scholarly languages of English, French, and German. Articles submitted to *AUSS* in English must conform to acceptable English

language standards. American spelling and punctuation will be used in editing. Authors are asked to use inclusive gender language, such as "humanity" rather than "mankind," "person" or "human being" rather than "man."

Style Manual

For general style matters, *AUSS* uses Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), and subsequent editions. Scholarly abbreviations and biblical issues not covered in Turabian follow *The SBL Handbook of Style For Ancient Near Eastern, Biblical, and Early Christian Studies* (Patrick H. Alexander, John F. Kutsko, James D. Ernest, Shirley A. Decker-Lucke, and David L. Peterson [Peabody, MA: Hendrickson, 1999]). For spelling, authors may refer to *Webster's Third New International Dictionary of the English Language Unabridged* (Springfield, MA: G. and C. Merriam, 1986).

Preferred Length of Articles

AUSS prefers articles of 10-25 pages, including footnotes. Both the main text and footnotes are to be double-spaced. Longer articles may occasionally be accepted, if they are particularly significant and space is available in the journal (it is recommended that authors query the editor for such articles). When the editors deem that an article needs to be substantially shortened, they will return the manuscript to the author with instructions regarding the areas needing attention. *AUSS* also solicits shorter notes of 1-9 pages, including footnotes.

Editorial Modification and Copyright

AUSS reserves the right to make necessary modifications to articles that have been submitted in order to comply with the journal's content and style. Authors of articles edited for publication will receive a set of first page proofs. Authors will carefully review the article, compare it to the original draft, note any corrections on the manuscript, and provide a cover letter detailing the changes and corrections made. *AUSS* asks that articles be reviewed in a prompt and timely manner. Authors will also be asked to sign the accompanying copyright release form.

Offprints

AUSS sends ten copies of offprints to each author following publication of an article. Book review authors and book publishers receive two copies each.

Book Reviews

Books in the areas of *AUSS* interest are assigned for review by the Book Review Editor. Interested persons may contact the Book Review Editor to request or recommend book(s) for review.

Book Review Content and Method

A review should summarize the main content of the book and provide a critique, the latter usually being given the larger amount of space. Brief reference to the

author's background and qualifications is also useful.

The review should be evaluative. It may compare the book with others of similar topic, as well as with other books written by the author. Footnotes are not to be used; any needed references are to be incorporated into the text in parentheses. Long quotations from the book are discouraged. All quotations must be followed by the exact page reference in parentheses. Reviews must maintain courteous language, free from invectives of any kind. The basic outline for a review should contain the following sections: introduction, evaluation, and conclusion.

Introduction. Begin with a full bibliographical reference. Author (last name first). *Title.* Place of publication: Publisher, Date of publication. Number of pages (Roman numerals + arabic numerals). Hard (or soft) bound. Price.

Identify the author, and place both the author and the title in the context of earlier works in the same field of study. State the author's main argument briefly in very specific terms.

Evaluate. Describe and evaluate the sources from which the author derived his/her information (primary or secondary, many or few). Then evaluate the development of the author's argument. How well does he/she succeed in carrying out the stated purpose of the book? List and comment on the book's strengths and weaknesses.

Conclusion. Give your judgment on the general value of the book and the type of reader who will likely find it useful.

Style

Reviews should be no longer than 2 to 4 double-spaced pages. No more than half of the review should be used to describe the contents of the book; the rest should be used for evaluation and comment. Reviewers should use precise language, clear syntax, and avoid unreasonably long and complex sentences.

Symposia, such as *Festschiften* and collected essays, can be treated within the prescribed limits by listing the titles of the articles and selecting for special treatment a few articles in which the reviewer is specifically interested or that fall into the specialty area of his/her expertise.

Form of the Manuscript

General Instructions

Manuscripts for articles and reviews should be double-spaced (including footnotes and indented quotations), have one-inch margins, and be left-justified. Excessive formatting should be avoided, with only block quotations, tables, figures, headings, and subheadings included. Tabs, rather than single spacing or first-line indentation should be used. Tables should be formed using standardized table templates provided in the author's word-processing software. The motto for formatting is, Keep it simple!

Article Submission

Articles may be submitted (1) by postal mail with a printed copy and accompanying electronic copy on diskette or CD; or (2) by email (with a hard copy sent by postal mail). *AUSS* will accept articles prepared in WordPerfect or Microsoft Word. Tables,

charts, or diagrams should be reproducible in WordPerfect or Microsoft Word. Photographs should be black and white with strong contrast and high resolution. The preferred method of receipt is in .jpg formatting delivered by postal mail on CD. Email is also acceptable if the files are not excessively large.

Article Formatting

Please note the following formatting techniques:

Quotations. Quotations longer than five lines are to be indented and double-spaced. Spelling, capitalization, punctuation, and abbreviations must be reproduced exactly as in the original and care should be taken to preserve the original author's intent.

Citations and Abbreviations. All biblical, classical, and patristic literature, Dead Sea Scrolls and related texts, Targumic material, Mishnaic and Rabbinic literature, Nag Hammadi Tractates, and journals, periodicals, and major reference works should follow the *SBL Handbook of Style* 8.2-8.4.

For biblical references, no period is used following the abbreviations; a colon is used between chapter and verse. Biblical references should be placed in parentheses in the text of the article, rather than in footnotes (see *SBL Handbook of Style*). Citations of classical and patristic literature should follow *The SBL Handbook of Style.*

The following abbreviations should be used in parenthetical or footnote references. The terms should be spelled out when they occur in the text.

Abbreviation		Abbreviation	
chap(s).	chapter(s)	n(n).	note(s)
col(s).	columns(s)	pl(s).	plate(s)
frg(s).	fragment(s)	v(v).	verse(s)

Footnotes. For footnote formatting techniques, see *SBL Handbook* 7.1-7.4. Page numbers included in footnotes should be all-inclusive, e.g., 110-111; 234-239 rather than 110-11 or 234-39.

When a note of comment includes a bibliographical reference, this reference should be set in parentheses at the end of the comment. For instance: "But C. C. Torrey thinks that the name Cyrus has been interpolated in Isa 45:1" ("The Messiah Son of Ephraim," *JBL* [1947]: 253).

Biblical Languages. Greek and Hebrew fonts are generally preferred rather than transliteration. Transliteration should be used primarily for ancient nonbiblical languages. Due to the problem of font compatibility, *AUSS* accepts only BibleWorks or SBL fonts. SBL provides free downloadable fonts at its website: http://www.sbl-site.org/e-resources.html. BibleWorks may be purchased from http://www.bibleworks.com. Before submitting Greek and Hebrew in other fonts or transliterations, please query the editor for directions.