DE GRUYTER

Style Sheet RMO

Religious Minorities Online

Vs. 2/March 2023

Contents

1. General

- Please use the appropriate Word template according to your article type (Themes, Countries/Regions, Communities, Miscellanea)
- Download the template on our [website](#).
- Please exclusively use the embedded formatting styles in the Word template.
- Submit your manuscript template and all media files (e.g. images, maps, etc.) to rmo@degruyter.com.
- After submission, the template will be converted and uploaded into the Content Management System. All further editing tasks (e.g. revision) must be done in the system. You will receive your login data as soon as any action in the system will be required.

2. Obtaining permissions

- It is your responsibility to request any permission required for the use of material owned by others.
- You are welcome to use our [permission request](#) form to do so.
- Please remember to include copyright notes in your text in accordance with the information provided by the rights holders.
- When all permissions have been received, you should send them, or copies of them, to the publisher.

3. Technical issues

- Only articles in the RMO word templates will be accepted.
- Do not use non-Latin fonts and specify the transliteration system used in a footnote.
- Graphics may be submitted in all major graphic file formats, e.g., TIFF, JPG, etc. Please contact the publisher if you are in doubt whether a particular format will be acceptable. Occasionally, graphic files will have to be reprocessed; it is therefore

preferable if all graphic files are submitted in a format amenable to further editing. If your material has a different format, please contact us early in the process.

– Graphics must be provided with a minimal resolution of 300 dpi.

4. Standardization

– Please follow the guidelines of *Chicago Manual of Style.*
– You must make sure that every part of the manuscript is formatted consistently.
– Items to be checked for consistency throughout the include italicizing of words, placement of footnote numbers in the text, spaces or lack of spaces at either side of dashes, etc.
– Either standard British or American English spelling can be used, but be consistent throughout the article.
– For non-English individual names that are usually translated, such as royal names (Charlemagne, Karl der Grosse, Karel de Grote, Carlomagno, Carlo Magno, etc.), please use the primary spelling used in the English Wikipedia entry for that person.

5. Titles and headings

– The text should be divided into sections and, if necessary, subsections, with appropriate headings.
– All headings, including chapter titles as well as in the table of contents, begin flush left.
– For all headings in the file, please do not use generic codes but the following numbering system:

    1 Main heading (format *head 1*)
    1.1 Section heading (format *head 2*)

– Do not end a title or heading with a period when it is to appear on a line separate from the text.
– Headline style should be used (e.g., capitalize all letters in a title apart from articles and prepositions).
– All paragraphs should start without a tabulator or blank spaces.

6. Quotations

– Short quotations should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
– Longer quotations (over three lines) should appear as a block. Please use the format *"entry quote".*
– All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets [ ]. Indicate omissions by ellipsis points within brackets [...].
– Provide page numbers for all quotations.
– All quotations in languages other than English should be followed by the translation in square brackets.
– For own translations of quotations, please add: (author's translation).

7. Citations and references

Please use the *author-date system* for references.

– The date is always given in brackets: "Bloomfield (1933, 123–25) introduced the term"; "... that this was a matter of taste (Sapir 1922)".
– Give page numbers in full: do not use "f.", "ff.".
– Avoid referring to a whole book: give exact page numbers whenever possible.
– Always give the full author-date citation: do not use "op. cit.", "loc. cit." or "ibid.".

    (Nowak 2001)   one author
    (Arndt and Virmond 1984)   two authors

(Uexküll, Geigges, and Host 1993)   three authors

(Smith et al. 1990, 38)   four or more authors (but give all the authors in the reference entry)

(Bouissac 1987a, 1987b, 1994)   works by one author

(Bouissac 1985; Deakin 1993)   works by different authors

(Balat and Dove 1992, 1:210)   volume number

(Dickens [1854] 1987, 73)   reprints: with original date at first mention; in all subsequent citations (Dickens 1987, 73)

Bibliography Formatting Examples

Full bibliographical details are given in the reference section at the end of the book or article.

Book/Book in a series:
Nowak, Kurt. 2001. *Schleiermacher: Leben, Werk und Wirkung*. Göttingen: Vandenhoeck & Ruprecht.

Edited book:
Arndt, Andreas, and Wolfgang Virmond, eds. 1984. *Friedrich Schleiermacher zum 150. Todestag: Handschriften und Drucke*. Berlin: Walter de Gruyter.**Multivolume book:**

Troeltsch, Ernst. 1913. *Zur religiösen Lage, Religionsphilosophie und Ethik*. Vol. 2, *Gesammelte Schriften.* Tübingen: J.C.B. Mohr.

Several entries of same author:
Waardenburg, Jacques. 2002. *Islam*. Religion and Reason 40. Berlin: Walter de Gruyter.

Waardenburg, Jacques. 2007. *Muslims as Actors*. Religion and Reason 46. Berlin: Walter de Gruyter.

Article in edited volume:
Geertz, Clifford. 1966. "Religion as a Cultural System." In *Anthropological Approaches to the Study of Religion*, edited by Michael Banton, 1–16. London: Tavistock.

Article in journal:
Glomsrud, Ryan. 2009. "The Cat-Eyed Theologians: Franz Overbeck and Karl Barth." *Journal for the History of Modern Theology* 16:140–145.

Online-Content:
Adelman, Susan. „After Saturday Comes Sunday," *De Gruyter Conversations* (Blog), 15.07.2019, https://blog.degruyter.com/after-saturday-comes-sunday-2/ [retrieved/accessed DD.MM.YYYY or time stamp].

Content from the internet

- In general, please refer to online content as you would refer to printed works, provide name of author/editor, and source.
- Many URLs are very long; those longer than one line can be replaced by a short form very often. If this is not possible, please make sure that the line or page break is executed correctly (by pressing SHIFT and ENTER).
- Please use the DOI wherever available.
- Content behind a paywall should be referred to by name of media (database, journal, etc.) and name of author and title of contribution.
- Please make sure that the links in your manuscript are working properly. Please verify the links before submitting the final edited manuscript.

8. Typeface, emphasis, and punctuation
- Italics should be used for:
  - Non-English language expressions;
  - titles of books, published documents, newspapers, and periodicals;
  - added emphasis.
- Please avoid the use of Italics as much as possible
- Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.

- Double quotation marks should be used in all cases unless otherwise noted.
- Use rounded quotation marks (". . .") not "straight" ones.
- Use rounded apostrophes; always add a possessive "s", for example Aquinas's not Aquinas'
- Do not use double round brackets: brackets within parentheses should be square brackets, for example "(figures found on the American Academy of Religion [AAR] website)".
- Punctuation should be placed within quotation marks unless the quote is followed by a citation:
  - o   This text is an "example."
  - o   This text is also an "example," which shows a quoted word in the middle of a sentence.
  - o   "This text is another example" (Author XXXX).
- Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.
- An "en"-dash, "–", is used to indicate continuing or inclusive numbers, such as "1965–1966", or pages "5–8".
- Always use the Oxford comma.
- Format dates consistently throughout your manuscript; use a cardinal format, do not use ordinal number suffixes, for example 6 August not 6th August

9. Numbers and percentage rates
- Numbers up to and including ten should be spelled out in letters. All following numbers should be written as digits: 11, 12, and so on. Exception: when a sentence starts with a number, it should always be spelled out.
- Do not use superscript: 4th–11th century.
- Do not drop digits in year numbers: 2007–2011.
- For percentage rates, digits are followed by "%" without a space, and written-out numbers by "percent".
- Use a period for decimals: 64.5%; and a comma as thousands separator: 1,000,000.
- Enumerations within a sentence should be separated by commas or semicolons as appropriate: 1), 2), 3) or a), b), c).

10. Abbreviations
- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
- No general abbreviations are to be used in the main body of the text ("century," "for example," etc. are to be written out in full). Equally, all first names are to be written out in full.
- Do not use periods after acronyms (AAR, not A.A.R.).
- Introduce any uncommon abbreviations in parentheses after the first reference to the abbreviated word in the text.
- Avoid abbreviating words as much as possible. Do not introduce abbreviations that are not mentioned again in the text.

11. Tables, figures and illustrations
- Tables and figures should be numbered consecutively throughout a manuscrpit and be given titles. The title of a table should appear above the table (format *"head table"*), the title of a figure below the figure (format *"caption figure"*).
- Please **do not** insert figures directly into the text file. Instead write the filename (e.g. Fig2_Antibabel.jpg) into the text passage and mark it as *"filename figure"*. Additionally, please provide us high resolution TIFF or JPG files (300 dpi).

Jacobs, was left aside on this simplified graph.

Fig2_Antibabel.jpeg

Figure 2: The Anti-Babel Constellation