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Brill Handbooks on Contemporary Religion Style Guide

General Conventions

- The body texts of Handbook series chapters is to be in Times New Roman or [the Brill typeface](#) 12 point. The text should be double-spaced.
- Chapter titles are to be in bold in Times New Roman or Brill 18 point, and subheadings are to be in bold. An extra blank line should be inserted before and after.
- Each chapter should begin with an Introduction subhead and end with a Conclusion subhead.
- All direct quotations from a source to be written inside double quotation marks. For a quotation within a quotation, use single quotation marks. (Nested quotation marks will thus follow a pattern of alternate double and single quotation marks in the unusual situation that this is required). Quotation marks are not to be used for paraphrased speech.

“the transformation of mass and shape according with a recognisable motive or theme appropriate to the task, creates ‘the appearance of consciousness’” (Raab 1975: 70).

Single quotation marks are to be used to signify unusual usage of a word. This may include jargon and special terminology, singling a problematic phrase such as a slang term, or indicating that a term is being used outside of its commonly accepted meaning.

As a system of ‘agricultural science’, it maintains ...

- Punctuation should be placed inside double quotation marks and outside single quotation marks. This includes in the context of a list.

When an in-text citation follows a word/phrase in double quotation marks, place the punctuation after the citation.

Nott states that when listening to Gurdjieff's music "one did not wallow in emotional daydreams as one is apt when hearing music in general" (Nott 1978: 64-65).

- Large quotations (more than four lines, i.e. five lines and longer) should be set as block indentations. This means no quotation marks are required for this text. Indented quotations should be in Time New Roman 10 point.
- The first line of a paragraph should be indented except after a blank line, a heading, or a block quotation.
- No abbreviations. Write out phrases such as 'for example' and 'that is' in full as opposed to using 'e.g.' and 'i.e.'.
- Serial commas are to be used at all times for the sake of clarity. For example, "item 1, item 2, and item 3" as opposed to "item 1, item 2 and item 3."
- Figures may be referred to in-text with the figure number placed in brackets.

She is an impressive and enigmatic figure who creates a theatre of visual wonder (Figure 5).

- Words and short phrases from languages other than English must be written in *italics*. Foreign words and phrases that have been formally adopted into the English language (for example, those that appear as English words in the *Oxford English Dictionary*) may be written normally. Do not italicise lengthy foreign language quotations.
- When speaking of texts that have a publication date (such as books, films, music albums, or artworks) the ideal format is *Name of Text* (year) for the first mention and *Name of Text* for every subsequent mention.

The name of a text may be abbreviated if this is explained after the first mention.

G. I. Gurdjieff's *Beelzebub's Tales To His Grandson* (1950) was published posthumously. *Beelzebub's Tales To His Grandson* (henceforth *Tales*) is a science fiction epic ...

- Organisations may also be abbreviated in a similar manner. Please opt for the conventional abbreviation if available.

Church of Jesus Christ of Latter-day Saints (henceforth LDS).



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- The names of art exhibitions are to be placed in single quotation marks.

The major retrospective ‘Traces du Sacre’, mounted by the Pompidou Centre in Paris.

- Song titles and the names of poems are to be placed in single quotation marks.
- Titles of newspapers to be written in *italics*.
- Books/specifically named chapters within sacred texts are to be written in *italics*. This may be cited in-text.

The Bible imbues people with important roles in relation to “the ends of the earth” (*Acts* 1:8).

- Avoid the use of contractions. Spell out words such as table, percent, figure. Abbreviations are acceptable in tables so long as they are used consistently throughout.
- All numbers under one hundred are to be spelled out in words. Larger numbers may also be spelled out so long as it does not become unwieldy. This rule does not apply if the reference is to a specific quantity (such as 60 cm).
- Dates should be written in the form of ‘nineteenth century’ not ‘19th century’. For decades, use ‘1920s’ not ‘twenties’ ‘20s’ or ‘1920’s’.
- Use the ‘s’ spelling for all words ending in ‘ise’, ‘isation’, (scandalise, organisation), and use spelt, travelled and towards (rather than the American variants spelled, traveled, and toward).

Brill has an extensive network of copyeditors and proofreaders available. For more information and fee rates, please visit our Author Services website: <https://authorservices.brill.com/>

Bibliography Conventions

For multiple citations of the same author, write out the name as per usual first. For each subsequent reference insert '—', in the place of surname and initial EXCEPT in the case of a citation shared with other authors. All multiple references should be organised by year in ascending order. References from the same author and same year should be differentiated by a letter in the order of a,b,c, *et cetera*. For example 'Smith, J. 2011a' and 'Smith, J. 2011b' and so on.

All sources should be placed in the same bibliography. Do not separate primary and secondary, or online and printed.

In-Text Citation Conventions

In-text citations generally follow the rule of (Author's Surname Year: Page Number). For example, (Ouspensky 1977: 113).

Multiple works by the same author are to be listed as follows: (Urban 1989; Urban 1998; Urban 2000).

In the case of more than one source written by an author in a single year, use a letter after the year as explained in the bibliography rules.

If any author is mentioned in the same sentence as the citation, an abbreviated version may be used. For example, "... although Wilson (1985: 13) argues that these themes parallel the main concerns of the Church."

If an author is not apparent, use the name of the organisation that wrote the text. For example, "... biodynamic organisations as assisting the fertilising process (Biodynamic Agriculture Australia 2004)."

When no author of any kind is given for a source, use the title of the text (in *italics*). For example, "... work is an 'eternal principle'" (*Gospel Principles* 1997: 179, 184).

In the case of a source with no known author or clear title (common with websites) use 'Anon.' in the place of the surname. Avoid this wherever possible, as it can be unclear.

When a source has three or more authors, 'et al' should be used after the first author's surname when citing in-text. Refer to all authors in bibliography.

An interview/personal communication may be cited in-text in the form of (Author's Surname Year). For clarity, mention the interview/discussion context in the body of the chapter. For example, "... in an interview he stated, "[t]he beach is an in-between space in Australian culture, it is the place of arrival for new immigrants and the place where ideas wash up" (George 2010).

If a website is cited that is not able to be put into the format of a published reference in the References (see below), it should be footnoted:

1. Internet site, <http://forums.christianity.com/html/p681045>. Accessed 23/08/2004.

Latin terms such as *ibid.*, *op. cit.*, and *loc. cit.*, are not to be used in the Brill Handbooks series.

As the Brill Handbooks of Contemporary Religion series uses in-text referencing, only minimal informational footnotes are to be used.

Specific Sources Reference List Style Guide

Book:

Surname, Initial. Year. *Title*. Location of Publication: Publisher. Please note that series information is not required.

Bailey, E. I. 1998. *Implicit Religion: An Introduction*. London: Middlesex University Press.

The edition statement is to be placed after the title of the work. This is not necessary for a first edition.

Tolkien, J. R. R. 2006. *The Hobbit or There and Back Again*. 5th ed. London: HarperCollinsPublishers.

Chapter in an Edited Volume:

Surname, Initial. Year. "Title of Chapter." In Initial. Surname ed., *Title of Book*. Location of Publication: Publisher, page numbers.

Bromley, D. G., and Shupe, A. 1990. "Rebottling the Elixir: The Gospel of Prosperity in America's Religioeconomic Corporations." In T. Robbins and D. Anthony, eds, *In Gods We Trust: New Patterns*

of Religious Pluralism in America. New Brunswick: Transaction Publishers, 233–254.

Journal Article:

Surname, Initial. Year. "Title of Article." *Title of Journal*. Volume number:edition number, page numbers.

Delind, L. B. 2006. "Of Bodies, Place, and Culture: Re-Situating Local Food." *Journal of Agricultural and Environmental Ethics*. 19:2, 121–146.

Magazines (Including Newspaper Supplements):

Surname, Initial. Year. "Title of Article." *Title of Magazine*. Month.

Allen, M. 2005. "Soulful Sips: Biodynamics Offers a Spirited Approach to Wine." *Gourmet Traveller*. February.

Online Sources:

Surname, Initial. Year. "Title of Article." *Title of Website*. At <http://www.website.com>. Accessed dd/mm/yyyy.

Allen, M. 2007a. "A Quiet Revolution: Australian Wine Goes Biodynamic." *Selector*. At <http://www.redwhiteandgreen.com.au/docs/selectoraautumn07.pdf>. Accessed 28/02/2011.

If not all details are available, supply as many as possible. The URL and date accessed are essential; strive to conform references to resemble print sources.

Clint, 2008. "My Parody Religion Is Better Than Your Parody Religion ... or: How I Survived X-Day

XI [2008]." *Clint's Blog*. At <http://clintjcl.wordpress.com/2008/08/14/journal-x-day-prologue-day-1/>. Accessed 23/08/ 2009.



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Conference Paper:

For a published conference presentation, cite in the style of a journal or book (depending on how it is published). For unpublished:

Surname, Initial. Year. "Title of Paper." Paper presented to [Name of Conference], conference venue, city, date(s)

Kirby, D. 2011. "Contextualising Digitally Mediated Alternative Spiritualities: Texts and Approaches." Paper presented to Contemporary Religion and Popular Culture Symposium, Monash University, Melbourne, 21/10/11.

Unpublished Thesis:

Surname, Initial. Year. "Title of Thesis." Award Type. Institution Issuing Degree, Location of Institution.

Norman, A. 2010. "Spiritual Tourism: Secular Examination of the Self in the Mirror of Religious Practice." PhD. The University of Sydney, Australia.

Films/Television Series:

Name of Text. Year. Created by [name of producer/director/writer]. Format of text, number of episodes/volumes (if applicable). Name of Studio and format.

Larson, G. A. 2004 [1978-1979]. *Battlestar Galactica: The Complete Epic Series*. Television series, 24 episodes. Universal Studios DVD.

Individual episodes of television series should be given in plain text and double quotation marks.

Ralston, G. and G. L. Coon. 1967. "Who Mourns for Adonais?" Dir. M. Daniels. In G. Roddenberry, *Star Trek: The Original Series*. Television series, 79 episodes. Paramount Home Entertainment DVD.



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Personal Communication/Interview:

(This may be added in to a separate part of the bibliography)

Surname, Initial. Nature of Discussion with/from [Communicant's Name], Location of Discussion, Date

Roberts, L. Interview with Luke Roberts, Brisbane, 13/9/10.

This source may be cited in the text as (Roberts 2010).

When personal communications are cited in footnotes the format is as follows:

2. Alice Brown, pers. comm, 13 March 2009.

If any of these sources have an editor, translator, or compiler instead of an author, include these names where the author's name would usually be placed. Follow this with 'ed.', 'trans.', or 'comp.' as required. Please note that abbreviations such as 'eds' do not require a full stop.