Sehnsucht: The C. S. Lewis Journal

# Style Guide

**Introduction**. Questions regarding stylistic issues should be addressed to the General Editor (bruce@scottsdalechurch.com) or to the Review Editor (thatlewislady@gmail.com) as early in the writing/submission process as possible.

## General Instructions

1. Use 12-point type, double spaced.
2. Use Times New Roman font throughout (except for quotations from material originally written in non-Latin script). Use as little formatting as possible (only italics and capitalizations where appropriate).
3. Use letter (or A4 for UK submissions) format with 1-inch margins.
4. When writing Lewis’s full name, insert a space between initials (thus, C. S. Lewis). Employ the same form in similar cases.
5. Avoid the use of first person singular (except where it appears in quotations) whenever possible.
6. Place all tables at the end of the document, unless their insertion at an earlier location is regarded as essential.
7. Foreign words are to appear in italics.
8. Titles of books are to appear in italics; titles of books within titles are to be underlined.
9. Page numbers to be placed at the top of the page, center (in the header). Omit the page number on the first page.
10. Use American spellings, except in quotations where the original spellings should be preserved.
11. Ellipsis should be used to indicate all omissions in quotations.
12. To emphasize a word or term, use italics font, not bold.
13. Standardize all dates as follows:
    * 3 May 1993 (not May 3, 1993)
    * 1992-3 (not 1992-93).

14. Numbering:

* + Use Arabic (not Roman) numerals throughout (including biblical references)
  + Write out numbers in the text, except when referring to page numbers or dates (“sixteen were in attendance”).
  + In footnotes, or when referring to page numbers, use 15-17 and 115-17 (for numbers in the teens).
  + However, for numbers in the twenties and beyond, use 21-3 (not 21-23) and 131-9 (not 131-39).
  + Avoid “f” or “ff”; instead list the entire range of numbers being cited, 45-6 (not 45f) and 45-51 (not 45ff).

15. Avoid use of the following abbreviations: “e.g.”, “i.e.”, “Cf.”, “Ibid.”, “idem.” “eidem”, “et al.”, “intro”, “p.”, “pp.”, “f.”, “ff.”, and “&”.

16. Incorporate the following abbreviations (in footnotes only): “MS”, “vol.”, “vols.”, “ed.”, “eds.”, “trans.”, “§”

17. For possessive form, use “Lewis’s”, not “Lewis’”

18. Insert a single space following a period (or full stop).

19. Do not insert a double space between paragraphs; instead, indent the first line of each new paragraph five (5) spaces.

20. Avoid contractions (unless they appear from source material being quoted).

21. Use “(emphasis added).” at the end of the footnote when appropriate.

22. Use “premodernism”/ “postmodernism” (avoiding the hyphens).

23. Use the em-dash without spaces (aa—aa) only for interjections of material not subordinate to the main clause.

24. Christian/first name (or initials) of a person is to be used in the initial citation; surname/last name only used in all subsequent citations.

25. Use the following rules for capitalization:

* Capitalize the first word of a sentence and all proper names/nouns.
* Use Hell and Heaven (as per Lewis).
* Use Bible; biblical; Scripture; Gospel(s)
* Use Church of England; Methodist Church; Roman Catholic Church; church.
* Use Incarnation, Resurrection, Patristic, Apostolic, Trinity.
* Use *The Chronicles of Narnia* (full title); the *Chronicles* (short title).

26. The insertion of sections/subsections should be avoided in the body of the article.

27. Submit any images or charts in separate files with instructions in the text regarding where these elements should be placed.

1. **Quotations**
   1. Periods/full stops and commas should be placed *inside* the quotation mark (American style). Semi-colons should be placed *outside* the quotation marks.
   2. Run-in quotations: quotations less than 45 words in length should be run into the text. Use double quotation marks. Use single quotation marks for a quotation that appears inside the quotation.
   3. Block quotations: quotations of 45 words in length and longer should be set off from the text, single-spaced, each line indented .5 from the left-hand margin, without quotation marks (unless a quotation has been incorporated in the quotation, in which case single quotation marks are to be used), and in 12-point font. Double space between paragraphs. Do not indent the first sentence of a paragraph.

## Footnotes

* + - * 1. Use footnotes, not endnotes.
        2. Use Times New Roman font, 10 point, single-spacing, first line indented .5.
        3. List the first (Christian) name followed by last name (surname) of the author or editor, followed by a comma, book title (in italics; if an article is being cited, place the title in quotation marks), followed by a beginning parenthesis mark with the place of publication (followed by a colon), the publisher, (followed by a comma) and date of publication, followed by an end parenthesis mark, followed by a comma, followed by the page number(s).
        4. Omit “p.” and “pp.” when indicating page number(s).
        5. Do not insert an extra space between footnotes.
        6. Avoid the use of “Ibid” or “Cf”.
        7. When multiple (but separate) quotations from a single source appear in the same sentence, only one footnote, inserted at the end of the sentence, is required.
        8. Short title: After the initial citation of a work, use short title form on *all* subsequent citations.
        9. Examples:

i. **Books:**

* + Single author: Wesley A. Kort, *Reading C. S. Lewis*: *A Commentary* (New York: Oxford University Press, 2016), 166.
  + Multiple authors: David O’Hara and Matthew Dickerson, *Narnia and the Fields of Arbol: The Environmental Vision of C. S. Lewis* (Lexington, KY: University Press of Kentucky, 2009), 22.
  + Editor: David Graham, ed., *We Remember C. S. Lewis* (Nashville: Broadman and Holman, 2001), ix.
  + Editor and translator: Norah Kershaw, ed. and trans., *Anglo-Saxon and Norse Poems* (Cambridge: Cambridge University Press, 1922), 60-3.
  + Multiple editors: Robert MacSwain and Michael Ward, eds., *The Cambridge Companion to C. S. Lewis* (Cambridge: Cambridge University Press, 2010), 6-7.

ii. **Letters**: Letter of 24 May 1919, in C. S. Lewis, *The Collected Letters of C. S. Lewis*, ed. by Walter Hooper, 3 vols. (San Francisco: HarperCollins, 2004-7), 1:46.

iii. **Published** **Diary**: Entry of 17 and 23 May 1922, in C. S. Lewis, *All My Road Before Me: The Diary of C. S. Lewis; 1922-1927*, ed. by Walter Hooper (San Diego: Harcourt Brace Jovanovich, 1991), 36, 39.

iv. **Multi-volume work**: Paul Brazier, *C. S. Lewis: Revelation and the Christ*, 4 vols.(Eugene, OR: Wipf and Stock, 2012-14).

v. **Journal Article**: Nancey Murphy, “Philosophical Resources for Postmodern Evangelical Theology,” in *Christian Scholar’s Review*, 26.2 (1996), 205.

vi. **Manuscript:** Charles J. F. Gilmore, MS *Royal Air Force Operations Record Book, Form 540, R.A.F. Chaplains’ School, Cambridge*, AIR 29/752, April 1944, National Archives, Kew, 1.

vii. **Newspapers**: C. S. Lewis, “Professor Tolkien’s Hobbit,”Review ofJ. R. R. Tolkien, *The Hobbit: or There and Back Again,* in *The Times*, 2 October 1937, 714.

viii. **Chapters in Books**: Charles Gilmore, “To the RAF,” in *C. S. Lewis at the Breakfast Table*, ed. by James T. Como (New York: Macmillan, 1979), 188.

ix. **Essays by C. S. Lewis within a Collection**: C. S. Lewis, “*De Descriptione Temporum*,” in *Selected Literary Essays*, ed. by Walter Hooper (Cambridge: Cambridge University Press, 2013), 1-14.

x. **Internet Source**: www.narniaworld.com

xi. **Video/DVD**: C. S. Lewis, *The Chronicles of Narnia*, DVD (London: BBC Productions, 1990).

xii.  **Short-title form:**

* Kort, *Reading C. S. Lewis*, 166.
* Letter of26 August 1940, in Lewis, *CL*, 2:345.
* Entry of 17 May 1922, in Lewis, *All My Road*, 36.
* Murphy, “Philosophical Resources,” 205.

## Bibliography

1. A separate bibliography is not required. When submitting a work that is bibliographical in nature, however, the following guidelines should be followed.

2. List the last name (surname) followed by first (Christian) name of the author or editor, followed by a period/full stop, title (in italics), etc.

3. Include the place of publication, publisher and date.

4. Use 10-point type and single space. Double space between entries.

5. Examples:

i. **Books:**

* + Single author: Kort, Wesley A. *Reading C. S. Lewis*: *A Commentary*. New York: Oxford University Press, 2016.
  + Multiple authors: O’Hara, David and Matthew Dickerson. *Narnia and the Fields of Arbol: The Environmental Vision of C. S. Lewis*. Lexington, KY: University Press of Kentucky, 2009.
  + Editor: Graham, David, ed. *We Remember C. S. Lewis*. Nashville: Broadman and Holman, 2001.
  + Multiple editors: MacSwain, Robert and Michael Ward, eds. *The Cambridge Companion to C. S. Lewis*. Cambridge: University Press, 2010.

ii. **Letters**: Lewis, C. S. *The Collected Letters of C. S. Lewis*, ed. by Walter Hooper, 3 vols., San Francisco: HarperCollins, 2004-7.

iii. **Diary**: Lewis, C. S. *All My Road Before Me: The Diary of C. S. Lewis; 1922-1927*, ed. by Walter Hooper. San Diego: Harcourt Brace Jovanovich, 1991.

iv. **Multi-volume work**: Brazier, Paul. *C. S. Lewis: Revelation and the Christ*. Eugene, OR: Wipf and Stock, 2012-14.

v. **Journal Article**: Murphy, Nancey. “Philosophical Resources for Postmodern Evangelical Theology.” *Christian Scholar’s Review*, 26.2, 1996, 184-205.

vi. **Manuscript:** Gilmore, Charles J. F. MS *Royal Air Force Operations Record Book, Form 540, R.A.F. Chaplains’ School, Cambridge*, AIR 29/752, April 1944. National Archives, Kew.

vii. **Newspapers:** Lewis, C. S. “Professor Tolkien’s Hobbit,”Review ofJ. R. R. Tolkien, *The Hobbit: or There and Back Again,” The Times*, 2 October 1937, 714.

viii. **Internet source**: www.narniaworld.com

ix. **DVD/Video**: Lewis, C. S. *The Chronicles of Narnia*. DVD. London: BBC Production, 1990.

**V. Book Reviews/Theater and Play Reviews**

* 1. A book review should not attempt to summarize the content of the volume under review. Instead, it should aim to identify a book’s principal argument(s) and its anticipated readership; evaluate its use of sources (both primary and secondary); situate the work in its field of scholarship (including the broad trends, biases, and assumptions of that field); and assess its overall contribution, including contemporary relevance.
  2. Although book reviews in *Sehnsucht* aim to be scholarly, clarity is more important than intellectual posturing. Attention should be paid to simplicity of syntax and precision of meaning. A straight-forward recommendation or censure of the volume under review is encouraged.
  3. The length of a review is between 500 and 1000 words, except in exceptional circumstances when the quality or importance of a volume justifies a lengthier review. If it is anticipated that a review is to exceed this length, prior consultation with the Review Editor (thatlewislady@gmail.com) is essential.
  4. Volumes of particular importance or interest may be allowed greater consideration. In some cases, the Book Review Editor will assign a work to be covered in a Review Essay, which may run up to 5,000 words in length.
  5. Reviews should begin (written in single space) with author’s/editor’s name(s), full title, place and date of publication (in parenthesis), the number of pages, the price (in US dollars), and the 13-digit ISBN (omitting the hyphens).
  6. The number of pages should include the preface (in Roman numerals), index, appendices, notes, and index. The inclusion of graphs and illustrations (if any) should also be noted. Example: Michael Ward, *The Narnia Code: C. S. Lewis and the Secret of the Seven Heavens*(Carol Stream, IL: Tyndale House, 2010). 193 pages, including “For Further Reading” and Discussion Guide. $13.99. ISBN 9781414339658.
  7. The body of the review should be typed, double-spaced, and in conformity to the style guidelines outlined above.
  8. All quotations and direct references must be followed by the page number (in parenthesis) of the text in which they appear and preceding punctuation marks. The exception is in indented, long quotations where the page number (in parenthesis) follows the ending period.
  9. The name of the author of the review, together with his/her place of academic affiliation (or residence) should be provided at the end of the review, written in single space on the left margin.
  10. Examples:

i. **Book Review:**Janice Brown, *The Lion in the Waste Land: Fearsome Redemption in the Work of C. S. Lewis, Dorothy L. Sayers, and T. S. Eliot* (Kent, OH: Kent State University Press, 2018). xiv + 290 pages. $45.00. ISBN 9781606353387.

ii. **DVD/Video/CD Review**: Paul McCusker, C. S. Lewis at War: The Dramatic Story Behind Mere Christianity (Carol Stream, IL: Tyndale House, 2014). 8 audio CDs. $39.99. ISBN 9781624052187.

iii. **Theater Review**: *The Horse and His Boy*, based on the book by C. S. Lewis, adapted by Nicole Stratton, starring Isaiah Johnson, Hope Barr, Micah Hamilton, and Sheri Chavers. Taylors, SC: The Logos Theatre, 1 March 2019.

iv. **Film Review**: *Tolkien*, by David Gleeson and Stephen Beresford, directed by Dome Karukoski, starring Nicholas Hoult and Lily Collins. Century City, CA: Fox Searchlight, 2019.

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