



# Article Submission Guidelines

- Files are accepted in Microsoft Word only (.doc). Do not send files in .pdf, .pages, .rtf, .txt, Google doc links, or other formats.
- Files should be renamed to include your last name before submission.
- Font: Use Times New Roman throughout the document
- Font size: Body text = 12 pt; Footnotes = 10 pt
- Paragraph Spacing: Double-spaced body text
- Margins: One-inch margins throughout
- One space after punctuation marks
- Bullets: Bullet points are indented 0.5 inches
- Formatting and spelling: Use *Merriam-Webster's* dictionary, *The Chicago Manual of Style* (17th ed.), and *The Christian Writer's Manual of Style* (4th ed.). Frequent formatting considerations include
  - **Key terms & phrases:** Do not underline text. Use italics (not quotes) on the first instance of a defined term or phrase. It can be set in plain text (no italics) thereafter.
  - **Abbreviations:** e.g. and i.e. are always followed by a comma (e.g. and i.e. to e.g., and i.e.,). Use etc. with i.e. (maybe) but never with e.g. (e.g. implies there are other examples).
  - **Capitalization:** Pronouns for God are lowercase. The words Scripture, Bible, Lord, Reformed, and Holy Spirit are capitalized. But scriptural, the gospel, biblical, church, baptism, garden (of Eden), and justification by faith are not.
  - **Numbers:** Write out numbers between one and one hundred (ten, ninety-nine) and use arabic numerals for higher numbers (101 and above) except for biblical references (e.g., Psalm 23, not Psalm twenty-three).
  - **Footnotes:** Use Microsoft Word footnote feature. Times New Roman, 10 pt font, and single-spaced. Adhere to formatting in *The Chicago Manual of Style*. See [CMOS Quick Guide](#) for examples. Verify hyperlinks are correct.
  - **Bibliographies and endnotes:** The *JBC* does not use bibliographies or endnotes in publication. Authors are responsible for converting endnotes to footnotes throughout the piece.