

# Guide for Submitting and Formatting Articles for Usuteaduslik Ajakiri

## Submission Guidelines

Submissions should be sent to the managing editor via email at [usuteaduslik.ajakiri@gmail.com](mailto:usuteaduslik.ajakiri@gmail.com). The recommended format is MS Word .doc or .rtf. If using rare fonts and symbols, it is advisable to include a PDF file. Submissions must include the author's contact information. The recommended length for articles is 40,000–60,000 characters / approximately 8,000 words (including spaces, footnotes, and bibliography).

The final language editing takes place after peer review. The author is responsible for finding the editor and paying for the language editing.

## Article Formatting

Articles begin with a title, which should not exceed 8-9 words. The title is followed by the author's name and an abstract of up to 800 characters (including spaces) / 100 words. The abstract should convey the central question or problem addressed in the article, the method of research, and the results achieved. The abstract is followed by 3–5 keywords representing the main topics, concepts, or ideas discussed in the article. A bibliography is added at the end of the article.

Do not start the article with a subheading (e.g., Introduction). Only one level of headings is used, and the headings are not numbered.

The text should have minimal formatting. Avoid hyphenation, page breaks, tab stops, and centered titles. Use **bold** for emphasis (mainly names) and *italics* for quotations.

**Quotes** (or text examples) must be accurate, verbatim, and in the language used in the article. The original language form can be added in a footnote or parentheses if necessary. If the content is more important than the exact wording, it is better to paraphrase rather than quote. Dots indicate omitted words in a quote, and more extensive omissions (one sentence or more) are marked with [—]. Longer quotes and language examples (more than three lines) are presented as a separate text block (paragraph) without quotation marks. If the author is unsure whether the editorial board will understand that the text block is a quote, a note can be added as a comment to the text.

**Hebrew, Greek, Sanskrit, Arabic,** and other exotic scripts should be transliterated into the Latin alphabet.

## Hebrew Transliteration

The transliteration of the Hebrew consonants:

ʾ b g d h w z ḥ ṭ y k l m n s ʿ p q r ś š t

Masoretic Hebrew vowels:  $\_ a \_ \bar{a}$  (  $qāmeṣ ḥāṭūp o$  )  $\_ e \_ \bar{e} \_ i \_ \bar{o} \_ u$

With *mater lectionis*:  $\eta \hat{a} \iota \hat{w} \acute{e} \acute{e} \acute{i} \hat{o} \acute{u}$

*Hāṭep*-vocals:  $\_ \ddot{o} \_ \ddot{a} \_ \ddot{e} \_ \ddot{a}$  (*mobile*)  $\_ a$  (*pataḥfurtivum*)

*Dageš lene* is not marked, *dageš forte* is marked by double consonants.

### Greek transliteration

$a b g$  (or  $n$ )  $d e z \bar{e} th i k l m n x o p r$  (or  $rh$ )  $s t y$  ( $u$  in diphthongs)  $ph ch ps \bar{o}$

The *spiritus asper* is marked with *h*.

For Hebrew and Greek scripts, it is recommended to use the Times New Roman font.

### Arabic Transcription/Transliteration

$' b t \underline{t} \check{g} \check{h} \check{h} d \check{d} r z s \check{s} \check{s} \check{d} \check{t} \check{z} ' \acute{g} f q k l m n h w y$

Short vowels:  $a, u, i$ ; long vowels:  $\bar{a}, \bar{u}, \bar{i}$

Article assimilation is highlighted.

The  $t\bar{a}' marb\bar{u}\check{t}a$  is marked with a short  $a$  and in genitive construction with  $-at$ .

### Bible Citations

The author may choose the Bible edition at their discretion, but it must be cited. For citing Bible passages, it is advisable to use the abbreviation system of the chosen edition. If the author has translated from the original text, this must be noted.

Articles can use **abbreviations**. A list of abbreviations can be placed at the end of the article, mainly if the author has used specific abbreviations for reference works and series in their field. Standard abbreviations are not included.

**Notes and comments** are presented as footnotes with consecutive numbering. References in comments follow the same syntax as in the main text.

## Referencing

Usuteaduslik Ajakiri follows the Chicago Manual of Style (CMS) [author-date](#) format for referencing. In-text references include the author's surname and the year of publication, separated from page numbers by a comma. The Latin abbreviation *s.d.* (*sine datum*) is used if the publication lacks a date.

The formatting and punctuation of the bibliography must follow the rules of the article's language.

Using reference management software (e.g., Zotero or Word's reference manager) is recommended, allowing for setting the language for references.

If the cited source is not originally in the Latin alphabet, a Latinized form is used for in-text citations (e.g., Aun 1992), but in the list of references, it is written out as follows:

Aun 1992 = Аун, Маре. 1992. Археологические памятники второй половины 1-го тысячелетия н. э. в Юго-Восточной Эстонии. Таллинн: Олион.

### **Archival References for articles that use archival sources**

Usuteaduslik Ajakiri uses the following CMS adaptation for archival references:

In the text, references to archival sources are made according to the archive creator, with the archive name added at the beginning and pages separated by a comma:

- (EELKKA, Viljandi Pauluse kogudus 1936, 52)
- (TÜR KHO, Academia Gustaviana 1690, 12)
- (RA, UN volinik 1981b, 155–160)
- (SRA, De la Gardieska 1681, *s.n.*)

If referencing by the archive creator is impossible, refer by the title, first words, or author. If pages are unnumbered, use the Latin abbreviation *s.n.* (*sine numerorum*). If dating is impossible, use the Latin abbreviation *s.d.* (*sine datum*).

In the bibliography list and sources at the end of the article, archival sources are listed separately at the beginning and categorized by archive. If possible, describe the file's location using the collection's name or number, the inventory's name or number, and the file number, separated by periods. If necessary, the date and page numbers are added and separated by a comma.

### **Archives**

#### Estonian Historical Archives (EAA)

EAÕK Halliste-Penuja congregation, report for the year 1900. 1900. EAA.1960.1.33, 221–222.

Archive of the Consistory of the Estonian Evangelical Lutheran Church (EELKKA)  
Viljandi Pauluse congregation. 1936. Jaan Lattik's letter, October 3.

#### National Archives (RA)

Commissioner of the Council of Religious Affairs (CRA) in Estonia. 1981b. Переписка с Советом по делам религий при Совете Министров СССР. RA, ERA.R-1989.1.237. Clergy complaints, June 12.

#### Manuscripts and Rare Books Department of the University of Tartu Library (TÜR KHO)

Academia Gustaviana. 1690. Constitutioner, 7.1.2. Kongl. Academiens i Dorpt Constitutioner förswenskade, *s.d.*

Swedish National Archives (SRA)

De la Gardieska collection 1681. E 1567. Statius Stein to Magnus Gabriel De la Gardie. May 20.

Other references are cited according to the standard CMS author-date style under the Literature and Other Sources subheading without categorizing them by source type.