Manuscript Title

((Subtitle, if needed))

Article type: Research Article / Policy and Practice Note (delete whichever is not appropriate)

**Abstract**

Please include an abstract of 100 to 250 words

**Keywords**

Please include 4 to 7 keywords

# 1 Introduction (Style: Heading 1) / Please Capitalize All Headings According to Title Case

In the “Start” taskbar of MS Word, you can choose the following formatting styles (see “Styles” menu): Standard, Heading 1, Heading 2, Heading 3, Quote indented, Main title, Subtitle and Footnote. Please use the style Standard for regular text. For headlines use the corresponding headline styles from the “Styles” menu. In order to start a new paragraph, please insert an indent instead of a blank line.

Referencing should use in-text citations and follow *The Chicago Manual of Style* (18th ed.) Author-Date referencing system. Please refer to [www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-2.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html) or to Chapter 14 in *The Chicago Manual of Style*. 2024. 18th ed. The University of Chicago Press. Examples of the standard format of references in the manuscript text:

Single author: (Gukurume 2020, 1)

Two authors: (Deneulin and Bano 2023, 2–3)

Three or more authors: (Trotta et al. 2022, 4)

Institutional authorship: (United Nations 2015, 5)

Newspaper/magazine articles without specified author: (*New York Times* 2024, 6)

Important notes:

* Page numbers must be provided when direct quotations are used and can be provided if reference is made to a specific point/argument that is found on a specific page or page range in the cited text.[[1]](#footnote-1)
* Please use “and” instead of “&”: “Jones and Smith 2018” not “Jones & Smith 2018”.
* Multiple references should be separated by semicolon (Miller 2008; Ross 1997, 218; Whitehead 2017).
* Author’s name need not be repeated in citation: “Litman (1983) finds that …” not “Litman finds that … (Litman 1983)”.
* Do not use “ibid.”/“ibidem”.
* If two authors have the same surname, the citation includes the initial, e.g. “(E. Jones 2024)”, later “(W. Jones 2017)”.
* Footnotes should only be used for additional information, not for references. If notes are necessary, use footnotes instead of endnotes. Please use footnotes sparsely.

# 2 Second Section (Style: Heading 1)

Text (Style: Standard)

Use regular quotation marks to indicate quotes: “quote quote quote” (Author YEAR, page). Use the following style for quotes that are longer than three lines (font size 11):

Quote (Style: Quote indented) quote quote quote quote quote quote quote ‘add a quotation in a quotation’ quote quote quote quote quote quote quote quote quote use … for omissions quote quote quote quote quote quote quote quote quote quote quote quote [add insertions / alterations] quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote (Author YEAR, page).

Then continue without an indent.

## *2.1 Second Level Heading (Style: Heading 2)*

Authors may use up to three levels of numbered headings. All headings are presented flush left.

A subdivision only seems to make sense when there are at least two subchapters. First-level headings (1) are formatted in bold and appear with two blank lines above and one below.

Second-level headings (1.1) are formatted in bold italics and appear with one blank line above and none below.

Third-level headings (1.1.1) are formatted in Roman and appear with one blank line above and none below. The main words of all headings begin with a capital letter (headline style).

## 2.2 Second Level Heading *(Style: Heading 2)*

Text

### 2.2.1 Third Level Heading (Style: Heading 3)

Text

# 3 Third Section

Text

# 4 Further Sections

To add further chapters, i.e. headings / subheadings / indented quotes etc., please either copy from above and insert your text adopting the pre-set layout, or continue writing by following our formatting requirements.

If you have any queries, please consider our Instructions for Authors or contact the editorial office via [journal@religion-and-development.org](mailto:journal@religion-and-development.org).

# References

There should be a complete list of references at the end of the manuscript (headline: References). To ensure a smooth and swift publication process, authors are advised to make sure their references are well formatted and follow the guidelines throughout.

**General Remarks on Reference Lists**

* As per *The Chicago Manual of Style* (18th edition), place of publication should no longer be included in the citation.
* First names should be spelled out.
* The first author listed in a reference list entry should be listed as Surname, FirstName, to ensure the alphabetical sorting of the list by surname. All following authors should be listed in the format FirstName Surname.
* Multiple reference list entries by the same author should be placed in chronological order.
* Reference list entries with multiple authors and the same first author should be placed in alphabetical order according to the second author’s surname. Cite sole-authorship publications first (in chronological order starting with the oldest), followed by joint publications afterwards.
* In reference list entries, if there are up to six authors or editors of a work, they should all be listed. If there are more than six, list only the first three, followed by “et al.”.
* If the citation uses an abbreviation, e.g. (UNEP 2024), the reference list entry must as well. The reference list entry should then include the unabbreviated name, e.g. UNEP (United Nations Environment Programme). 2024. …
* Please include DOI wherever available. DOIs should always include the full URL (e.g. https://doi.org/10.1177/1464993419829598).
* Capitalization of publication titles in the list of references should follow title case capitalisation (e.g. “Religion and Development in the Context of Southern Africa”).
* Number ranges should be indicated using en dash instead of hyphen, i.e. 10–12 (instead of 10-12).[[2]](#footnote-2)
* Subtitles should always begin with a capital letter, e.g. “African Initiated Churches and Ecological Sustainability: An Empirical Exploration”.
* In cases of doubt, please refer to [chicagomanualofstyle.org/tools\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html) or to Chapter 14 in *The Chicago Manual of Style*. 2024. 18th ed. The University of Chicago Press.

**Citation Examples**

***Monograph***

Berger, Peter L. 2014. *The Many Altars of Modernity: Toward a Paradigm for Religion in a Pluralist Age*. De Gruyter.

***Journal Article***

Bompani, Barbara. 2019. “Religion and Development: Tracing the Trajectories of an Evolving Sub-Discipline.” *Progress in Development Studies* 13 (1): 138–156. https://doi.org/10.1177/1464993419829598.

Swart, Ignatius, and Elsabé Nell. 2016. “Religion and Development: The Rise of a Bibliography.” *HTS Teologiese Studies/Theological Studies* 72 (4): a3862. https://doi.org/10.4102/hts.v72i4.3862.

Notes:

* Please do not abbreviate journal titles.
* If the journal uses article numbers instead of page numbers, use the article number in the place of the page numbers (as in the second example above).

***Chapter***

van Wensveen, Louke M. 2011. “Religion and Sustainable Development. A Typological Analysis.” In *Religion and Development: Ways of Transforming the World*, edited by Gerrie Ter Haar. Oxford University Press.

Notes:

* If multiple chapters are cited from the same edited volume, all reference entries should include the full title and editors of the edited volume, as above.
* As per *The Chicago Manual of Style* (18th edition), page ranges are no longer necessary for chapters in books.

***Edited Volume***

Fountain, Philip, Robin Bush, and R. Michael Feener, eds. 2015. *Religion and the Politics of Development: Critical Perspectives on Asia*. Palgrave Macmillan.

***Website***

UNEP (United Nations Environment Programme). n.d. “Faith for Earth Initiative.” Accessed January 22, 2023. https://www.unep.org/about-un-environment/faith-earth-initiative.

Note: Include access dates only where the website/publication itself is not providing a date. When a date is provided, the citation should look like the following:

Brown, Andrew. 2021. “Combating COVID-19 Vaccine Hesitancy in Garissa. UNICEF Helps Spread the Word About Vaccination.” Last modified December 28, 2021. https://www.unicef.org/kenya/stories/combating-covid-19-vaccine-hesitancy-garissa.

Note: It may also be sufficient to mention the website URL as an in-text citation, e.g. ([www.in-rcsd.org/sagras](http://www.in-rcsd.org/sagras)) or, in the case of longer URLs, in a footnote.

***Newspaper or Magazine Article***

Belluck, Pam. 2023. “Religious Freedom Arguments Underpin Wave of Challenges to Abortion Bans.” *New York Times*, June 28. https://www.nytimes.com/2023/06/28/health/abortion-religious-freedom.html.

*The Patriot*. 2023. “Churches Petition Masisi.” October 20. <https://thepatriot.co.bw/churches-petition-masisi/>.

Notes:

* If no author is specified, cite using the newspaper/magazine title (second example above).
* For sources cited using the print publication, omit the URL.

***Working Paper or Policy Brief***

Tomalin, Emma, and Jörg Haustein. 2021. “Keeping Faith in 2030? Religions and the Sustainable Development Goals.” Policy Brief 04/2021 of the Research Programme on Religious Communities and Sustainable Development. Humboldt-Universität zu Berlin. https://www.rcsd.hu-berlin.de/de/publikationen/pdf-dateien/policy-brief-04-2021-keeping-faith-in-2030.pdf.

Note: The link should point directly to the document. An access date (inserted before the link) should only be provided if the document itself is undated.

***Report or Institutional Document***

United Nations. 2019. *2018 Annual Report of the United Nations Inter-Agency Task Force on Engaging Faith-Based Actors for Sustainable Development: Engaging with Religion and Faith-Based Actors on Agenda 2030/the SDGs*. United Nations Inter-Agency Task Force on Engaging Faith-Based Actors for Sustainable Development. https://wedocs.unep.org/bitstream/handle/20.500.11822/27504/UNIATF2018.pdf.

Notes:

* Reports and similar documents should be cited like books.
* Reports published online should include publisher/publishing institution, as in the example above.
* Links should point directly to the respective documents.
* An access date (inserted before the link) should only be provided if the document itself is undated.

***Theses and Dissertations***

Ham, Carlos. 2015. “Empowering Diakonia: A Model for Service and Transformation in the Ecumenical Movement and Local Congregations.” PhD diss., Vrije Universiteit Amsterdam.

1. 3 As an exception to the CMS, *R&D* style does not use abbreviated numbers. Number ranges should always be written in full (101–131 instead of 101–31). [↑](#footnote-ref-1)
2. Note that *R&D* does not abbreviate pagination numbers. Always write the full number (101–131 instead of 131–31). [↑](#footnote-ref-2)