

# Suggestions for Those Submitting Articles for *The Bible Translator*

## **Subjects**

*The Bible Translator* is designed primarily as an aid to Bible translators and revisers throughout the world, and as such it attempts to cover the entire field: from initial problems of linguistic analysis to difficulties in Old Testament text and exegesis; from the beginning procedures in translating a first Gospel to processes in setting up revision committees. In addition to these areas of interest vitally related to the immediate tasks of Bible translation and revision, *The Bible Translator* also tries to share with its readers the experience of those who have specialized in such related fields as hymn-writing, preparation of transitional literature (for stages between the primer and the Bible), publication of supplementary Christian literature and problems of communication and acculturation as they may be related to tribal, trade, national, and colonial languages.

## **Style**

It is recognized that different types of subjects require somewhat different styles of writing, but it is recommended that in the preparation of articles for *The Bible Translator* one should attempt to avoid extremes: the heavy academic treatise or the light, popular account. The readers of *The Bible Translator* are too busy to spend much time with either of these types of article. What they want is interesting material presented in a clear, straightforward style.

## **Languages in which articles may be submitted**

The editors will try to arrange for the translation of an article submitted in any language, for they would not wish the language in which a writer may best express himself to be an obstacle to the widest possible diffusion of important information through the pages of *The Bible Translator*. There are practical limitations, however, at the editorial offices, and accordingly in so far as possible it would be helpful if articles could be submitted in English, French, German, Spanish, Portuguese, or Dutch.

## **Length of articles**

The editors of *The Bible Translator* will be happy to receive material ranging from brief notes to manuscripts of 30 to 40 pages. It may, however, be necessary to recommend shortening of articles, if the subjects or the presentation do not appear to merit such full treatment. Furthermore, in order to provide a proper balance in each number of *The Bible Translator*, it often seems useful to divide longer articles for publication in two or more numbers of the journal. On the whole, however, articles ranging from 2,000 to 3,000 words have been found to be the most acceptable.

## **Format of manuscript**

The following details of format should be followed if articles are to be prepared most satisfactorily for the printers:

1. Typewritten copy.
2. On paper approximately  $8\frac{1}{2} \times 11$  inches.
3. Double spaced, with margins at least  $1\frac{1}{2}$  inches wide.
4. Subheadings should be underlined.
5. Foreign words should be underlined (italics in printing).
6. Quotations should be in double quotes, but the meanings of foreign words or phrases should be in single quotes.

### **Data on contributors**

In order that the readers of *The Bible Translator* may be adequately informed as to those contributing articles, the editors need the following data concerning each writer: (1) full name, (2) degrees: graduate and honorary, (3) type of work in which engaged, (4) some indication of the extent of experience in the field covered by the article in question, and (5) the institution, mission, or church with which the writer is affiliated.

### **Offprints**

The editors are happy to offer up to fifty offprints to anyone contributing an article to the journal, and who specifically requests such copies. Additional offprints may be obtained at a very reasonable price. However, the editors must know *before* the article is printed how many offprints may be desired.

### **Editorial modifications**

In order that *The Bible Translator* may have some degree of unity of appearance and stylistic form, the editors undertake to make certain minor modifications in punctuation, spelling, transcription, etc., when these in no way change the meaning of the article. In any instance of significant alterations being required, these are referred to the writer.

### **Time schedule for editing and printing**

Manuscripts must be received at least four months before time of publication. This is necessitated by the fact that the editorial board is widely scattered (from Djakarta to New York) and printing and proof-reading are done on opposite sides of the Atlantic. Even when an article has been accepted by the editorial board, it is not possible for the editors to guarantee the publication of it in the immediately following number of *The Bible Translator*. Furthermore, these are instances in which it seems wise to postpone the publication of a particular article in order to provide better balance of material in any one number or to relate it to some other treatment of a similar subject.

### **Address**

All manuscripts and correspondence should be sent to the editors of *The Bible Translator*, c/o The American Bible Society, 450 Park Avenue, New York 22, N. Y., U.S.A.