

## STYLE GUIDE 2025-2026

### Layout and Style

- Title Page:
  - Article Title:
    - Font: Georgia
    - Size: 16 pt.
    - **Bold, ALL CAPS**
    - Alignment: Left
  - Author Name:
    - Font: Georgia
    - Size: 12 pt.
    - Ordinary
    - Alignment: Left
  - School Name (beneath Author Name)
    - Font: Georgia
    - Size: 10 pt.
    - *Italicized*
    - Alignment: Left
  
- Typography:
  - Font: Georgia
  - Size: 12 pt.
  - Line Spacing: 1.5
  - Footnotes: Chicago Style Citations (size 10 font, left alignment)
  - Typefaces:
    - Ordinary Georgia (Plain Text)
    - Underlined
    - *Italicized*
  - Margins:
    - Left and right: 1.5 in.
    - Up and down: 1 in.
  
- Headings:
  - Font: Georgia
  - Size: 12 pt.
  - **Bolded**
  - Use Roman numerals (I, II, etc.) for sections of your paper and capital letters (A, B, etc.) for subsections
  
- In-Text Reference Rules:
  - Religious Texts
    - Use standard Chicago-style citations
  - Capitalization

- Capitalize all religious texts (Bible, Bhagavad Gita, etc.)
    - Capitalize the names of religious traditions, practitioners, and sects (Christianity, Christians, Islam, Muslims, etc.)
    - Capitalize any references to religious figures or deities (God, Allah, Jesus, etc.)
    - Capitalize religious holidays (Christmas, Passover, etc.)
  - If a text originates in a language other than English:
    - Make sure to translate any words that may be unfamiliar to the general audience.
    - When using non-English words in text, write it in *italics*.
  - **Only use the scholarly versions and translations of religious texts.**
    - For any references to the Hebrew Bible, the Oxford Annotated is preferred as scholars will add comments related to mistranslation.
  - Define unfamiliar terms or concepts.
- Block Quotes:
  - Should be used for quotes that are four or more lines long
  - Block should be justified and have 0.5 indents on both sides
  - A line should be skipped immediately before and after the block
  - Introduce the block quote with a colon
- Abbreviations and Acronyms:
  - If an author chooses to use abbreviations and/or acronyms, they should be spelled out fully in their first usage and then referred to consistently throughout the body of the paper
- Rules for using words versus numerals:
  - Numbers one through nine should be written out fully (10 and beyond can be numerical)
  - Use Roman numerals when citing specific sections of biblical texts
- Punctuation:
  - Comma:
    - Oxford commas should be utilized.
  - Quotation Marks:
    - Periods and commas should always go inside of quotation marks.
    - Colons, dashes, semicolons, exclamation points, and question marks go inside quotation marks when they apply to the quotation. They go outside when they apply to the whole sentence.

### AI Policy

**Using generative artificial intelligence is not permitted for submissions to the UCLA Undergraduate Journal of Religion. For outlines/editing purposes, artificial**

**intelligence may be used prior to submission to the journal, but once a paper has been approved by the Board of Editors, artificial intelligence should not be used for any purposes, including but not limited to:**

- **Rewriting any sentences or sections,**
- **Reformatting any sentences or sections,**
- **Material generated for citations (with due consideration for the quality of the reference, which may be poor), and/or**
- **Making any changes to the content or quality of the paper.**

**Please contact the Journal if you have any questions or require any clarifications.**