



# Jahrbuch für Seelsorge, Spiritual Care und Pastoralpsychologie

Organ of the AWS Switzerland

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**Submission Guidelines**

Dear author,

Thank you for your interest in publishing an article in the *Jahrbuch für Seelsorge, Spiritual Care und Pastoralpsychologie* (JSSP).

The JSSP publishes its articles in German, French, and English.

## **General Guidelines**

Please only submit Word documents that meet the formal requirements as outlined below.

**Article length:** Please limit your article to no more than 15 pages (3,000 characters per page), i.e., a maximum of 45,000 characters (including footnotes and spaces). Each graphic or image included counts as 1,800 characters. Authors are responsible for obtaining any necessary image rights. Images should have a minimum resolution of 300 DPI. To ensure accessibility, a brief image description (alt text) must also be provided in a separate document.

**Online submission:** Please submit your article directly via <https://bop.unibe.ch/index.php/JSSP/submission>, this is the JSSP's online submission system.

## **General Rules**

First names should always be written out in full. If there are more than two editors or places of publication, only the first editor/place should be given, followed by »et al.« or »etc.«, respectively. Page numbers should always be given without the use of »p.« or »pp.«

The literature cited or referenced should not be listed in a bibliography at the end of the article. Instead, full bibliographical details should be provided when a work is cited for the first time in the text.

If the same work is cited more than once, subsequent citations should include only the author's surname, the short title, and the page number(s), separated by commas, e.g.:  
*Wild, Krisen, 35.*

Superscript Arabic numerals without brackets or spaces should be placed immediately after the specific part of the text (quotation, sentence, sentence fragment, individual word) to which the note or reference relates. The footnotes should be numbered consecutively.

If authors are mentioned by name in the text, their first name and surname should be written out in full and italicised on first mention. In subsequent mentions, only the surname should be employed, without the use of italics.

Omissions and alterations in the quotations made by the authors should be indicated by square brackets: »[...]«.

Quotation marks: Quotations should always be enclosed in double guillemets (»«).

Quotations within quotations should be enclosed in single guillemets («»).

**Formatting:** Generally, the formatting should be kept to a minimum. This applies in particular to headers and footers, manual page breaks, and similar elements. Before publication, all such formatting must be identified and removed during typesetting. Under no circumstances should spaces be used for formatting purposes (e.g., for indented sections or to arrange text in tables). Please use tabs or paragraph breaks. To highlight text passages, please use *italics*, but no bold or capital letters.

**Monographs:**

*Not published as part of a series:*

Knoll, Franziskus (2020), Mensch bleiben! Lehrbuch Anthropologie, Ethik und Spiritualität für Pflegeberufe, Stuttgart.

*Published as part of a series:*

Noth, Isabelle (2010), Freuds bleibende Aktualität. Psychoanalysezereption in der Pastoral- und Religionspsychologie im deutschen Sprachraum und in den USA (Praktische Theologie heute 112), Stuttgart.

**Articles:**

*In edited volumes:*

Honegger, Noemi (2023), »Besuchen Sie mich auch im Pflegeheim?« – Auf unscheinbare Art und Weise Ansehen schenken, in: Noth, Isabelle / Faber, Eva-Maria (Hg.), Seelsorgebegegnungen. Praxisbeispiele theologisch reflektiert, Göttingen, 88–96.

*In journals:*

Mathwig, Frank (2024), Spiritual Care zwischen medizinischer Dienstleistung und kirchlichem Auftrag. Vom Mangel eines macht- und institutionenkritischen Bewusstseins, in: WzM 76/6, 483–494.

*In Festschriften:*

Mütel, Mathias (2023), Diakonie als Aufgabe der Gesamtpastoral, in: Noth, Isabelle et al. (Hg.), Seelsorge und Diakonie. Ethische und praktisch-theologische Perspektiven. FS Andreas Wagner (Praktische Theologie heute 191), Stuttgart.

**Dictionary and Encyclopaedia Articles:**

Nehring, Andreas (2000), art. »Ehe. I. Religionsgeschichtlich«, in: RGG<sup>4</sup> 2, 1069–1071.

**Edited Volumes:** (*These should only be listed as independent bibliographical entries in exceptional cases; where there are more than two editors, the names should be abbreviated*)

Noth, Isabelle et al. (Hg.) (2025), Gesundheitsseelsorge in der Schweiz. Reformierte Perspektiven, Zürich.

**Online Sources:**

Online sources must include a date of access (accessed 13 September 2025). URLs will be checked by the editors immediately prior to publication.

**Further Details:**

Slashes should always be preceded and followed by a space: Wien / Bern; Pirner, Manfred / Mendl, Hans (2011); Pirner / Mendl 2011.

a) *Places of Publication*

Should not be given for journals, encyclopaedias, or dictionaries.

If there are more than two places of publication, only the first should be given, followed by »etc.«: Freiburg etc.

*b) Edition Numbers*

For monographs etc., before the place of publication: 2<sup>nd</sup> expanded ed., Stuttgart.

For encyclopaedias etc., superscript after the abbreviation: LThK<sup>2</sup>; RGG<sup>3</sup>

*c) Page References*

For references spanning two pages, »f.« should be used (with a full stop after the »f«); for longer page ranges, the exact range should always be given:

Bieler 2011, 33f. and 125–128.

*d) Biblical References:*

Exod 20:1; 1 Chr 12:3, 6–19; 13:5; Matt 4:35–5:43; 3 John 4

*e) Abbreviations of Journals and Series:*

According to: Theologische Realenzyklopädie. Abkürzungsverzeichnis, third, revised and expanded edition, compiled by S. M. Schwertner, Berlin / New York 2014.

*Biblical Books:*

Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1–2 Sam, 1–2 Kgs, 1–2 Chr, Ezra, Neh, Esth, Job, Ps, Prov, Eccl, Song, Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, 1–2 Esd, Tob, Jdt, Wis, Sir, Bar, 1–4 Macc. Matt, Mark, Luke, John, Acts, Rom, 1–2 Cor, Gal, Eph, Phil, Col, 1–2 Thess, 1–2 Tim, Titus, Phlm, Heb, Jas, 1–2 Pet, 1–3 John, Jude, Rev.

## Formal Requirements for Research Articles

**Footnotes:** References to quoted material and academic literature should not be included in the main text but should be provided exclusively in footnotes (except for **empirical** articles that follow **APA** guidelines). Please use footnotes only; do not include a bibliography.

## Formal Requirements for Book Reviews

When writing your review, please ensure that you:

- Provide our readers with a comprehensive overview of the book's content and argument;
- Indicate how the work makes a distinctive contribution to research in the fields of pastoral care, spiritual care, and pastoral psychology;
- Provide evaluative comments.

Reviews should generally not exceed 6,000 characters (including spaces).

Your review should begin with the full bibliographical details of the work being reviewed. These should include: the author(s) or editor(s), title, place of publication and publisher, year of publication, number of pages, ISBN, and list price.

(Example: Isabelle Noth, Franziskus Knoll, Mathias Mütel and Mathias Wirth (Hg.), Seelsorge und Diakonie. Ethische und praktisch-theologische Perspektiven, Praktische Theologie heute 191, Stuttgart: Kohlhammer Verlag 2023, 124 pp., ISBN 978-3-17-043889-7, EUR 26.)

The review should end with your name, institutional affiliation, and email address. (Example: Prof. Dr. Christina Tuor, Director of Certificate of Advanced Studies in LOS AWS Switzerland, los-studienleitung@bildungkirche.ch)