

Instructions to authors

Part 1 – general requirements

Submission

Manuscripts should be submitted in electronic format.

Accepted file formats:

Text:	.doc	.docx	.pages	.rtf	.txt				
Images:	.jpg	.tif	.pdf	RAW	.png	.psd	.ai	.eps	.svg

Formatting

No layout formatting is necessary. Please use standard settings and fonts, as any custom formatting or style sheets will be removed and reformatted in our house style. For emphasis please use underlined text.

Section headings

Where appropriate suggested section headings should be provided as a separate paragraph, using sentence case, in bold letters (e.g., **Historical background** not **Historical Background**).

Tables

When including information in tabular form, please use a table rather than manually aligning the data using tabs and forced line breaks.

Lists

Use the bullet / number list buttons of your software rather than setting manually with tabs.

Use of case

When pronouns are used for God, they should be capitalised (e.g., He, Him). The Lord Jesus should be lower case (he, him). Certain terms are conventionally capitalised; some words are capitalised in certain circumstances only. Examples are shown below.

Words always capitalised: Holy Spirit, Last Supper [add to list].

Words capitalised depending on context: Ecclesia, apostle, brother and sister – only when referring to a specific ecclesia / person. Gospel – when referring to a book and / or the message itself. Truth – when referring to the brotherhood.

Words never capitalised: scripture / scriptural, word [of God], kingdom or high priest – except beginning a sentence or when a direct quote from scripture. Website and email addresses should always be lower case.

Scripture quotations

Quotations should appear in “double inverted commas, followed by reference and version in brackets: (Book – in full; chapter number; colon; verse number; comma, version). If one version is used exclusively or predominantly, this can be stated in a footnote at the first

occurrence (e.g., All references are from the ESV [except where otherwise stated – if appropriate]). For specifics and examples, see below.

Standard version abbreviations: KJV, NKJV, RV, ASV, RSV, NEB, NASB, REB, NIV, ESV, Jerusalem, Moffatt, Weymouth, Literal.

Dialogue in quotations (in modern versions): use single inverted commas: “Jesus wept. So the Jews said, ‘See how he loved him!’” (John 11:35,36, RSV).

Inline quotations: a full stop should be added after the reference bracket: “In the beginning God created the heaven and the earth” (Genesis 1:1, KJV).

Quotation paragraphs: quotations longer than 25 words should be a separate paragraph; the reference should not be followed by a full stop:

“And the earth was without form, and void; and darkness was upon the face of the deep. And the Spirit of God moved upon the face of the waters.” (Genesis 1:2, KJV)

Closing punctuation: should remain inside the closing inverted commas, unless an inline quote ends in a full stop, in which case it should be removed.

Multiple references: separate two or more (continuous or non-continuous) verses with a comma: (Genesis 1:1,2) (Genesis 1:1,31). Separate three or more continuous verses with a hyphen: (Genesis 1:26-31). Chapters work in the same way: (Genesis 1-5) (Genesis 1:31-5:5). When doing reference lists, separate any chapters or books by semi-colons and spaces: (Genesis 1:1-10; 5:5; 6-7:8; Job 40:1,6-8; Psalm 111:5).

Other quotations / citations

Where other authors are cited the source should be indicated either in the text or by means of a footnote, using the format: Author (Year) *Title*, Publisher, Location, Page number(s). Citations from magazines should use the format: Author “Article name” *Magazine*, Month, Year, Page number(s). Use italics for book or magazine titles.

Illustrations

Suggestions for illustrations (in the form of photographs or diagrams) to accompany articles are welcomed. Please supply original, high resolution files (minimum 1,500px wide) as separate files – don’t embed images in text documents. Always ensure that you have copyright permission to use anything you submit! If you’re not sure, assume it’s in copyright and you don’t have permission to use it.

Part 2 – book manuscripts

Proposals

Before manuscripts are offered for books, the author should contact the Editor with an indication of the nature of the book. If the proposal is endorsed, a synopsis of the likely chapter headings and sample chapters should then be submitted. These will be reviewed by selected readers and the author informed of the outcome. If approved, the completed manuscript will be read and suggestions for improvement or revision will be offered where appropriate.

Illustrations

Photographs or diagrams in books generally appear in black and white, as colour plates can significantly increase the production cost. Any suggested illustrations should be included to help illustrate a point that can't easily be expressed in written form. The number of book pages must be divisible by 16; this could limit the number to be included and it may be necessary to prioritise them.

Bibliography / further reading

If a large number of textual citations are included, a full bibliography should be included in the same format as mentioned above. Suggestions for further reading can also be given in this format if required.

Subject index

Some reference works lend themselves to a subject index. A list of subjects to be included should be provided by the author. Group similar subjects together and, if supplying one, it should be a comprehensive list of subjects and not a half-hearted random selection. The pagination will be prepared by staff when the book is set.

Scripture index

An index of scriptures cited in books is prepared automatically by the Office staff where appropriate.

Appendix

Abbreviations / contractions

No full stops with any abbreviations or contraction, with the following exceptions:

e.g., i.e., no., Rd., St., Bro., Sis., Rec., Bro., Asst., Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sep., Oct., Nov., Dec., tel.

Brother and Sister and days and months should only be abbreviated in news and work. Only abbreviate months in news and work when referring to a specific date. Spell in full in other situations.

Sep. 19, 2004 September 2004

Page references p4 (no space) pp4–6 (no space) only where there is no room to spell out page, pages

Ages

An 8-year-old (not eight-year-old), a 21-year-old man

Italic or quotation?

If a quotation or speech, use quotes; if a word or phrase is being defined or discussed, use italics:

He was definitely being “economical with the truth”.

When we talk about being *economical with the truth* we mean ...

Lists

Numbered or bulleted lists: caps and full stops if full sentences; if not, no punctuation at ends of items (except the final item) and no caps

Miscellaneous

Brackets (parentheses) normally round, but square for authorial alterations or insertions in quoted matter.

An sae

Hasn't, doesn't, etc, should generally be avoided, though can be included according to the tone of the piece and / or author!

*The following verbs are irregular in British English and regular in US English (please use learned smelled, etc., not learnt, smelt, but burnt when referring to the burnt offering): burn, dream, lean, learn, smell, spell, spill and spoil

Names and addresses

If on one line, then: Mrs A M Smith, 3 Primrose Street, Bedford MK40 2DL (i.e., no comma between town and postcode and no county names, in line with Royal Mail guidelines)

Newspapers and journals

For publications use upper-case 'T' and italicise (as *The Times*). The Guardian is the *Guardian* (as in their own style guide)

Number (i.e., singular/plural)

The general public does / has / thinks

Parliament has / is / does etc

Numbers

Spell out one to ten (apart from when referring to ages – see above), others in figures; it is OK to mix numbers and words in the same sentence

per cent rather than %

Percentages should always be expressed as a number (with per cent): e.g., 2 per cent, 22 per cent

Decimal points on the line

No stops after units of measurement, but non-breaking (i.e. command + space) space before: e.g., 60 kg 4 cm 15 hp 48 mb

Telephone numbers

In brackets after name and address, without hyphens:

Smith ... MK40 2DL (tel. 0171 242 7905)

Smith ... MK40 2DL (tel. / fax 0171 242 7905)

Smith ... MK40 2DL (tel. 0171 242 7905; fax 0171 242 8546)

Overseas numbers: begin with plus sign and country code, e.g., +49 4106 3797 (a Hamburg number), not 0049 4106 3797

Time and date

September 11, 2001

4.00 am 6.15 pm (i.e., space but no stops)

BUT for 24-hour clock, no stops: 1700, 2339. (Only use 24-hour clock where context demands it.)

En-dash for time spans: 3.00–5.15 pm, 1440–1500; also page spans: 23–44

Small caps

Use for LORD or GOD in scriptural quotations only; otherwise not to be used. Use all caps or highlight in other ways.

Punctuation

Quotation marks: double inverted commas; single for quotes within quotes

Full stop inside closing quotes if the quotation is a complete sentence starting with a capital letter, otherwise full stop outside closing quote

A sentence containing a quotation is punctuated exactly like any other sentence apart from the addition of the quotation marks. You should not insert additional punctuation marks into the sentence merely to warn the reader that a quotation is coming up. The presence of quotation marks does not remove the necessity of using other punctuation which is

required for independent reasons (e.g. colons introducing an explanation or bracketing commas etc).

Exclamation or question marks that belong to the quote, no matter what the length of it, stay inside.

Capitalise first word of a quote if the quote is a full sentence or appears to be a full sentence.

Dashes: spaced en-rules (unspaced in page, time and date spans as above)

Slash: should have space either side, except when used in website addresses.

Ellipses: (...) should have space before and after (except when inside quotation marks, which should be closed up to the first or last point).

Abbreviations: et al / i.e. / e.g. – all roman, but use 'for example' for preference, with comma, semicolon or colon as appropriate before and comma afterwards.

Commas

Generally there are four types of comma:

Listing: red, white and blue (NB no final comma unless sense demands it)

Gapping: I was afraid of worms; Tim, of spiders; and Tara, of bats.

Bracketing: The book, published this year, was considered the most original new writing this decade. (NB used particularly after 'which')

Joining: Proofreading marks should be clear and unmistakeable, and you should use a red pen when you mark them. (NB use a 'joining' comma where the sentence demands it; if the sentence is short, you don't have to use one)

Commas should be used after introductory clauses ("In 1998, he decided to stand for the committee").

As a general rule, do not use a comma before 'too' (as a general rule)

Use a comma after 'however' (unless in sense of 'However wet the weather, I'm still going')

Comma before and after 'however' as well, if in middle of sentence: "I think, however, that it will rain before evening."

Semi-colons join two sentences (i.e., both halves of the sentence must have finite verbs) Use as a glorified listing comma only when it is necessary to avoid ambiguity.

Spelling (see word list below)

Our style is -ise endings, except for baptized, baptizing.

Word list

acknowledgement

adviser

back-up (n)

CD-ROM

coordinate / cooperate

cost-effective
desktop publishing (DTP)
dispatch
e-mail
encyclopedia (but Pears Cyclopaedia)
flyer
indexes as plural of index
in-house editor; work in house
judgement
mark-up (n) and mark up (v) (but 'mark up tools' when referring to Adobe products)
KB, MB or GB for kilobyte, megabyte or gigabyte
nonetheless
OK (no full stops) but 'to okay' for the verb
online books, get online (always one word now)
on-screen editor; work on screen
onto: one word, but two words when clearly in the sense of continued direction: 'He climbed onto the table', 'We dined and then went on to the theatre'
no one (two words)
proofreader
program (computer program)
programme (theatre, music etc.)
set-up (noun)
turnaround (n)
website (one word)
word processor / word processing (two words, no hyphen), but:
word-processing software / program
work flow
worthwhile (always one word)