

House Style Guide

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1 Abbreviations

Generally, abbreviations should follow those given in *The Oxford Dictionary for Writers and Editors*.

- Please distinguish between shortened forms of words that are true abbreviations and shortened words that are contractions. An abbreviation is formed by simply cutting a word short, and a full point must be used to indicate this. For example:

p. 3	Dr
pp. 50–5	Revd (never Rev)
18f.	Ms
vol.	vols
ed.	eds
co.	edn
trans.	
c.	
e.g.	
i.e.	

Use BC/AD or BCE/CE in small capitals

No full points in sets of upper-case initials such as USA, UK, UNESCO and NRSV

2 Biblical references

- Please check that these are accurate and that you have indicated which translation you have used. Use the same translation throughout. If you have included a substantial amount of references, please abbreviate them. Be consistent throughout.

Please also note:

- Use Arabic numerals throughout: 1 Kings, 2 Corinthians, and full points between chapter and verse numbers: Romans 4.21.
- Spell out Bible names in the text, but abbreviate in bracketed references (as listed on next page).
- Use an unspaced en rule (longer than a hyphen) in a sequence of verses within the same chapter (Gen. 2.5–25).
- Series of verses within one chapter are separated by commas (2 Cor. 8.7, 10, 13).
- Use semicolons to separate references to different chapters of the same book, or to divide single references to separate books e.g. (Matt. 3.7; 12.4 or Mark 3.13; 1 Cor. 2.1).
- Use em rules (longer than en-rules) to mark sequences between chapters e.g. Mark 1—3

The following abbreviations are used:

Books of the Old Testament:

Gen.	1 Kings	Eccles.	Joel
Ex.	2 Kings	S. of Sol.	Amos
Lev.	1 Chron.	Isa.	Obad.
Num.	2 Chron.		Jonah
Deut.	Ezra		Micah
Josh.	Neh.	Jer.	Nahum
Judg.	Esth.	Lam.	Hab.
Ruth	Job	Ezek.	Zeph.
1 Sam.	Ps.	Dan.	Hag.
2 Sam.	Prov.	Hos.	Zech.
			Mal.

Books of the Apocrypha:

1 Esd.	Wisd.	Three Ch.	Man.
2(4) Esd.	Ecclus. (Ben Sira)	Sus.	1 Macc.
Tob.	Bar.	Bel.	2 Macc..
Judith			

Books of the New Testament:

Matt.	2 Cor.	1 Tim.	2 Peter
Mark	Gal.	2 Tim.	1 John
Luke	Eph.	Titus	2 John
John	Phil.	Philemon	3 John
Acts	Col.	Heb.	Jude
Rom.	1 Thess.	James Rev.	
1 Cor.	2 Thess.	1 Peter	

Other abbreviations: AV (Authorized Version); EVV (English Versions); NEB (New English Bible); NJB (New Jerusalem Bible); RSV (Revised Standard Version), etc.

3 Text citations, references and further reading lists/select bibliography

- The sources of quotations, the grounds for controversial statements, and acknowledgements of others people's work must appear in the Bibliography or Further Reading section.
- In the main text please cite a quotation from another published source as (Daly, p. 23). This is called the Harvard system of referencing. If using number referencing, see (6) *Notes* below.
- If you wish to direct the reader to other texts that have not been cited in the text, but are relevant to the subject matter, these should also be included in the **Bibliography** or **Further Reading** section. This section should be placed at the end of the text. Or, in multi-author works separate lists can be placed at the end of each chapter.
- Lists of Further Reading may be divided up by chapter or by subject, or simply ordered alphabetically.

Examples:

David F. Ford (ed.), 1997, *The Modern Theologians*, 2nd edn, Oxford: Blackwell

Michel Foucault, 1980, *Power and Knowledge: Selected Interviews and Other Writings 1972–77*, ET, London: Pantheon Books

G. Gutiérrez, 1990, 'The Task and the Content of Liberation Theology', in C. Rowland (ed.), *The Cambridge Companion to Liberation Theology*, Cambridge: Cambridge University Press

Janet Martin Soskice, 1992, 'Can a Feminist Call God "Father"?', in Alvin K. Kimel Jnr (ed.), *Speaking the Christian God: The Holy Trinity and the Challenge of Feminism*, Grand Rapids, Michigan: Eerdmans, pp. 81–94

4 Capitalization

For general advice, see *Hart's Rules*, pp. 8–12.

- Please use capitals sparingly but always for proper names; for titles or rank. Do use them for periods/events (Dark Ages) and wars.
- Church – initial cap for tradition/institution (Anglican, Roman Catholic, Orthodox, whatever), but not adjectivally.
- Use capitals for geographical names if a title of an area (Western Australia) but not if they are descriptions in general terms (western but the West).
- Please use lower case for all adjectives and pronouns referring to God.

Note:

- Bible/biblical, the Apostles, the (Ten) Commandment, the Disciples, the Gospels/Gospel (the fourth Gospel)/the gospel (message), the Scriptures/scriptural, Holy Scripture, (Requiem) Mass, (Holy) Communion, Eucharist/eucharistic, Blessed Sacrament
- ordination, baptism, confirmation, last rites, psalms (but the Book of Psalms), matins, evensong
- papacy, pontiff
- Bishop of London/the bishop
- Church for proper noun: 'the Anglican Church'/'the Catholic Church', 'the Church' as tradition, establishment or institution
- church for building/congregation: 'the church was built in'; adjective: 'church matters')

5 Punctuation

St Andrew Press has a policy of minimum punctuation.

- Use three points/ellipses ... to mark omissions with a space before and after them. If some words are omitted from a quotation, again indicate this with three points only.
- It is usual to omit ellipses at the beginning and end of quotations unless they are necessary for sense. However, if a passage is taken out of its original context and there is a concern about misrepresentation, do include ellipses to indicate this.
- Hyphens should be used for compound adjectives when used attributively (up-to-date figures) but not for when used predicatively (the records were

never up to date).

Hyphens should be used to make compound adjectives such as twentieth-century thought.

- Also see *Hart's Rules* pp. 76–81

6 Notes

- ***We rarely encourage the use of footnotes in any of our titles, but prefer endnotes grouped together at the end of a chapter, or end of the book.***
- ***Please ensure that notes begin at 1 in each chapter, as this minimizes changes to note numbering when adding or deleting a note.***
- Please be sure the notes are in double line spacing, as is the main text, as this will allow copy editing.
- Please also note that *op cit.*, *ibid.*, *loc. cit.* or *passim* should not be used.

Style for notes:

We prefer the short-title system for endnotes, which is an adaptation of the author-title system. In this system the first time a source is quoted, the full bibliographic details are given, for example:

Gavin D'Costa, 2000, *Sexing the Trinity*, London: SCM Press

The subsequent reference is then shortened to: D'Costa, *Sexing*, p. 102.

It is preferable to give full bibliographical references at the first mention in each chapter if there are a lot of notes and the book referenced is not included in the *Further Reading* or *Select Bibliography*.

7 Dates and numbers

- Numbers up to ten should be spelt out, except for weights and measures, cross-references and series of quantities.
- From 11, numbers should be in numerals.
- Numbers must be used with symbols or abbreviations: 3kg, 10%
- Include a comma in numbers with four or more digits: 3,002
- Commas and spaces are not used in dates, unless there are two or more dates listed in sequence, e.g. 2 June 2001
- If decimal points are used, they should be on the line.
- Use words for first, twentieth, first-century sources.
- Percentages are usually given in figures, using per cent, but may be given as numbers and symbols if appropriate to the text, i.e. statistics.
- Page numbers should be elided as far as possible except for the teens. For example, 25–8, 120–32, but 113–14.
- Use en-rules (rather than hyphens) to mean 'to' in the following cases:
1914–18 war, pp. 25–8

8 Quoted material

- Use single quotation marks and double within single.
- Punctuation belonging to the sentence rather than to the quotation proper.
- should be placed outside the quotation marks:

He objected to being described as a 'senior citizen'.

- When a quoted or parenthesised sentence is grammatically complete and starts with a capital letter, the full stop (or question mark or exclamation mark) should be placed inside the quotation marks:

He said, 'It is five o'clock.'

- When only part of a sentence is quoted or in parenthesis, the full stop comes outside the quote or parenthesis:

Mark couldn't come to the concert with us (he had other things to do).

- When the quotation is a complete and substantial sentence, or is made up of more than one sentence, it should be introduced by a colon and an initial capital.
- Quoted material that is more than 40 words long should be displayed within the text. It should be indented and have a line space above and below.
- Displayed quotations should not be in quotation marks, unless they include conversation.
- Do not use leader points into or out of quotations unless the sense absolutely demands it. Do use three spaced leader points . . . in mid-sentence brakes.
- The spelling and punctuation of the quoted passage should be copied exactly.
- Please ensure that all quoted matter is properly referenced.

8 Spelling

- In general, refer to the *Concise Oxford English Dictionary*.
- Use British spellings with –ize endings. For example, baptize, recognize, organize. However, even if you are using the –ize spelling, several words must be spelt –ise. For example:

Advertise	arise
Circumcise	comprise
Compromise	disfranchise

see *Hart's Rules* pp. 84–5 for further instances.

Please use the following spellings for these common words:

acknowledgement
anti-Semitism
focused
fulfil
judgement
medieval
a historical, rather than an historical (which is now regarded as archaic)

Thank you for following these guidelines