



## House style

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## Introduction

### **What is a style guide?**

Very simply, this guide lays out our preferred format for Word documents – everything from punctuation to spelling to referencing.

### **How do I use it?**

Read through this guide and then look through your own manuscript carefully. If your use of italics (for example) is different to ours, please change it to match (see Section 10 ‘Microsoft Word’ for a practical guide, or ask your editor).

If you are the editor of a collection of essays with multiple contributors, it is your responsibility to ensure that each contributor has seen a copy of this guide and that it has been followed as closely as possible.

### **Why does this matter?**

First and foremost, it ensures consistency and clarity within the book, which makes it easier for the reader to read and understand.

Second, it creates uniformity across all our books, creating a distinct Hymns Ancient & Modern ‘style’ and maintaining a level of professionalism.

Third, during editing and proofreading, it reduces the number of decisions and changes the editor has to make, which speeds up the editing process, thereby saving money and time.

### **I’m struggling! Can you help?**

Of course! We understand that this can be hard, especially if you are dyslexic, are writing in your second (or third or fourth!) language, fall ill or have care responsibilities. If you lack the time or energy to follow our guide as closely as you would like, for these reasons or others, please talk to us sooner rather than later.

If you have questions about punctuation, grammar, spelling, referencing, etc., that aren’t covered in this guide, ask us and we will provide examples.

We don’t expect perfection – we just want your cooperation as far as possible and good communication where necessary.

## General Formatting

See Section 10 for instructions on how to achieve these in Microsoft Word.

- Please create a single manuscript, with **page breaks** between the preliminary pages, and **section breaks** between chapters, appendices and Bibliography.
- Allow standard margins left and right, and format all text in double-line space, **ranged left** (not justified).
- Please number the pages of your manuscript consecutively, using Roman numerals in the preliminary pages, then beginning the main text (Introduction, Part 1 or Chapter 1) with Arabic numeral 1.
- Please do not attempt to design the book (that is, no borders, no fancy headings or fonts, no lines or asterisks between paragraphs). If you wish to include boxed text, please discuss with your commissioning editor. Design decisions will be made by an in-house designer and any formatting you introduce will be lost when the file is converted for use by the typesetter.
- You may indicate different levels of text headings by using bold (A), bold italics (B) and italics (C).
- All quotations longer than 40 words should be ‘displayed’ – that is, the whole chunk of text should be separated from the main text by a line space top and bottom and moved a centimetre (or so) to the right.
- Begin new paragraphs on a tab indent, except after a displayed quotation or list, when they should be full out to the left margin.
- Do not use bold type in the main text, but do use italics for book titles, foreign words and very minimally for emphasis.
- Lists should be either bullet or Arabic numerals, with a line space above and below.
- Make sure that special characters are clear, and if your computer cannot reproduce them, or you worry that they might be lost between your computer and ours, include a note to the commissioning editor.
- Type **one space** only after any punctuation.<sup>1</sup>

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<sup>1</sup> Two spaces used to be standard, a hangover from the days of typewriters and inconsistent spacing between letters. With word processors, that inconsistency has been removed and two spaces are no longer necessary.

## 2

### 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, pp. 52–5, 18f.

vol.

ed.

co.

trans.

c.

e.g., i.e.

Alexander A. Smith

(Note: we avoid the use of i.e. in the main text, although it's fine in end- or footnotes.)

Contractions, on the other hand, never take full stops:

Revd (never Rev)

Dr, Ms

vols, eds

St (for Saint)

SJ, OP, or any other religious

Jr or Sr (e.g. Martin Luther King Jr)

There are also no full stops in sets of upper-case initials such as USA, UK, UNESCO and NRSV.

Use BC/AD or BCE/CE in small capitals; please note that BC goes *after* the year but AD goes *before*.

### Biblical References

Please check that these are accurate and that you have indicated which translation you have used. Unless you have a point to make about differences between translations, please use the same translation throughout.

Please also note:

- Use **Arabic numerals** throughout e.g. 1 Kings, 2 Corinthians.
- **Full stops** between chapter and verse numbers, e.g. Romans 4.21.
- Books of the Bible should be spelt out in full in the text but can be abbreviated in brackets.
- Series of verses within one chapter are separated by commas: 2 Corinthians 8.7, 10, 13 (note the space after the comma).
- Use an unspaced N-rule (or N-dash; longer than a hyphen) to mark the sequence of verses within the same chapter: Genesis 2.23–25. Do not elide verse numbers (Gen. 5.21–2 should be Gen. 5.21–22).
- Use semicolons to separate out references to different chapters of the same book, or to divide single references to separate books: Matthew 3.7; 12.4; Mark 3.13; 1 Corinthians 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.	Obad.
Ex.	2 Kings	S. of Sol.	Jonah
Lev.	1 Chron.	Isa.	Micah
Num.	2 Chron.	Jer.	Nahum
Deut.	Ezra	Lam.	Hab.
Josh.	Neh.	Ezek.	Zeph.
Judg.	Esth.	Dan.	Hag.
Ruth	Job	Hos.	Zech.
1 Sam.	Ps.	Joel	Mal.
2 Sam.	Prov.	Amos	

#### *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), NRSVUE (New Revised Standard updated edition), etc.

## 4

### Referencing

- The sources of quotations, the grounds for controversial statements and acknowledgements of other people's work must appear in the **Bibliography**. This section should be placed at the end of the text. In multi-author works, separate lists can be placed at the end of each chapter under the heading **References**.
- 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.
- Our preferred system of reference is **Harvard in-text referencing**, rather than numbered notes, as it is more flexible for the author, editor and typesetter in allowing quotations to be added/removed without necessitating renumbering of footnotes.
- For **endnotes**, if used, we prefer the short-title system, which is an adaptation of the author-title system. In this system, the first time a source is quoted **in each chapter**, the full bibliographic details are given. Numbering of notes should start at 1 in each chapter, as this minimizes changes when adding or deleting a note; the notes should be placed at the end of each chapter. There is no need to include a full Bibliography at the end of the book if using endnotes.
- **Footnotes** should be used only when there are fewer than 20 references per chapter.
- Endnotes and in-text references should not be used in conjunction with each other – choose one system and be consistent throughout the book.
- **Whatever system is chosen, op cit., ibid., loc. cit. and passim are not used.**
- If citing multiple works from the same author in the same year, use a, b, c, etc., after the year to differentiate between the works, e.g. (Smith, 2008a, p. 5; Smith, 2008b, p. 24).
- Personal correspondence should be referenced in-text, but does not need to be included in the Bibliography.

### Examples

Notes:

- Superscript notes should come *after* punctuation in the text, even if it looks strange;<sup>2</sup> there are exceptions (for example, if the footnote applies to the

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<sup>2</sup> Like this!

information inside a set of brackets<sup>3</sup>), but please follow this style, even if it isn't what you're used to.<sup>4</sup>

- Commas between publication details, not full stops.
- The Bibliography should have hanging indents applied throughout (see Section 10).

## **Books**

Information required (if available):

author's name – surname, then initials or given name

year published

*book title and subtitle* in italic

editor, compiler, translator or reviser

series, if any, plus number in series

edition, if not the first

number of volumes; volume (if more than one)

publication place: publisher

page number/s or ebook location

In-text: (Aisthorpe, 2016, p. 20)

Endnote/footnote – first reference **in each chapter** should be in full:

Steve Aisthorpe, 2016, *The Invisible Church: Learning from the experiences of churchless Christians*, Edinburgh: St Andrew Press.

Endnote/footnote in rest of chapter: Aisthorpe, *The Invisible Church*, p. 20.

Bibliography: Aisthorpe, Steve, 2016, *The Invisible Church: Learning from the experiences of churchless Christians*, Edinburgh: St Andrew Press.

## **Chapter in book**

author's name – surname, then initials or given name

year published

title of article/chapter in single quotation marks; italic words in title remain italic;

words in quotes take double quote marks

'in'

editor's name followed by (ed. or eds in brackets)

*book title* in italic

series, if any, plus number in series

edition, if not the first

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<sup>3</sup> You see?

<sup>4</sup> Does this help?



number of volumes  
publication place: publisher  
page range of chapter and page number of quote

In-text: (Cramp, 1976, p. 205)

Endnote/footnote – first reference **in each chapter**:

R. J. Cramp, 1976, 'Monastic sites' in D. Wilson (ed.), *The Archaeology of Anglo-Saxon England*, London: Methuen, pp. 201–52, p. 205.

Endnote/footnote in rest of chapter: Cramp, 'Monastic sites', p. 205.

Bibliography: Cramp, R. J., 1976, 'Monastic sites' in D. Wilson (ed.), *The Archaeology of Anglo-Saxon England*, London: Methuen, pp. 201–52.

### **Journal article**

author's name – surname, initials or given name  
title of article in single quotation marks; italic words in title remain italic; words in quotes take double quotes (as with articles in books)  
*title of journal* in italic; main words capitalized  
place (if there is more than one journal with same name)  
volume number in Arabic or roman ('vol.' not needed; preceded by series number or NS (new series) if necessary)  
issue number (if volume not paginated continuously; if designated by year, put in parentheses)  
year (in parentheses)  
page number/s (give first and last pages of the article, followed by the page number relevant to that note)

In-text: (Winston, 1981, p. 230)

Endnote/footnote – first reference **in each chapter**:

Mathew Winston, "Craft against Vice": morality play elements in *Measure for Measure*, *Shakespeare Studies*, 14 (1981), pp. 229–48, p. 230.

Endnote/footnote in rest of chapter: Winston, "Craft against Vice", p. 230.

Bibliography: Winston, Mathew, "Craft against Vice": morality play elements in *Measure for Measure*, *Shakespeare Studies*, 14 (1981), pp. 229–48.

*It is not compulsory to include the DOI address, but if you do, be consistent and include it for all the journal articles you cite.*

### **Website**

Author's name – surname, initials or given name; if no individual is named, the name of the website/organisation will suffice

Year published, if known

Title of article/blog post/individual page in single quote marks

*Name of website* in italics

Day and month published, if known

Web address

Access date in format DD.MM.YYYY

In-text: (North, n.d.)

Endnote/footnote – first reference **in each chapter**:

Ally North, n.d., 'Picking the Perfect Cherry Tree: 4 Step Guide', *Roots*, <https://www.rootsplants.co.uk/blogs/features/picking-cherry-tree>, accessed 29.01.2025.

Endnote/footnote in rest of chapter: North, 'Picking the Perfect Cherry Tree'.

Bibliography: North, Ally, n.d. 'Picking the Perfect Cherry Tree: 4 Step Guide', *Roots*, <https://www.rootsplants.co.uk/blogs/features/picking-cherry-tree>, accessed 29.01.2025.

*All web addresses need an accessed date (DD.MM.YYYY).*

### ***YouTube videos (or other equivalent video-sharing platforms)***

YouTube account name

Year video posted

Title of video in single quote marks

*YouTube*

Day and month video posted

Web address

Access date

In-text: (TEDx Talks, 2018)

Endnote/footnote – first reference **in each chapter**:

TEDx Talks, 2018, 'Your dreams don't belong to you | Drew Holcomb | TEDxMemphis', *YouTube*, 5 June, <https://www.youtube.com/watch?v=pocyxlNOxdw>, accessed 29.01.2025.

Endnote/footnote in rest of chapter: TEDx Talks, 'Your dreams don't belong to you'.

Bibliography: TEDx Talks, 2018, 'Your dreams don't belong to you | Drew Holcomb | TEDxMemphis', *YouTube*, 5 June, <https://www.youtube.com/watch?v=pocyxlNOxdw>, accessed 29.01.2025.

Note: the ‘author’ in this case is not always the name of the person who gave the talk or made the video – it could have been posted on someone else’s YouTube account, e.g. a guest pastor on a church’s livestream.

### **Twitter/X (or equivalent microblogging site)**

Name

@Twitter/X handle in brackets (with the same capitalizations and figures)

Year posted

Up to 15 words of Tweet

X

Day and month of post

Web address

Access date

In-text: (Dorsey, 2018)

Endnote/footnote – first reference **in each chapter**:

J. Dorsey (@jack), 2018, We’re committing Twitter to help increase the collective health, openness, and civility of public conversation ..., X, 1 March, <https://twitter.com/jack/status/969234275420655616>, accessed 29.01.2025.

Endnote/footnote in rest of chapter: Dorsey, We’re committing...

Bibliography: Dorsey, J. (@jack), 2018, We’re committing Twitter to help increase the collective health, openness, and civility of public conversation ... X, 1 March, <https://twitter.com/jack/status/969234275420655616>, accessed 29.01.2025.

### **PhD dissertation/thesis**

author’s name – surname, initials or Christian name

year published

Thesis title (unpublished in roman, published in italics), degree level

University

page number

In-text: (Dickson, 2013, p. 253)

Endnote/footnote – first reference **in each chapter**:

Deborah Dickson, 2013, *Coming Home: A Study of Values Change among Chinese Postgraduates and Visiting Scholars Who Encountered Christianity in the UK*, PhD, University of Nottingham, p. 253.

Endnote/footnote in rest of chapter: Dickson, *Coming Home*, p. 253.

Bibliography: Dickson, Deborah, 2013, *Coming Home: A Study of Values Change among Chinese Postgraduates and Visiting Scholars Who Encountered Christianity in the UK*, PhD, University of Nottingham.

### **Papal edicts**

Official name of Pope

Year

*Title of edict* in italics

Vatican: Libreria Editrice Vaticana (if citing physical copy)

Web address (if citing online version)

Section number

In-text: (Francis, 2015, §10)

Endnote/footnote – first reference **in each chapter**:

Francis, 2015, *Laudato Si'*,

[https://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco\\_20150524\\_enciclica-laudato-si.html](https://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20150524_enciclica-laudato-si.html), §10.

OR

Francis, 2015, *Laudato Si'*, Vatican: Libreria Editrice Vaticana, §10.

Endnote/footnote in rest of chapter: Francis, *Laudato Si'*, §10.

Bibliography: Francis, 2015, *Laudato Si'*,

[https://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco\\_20150524\\_enciclica-laudato-si.html](https://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20150524_enciclica-laudato-si.html).

OR

Francis, 2015, *Laudato Si'*, Vatican: Libreria Editrice Vaticana.

### **UK Parliamentary debates (Hansard)**

HC/HL Debate (where HC is House of Commons and HL House of Lords)

Full date of debate

vol. (volume number)

col. (column number)

Web address

Access date DD.MM.YYYY.

In-text: (HC Debate, 20 January 2009)

Endnote/footnote – first reference **in each chapter**:

HC Debate, 20 January 2009, vol. 500, col. 1990,

<http://www.publications.parliament.uk/pa/hcdeb1990>, accessed 19.08.2010.

Endnote/footnote in rest of chapter: HC Debate, 20 January 2009.

Bibliography: [HC Debate, 20 January 2009, vol. 500, col. 1990,](#)  
<http://www.publications.parliament.uk/pa/hcdeb1990>, accessed 19.08.2010.

### **Act of UK parliament post-1963**

*Short title of Act including year and chapter number* (in italics)  
Country/jurisdiction (if referencing more than one country's legislation)  
Web address  
Access date

In-text: ([Health and Social Care Act 2012](#))

Endnote/footnote – first reference **in each chapter**:

[Health and Social Care Act 2012, c. 7,](#)

<http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted>, accessed 23.08.2012.

Endnote/footnote in rest of chapter: [Health and Social Care Act 2012.](#)

Bibliography: [Health and Social Care Act 2012, c. 7,](#)

<http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted>, accessed 23.08.2012.

### **Act of UK parliament pre-1963**

*Short title of Act including year* (in italics)  
Regnal year, name of sovereign and chapter number (in round brackets)  
Title of collection (in italics)  
Year of publication (in round brackets)  
Edition (if not the first edition)  
Place of publication: publisher

In-text: ([Act of Supremacy 1534, 26 Hen. 8, c. 1](#))

Endnote/footnote – first reference **in each chapter**:

[Act of Supremacy 1534 \(26 Hen. 8, c. 1\), The Statutes \(1950\), 3rd edn, London: HMSO.](#)

Endnote/footnote in rest of chapter: [Act of Supremacy 1534.](#)

Bibliography: [Act of Supremacy 1534 \(26 Hen. 8, c. 1\), The Statutes \(1950\), 3rd edn,](#)  
[London: HMSO.](#)

### **Personal correspondence/field work (unpublished)**

*This is very flexible – so long as you are consistent and it's clear who is being referenced and when, the form of reference doesn't matter too much. There is no need to reference it in the bibliography.*

Possible information to include:

Name of correspondent

Date

Form of correspondence: email, letter, conversation, seminar, interview, etc.

Place or group name, if relevant

In-text: (Sarah, B group interview)

(Personal correspondence, email 2 November 2005)

## Capitalization and Italicization

Please use capitals sparingly but always for proper names, for titles or rank (when attached to a person/place).

- Bishop of London, Archbishop of Canterbury, King of England
- BUT the bishop, vicar, dean, chaplain

Do use them for periods, specific events, wars and feasts.

- the Dark Ages, the Fall, the Exile, Lent, Holy Week, the Passion of our Lord Jesus Christ according to Luke; the Passion, Eastertide, the Resurrection of Christ, Ascension Day; the Ascension, Trinity Sunday; the Trinity, Pentecost, All Saints' tide, Advent, Epiphany

Church with cap in context of the tradition/institution, but not adjectivally.

- the Anglican Church, the Catholic Church; 'the Church' as tradition, establishment or institution; the Early Church
- Note: we are flexible in this matter and happy to go with your preference, so long as there's a logic and consistency to it.
- no cap: church matters, church building, 'The church was built in...'

Use capitals for geographical names if a title of an area, but not if they are descriptions in general terms.

- Western Australia (state), North Yorkshire (county), the West, the Global South
- No cap: east London, south-west (of) Scotland, western France

Please use **lower case** for all adjectives and pronouns referring to God.

Words with cap

- The Bible, the Annunciation, the Apostles, the Assumption, the (Ten) Commandment, the Cross, the Crucifixion, the Resurrection, the Incarnation, the Ascension, the Disciples, the Gospels/Gospel (the fourth Gospel), the Scriptures, Holy Scripture, (Requiem) Mass, (Holy) Communion, Eucharist/eucharistic, Blessed Sacrament, Service of Light, the Nativity (birth of Christ), the Nativity of Mary (festival), Service of the Word
- no cap: biblical, the gospel (message), scriptural, nativity of Mary (event), ordination, baptism, confirmation, last rites, psalms (but the Book of Psalms), matins, evensong, papacy, pontiff.

The following should be in italics, both in the text and in references (if appropriate):

- Titles of books, journals, TV and radio programmes, films, paintings.
- Words in other languages that have not been 'adopted' into English (e.g. *raison d'être* and *joie de vivre*, but *zeitgeist* and *café*).



## 6

### Punctuation

- Use **ellipses** (three dots, no more) to mark omissions in quotations, with a space before and after. 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 an ellipsis to indicate this.<sup>5</sup>
- **Hyphens** should be used for compound adjectives when used attributively (up-to-date figures; twentieth-century thought) but not when used predicatively (the figures are up to date; thought in the twentieth century).
- **N-dashes** (longer than hyphens), when used as breaks in the sentence, should have one space either side. See also Section 7 Dates and Numbers below. We only use **M-dashes** (longer than N-dashes) for Bible references.
- Type **one space** only after any punctuation.
- Ampersands (&) should not be used in the text (unless quoting an original source).

#### Quoted material

- Single quote marks, with double inside single:  
‘The doctor said, “The prognosis is good.” She nodded at the nurse.’
- 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).
- Quoted material that is more than 40 words long should be displayed within the text, that is, it should be indented and have a line space above and below. Displayed quotations should not be in quotation marks, unless they include conversation.
- The spelling and punctuation of the quoted passage should be copied exactly.
- Please ensure that all quoted matter is properly referenced.

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<sup>5</sup> Thank you for reading this far! Please send Rachel G. a picture of an otter, or a picture of the pet closest to hand. Bonus points for pigs and puppies, genuinely terrified tears for snakes.

## Dates and Numbers

- Numbers up to ten should be spelt out, except for exact measurements, cross-references and series of quantities.
- From 11, numbers should be in numerals. The exception is if a sentence starts with a number, although this should be avoided if possible.
- Figures must be used before abbreviations: 3kg, 10%
- Include a comma in numbers with four or more digits: 3,002
- Dates should be in the following format: **Day Month Year; 2 June 2001**. Commas are not used in dates, unless there are two or more dates listed in sequence, e.g. 21, 22 and 30 June 2020.
- If decimal points are used, they should be on the line.
- Use words for first, second, twentieth, etc.: e.g. first-century sources, first birthday.
- Percentages are usually given in figures, using per cent.
- 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
- Use words to designate the world wars: World War One/the Great War and World War Two.

## 8 Spelling

- In general, refer to the *Concise Oxford English Dictionary*.
- Use British spelling with -iz- endings. For example, baptize, recognize, organization. However, note that several words are only ever spelt with -is-. For example:

advertise	arise
circumcise	comprise
compromise	franchise

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

- Please use the following spellings for these common words:

acknowledgement, judgement

anti-Semitism

focused

fulfil

medieval

a historical object, rather than an historical (which is now regarded as archaic)

- Please differentiate between practice and practise.  
Practice = noun (the Church's practice of...)  
Practise = verb (when someone practises music or prayer, etc.)

## Gender-neutral language

Where possible, please aim for gender neutrality:

- ‘They’ used as a singular pronoun is specified in the *Concise Oxford Dictionary*, and is now in common use. We recommend it as a basic form: ‘The student checks their own answers.’

The *COD* also allows ‘themselves’ – and even ‘themselves’ – in the singular form, but these are rather awkward and best avoided.

- ‘He or she’ or ‘she/he’ may be used very sparingly, as overuse can be awkward.
- Pluralize – ‘Students check their own answers.’
- Eliminate the pronoun – ‘Answers are self-checked by the student.’
- Ideally, avoid referring to God as ‘He/Him/His’ (‘Godself’ is a good alternative to ‘himself’) unless it simply results in awkwardness.

## Microsoft Word (with apologies to Mac users)

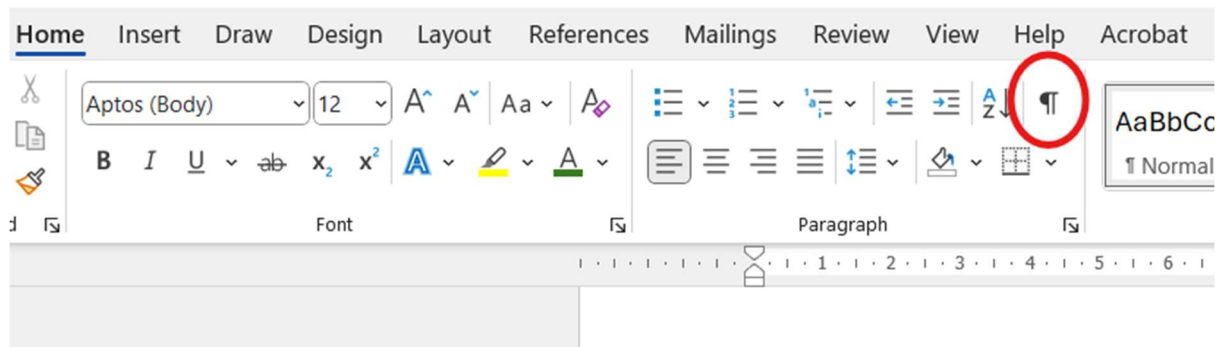
This section provides some guidance on how to achieve certain effects (e.g. page breaks). Note that this is for the most up-to-date version of Word, but the general principles should still apply.

### Page breaks and section breaks

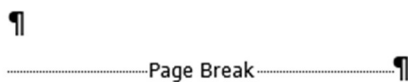
Layout tab > Breaks > Page (use this between the preliminary pages, after the Bibliography, index and appendices) – this will not affect page numbers or end/footnotes.

Layout > Breaks > Next Page (between chapters) – this will affect page and note numbering – see below.

How can we tell the difference once done? In the Paragraph section at the top of the screen, find this button (circled in red):



Click it, and *all* of the document's formatting will appear – spaces, paragraphs, breaks, etc. This is a tad overwhelming at first! A simple page break will be marked thus:



A section break thus:



### Page numbers

To insert page numbers, go to the Insert tab > Page number > Bottom of page > Plain number 2.

Page numbers should start at 1 from the Introduction or Chapter 1 and be continuous from there. Double click the page number to enter Header/Footer mode; right-click on the number and select Format Page Numbers > select Start from > 1.

At the start of the next chapter, select Continue From Previous Section (you may have to do this manually at the beginning of each chapter if Word is being particularly obstinate).

### **End/footnotes**

To insert a note: go to the References tab. Ensure the cursor is where you want the note to be; click on Insert Footnote or Insert Endnote, as appropriate.

End/footnotes should restart each chapter at 1 and we would prefer that each chapter's notes (except in rare cases) sit at the end of their own chapter, rather than the end of the book. Go to the note itself; right-click the number and select Note Options.

Under Location, next to Endnotes, select End of Section from the drop-down menu. Under Format, next to Number format, choose 1, 2, 3... (that is, Arabic numerals, not Roman); next to Start at, choose 1; next to Numbering, choose Restart Each Section.

Under Apply Changes, choose Whole Document.

Click Apply.

### **Margins**

Margins should be 'normal', that is, 2.54cm on each side.

Layout tab > Margins > Normal

### **Double-line spaced text**

Select the text you would like to make double-spaced (this should be all of it: ctrl+A); right-click; select Paragraph; under Spacing, ensure that Before and After are set to zero; under Line Spacing, choose Double.

If you are using endnotes or footnotes, you will need to do this again in the notes section.

### **How to display quotes**

Insert a line space before and after your quote (hit Enter twice). Highlight the quoted text. Go up to the ruler at the top of the page:



Move the indent marker to the right, just after the number 1:



Make sure you click on the rectangle at the bottom of the marker, not the triangles, so as to move the whole thing!

### Small caps

Highlight the letter or word you would like to make into small capitals (often BC/BCE/AD). Counterintuitively, make sure they are lowercase before you highlight them. Highlight them; right-click; select Font. Under 'Effects', select Small Caps. Click OK. They should look like this: BC/BCE/AD.

### N- and M-dashes

In the Aptos font:

- this is a hyphen
- this is an N-dash
- this is an M-dash

Most versions of Word, certainly in the UK (unless you have changed the settings yourself), will automatically change a hyphen to an N-dash when there is a space before and after it, so you should be able to type continuously without constantly stopping to change it.

In order to insert an N- or M-dash, go to the Insert tab > Symbol > choose the appropriate dash (hover your mouse without clicking over the symbol to see the name).

### Hanging indents

A hanging indent is when the first line of a paragraph starts full-out left and all lines following it are indented.

Highlight the text to which you would like to apply this (e.g. the entire Bibliography); right-click; select Paragraph; under Indentation, click the box under Special and choose Hanging.

### Keyboard shortcuts

- Find and replace: ctrl + h
- Change lowercase to uppercase and back: highlight desired text, shift + f3