

# Centre for Early Christian Studies

## Early Christian Studies Monograph Series Instructions for Authors

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## GENERAL INSTRUCTIONS

### 1. Publishing Stages

The publishing process follows a set number of stages:

- Submission of manuscript as a Word document (.doc or .docx).
- First reading of manuscript by the editors. Issues arising regarding content, structure, suitability, specialist needs (e.g. fonts, pictures, permissions, etc.), and so forth, are dealt with at this stage.
- Conversion of Word document into specialist print-publishing format (Adobe InDesign CS4). The editors will attend to all matters of layout. The manuscript is produced as a PDF, ready for proof reading. At this stage the author will be asked to check the manuscript carefully.
- PDF output, including final pagination of the manuscript. The author may be asked to generate indices, if appropriate.
- PDF sent to printers/binders.

Please note: The manuscript must be in Microsoft Word format (.doc or .docx). Submission to editors may be either by email or CD. If the manuscript exceeds one-hundred pages, it should be saved into discrete and clearly marked files. The author should retain one or more backups of the manuscript.

#### **Please Note:**

**Authors are asked to keep manuscript formatting to a minimum.  
The editors will apply the appropriate formatting to the manuscript.**

### 2. Document

Page size: A4 (portrait orientation)

### 3. Font

All fonts used, including English, Greek, Hebrew, Syriac, etc., must be Unicode compliant and embeddable. This is very important as non-Unicode and non-embeddable fonts have to be retyped which will delay publication. A number of fonts are available from the Centre for Early Christian Studies and authors are encouraged to contact one of the editors if there are any font concerns.

## LAYOUT INSTRUCTIONS

### 1. Preliminary Pages (Front Matter)

The front matter is set by the editors according to your manuscript. Please mark each section of the front matter with a new page. The front matter may include any or all of the following (in this order; required sections are marked with an asterisk):

- \*title page: The title page should carry the exact wording of the title and subtitle (if any) and the author's/editor's name/s.
- dedication: This should appear on a separate page.

foreword:	A foreword is written by someone other than the author or editor.
*table of contents:	The table of contents must agree <i>exactly</i> in wording and capitalisation with the headings in the manuscript.
lists:	For example: list of plates, figures, maps, tables, etc. Each list should appear on a separate page.
*abbreviations:	For the list of abbreviations, include commonly used abbreviations and all works (including series and journals) cited more than three times. For conventions, follow the <i>SBL Handbook of Style</i> , edited by P.H. Alexander (et al.), or other guides like <i>L'Année Philologique</i> or TRE <i>Abkürzungsverzeichnis</i> .
acknowledgements:	Acknowledgements may be included at the end of the preface rather than separately. They may include thanks for professional bodies, colleagues, and personal friends and helpers. Where photographs are to be used in a manuscript, include credits to the source/s on a separate acknowledgements page. Permissions granted for the use of copyright material must be included here.
*preface:	A preface is a personal piece written by the author explaining how the book came to be written, or as a brief apologia. A longer, detailed analysis of the subjects to be covered in the book should be treated as an introduction.

## 2. Manuscript Body

Please do not use Microsoft Word styles, but distinguish between headings and body text with hard returns. Here are some suggestions to aid author layout of a manuscript:

All chapters should start on a new page.

For headings, two hard returns should appear before each heading and one hard return should appear after each heading. Different heading levels should be indicated with a minimum of stylistic features. A numbering system may be used if necessary, or else italics and initial upper- and lower-case letters may be employed. Avoid the use of ALL CAPITAL letters. There should be no end-hyphens in a heading. Keep subheadings to an absolute minimum.

For paragraphs, the first paragraph after a heading should not be indented. All subsequent paragraphs in a section may be distinguished either by a hard return or with a 0.6 cm indent. There should be no additional spaces before or after paragraphs.

For block quotations (where quotation material spans more than three lines), minimum formatting should be used. The author may either use notification, in brackets (e.g. block quotation) immediately preceding the quotation text, or else indent the text by 1 cm from both right and left margins. The emphasis is to clearly mark the quotation text as a block quotation, rather than attempting to format the text. Block quotations are to have a hard return before and after the quotation text.

For footnotes, the default setting in Microsoft Word for superscript footnote numbers is acceptable, but make sure there is a space between superscript numerals and footnote text. Footnotes not endnotes are to be used in all manuscripts, except for facing page text editions and translations. Footnotes are to be renumbered for each chapter. For facing page text editions, footnotes are to be used in the introduction and the text, but endnotes for the translation. It is up to the discretion of the author as to whether footnotes are renumbered for each page of text.

For hyphenation, authors are asked not to hyphenate the text. Hyphens should only be inserted by the author for words that must be hyphenated wherever they appear.

Do *not* add headers or footers to the manuscript.

### 3. Final Pages (End Matter)

The end matter may include any or all of the following (in this order):

appendices:	Comprises material which is too detailed to be included in the main text without unbalancing the manuscript, but which is of use to readers.
glossary:	Contains a list of technical terms used throughout the book but which may not be familiar to readers.
bibliography:	Usually a list of all works cited in the manuscript; but it can also be nothing more than suggestions for further reading. All publication details should be included (see further below).
indices:	Indices are prepared by the author after final editing and pagination. These must not be prepared prior to approval to proceed from the editors.

## CECS STYLE RULES

### 1. Punctuation

#### 1.1. General

A single space is to be used after full stops, commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing punctuation.

#### 1.2. Commas

Place a comma before the final “and” in a list (e.g. church, state, and household).

#### 1.3. Ellipsis & Hyphens

Do not put a space before or after an ellipsis, regardless of whether it appears at the beginning/end (e.g. “...it was meant to be literal...”) or middle of a sentence (e.g. “The rhetorical nuances of the text... must be taken into account.”).

Use a short hyphen, “-”, for number spans and to link two items of equal weight (e.g. 24-36; 1987-1988; well-known). Use an en dash (longer than a hyphen), “–”, to indicate a parenthetical thought within a sentence (e.g. ...Maximus – it was difficult for him to approach at the time – ...).

Use an em dash (longer than an en dash), “—”, in the bibliography to replace an author’s name when citing a second or subsequent work by the same author. See further under “Bibliography” below.

## 1.4. Quotations

When reproducing a quotation, the exact spelling, punctuation, and language of the original must be used, regardless of whether the style matches the rest of the manuscript. Use “smart” or “curly” double quotation marks, not “straight” quotation marks. Reserve single quotation marks for a quotation within a quotation text (e.g. “He was of the opinion that ‘her interpretation is correct.’”). Interpolations into a quotation text should be enclosed in square brackets (e.g. “Augustine [*sic*] was a mystic.”).

For short quotations (i.e. less than three lines of text), if the quotation text forms part of the sentence being written, quotation marks are to be located inside sentence punctuation (e.g. What do you mean that “Jesus is the son of God”?). However, if a sentence is comprised wholly of quotation text, place the final quotation mark outside the punctuation (e.g. “Does not the Holy Spirit move in mysterious ways?”).

For long quotations (i.e. more than three lines of text), the quotation text should be treated as a block quotation (see above). Block quotations should have no quotation marks except for a quotation within a quotation (e.g. to report conversation), in which case double quotation marks should be used.

Quotations of primary and secondary sources may be referenced by placing a footnote at the end of the quotation. Alternatively, primary references may be indicated at the end of the quotation text, contained in round brackets (parentheses).

## 1.5. Footnotes

Footnote reference numbers are to be placed immediately after punctuation, never before (e.g. ...it shattered him,<sup>3</sup> “and all his hopes”), including at the end of a sentence (e.g. ...it shattered him, “and all his hopes”.<sup>3</sup>).

## 2. Spelling

Use Australian conventions (e.g. organisation, not organization; realise, not realize; favour, not favor, etc.).

## 3. Language

### 3.1. Inclusive Language

Use inclusive language wherever possible. If you must use exclusive language at any point the reason must be stated clearly in the introduction, preface, or notes. Avoid all archaic language when translating, such as “lo”, “behold”, etc., unless you feel it is essential to use such terms to reflect the rhetorical conservatism of the work. If exclusive or archaic language has been used and this is deemed unnecessary by the editor, we will alter the typescript to bring it into line with the conventions of the series.

### 3.2. Foreign Languages

Avoid transliteration. Cite words or phrases from foreign languages in the original. If you are experiencing font difficulties, please contact the editors.

When citing more than one sentence in a foreign language, provide an English translation in the body of the text and supply the original in a footnote. When citing a word or short phrase in Greek, Latin,

Hebrew, Syriac, Coptic, Arabic, etc., in the body of the text, provide a translation in round brackets immediately following the word or phrase on the first occasion that it is cited.

Italicise Latin if citing a keyword or short phrase in either the body of the text or a footnote. When citing a sentence or longer phrase in a footnote, leave it unitalicised and surround with quotation marks.

## **4. Numbers & Dates**

### **4.1. Numbers**

Spell out numbers under 100. Use numerals for measurements (e.g. 20 km, 100 mm) and ages (e.g. 45 years old). Use numerals for percentages in the text, but spell out “per cent” (e.g. 25 per cent). The percentage sign should be used only in tables and figures. Insert a comma for thousands and tens of thousands (e.g. 2,000 and 35,000). Use full numbers for number spans (e.g. 243-256). When citing a paragraph number, do not insert a space between the paragraph mark and number (e.g. §3, not § 3). Do not use the automatic superscript function for ordinals (e.g. 2nd ed., not 2<sup>nd</sup> ed.), except where indicating the number of the edition in the following way (Berlin<sup>2</sup>).

### **4.2. Dates**

Set dates out as follows: 24 December 450, on 24 December, on the 24th, 340s, third century (not 3rd or 3<sup>rd</sup> century or 3rd C), 340-356, 340 BCE, 340 CE. Do not use BC/AD. Do not use an apostrophe after decades or years (e.g. 340s, the 20s). For the abbreviation of “circa”, leave a space after the full stop (e.g. c. 425 CE, not c.425 CE). Do not italicise.

## **5. Capitalisation**

In general, keep the use of capitals to a minimum.

### **5.1. Lower Case**

Use lower case for apostles, apostolic, the ascension, bishop, bible, biblical, christology, church, eastern/western, emperor, the empire, eucharist, gnostic, gnosticism, incarnation, late antiquity, oriental, orthodoxy, patristic, scripture, volume, and so on.

### **5.2. Upper Case**

Reserve capitals for Christian, Christianity, Christ, God, titles, and proper names (e.g. Bishop Proclus, but the bishop of Antioch; Son of Man, Letter to Philemon, Easter, Christmas, the Feast of Ascension; the Church of St Anastasia, but church and state; church councils, but the Council of Chalcedon).

Use capitals also for ethnic groups and specialist groupings (e.g. Apostolic Fathers, the Church Fathers, East/West, Gnostics, Goths, Greek, Hellenistic, Jewish, Manichaean, Middle Ages, Montanist, the Orient, Semitic, Roman, but Roman empire).

## 6. Italic

### 6.1. General Advice

The extensive use of italic for emphasis should be avoided.

Do not use italic for abbreviations of series or the abbreviations of biblical books, but do use italic for the abbreviations of journals and the titles of other primary sources (e.g. PG, GCS, PL, Jer, Isa, Matt, but *JRS*, *NTS*, *HE*, *adv. haer.*).

Do use italic for titles of books, primary sources with titles in Latin, plays, films, long poems, newspapers, journals (but not articles in journals).

### 6.2. Foreign Language

Do not use italic for a phrase of more than two or three words in a foreign language. Instead, treat the material as a quotation and use quotation marks (e.g. a lengthy quotation of a Latin text should be put into a footnote, unitalicised, and contained in quotation marks).

Do use italic for foreign (loan) words not commonly used in English.

### 6.3. Italic not Underline/Bold

Do not use underline or bold type for italic.

## 7. Abbreviations

Unless advised otherwise, use the abbreviations outlined in the *SBL Handbook of Style*. Full stops should be used after most abbreviations (e.g. ed.) but not after contractions or in acronyms (e.g. Fr, St, Sts, CE, USA). Note especially ed. and edd. but eds; vol. but vols; ch. but chs; no. but nos, etc. Avoid the use of *ibid.*, *op. cit.*, *loc. cit.* wherever possible. Instead, use the author's surname and a short title of the article, chapter title, or monograph (e.g. Van de Paverd, *Geschichte*) for subsequent citations. If you must use *ibid.*, *op. cit.*, or *loc. cit.*, do not italicise them. Avoid p. and pp. wherever possible. It may be used when citing edited texts in a series, where the page number needs to be clearly distinguished from section and line numbers. For references to a footnote (n.), leave a space after the full stop (e.g. n. 24, not n.24). For pseudonymous authors, use ps-, not Ps-, ps.- or pseudo- (e.g. ps-Eusebius).

## 8. References

### 8.1. Primary References

When citing primary sources, use Arabic numerals and full stops (avoid commas where possible). Abbreviate author names and titles of works where possible: e.g. Clement, *Strom.* 2.4.6; Theod., *HE* 5.4.3; John Chrys., *In Matt. hom.* 5.1.

References to editions used should appear after a semi-colon; use a comma between the volume and page numbers (e.g. Theod., *HE* 5.4; GCS NF 5,342; John Chrys., *In Matt. hom.* 5; PG 57,24 23-36).

## 8.2. Secondary References

Journal articles are to be referenced according to name, with title given in full, using quotation marks and lower case letters. For example: R.D. Sider, "Structure and design", *Journal of Roman Studies* 23 (1969) 177-196 or R.D. Sider, "Structure and design", *JRS* 23 (1969) 177-196.

Articles and chapters in books are to be referenced as follows, again with title given in full, using quotations marks and lower case letters: R.D. Sider, "Structure", in E. Gosling and J. Hanbert (eds), *La Bible* (Paris 1982) 139-167.

Monographs are to be referenced as follows, with title given in full, using italic and upper case letters: R.D. Sider, *Reading the Bible Interpretively*, *New Testament Studies* 23 (Leiden 1982<sup>2</sup>) and R.D. Sider, *Reading the Bible Again* (Leiden 1990).

For subsequent references, use the surname of the author and a short but distinctive title as follows: Sider, "Structure and design", 177-186, esp. 178, and Sider, *Reading Interpretively*, 230-241.

## 9. Bibliography

### 9.1. General Advice

A bibliography may comprise separate lists of primary sources, translations, and secondary works. Each list should be arranged alphabetically with the author's surname cited first. In the case of multiple works by the same secondary author/s, arrange each item chronologically from the oldest to the most recent. In the case of multiple works by the same primary author, arrange each item alphabetically. Use the most up-to-date and reliable editions when listing primary sources.

In general, the bibliography will be formatted by the editors. Use an em dash (—) to replace the author's name when citing a second or subsequent work by the same author.

### 9.2. Example Bibliography of Primary Sources

Bidez, J. and Hansen, G.C., *Sozomenus. Kirchengeschichte*, GCS NF 4, Berlin 1995<sup>2</sup>.

Canivet, P. and Leroy-Molinghen, A. *Théodoret de Cyr. Histoire des moines de Syrie. «Histoire Philothée» I-XIII*, Tome I, SC 234, Paris 1977.

Datema, C., *Asterius of Amasea. Homilies I-XIV. Text, Introduction and Notes*, Leiden 1970.

### 9.2. Example Bibliography of Secondary Sources

Ameringer, T.E., *The Stylistic Influence of the Second Sophistic On the Panegyric Sermons of St. John Chrysostom. A Study in Greek Rhetoric*, diss., Washington, DC 1921.

Attwater, D., *St John Chrysostom. Pastor and Preacher*, Milwaukee, WI 1939 (repr. London 1959).

Aubineau, M., "Restitution de quatorze folios du codex hierosolymitain, Photios 47, au codex Saint-Sabas 32. Prédications de Chrysostome à Constantinople et notamment à Sainte-Irène", *Journal of Theological Studies* NS 43 (1992) 528-544.

Baur, C., *Johannes Chrysostomus und seine Zeit*, 2 vols, Munich 1929-1930 = *John Chrysostom and His Time*, trans. Sr M. Gonzaga, 2 vols, Westminster, MD 1959-1960.

Cameron, A. and Garnsey, P. (eds), *The Cambridge Ancient History*. XIII. *The Late Empire A.D. 337-425*, Cambridge 1998.

Downey, G., "The Shrines of St. Babylas at Antioch and Daphne", in R. Stillwell (ed.), *Antioch On-the-Orontes*. II. The Excavations 1933-1936, Princeton 1938, 45-48.

Gignac, F.T., "The new critical edition of Chrysostom's *Homilies on Acts*: a progress report", in J. Dummer, J. Irmscher, F. Paschke, and K. Treu (eds), *Texte und Textkritik. Eine Aufsatzsammlung*, TU 133, Berlin 1987, 165-168.

## 10. Glossary

Begin each entry of the glossary on a new line. Use italic for glossary terms with explanations unitalised. All other formatting will be accomplished by the editors.

## 11. Illustrations

Illustrations can be plates (photographs), figures (line drawings), or maps in either hard copy or digitised format (JPEG, minimum 300 dpi). You must supply all illustrations at the same time as you deliver your final typescript. Bear in mind the dimensions of the final text area of your book when preparing line artwork (11.5 cm x 17.4 cm). Please number illustrations consecutively as they appear in the text. Indicate where illustrations are to appear, and refer to them by number in the text (i.e. "in Figure 4", not "in the figure below"). You must supply a list of illustrations to be included in the front matter. You must obtain permission for all illustrations under copyright. This includes most photographs. Figures and maps generally require permission only if taken from other works.

## 12. Permissions

You need to acquire permission to reproduce two kinds of material: quotations from works in copyright, and illustrations such as photographs, line drawings, tables, maps, graphs, etc. It is your responsibility to obtain permission by writing to the publisher of the book in which the material appears, who is usually empowered to grant permission on behalf of the copyright-holder. All permissions must be cleared by the time the typescript is ready for delivery. When you deliver the final manuscript, you should include with it all permissions correspondence (keeping a copy for yourself), with details of any items that it has not been possible to clear. Your manuscript should include an acknowledgements page, in which you follow any specific wording requested by the publisher/copyright-holder.

## 13. Indices

The index may comprise any of the following (in this order): an index of primary works, an index of biblical references, an index of modern authors; a general index (subject, author). Avoid sub-entries and the use of cross references if possible.

Use two hard returns to distinguish between the final entry under a particular letter of the alphabet or biblical book and the first entry under the next letter of the alphabet or biblical book. Separate index entries from the initial page reference with *three spaces*. Subsequent page references are to be

separated by a comma and one space (see below). Do not format any of the indices beyond the instructions given. A page reference which refers to a footnote may be marked by an “n” (e.g. Acerbi, A. 14, 268n, 299).

For example, the index of primary works may be set out as follows:

Basil of Caesarea

- Comm. in Isaiam* 269n
- De baptisate* 58
- Regula brevior* 59n, 261n, 302n
- Regula fusior* 306

Benedict of Nursia

- Regula* 302n
- Book of Jubilees* 61

Cicero

- De republica* 201
- Hortensius* 201
- Inventio rhetorica* 320-321n, 332-336n passim
- Orator ad M. Brutum* 326n
- Topica* 321n

#### AUTHOR CHECKLIST

All manuscripts must include the following information:

- Author contact details including phone, fax, and email address details.
- A short biographical note about the author/s for publicity purposes (max. 100 words).
- A short summary of the work for publicity purposes (max. 250 words).
- Electronic copy of manuscript (email attachment or CD), including all artwork/photographs.
- Permissions correspondence. You are responsible for obtaining permissions for quotations from works in copyright and illustrations such as photographs, line drawings, maps, graphs, and tables. All permissions must be cleared and you must send copies of all permissions correspondence when you deliver the manuscript.