

# Early Christian Studies Monograph Series

## Instructions for Authors

### Presentation and organisation of your typescript

#### TYPESCRIPT

Your typescript will be passed directly to a reviewer (or reviewers) for comment. If required, the editor will send a list of suggested changes to you. You will be asked to provide a corrected typescript by a set date. Once a final version of the typescript has been received, it will be proofread and, if necessary, a list of questions sent to you. To ensure that costs and expenditure of time are kept to a minimum, please respond promptly to all correspondence via email or fax. It is also important that you follow the points detailed below.

*Publication is now directly from a final PDF version of the manuscript. Strict adherence to the guidelines will speed up publication, as well as minimising the introduction of errors during the editorial process.*

- The typescript should be an exact printout of the CD/disk version.
- The typescript should be formatted for custom-sized paper (21.4 cm x 14 cm), and single-spaced with 1 cm margins left and right, 2 cm margins top and bottom, gutter set at 0.5 cm (mirror pages). Set header and footer at 1.2 cm. (Note that in some cases your computer may set margins to 2.01 cm top and bottom, 0.99 cm left and right and 1.19 cm for header and footer.)
- Set the font for Times New Roman.
- Do not paginate your manuscript. We will do this in the final editing process, before you prepare the indices.
- Use white paper and print on one side only.
- Use high quality or letter quality mode to print and not draft mode.
- The body of the text should be 10.5 point size, and all footnotes/footers/apparatus and indices 9 point size. Indented extracts should be 9 point size. All headings should be 11 point size.
- Use footnotes, not endnotes, except in the case of a facing page text edition and translation. Under those circumstances, use endnotes for the translation, but use footnotes for the text and introduction. Begin the numbering of footnotes from 1 for each new chapter (except in the case of a text edition, where footnote numbering may begin afresh on each page at the discretion of the author).
- Do not add headers (we will do this for you).
- Use inclusive language wherever possible. If you are obliged to use exclusive language for theological, rhetorical or other reasons, state this in the preface, introduction or notes. If you are quoting from a source that does not employ inclusive language, quote as in the original. Do not use archaic language when citing passages from scripture. Use either a modern inclusive language translation, or provide your own translation.
- You need to supply either one (1) printout and one (1) identical copy on CD/disk, or email the files as an attachment (compressed or uncompressed). Keep an identical printout and a backup on CD/disk for yourself.
- The CD/disks and typescript must be the final version of your book.

- The final CD/disks and typescript should be marked with the date they were printed out (do this by hand on the cover, do not put the date in a footer).

## **PREPARING YOUR BOOK ON DISK**

### **What does ECS need to know?**

When you send your book on disk we will need to know the following:

- The name and version number of the wordprocessing software you have used (e.g. Word 97 for Windows).
- The name of the operating system used (Windows, DOS, Mac Classic, Mac OS X).
- The name of any special fonts used.

### **Which wordprocessing software packages and fonts can be used by ECS?**

Word 5 or higher

Word for Windows 97 or higher

Word for Macintosh 98 or higher

Foreign fonts that are embeddable in PDF:

SymbolGreekIIP

Payne

EEstrangelo

### **Fonts**

If you are using a font other than Greek (e.g. Arabic, Syriac), or a Greek font other than the ones listed above, please supply a copy on disk. The font must be embeddable in PDF.

### **Disks**

- Please send material on CD Rom, if possible (it is less likely to be corrupted in transit than on a 3.5" disk).
- Write your surname and a shortened version of the book title on the label of the CD or each disk. Also write the date that you send the CD/disk to us on the label.

### **File organisation**

It is essential that you supply a list of filenames used, indicating what each file contains. E.g.:

<i>Contents of file</i>	<i>Filename</i>	<i>Disk</i>
Introduction	Intro.doc	1
Chapter 1: Status quaestionis	Chap1.doc	1
etc		

Alternatively, you can write the names of the files on the label of the CD/disk, if the filename is self explanatory.

## **PRELIMINARY MATERIAL**

The preliminary material placed before the main text should include any or all of the following: title page, dedication, table of contents, list of plates, figures, maps and tables, list of abbreviations, acknowledgements, foreword, preface.

- The title page should carry the exact final wording of the title (and sub-title, if any) and your name, as author or editor, in the form you wish it to be used.
- The table of contents must agree in wording and capitalization with the headings in the text.
- The list of abbreviations should be included after the table of contents and lists of maps, plates, figures and tables (if any), and before the acknowledgements and preface or foreword. Include in the list of abbreviations commonly used abbreviations (e.g. *hom.*, *HE*) and all works (i.e. series, journals) cited more than three (3) times throughout the book. Patristic and late antiquity authors should consult *L'Année Philologique* for abbreviations of journal titles. New Testament authors should consult the *Society of Biblical Literature Handbook of Style* (Peabody, Mass.: Hendrickson 1999). For Biblical, Qumran, apocryphal, pseudepigraphical abbreviations consult the *SBL Handbook of Style* likewise.
- 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.
- A foreword is written by someone other than the author or editor.
- 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 the book, include credits to the sources on a separate acknowledgements page. Where permissions have been granted for the use of copyright material from other works, include them here as well.

## **MAIN TEXT**

### **Chapters**

- Chapters should always start on a new page (paginated with an odd number). Each chapter should be saved as a separate file on disk. If the work is an edition or translation and the main body of the text is more than 100 pages long, break the edited text or translation into discrete units and save each discrete unit as a separate file on disk.

### **Paragraphs**

- Do not indent the first paragraph beginning a chapter or following a heading.
- Indent all subsequent paragraphs 0.63 cm.
- Use one hard return at the end of a paragraph (i.e. start a new paragraph on the next line).

### **Justification of text**

- Justify all margins. Do not use automatic hyphenation. Allow the software to make automatic word-wraps without hyphenation. You should insert hyphens only in words that must be hyphenated wherever they appear. Don't insert hard returns at the ends of lines.

### **Footnotes and apparatus**

- Incorporate all notes, commentary or apparatus as footnotes or footers (except in the case of a facing page edition and translation, where the apparatus and notes to the edition should be located below the text, but the notes to the translation should occur as endnotes).

## **Layout**

The text layout should be kept as simple as possible. It is important to be consistent throughout the text, using the same spacing between words, heading, paragraphs etc.

- Use a single (not a double) space after a full stop, and after commas, colons, semicolons etc. Do not put a space in front of a question mark, or in front of any other closing punctuation mark.
- Use two hard returns before a new section.
- Centre the first heading in a chapter, but align all subsequent headings flush with the left margin.
- Use line spaces above and below headings, and the minimum of stylistic features to indicate different levels of headings (i.e. bold, italic, upper and lower-case letters).
- Use subheadings sparingly. Avoid numbering subheadings unless extensive cross-referencing is essential to the book.

## **Indented extracts**

Quoted material of over one sentence or three lines in length should be separated out from the text by being indented from the left and right margins. This should be done by using the indent function of your wordprocessing program. Do not use word spaces or tabs to indent text. There should be a line space (i.e. two hard returns) above and below the extract.

- Indent extract 1 cm from left and right margin.
- Type extract in 9 point size.
- Do not further indent first line of extract. If extract extends beyond one paragraph, indent second and subsequent paragraphs by setting tab at 1.5 cm.
- The exact spelling, punctuation and language of the original must be faithfully copied, whatever the style of the rest of your book.
- Indented extracts should not have quotation marks unless they report conversation.
- Your own interpolations into quoted matter should be enclosed in square brackets, not round ones (parentheses).
- If the quoted matter is from a secondary work, indicate the source in a footnote at the end of the quoted material. If the quoted matter is from a primary work, you may display source lines at the end of the quote within round brackets (parentheses) or located at the bottom of the quoted matter to the right on a new line within round brackets (parentheses).

## **END MATTER**

This can include appendices, glossary, bibliography and indices (in this order).

- Type all glossary, bibliography and indices in 9 point size. Type appendices in the same size as the body of the text (10.5 point size).
- Appendices usually comprise material which is too detailed to be included in the main text without unbalancing the book, but which is of use to some readers.

- The glossary contains a list of technical terms that are used throughout the book but may not be familiar to the reader.
- The bibliography is usually a list of all works cited in the book, but can be merely suggested further reading. All publication details should be included (author/editor's name and initials; book or article title; journal title; volume number; place and date of publication; and page numbers for journal articles or chapters).
- **Indices.** These are prepared by the author after final editing and pagination. Do not prepare these until you receive approval to proceed from the editor. For the format of indices see the instructions under Index below.

## **EDITORIAL GUIDELINES**

### **HOUSE STYLE**

#### **Spelling**

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

#### **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 this is the case, the reason must be stated clearly in the introduction, preface or notes. 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.

#### **Punctuation**

- Locate footnote numbers immediately outside the punctuation.
- Close quotation marks before the punctuation, not after it (e.g. ...it shattered him “and all his hopes”.<sup>3</sup>), except when the sentence you are writing is comprised wholly of quoted material. In that case place the final quotation mark outside the punctuation (see below).
- Place a comma before the final “and” in a list (e.g. church, state, and household).

#### **Quotation marks**

- Use smart (curly) quotations marks, not straight quotation marks.
- Use double quotation marks, located inside the punctuation, when the material quoted forms only part of the sentence you are writing. If the sentence is comprised wholly of quoted material, place the final quotation mark outside the punctuation (e.g. ...as is commonly stated. “Does not the Holy Spirit move in mysterious ways?” But...).
- Reserve the use of single quotation marks for quotes within quotes.

#### **Italic**

- Do not use underline for italic.
- 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, Is, Matt, but *JRS*, *NTS*, *HE*, *adv. haer.*).
- Use italic for titles of books, primary sources with titles in Latin, plays, films, long poems, newspapers, journals (but not articles in journals), and foreign words that are not commonly used in English.
- Do not use italic for a phrase of more than two or three words in a foreign language. Instead, treat the material as a quote (e.g. a lengthy citation in Latin in a footnote should be unitalicised and contained within quotation marks).
- The extensive use of italic for emphasis should be avoided. Bold should not be used for emphasis.

#### **Apostrophe**

- Use a single apostrophe after a word that ends in “s” (e.g. Jesus’ feet, Socrates’ *Historia Ecclesiastica*).
- Do not use an apostrophe after decades or years (e.g. 340s, the 20s)

### Foreign Languages

- Avoid transliteration. Cite words or phrases from languages such as Greek or Syriac in the original.
- 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 or Arabic 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.

### Abbreviations

- Full stops should be used after most abbreviations (e.g. id., ed.) but not after contractions or in acronyms (e.g. Fr, St, Sts, AD, BC, CE, USA).

Note especially:

ed., edd.	eds
vol.	vols
ch.	chs
no.	nos

- Avoid the use of *ibid.*, *op. cit.*, *loc. cit.* wherever possible. Instead use the author’s surname and a short version of the article, book or chapter title (e.g. Van de Paverd, *Geschichte*) for subsequent citations. If you do need to use *ibid.*, *op. cit.* or *loc. cit.*, do not italicise them.
- Avoid p., 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.
- Circa – leave a space after the full stop (e.g. c. AD 356, not c.AD 356). Do not italicise.
- Note – leave a space after the full stop (e.g. n. 24, not n.24)
- pseudonymous authors – use ps- (e.g. ps-Eusebius), not Ps- , ps.- or pseudo-

### Biblical Citations

Insert a colon between the chapter and the verse (e.g. Matt 25:7). Use the abbreviations outlined in the *SBL Handbook of style*.

### Numerals

- 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>).

### **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 AD, 2 BC, 340 CE.

### **Capitalisation**

- Keep the use of capitals to a minimum.
- Use lower case for christology, orthodoxy, church, patristic, volume, scripture, bishop, bible, biblical, apostles, incarnation, the ascension, apostolic, eucharist, late antiquity, eastern, western, gnostic, gnosticism, oriental, emperor, the empire, and so on.
- 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. Semitic; Roman, but Roman empire; East, West, the Orient, Hellenistic, Jewish, Greek, Goths, the Church Fathers, Apostolic Fathers, Middle Ages, Monatanist, Manichaeen, Gnostics).

### **En dash**

- An en dash is longer than a hyphen and is used (with a space on either side) to indicate a parenthetical dash (e.g. ...Maximus – it was difficult for him to approach at the time – ...).
- Use a hyphen for number spans and to link two items of equal weight (e.g. 24-36, well-known).
- The more recent versions of word automatically replace a hyphen with an en dash when a space is typed on either side. If your wordprocessing package does not do this automatically, do this manually using the “replace” option. If the package does not allow you to do this manually, indicate an en dash in the text by typing a double hyphen with a space on either side (e.g. Maximus -- it was difficult...).
- Use an em dash (longer than an en dash) in the bibliography to replace the author’s name when citing a second or subsequent work by the same author.

### **Ellipses**

- An ellipsis is indicated by typing three dots with no space on either side (e.g. “Maximus...dealt with the usurper by...brute force.”).

## **NOTES AND REFERENCES**

### **Notes**

#### **Citations from secondary sources**

Journal articles (journal cited in full; title in lower case):

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:

R.D. Sider, "Structure", in E. Gosling and J. Hanbert (eds), *La Bible* (Paris 1982) 139-167.

Books:

R.D. Sider, *Reading the Bible Interpretively*, New Testament Studies 23 (Leiden 1982<sup>2</sup>).

or

R.D. Sider, *Reading the Bible Again* (Leiden 1990).

Subsequent citations:

Use the surname of the author and a short, but distinctive version of the title as follows:

Sider, *Reading Interpretively*, 230-241.

Sider, "Structure and design", 177-186, esp. 178.

### Citations from primary sources

- When citing the primary source, 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.
- Cite edition after semi-colon and 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.

### Bibliography

- 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.
- When listing primary sources, supply the details of the most up-to-date and reliable edition.
- Align the first line of each entry flush with the left margin. Set a hanging indent for each subsequent line of .63 cm.
- Use an em dash (longer than an en dash) in the bibliography to replace the author's name when citing a second or subsequent work by the same author.

E.g.

#### 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.

#### 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 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, Maryland 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.

## **GLOSSARY**

- Begin the Glossary on a new, odd-numbered page.
- Set a hanging indent for all glossary entries of 0.5 cm (that is, all subsequent lines of a glossary entry should automatically be indented by 0.5 cm).
- Use italic for each glossary term. The explanation to the glossed term should be unitalicised.

## **ILLUSTRATIONS**

Illustrations can be plates (photographs), figures (line drawings) or maps in either hard copy or digitised format (JPEG). 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).
- Plates, maps and figures may be presented as photographs or line drawings; digitised images are preferred.
- Please number the 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").
- Please supply a separate list of captions for all illustrations in 9 point type, and a list of illustrations for the preliminary pages.
- You must obtain permission for all illustrations in copyright. This includes most photographs; figures and maps require permission only if taken from other works.

## **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 typescript, 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 typescript should include an acknowledgements page, in which you follow any specific wording requested by the publisher/copyright-holder.

## **INDEX**

The index may comprise any of the following: a general index (subject, author), an index of primary works, an index of biblical citations, an index of modern authors.

- Type the index in 9 point type, aligning each primary entry flush with the left margin. Allow two spaces, then type each page reference, separated by a single space. Use one hard return only at the end of the list of page references to each entry (i.e. allow the line to wrap until you have entered all of the page references). Produce the index in a single column (we will do the necessary formatting changes to produce a two-column layout). Do not use a section break at the end of each index. Simply start the next index on a new page.

- Indent any sub-entries by .5 cm.

- When completing the final entry under a particular letter of the alphabet or biblical book, use two hard returns before beginning the first entry under the next letter of the alphabet or biblical book.

- Do not format any of the indices beyond the instructions given (we will do the final formatting).

E.g.

### **Index of Modern Authors**

Acerbi, A. 268n  
Adkin, N. 301n  
Alderink, L.J. 28n  
Alföldi, A. 247n  
Anderson, J.C.G. 260n  
Apollonj Gheti, B.M. 286n

### **General Index**

#### Creeds

Apostles' 43 45 55  
Nicene 58  
of Milan 55  
old Roman 43  
Creusa 151n  
Cybele 269 275n  
Cynegius 384  
Cyprian of Carthage 38-39 45 47-49 56 64 263 266n 267  
Cyril of Alexandria 56 58 80n 103n 347n 349 353 355-356 359-360 362-363 366 392n  
Cyril of Jerusalem 59-60 65 255n 376

Dagon 377n  
Damascius 15  
Damasus 157n 163  
Delphic oracle 18  
demons 87 94 96 135 247  
Demosthenes 152  
desert Fathers see monasticism  
Desiderius (abbot) 287-288

### **Index of Primary Works**

*Acta Petri* 32 41n

#### 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

Caesarius of Arles  
  *Sermones* 51n  
Cicero  
  *De republica* 201  
  *Hortensius* 201  
  *Inventio rhetorica* 320-321n 332-336n passim  
  *Orator ad M. Brutum* 326n  
  *Topica* 321n  
*Constitutiones apostolorum* 45

*Protevangelium Jacobi* 12n

### **Index of Biblical Citations**

Matthew  
3:11 3n 34 102-105  
24:6 4 105 116

Romans  
1:5 12  
2:9 104 192 207n

1 Timothy  
2:4 48

2 Timothy  
2:4 65  
2:12 42  
4:7-8 41 111

Titus  
3:3-6 81

Hebrews  
2:2 50  
7:14 50  
11 38  
11:31 78n

## **AUTHOR INFORMATION**

When sending the typescript, you must also provide the following:

- Author contact details (including email address and fax number, where available).
- A short biographical note about the author/s for publicity purposes.
- A short summary of the work for publicity purposes.

## **DELIVERY REQUIREMENTS AND CHECKLIST**

When your typescript is completed, you should deliver to ECS:

- A printout of the original typescript (1 copy). The typescript must be complete (including pagination and index) and ready for publication. Keep an identical copy for yourself.
- An identical copy of the typescript on CD or disk or as an attachment (compressed or uncompressed) via email. Label the contents/files clearly.
- A list of the contents of the computer disks (as necessary).
- Artwork, photographs (as necessary). If undigitised, all artwork or photographs should be placed in a strong folder or envelope to protect them during transit.
- Permissions correspondence. You are responsible for obtaining permissions for quotations from works in copyright and illustrations such as photographs, line drawings, maps, graphs, tables. All permissions must be cleared by the time the book is ready for delivery. You must send copies of all permissions correspondence when you deliver the typescript.
- Author information (contact details, biographical note)
- Short summary of work.

You should always send your final typescript, disks and artwork by a reliable, traceable method – registered post, special delivery or courier.

## **EDITORIAL PROCESS**

Once the typescript has been reviewed and, upon the completion of any changes requested by the reviewer, deemed ready for the final editorial process, correction of typographic errors and inconsistencies, and changes to the typescript to bring it into line with the other volumes in the series will be made at the discretion of the editor. We do not send proofs back to the author for correction and approval unless there are major queries that can only be resolved by the author. It is assumed that the typescript as received has been carefully checked by the author and has the author's approval.

## **ADDITIONAL NOTES FOR SPECIALISED VOLUMES**

### **TRANSLATIONS**

Each volume will be different, but a translation of interest to ECS will typically contain the following.

- A substantial introduction, which provides a brief overview of the author's or subject's life and sets the text/s in context (40-60 pages). If a text is provided in addition to the translation, the introduction will also contain a discussion of the history of the manuscripts and other relevant material.
- A brief introduction to the translation (editions, previous translations, version of bible used etc) (1-3 pages).
- A brief introduction to each translated document/text (where more than one is involved).
- Margin line numbers corresponding to the best edition of the original text (optional).
- Commentary or notes to the introduction and translation (as footnotes), unless a facing page text and translation is offered, in which case the apparatus or notes to the edited text appear as footnotes or in a text box below the text and the notes to the translation appear as endnotes.
- Detailed bibliography (referring the reader to all previous translations, as well as significant literature)
- Index or indices (general name/subject index, plus index of biblical citations or other index as necessary)

### **EDITIONS WITH FACING PAGE TRANSLATION**

There are several methods for producing a facing page text and translation, none of which is free of difficulty (particularly the production of different footnoting systems on facing pages, making sure that text and translation are aligned, dealing with the excess white space that appears in either text or translation due to alignment etc). Possibilities include the use of tables or text boxes (the latter may be particularly useful, if an apparatus criticus is involved). You are advised to discuss the method you intend to use with the editor before proceeding.

- Supply scriptural citations in round brackets in the body of the facing English translation, not as a footer to the edited text.

### **PRAYER & SPIRITUALITY PROCEEDINGS**

Individual papers within the proceedings

- The author's name and institutional affiliation (with city or country) should be supplied, centred and located on immediately following lines before the title to the paper, as follows:

Philip F. Esler  
University of St Andrews, Scotland

#### **The Character of Early Christianity in Rome**

- Use footnotes, not endnotes
- Format according to the specifications (see typescript and house style) above.
- Do not produce a bibliography
- If you use abbreviations, supply a separate list to the editor (this will be incorporated into a single list of abbreviations at the beginning of the volume).

- If you use illustrations, supply a separate list of figures, as well as a list of the source of each illustration. Also supply a copy of all permissions obtained.
- Section headings are permitted and encouraged. These should be aligned with the left margin, with two hard returns before and after. Do not use section numbers. Do not indent the first paragraph following a section heading.

## **MONOGRAPHS**

### **Bibliography**

A bibliography is not essential, but may be provided, especially if the work covers substantially new ground. If no bibliography is provided, an index of modern authors must be supplied. The author should consult with the editor regarding the option most appropriate to the work being offered.

If a bibliography is provided, it should be select, rather than comprehensive, listing those works which are referred to substantially in the main text, not in passing.