

# Centre for Early Christian Studies

## Early Christian Centuries 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.**

### 1. Document

Page size: A4 (portrait orientation)

### 2. 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

### 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.

## 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. 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.

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