

# Prayer & Spirituality Papers - Instructions for Authors

## Presentation of your typescript

- Mail one (1) printout of your paper plus one (1) identical copy on disk to Centre for Early Christian Studies, Australian Catholic University, PO Box 456, Virginia QLD 4014; or email your paper as an attachment in Word or RTF to [early.christian@mcauley.acu.edu.au](mailto:early.christian@mcauley.acu.edu.au).
- If you have used a Greek or Syriac (or other ancient language) font other than LaserGreek, LaserSyriac, WP Greek Century, WP Greek Courier or LaserHebrew, you must either supply a copy of the font on disk or accompany your emailed attachment with a mailed hard copy of the typescript.
- Format your document 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 the font for Times New Roman. The body of the text should be 10.5 point size and all footnotes 9 points size.
- Use footnotes, not endnotes.
- The disk, hard copy or attached document must be the final version of your paper.

If you send your paper 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). Preferred software: Word 97 for Windows, Word 98 (Mac).
- The name of the operating system used (Windows, DOS, Mac).
- The name of any special fonts used.

## Style guide

### Abbreviations

- Patristic and late antiquity authors should consult *L'Année Philologique* for abbreviations of journal titles. For biblical, Qumran, apocryphal, and pseudepigraphical abbreviations consult the *Society of Biblical Literature Handbook of Style* (Peabody, Mass.: Hendrickson 1999).
- Whatever abbreviations you use should be listed on a separate page together with explanation.

### Paragraphs

- Do not indent the first paragraph of the paper or the first paragraph following a heading.
- Indent all subsequent paragraphs .75 cm (0.31").
- 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.**

## **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.**

- **On the first line of your paper should be your name centred. On the next line should be your institutional affiliation centred. On the third line after that should be article title centred and in bold. Do not use full capitals. The body of the text should be on the fourth line after the heading.**
- **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.**
- **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). Do not use full capitals**
- **Use subheadings sparingly. Avoid numbering subheadings unless extensive cross-referencing is essential.**

## **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 above and below (i.e. two hard returns) the extract.**

- **Indent extract 1 cm (0.5") 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 (0.63").**
- **The exact spelling, punctuation and language of the original must be faithfully copied, whatever the style of the rest of your paper.**
- **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.**

- 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 or ranged right on a new line within round brackets.

## Spelling

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

## 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. “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.
- 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.

## General 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 Pavverd, *Geschichte*) for subsequent citations.
- Avoid p., pp. wherever possible.
- circa – leave a space after the full stop (e.g. c. AD 356, not c.AD 356)
- 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) 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).

## Dates

Set dates out as follows: 24 December 450, on 24 December, on the 24th, 340s, third century (not 3rd century), 340-356, AD 340, 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, Manichaeon, 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...).

## 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).

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", 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.
- Capitalise the first word of a Latin title only (with the exception of proper nouns).
- 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. Use a dot between page number and line numbers: e.g. John Chrys., *In Matt. hom.* 5; PG 57,24.23-36.

## Illustrations

Illustrations can be plates (photographs), figures (line drawings) or maps. 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 paper when preparing line artwork. A4, the size of the original typescript, will be reduced to A5 during printing. Therefore a detailed drawing presented A4 size can end up being unreadable when reduced.

- Do not use colour when preparing line artwork. Colour images will be reproduced as black and white.
- Present all plates, maps and figures as photographs or line drawings, or as digitised images.
- 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. It is your responsibility to obtain permission by writing to the publisher of the book in which the material appears or to the museum or art gallery which holds copyright on the photograph. 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.