

ACORN PRESS STYLE GUIDE FOR AUTHORS

These notes are to assist authors in preparing their manuscripts with a view to publication. Consistency will aid this process.

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1. Style guides

As its standard style reference, Acorn uses the Australian Government Printing Service's *Style Manual* published by Wiley, now in its sixth edition.

For details not covered by the AGPS Style Manual, refer to the *SBL Handbook of Style for Ancient, Near Eastern, Biblical, and Early Christian Studies* (SBLHS) (Hendrickson Publishers). The *Chicago Manual of Style* (CMS) is also helpful in areas not covered in detail by the *Style Manual* (for example, copyright and permissions).

For spelling, we refer to the *Macquarie Dictionary*. Acorn's preferred Bible version is the *New Revised Standard Version*.

2. Manuscript format

2.1 Text files

Submit text in three separate files:

1. Preliminary pages (all material preceding the main text).
2. Chapters
3. End matter (all material following the main text, e.g., bibliography, notes).

2.1.1 Preliminary pages

Please supply the following pages (those in italics are optional):

- Title page (please make sure your name is on the front title page, in the form that you would like it to appear on the cover)
- Permissions page (including the Bible translation copyright statement, plus any other acknowledgements required by copyright law)

- *Dedication*
- Table of contents (TOC) (make sure the material in this list is consistent with the rest of the book)
- *Lists of Figures, Maps, Tables, etc.*
- *Foreword*
- *Preface*
- *Acknowledgements*
- *List of Abbreviations (list all abbreviations used in your text, with their long form)*
- *Introduction (unless this is Chapter One)*

2.1.2 Chapters

- Please supply all chapters in a single file, separated by section breaks, with each chapter beginning on a new page.
- Make sure that the headings of each chapter are the same as those listed in the TOC.

2.1.3 End matter

This includes material such as the bibliography and the author's biographical material.

- Please make sure that the bibliography is complete, with no missing details and formatted according to Acorn style.
- Include a short biographical note about the author, complete with full name and date of birth. These details are required for the CiP (Cataloguing-in-Publication) data application and metadata spreadsheets (used by a book's distributors).
- Note that the index is the responsibility of the author, and is to be paid for out of the author's own funds.

2.2 Image files

- Images should be sent as separate files, labelled 'Figure 1', 'Figure 2', 'Map 1'. If these figures are to be assigned to specific chapters, label Figure 1.1, 1.2 etc.
- All tables should be included in the text, in their desired location.
- All images and tables, as well as their legends, must be listed in a 'List of Figures' (and/or 'Maps', 'Tables') in the preliminary pages.
- All images and tables must be referred to in the main text (e.g. 'Figure 1 shows ...').
- Acorn may request that maps and illustrations be redrawn at the author's expense if not of a publishable standard.

2.2.1 Legends

If figures are to be inserted as black and white images in the text, rather than in colour plates, indicate their location in the text by inserting the figure number and legend in bold text inside square brackets, with a line space before and after. For example:

[Figure 1: The quick brown fox jumps over the lazy dog]

2.2.2 Image formats

- Acceptable file formats are: pdf, eps, tif, and jpeg/jpg.
- Images are not to be sent as website links, but as a CD, DVD or USB stick.
- The resolution of images should range between 300 and 600 dots per inch (dpi).

2.3 General text guidelines

- Use 12 point text size and a standard font such as Times New Roman for main text.
- Use 11 point text size for block quotes and footnotes.
- Number pages sequentially.

- Do not use capital ‘O’ for zero. Avoid using letter ‘l’ or capital ‘I’ for Arabic figure ‘1’.

2.3.1 Headings and subheadings

- Format in bold type, and in a standard font such as Arial
- Grade headings ‘A’, ‘B’ etc. (e.g. [A]Chapter 1).
- Alternate grades of headings between roman and italic type, and with decreasing font size. For example,

[A]Chapter 1

[B]Subheading 1

[C]Subheading 2

[D]Subheading 3

2.3.2 Indentation

- Indent all paragraphs *except for* the first paragraph after a heading, section break, block quotes, figure or table. Use the paragraph formatting feature in Word to indent paragraphs, not tabs.
- Only use tabs for lists or text requiring special formatting (e.g. poetry)

2.3.3 Spacing

- Submit all text single-spaced, and unjustified.
- Avoid unnecessary line breaks, other than for new paragraphs or required new lines.
- Use single spaces between words and sentences, and single, not double spaces after periods. Delete any spaces between punctuation and paragraph marks. Remove ‘non-breaking’ spaces.
- Use ample margins and keep these standard.

2.4 The style sheet

Please provide a style sheet, where you list details specific to your manuscript, including:

- specialised words and phrases
- names of people and places
- any words used from a language other than English, if they are not listed in the most recent edition of the *Macquarie Dictionary*
- diacritical marks and transliterated material
- specialised fonts suggested for use at layout.

2.5 Inclusive language

It is the policy of Acorn Press to use inclusive language wherever possible. However, this does not apply to quoted material.

3. Spelling and punctuation

3.1 Spelling

Please use Australian spelling (for example, use ‘ise’, not ‘ize’ endings). British spelling is also acceptable. The *Macquarie Dictionary* or the *Australian Oxford Dictionary* is the final arbiter.

- *Please check that all spelling is consistent, including names and places.*

- Do not change spelling or punctuation in quoted material.
- Take extra care with non-Roman scripts – for example, Greek and Hebrew. Make sure these scripts are clear and legible, and provided to the publisher in a form that can be easily edited and transferred electronically. Please use correct punctuation in Latin abbreviations such as e.g., cf.

3.2 Punctuation

3.2.1 Indirect speech and quotations

Note that editorial conventions about the placement of the quote marks and punctuation marks vary considerably. However, for the sake of consistency, Acorn Press uses the following guidelines:

- Use single quotation marks only, except for biblical quotes where you should follow the original citation. Only use double quotation marks for quotes within quotes.
- The final full stop goes within the quotation marks if it is preceded by a complete sentence. If the quotation is only part of a sentence, the full stop goes outside.

Compare:

The teacher said, ‘The full stop goes at the end of the sentence.’

The teacher said that the full stop goes ‘at the end of the sentence’.

- If a sentence ends with a biblical or other reference in parentheses, the final full stop comes *outside* the closing bracket, e.g. ‘How happy are the poor in spirit’ (Mt 5:3).
- When reported speech is followed or interrupted by a reference to the person who uttered it, any major punctuation mark (exclamation mark, question mark) and the comma which replaces a full stop goes *inside* the closing quote marks (e.g. ‘The full stop,’ the teacher said, ‘goes at the end of the sentence.’)
- Footnote or endnote markers (designated by superscript numbers) follow the final punctuation, unless they refer to specific text within a sentence. If a marker refers specifically to text in parentheses, it precedes the closing parenthesis bracket.

3.2.2 Block quotes

- Quotations of more than 50 words of typescript are displayed as block quotes by indentation at the left-hand margin.
- Indented passages are single-spaced.
- Introductory punctuation (e.g. a colon, dash or ellipsis) is not necessary.
- No quote marks are used *except* for a quotation within the cited passage. In the latter case, use single quotes. On the rare occasion that a quotation within the cited passage also contains a quotation, use double quotes for the latter.

It is the author’s responsibility to check all quotations and references for accuracy. It is worth noting that authors frequently misquote Bible verses because they are so familiar with the material so don’t bother to check their quotes!

3.2.3 Abbreviations and contractions

- Please do not use contractions in the text (e.g. Don’t, I’m). Spell out in full *except* in the case of direct speech or quotation. Letters after a person’s name should be written in capitals and without spaces or full stops (e.g. SJ, IBVM, BA, but PhD).
- Other common abbreviations are written in full capitals and without spaces or full stops, e.g. USA, UK, UN.
- *No full stop after contractions*, e.g. St (Saint), vols (volumes), Dr (Doctor), Revd (Reverend), cf. (compare), ed. but eds for editor(s). Note that at first mention, the full

title should be spelled out. For example, ‘In 1998, the Reverend James Smith ...’ (NB this exception: The contraction style for Melbourne Anglican clergy style is Rev’d.)

- But *full stop* after *abbreviations*, e.g. Rev. (Reverend, cf. above), p. (page), pp. (pages), f. (following – one page), ff. (following or more pages), ch. (chapter), vol. (volume – cf. plural above).
- Numbers ten and below should be expressed in words. For larger numbers, dates and statistics use Arabic numerals. If a sentence starts with a number, rearrange the sentence.
- 2 August 1989 eliminates the need for 2nd.
- Delete apostrophes in dates, e.g. 1980s, and abbreviations, e.g. CDs. But, keep ‘p’s’ and ‘q’s’.

3.2.4 Colons and semi-colons

- A colon should only be used to begin a list of quotations or to explain a phrase.
- Semi-colons are used to divide a sentence with something stronger than a comma. They should only be used in lists if each separate item contains complex punctuation (e.g. phrases separated by commas). Otherwise, use commas.

3.2.5 Numbered points

Please use bullet points where possible in text unless there is a specific reason for using numbers.

3.2.6 En dashes and em dashes

- Use en dashes (–) between page numbers (123–45), verses (vv. 11–13), and dates (1966–2011). Also use between phrases where appropriate, with a space before and after.
- Use em-dashes (—) between Scripture references where the verses span more than one chapter (Isaiah 63:1—66:3).

3.2.7 Ellipses

- Use an ellipsis character (...) rather than three periods (...) or three periods separated by spaces (. . .).
- Also insert a space before and after the ellipsis, except where it is preceded or followed by punctuation.

3.2.8 Number spans

The following scheme, borrowed from *SBLHS*, illustrates the preferred way to abbreviate inclusive numbers. Note these are en dashes, not hyphens:

10–11, 35–38, 98–99
 100–102, 200–252
 101–2, 204–11, 309–56 (but 294–307)
 1000–1004
 1002–8
 1002–16
 1003–1135

3.2.9 Superscripts and subscripts

Avoid unless specifically required. For example, use 12th rather than 12th, but keep H₂O.

3.3 Capitalisation

- Use lower case for him, his, etc., when referring to God, Jesus and the Holy Spirit in the third person. If the text is quoted, keep the quote’s capitalisation.

- Use capitals for names used of God: Father, Son of God, Holy Spirit. This also applies to other languages.
- For Word/word: Use Word of God when referring to Jesus and word of God when referring to the Bible.
- Use lower case ‘church’ except when referring to a denomination or a name of a local congregation, e.g. St Barnabas’ Church, Church of England.
- Denominations such as Anglicans, Baptists and Presbyterians are capitalised, but more general terms such as evangelicals, charismatics and liberals are not.
- General biblical genres should be lower case, for example:
 - ❖ ‘In his **gospel**, John ...’
 - ❖ ‘In the **letter** to the Hebrews, the author ...’
 - ❖ ‘Paul wrote the **book** of Romans.’
 - ❖ ‘We can read a **psalm** together.’
- Specific books and chapters should be upper case, for example:
 - ❖ ‘In this Gospel/Letter ...’ (referring to Matthew, Ephesians etc.)
 - ❖ ‘In Psalm 1 ...’ etc.
- For institutions, use lower case letters except when the full title is used, e.g. the society *but* the annual dinner of The Zoological Society
- For the West/Westerners/Westernised, use upper case. Also use upper case when comparing, say, the Eastern Church with the Western Church. For geographic directions, lower case with hyphen, e.g. south-east.

3.3.1 Capitalisation in subtitles and subheadings

Minimal rather than maximum capitalisation is preferred, and it is important to be consistent.

When using **minimal capitalisation**, only the first word of the sentence and proper nouns are capitalised.

Maximum capitalisation may be used on title pages, in chapter titles and when listing titles such as book titles. It follows the following rules (taken from the *CMS*):

1. Capitalise the first and last words in titles and subtitles (but see rule 7), and capitalise all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions – but see rule 4).
2. Lowercase the articles *the*, *a*, and *an*.
3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
4. Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*.
5. Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase *as* in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.
7. Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

3.3.2 Capitalisation in references

Use maximum capitalisation for:

- Book titles
- Journal titles

Use minimum capitalisation for:

- Article titles in Journals
- Specific chapters within books, and where possible for subheadings. Minimal capitalisation makes life much easier for the author and editor.

3.4 Font formats

3.4.1 Italics

Words will need to be italicised where they are:

- foreign and not in common usage in Australia (A good indication of whether they are in common usage is if they are in an Australian dictionary. If they are in the dictionary, they do not need to be italicised.)
- Latin
- a title of a book or periodical
- used for emphasis (italics are used in preference to bold type for emphasis in text).

For other cases where italics are used, see the *AGPS Style Manual* or a similar volume.

3.4.2 Bold and underline

Avoid using bold formatting for text unless absolutely necessary. Bold formatting is encouraged for headings. Avoid underlining.

3.4.3 Capital letters and small caps

‘All Caps’ or ‘Small Caps’ are only to be used if specifically required (e.g. YHWH, LORD).

4. References

4.1 Endnotes and footnotes

4.1.1 Example – no bibliography

Footnote/endnote identifier in the form of a superscript in the text (use the Word function: ‘Insert Footnote’).

Text in footnote/endnote as follows:

1. A. Toffler, *Powershift*, Bantam Books, New York, 1990, pp. 75–6.
2. Ibid., p. 80.
3. Oliver Sachs, *Seeing Voices*, Picador, London, 1991, p. 116.
4. Toffler, *Powershift*, p. 12.
5. A. Toffler, *The Third Wave*, Pan Books, London, 1981 (1980), p. 209.
6. Toffler, *Third Wave*, p. 110.
7. T.J. Cottle, ‘The Cost of Hope’, *British Journal of Social Work*, vol. 17, no. 2, Oct. 1993, p. 91.
8. Sachs, p. 94.
9. Michael Sandel, ‘A New Citizenship’, 2009 Reith Lecture Series, ABC Radio National, 28 June 2009, <http://www.abc.net.au/rn/bigideas/stories/2009/2609699.htm>.

4.1.2 Example – with bibliography

Footnote/endnote identifier in the form of a superscript in the text (use the Word function: ‘Insert Footnote’).

Text in footnote/endnote as follows:

1. Toffler, *Powershift*, pp. 75–6.
2. Ibid., p. 80.
3. Sachs, *Seeing Voices*, p. 116.
4. Toffler, *Powershift*, p. 12.
5. Toffler, *Third Wave*, p. 209.

6. Ibid., p. 110.
7. Cottle, 'Cost of Hope', p. 91.
8. Sachs, *Seeing Voices*, p. 94.
9. Sandel, 'New Citizenship'.

Text in bibliography

Cottle, T.J. 'The Cost of Hope', *British Journal of Social Work*, vol. 17, no. 2, Oct. 1993, p. 91.

Sachs, Oliver. *Seeing Voices*, Picador, London, 1991, p. 116.

Sandel, Michael. 'A New Citizenship', 2009 Reith Lecture Series, ABC Radio National, 28 June 2009, <http://www.abc.net.au/rn/bigideas/stories/2009/2609699.htm>.

Toffler, A. *Powershift*, Bantam Books, New York, 1990, pp. 75–6.

——, *The Third Wave*, Pan Books, London, 1981 (1980), p. 209.

4.1.3 Website references

- *Make sure all website references are complete and their details checked* just before submitting the manuscript to the publisher. No viewing or access date is required.

Sample examples:

1. For a recent example in Britain see 'Muslim Apostates Threatened over Christianity', [Telegraph.co.uk](http://www.telegraph.co.uk/news/uknews/1571970/Muslim-apostates-threatened-over-Christianity.html), 11 December 2007, <http://www.telegraph.co.uk/news/uknews/1571970/Muslim-apostates-threatened-over-Christianity.html>.

2. See the 'Canadian Council of Muslim Women [CCMW]: Position Statement on the Proposed Implementation of Sections of Muslim Law (Sharia) in Canada', CCMW, 25 May 2004, http://www.ccmw.com/activitites/act_arb_muslimlaw_sharia.html.

- Remove all hyperlinks.

4.2 Bibliography

- List in alphabetical order of author's (or editor's) surnames. If neither of these apply, list the entry under the name of the organisation responsible for publication.
- Do not alter spelling in American publications. Please cite as printed.
- For complex listings, the *Chicago Style of Manual* can be a useful reference. It is available online for a free one-month trial period.

4.2.1 Some general examples

Aland, Barbara. 'The significance of the Chester Beatty papyri in early church history', in Charles Horton (ed.), *The Earliest Gospels*, T. & T. Clark, London, 2004.

Frederiks, Martha T. *We Have Toiled All Night: Christianity in The Gambia 1456–2000*, PhD Thesis, University of Utrecht, 2003.

Luce, Edward & Nicholson, Mark. 'Powell supports Pakistan's school of thought on reform', *Financial Times*, 18 October 2001.

Neighbour, Sally. 'Full-bred Aussie with a longing for sharia law', *The Australian*, News, 21 January 2011, www.theaustralian.com.au/news/features/full-bred-aussie-with-a-longing-for-sharia-law/story-e6frg6z6-1225991941740.

Nestlé, Eberhard & Erwin, Aland, Barbara & Kurt, Karavidopoulos, Johannes, Martini Carlo M. and Metzger, Bruce (eds), *Novum Testamentum Graece*, 27th edn, Deutsche Bibelgesellschaft, Stuttgart, 2001.

Nikides, Bill. ‘Evaluating “insider movements”’: C5 (Messianic Muslims)’, *St Francis Magazine*, no. 4, 21 January 2006, www.stfrancismagazine.info/ja/content/view/67/38/.

Or, Eunice K.Y. ‘Secularised EU threatens Vatican’s authority in Europe’, *Christianity Today*, 23 October 2004, www.christiantoday.com/article/secularised.eu.threatens.vaticans.authority.in.europe/1606.htm.

Parshall, Phil. *Muslim Evangelism: Contemporary Approaches to Contextualization*, Gabriel Publishing, Waynesboro GA, 2003.

Travis, J. ‘Must all Muslims leave “Islam” to follow Jesus?’, *Evangelical Missions Quarterly (EMQ)*, vol. 34, no. 4, 1998, p. 413.

———, ‘The C1 to C6 spectrum: a practical tool for defining six types of “Christ-centered Communities” (“C”) found in the Muslim context’, *EMQ*, vol. 34, no. 4, 1998, pp. 407–8.

Tahir ul-Qadri, Muhammad. ‘Fatwa on suicide bombings and terrorism’, press conference, Westminster, London, 2 March 2010, www.youtube.com/watch?v=KNDanFjzHek.

‘Undercover Mosque’, *Dispatches*, Channel 4, 15 January 2007, video.google.com/videoplay?docid=2515587181120245843.

4.3 Bible references

- Place Bible text in parentheses in the text rather than in notes. For example, ‘How happy are the poor in spirit’ (Mt 5:3). An exception is where there are a large number of references in one place, for example, (1 Cor 1:1–11; Exod 3:20; Acts 9:32). In the latter case, it is best to list these references in the notes.
- Spell out the names of books in full when in the text, abbreviate when in parentheses.
- Biblical references should be in Arabic numerals, and the version of the Bible stated, 1 Corinthians 14:10 (NRSV). If a standard version of the Bible has been used in the text, it is not necessary to state the version used. You only need to state the version used if it is a different one that has been used for a particular purpose.

4.3.1 Abbreviations for Bible books

Old Testament

Gen	1 Kgs	Eccl	Ob
Ex	2 Kgs	Song	Jon
Lev	1 Chron	Isa	Mic
Num	2 Chron	Jer	Nah
Deut	Ezra	Lam	Hab
Josh	Neh	Ezek	Zeph
Judg	Esth	Dan	Hag
Ruth	Job	Hos	Zech
1 Sam	Ps(s)	Joel	Mal
2 Sam	Prov	Amos	

New Testament

Mt	2 Cor	1 Tim	2 Pet
Mk	Gal	2 Tim	1 Jn
Lk	Eph	Titus	2 Jn
Jn	Phil	Phlm	3 Jn
Acts	Col	Heb	Jude
Rom	1 Thess	Jas	Rev
1 Cor	2 Thess	1 Pet	

5. Copyright and permissions

It is the author’s responsibility to make sure that any material that is not their own work but is used in their book either falls within the standards of ‘fair use’ or can be republished with permission.

In order to gain permission, the author may have to pay a copyright licence fee. Typical fees range between AUS \$100 and \$400.

Note that gaining copyright permission can be a lengthy and time-consuming process, and it may take one to two months from the time of application. Many publishing companies provide an online permission application service.

Make sure you receive permission for print and electronic editions of your book.

5.1 Text

Acorn Press requests that the author seek copyright permission for using any quoted text in excess of **300 words** in length.

There are plenty of exceptions to ‘300 word’ rule. For example, if the text is from a poem or song lyrics, the author must seek permission to reproduce the text, no matter how short the quote is. The *Chicago Manual of Style* is helpful in this area.

5.2 Images

Permission must be sought for any illustrations, photos, maps, diagrams or tables (including those obtained from an internet source) included in your book.

For more specific help and advice regarding copyright permission, please feel free to contact your editor at Acorn Press.