

ATF Style Manual

March 2002

7a

The following is the suggested guide for work submitted by writers and editors for publication in *Interface* and all ATF publications. It would assist the best possible practice standards, ensure quality, and hopefully allow us to have on-time and error free publications if this manual were adhered to. Please refer to the example style sheet at the end of this manual, appendix 1. We acknowledge and thank the editors of *St Marks Review* for the material herein which is based on the suggested *Style guide for Contributors to St Marks Review*, No 187 2001 (4) pp46-48.

1. Submission of copy

A hard copy and electronic copy should be submitted in Word format on disk or sent as an rtf attachment to an email.

2. General presentation

Times, or if on aple, Palatino, font in 9 point size for all main text, including indented quotes.

Footnotes references in the text should be set at Times 8 and Times 8 in the footnotes

3. Margins

Should be set at Top 7.26 cm Bottom 5.56 cm Left 5.6 cm and Right 5.6 cm.

4. Justification

All text should be justified left and right.

5. Line spacing

All material, including indented quotes and footnotes should be spaced at 'at least 12 point'. An extra line should be used at the end of each section and no line after each new header. Each first line after a new heading or after and indented quotation should be flush to the left hand side margin.

6. Indented material

Indented quotations, of over 5 lines of material, or 30 words, should be indented at 1.2 cm Left and 1.2 cm Right, with the first letter of the first line not indented. There should be a space of one line at before and after the quotation. Quotations should not have quotation marks at the beginning or end and within the quotation there should only be single quotation marks.

7. Headings

Headings should be numbered from 1 onwards, subsections should be along the lines of 1.2, 1.2 etc, then 2.1, 2.2 etc. All headings should be in Times 9, or Palatino 9, and bold, with a space after the heading, and subsections should be in Times 9, or Palatino 9, and italicised,

but with no space after. Capitals should be used for the initial letters only of headings and subsections. Headings and subsections do not have punctuation at the end.

8. Spelling

The general guide to spelling will be taken from the Macquarie dictionary

We use ‘-ise’ forms for words and not ‘-ize’ forms.

Hyphens should be use in words such as ‘co-operate’ and ‘co-ordinate’ etc., except where the mathematical coordinate is used. The Australian Writers Dictionary is a valuable tool for assisting with the use of hyphens.

We prefer World War 1 and not First World War.

Latin, Greek and all foreign words should be italics.

We prefer transliterations of Biblical languages.

9. Abbreviations and contractions

Abbreviations are generally not used but full word is used: editor rather than ed., translated by rather than transl., translation rather than transl., volume rather than vol., Those such as USA or Un do not have full points between the letters. Contractions, which end in the last of the whole word, should not be given a full point : Dr (Doctor), St (Saint).

10. Personal initials

Do not insert a stop between personal initials, as for example, A N Simple, but put a space.

11. Dates and numbers

Avoid unnecessary punctuation: 24 June 1999, and not 24 June, 199, or June 24th, 1999, and 1990s and not 1990’s.

When referring to an age of a person, ‘she was in her eighties’, but use the spelt-out form, but use figures in the hyphenated form when writing of an ‘80-year-old woman’.

In text, use 1990–92, with an en rule, and not 199—2, but 1902–3 and not 1902-03, When in headings or subsections, use 1990-1992. Financial years are 1991/92

Spans of numbers: use as few digits as possible, with the exception of 11–19, where 1 is repeated; 112–13.

Numbers up to ninety-nine are spelt out in the text, except where figures are needed in a string of hyphenated words (35-hour week) or where figures will assist with clarity (when several numbers are compared).

Number over ninety-nine can be spelt out (thousand people) or where figures seem inappropriate in the text. When a date is the first word of the sentence, use the spelt out form.

Use figures for sums of money, \$1.24, but three cents. Times should be three 3 am but three o’clock. Percentages should be spelt out ninety-three per cent rather than 93%, in the text but 93% in footnotes and tables.

12. Hyphens and dashes

En rules (a short dash) should be used for spans of numbers, 1992–93; for biblical references for the verses, Mk 3:12–13; for expressions of time, May–June; expressions of distance, Adelaide–Melbourne; and where ‘and’ is meant.

Em rules (a long dash) are used in parenthetical statements, with no gap either side. For example, ‘To have wide lawns of the gardens—and not any garden—is not necessary for a happy life’.

13. Quotations

Quotations of more than 5 lines or 30 words should be indented with an extra space above and below. Indented quotes do not have opening and closing quotation marks. Shorter extracts of less than 5 lines or 30 words may appear within the text, enclosed in single quotation marks.

Quotation marks should go inside the final full point if there is any authorial comment within the sentence; that is, the full point belongs to the author as part of her/his sentence.

Time and time again, ‘people do not speak’ was quoted by authors.
or

Sally was known to have said ‘the weather at the Cape is fine all year round’.

If the quotation begins within the a sentence containing authorial comment but runs to more than one sentence, it is acceptable to place the closing quotation mark after the final full point.

George Stephens wrote with glee ‘about fifty men broke out of the prison yesterday evening. We expect to have them rounded up before the week is past’.

When a sentence is entirely quoted material, then all punctuation belongs to the quotation; therefore, the final full point goes inside the closing quotation mark.

Mary received the telegram at 10 am. ‘I never knew a darker moment than when I read of John’s death.’

Double quotation marks are only used for quotes within quotes.

Eggs were thrown at the ‘vote “No” for a republic’ banner.

Spelling and punctuation within quotations must not be altered to conform to the style of the remainder of the text. If anything appears wrong, but the original has been copied correctly, place an italic [*sic*] within square brackets after the doubtful material. Check the punctuation of quotations. Any authorial or editorial interpolations into the quotation should also be enclosed within square brackets. If italics, for instance, are used, this should be written as [my emphasis].

Indicate any omission from a quotation by the use of an ellipsis (. . .), with a single space keyed in before and after each point) Do not insert an additional full point if the ellipsis occurs at the end of a sentence.

Do not use editorial caps within square brackets as in '[I]T is then ...', but leave the lower case letter, or adjust the way the quote is used.

14. Footnotes

Notes should be used for sources you have used, published or unpublished, to a brief discussion of the sources, to develop a point out of the text, or to cross reference to other parts of the text

14.1 Books:

First name and surname, title of the book (in italics), place of publication, publisher and year (all in brackets), followed by page numbers.

We do not use p or pp for footnote entries or in the text. In the text write word page, in footnotes there is minimal punctuation:

First reference:

Victor Pfitzner, *Paul the Apostle* (Adelaide: ATF, 1999), 21.

Second and subsequent references copy and paste name and title of book followed by page number:

Victor Pfitzner, *Paul the Apostle*, 28.

14.2 Articles in journals:

First name, surname, title of article, (with single inverted commas, '-'), title of the journal (in italics), volume and number, year (year in brackets), followed by pages of the article.

We do not use p or pp in footnotes or in the text.

First reference:

Victor Pfitzner, 'Paul the Apostle', *Interface: a Forum for Theology in the World*, 1/2 (1998): 22-23.

or

Victor Pfitzner, 'Paul the Apostle', *Interface: a Forum for Theology in the World*, Volume 1 Number 2 (1998): 22-23.

Second and subsequent references:

if immediately after the previous, we use *Ibid.*

Ibid, 28

if elsewhere in the text, we use *op cit*:

Pfitzner, 'Paul the Apostle', *op cit*, 38.

14.3 Articles in books:

First name, surname, title of article, (with single inverted commas, ‘-‘), edited by, with first name first, title of the book (in italics), place, of publication, publisher and year (all in brackets), followed by pages.

Victor Pfitzner, ‘Paul the Apostle’, in *Readings in Pauline Theology*, edited by Victor Pfitzner (Adelaide: ATF, 2002), 22-56.

Footnotes in the text should be used as a superscript text and in Times 8. Footnotes should be footnotes and not endnotes.

15. Bibliography

We do not normally have a bibliography included with texts. But if to be used then, authors surname first, followed by initials and in alphabetical order of surname. Title of the book is in italics and with place of publisher, publisher and year in brackets.

Pfitzner, V, *Paul the Apostle* (Adelaide: ATF, 2002).