

Latimer Trust Style Guide for authors and editors

Introduction

- This is an ‘interactive’ guide. You can search for topics using the ‘Find’ tool. You can also click on words in blue – the link will take you to the relevant point in this document or to a website.
- The guidelines are intended to make sure that [Latimer Trust publications](#) are consistent, professional and easy to read.
- We will use [oxforddictionaries.com](#) as our standard point of reference for spellings, hyphenation, etc.
- For referencing academic works etc in footnotes, please follow [Society of Biblical Literature \(SBL\) guidelines](#).
- If you disagree passionately with any of these guidelines (or spot omissions or mistakes), please let us know – we will review them from time to time. Please email our Publications Manager at publications@latimertrust.org.
- If you are able to stick to the guidelines, it will save a huge amount of editing. However, if you are unsure about any of them, don’t worry – all manuscripts will be carefully prepared for typesetting.

Main principle: keep manuscripts as clean as possible

- Use bold/italics sparingly, never use underlining.
- New paragraphs are not indented.
- Use a single space after full stop, not a double space.
- Please use a maximum of three levels of headings (chapter heading, section heading, sub-heading).
- Number your chapters – but do not number section headings or sub-headings.
- In general, use bullet points for lists – not numbered/lettered lists.
- Aim for minimal punctuation; use single quote marks – see [Punctuation](#).
- Use lower case wherever possible – see [Capitalisation](#).

Punctuation

Do not use full stops after **contractions**, **initials** or **acronyms**. When using an acronym, spell out the title in full when it first appears in the text, unless it is exceptionally familiar.

- | | |
|-------------|---------------------------------------|
| ✓ etc | ✓ St Anne |
| ✓ (v 4) | ✓ the World Health Organization (WHO) |
| ✓ C S Lewis | ✓ the BBC |

For **dashes**, we use a spaced en-dash. Depending on the version of Word that you are using, this will probably format automatically. If not, use a hyphen with spaces on each side.

- ✓ Paul’s letters – in particular, Romans and Colossians – are...

Use spaces on either side of an **ellipsis** where it denotes missing material. There should be no space where a sentence tails off.

- ✓ evangelicals love ... the Psalms
- ✓ We will never know...

With **quotations**, use single quotation marks. Make sure that full stops etc are outside the quotation marks unless they are part of the quotation. Use double quote marks where there is a quote within a quote.

- ✓ God said, 'In the beginning'.
- ✓ 'The Lord said to me, "You are my Son; today I have begotten you."'

Capitalisation

Use lower case wherever possible and keep capital letters to a minimum. Use lower case for pronouns for God (eg he, his) and most names for God (shepherd, rescuer etc – with some exceptions: King, Son, Lamb, Messiah). See also the [list of commonly used words](#).

- ✓ the British government
- ✓ the apostle Paul
- ✓ and he is the one and only
- ✓ Jesus is the good shepherd
- ✓ word ministry

Numbers, dates, times

- Write out numbers one to twelve in full. Larger numbers (13+) should be in figures.
- Where there is a mixture of small/large numbers within one sentence, use figures.
- Use a comma for numbers over 1,000.
- Dates should be in this format: 25 December 2019.
- Don't use superscripts (1st not 1st).
- Spell out the number when referring to a particular century (eg twenty-first century)
- Note that a decade (eg 1960s) does not have an apostrophe.
- Do not use full stops with times (am and pm).

Some examples:

- ✓ six
- ✓ 3,450
- ✓ In AD 56
- ✓ in the twenty-first century
- ✓ there were 6 dogs and 30 sheep
- ✓ he was the 15th president
- ✓ she arrived at 9.30 am
- ✓ in the 1960s

Spellings and hyphenation

- Use oxforddictionaries.com as the standard point of reference – and the [list](#) below.
- Use British spelling and -ise, -isation endings (eg organise, organisation).
- Foreign words should be in italics (no quote marks) – except where they have become standard English words (eg café).
- Greek and Hebrew should be transliterated.
- In the case of direct quotations, always quote the original spelling.

Referring to other works – books, hymns etc

When referring to book titles, films and newspapers, etc within the main text, use italics (no quote marks) and exclude 'a' if part of the title. Titles of songs, hymns and journal articles should be in quote marks, with initial capitals. Titles of services or prayers from the prayer book should be consistent within a publication, to the judgement of authors.

- ✓ The *Book of Common Prayer* is...
- ✓ In *The Times*
- ✓ 'In Christ Alone' is an example of...
- ✓ in the Magnificat, we see

Bible references

- Use the full name of a Bible book where it appears as part of a sentence.
- For references in brackets at the end of a sentence, use an abbreviation (see the list of [short-forms](#) below).
- For range of verses, please use a long em-dash (Col 5:2–3).
- When referring to an individual verse(s) in the main text, use the word ‘verse’ – but abbreviate for references in brackets at the end of a sentence. (Eg v 6 – not v. or vv)
- See examples below for references to multiple verses.
- Don’t use the word ‘chapter’ unnecessarily (eg Isaiah 53 not Isaiah chapter 53). Use lower case for the word ‘chapter’ within the text.
- Please note on the publishing history page which Bible version you have used.

Some examples:

- ✓ In Genesis 1, God said
- ✓ (Col 1:1)
- ✓ (Col 1:2–3)
- ✓ In verse 3, we see that...
- ✓ (v 3, 5)
- ✓ and in chapter 6, Paul says
- ✓ (Col 3:1–2; Eph 6; 2 Tim 2)
- ✓ (Matt 7:4, 6, 10; Mark 5:6, 7)

Bible short-forms

Gen	2 Kings	Isa	Nahum	Rom	Titus
Exod	1 Chron	Jer	Hab	1 Cor	Philem
Lev	2 Chron	Lam	Zeph	2 Cor	Heb
Num	Ezra	Ezek	Hag	Gal	James
Deut	Neh	Dan	Zech	Eph	1 Pet
Josh	Esther	Hosea	Mal	Phil	2 Pet
Judg	Job	Joel	Matt	Col	1 John
Ruth	Ps	Amos	Mark	1 Thess	2 John
1 Sam	Prov	Obad	Luke	2 Thess	3 John
2 Sam	Eccles	Jonah	John	1 Tim	Jude
1 Kings	Song of Sol	Micah	Acts	2 Tim	Rev

Footnotes/endnotes

- Footnotes (not endnotes) will be used.
- Numbering of footnotes restarts with each chapter – if you don’t know how to do this, it is fine to leave this to the editor.
- The footnote superscript goes after the full stop at the end of the sentence. (With multiple footnotes, superscripts can be placed after each relevant word.)
- We will follow [Society of Biblical Literature guidelines](#) for referencing – but we will use single quotes (not double).
- If you refer to a book/journal more than once, please use the short-form for subsequent references (author’s surname, title, page number). (Do not use *op cit*, *ibid*, *passim*, etc.)
- Don’t use p. or pp. – just use the page number(s).

- Note that initials have a full stop in footnotes eg C. S. Lewis
- References will be checked – but if you are able to follow these guidelines, it will save time and money.

Here are a few examples:

Book	¹⁵ Charles H. Talbert, <i>Reading John</i> (New York: Crossroad, 1992), 127.
2nd reference	¹⁷ Talbert, <i>Reading John</i> .
Section of book	²² Harold W. Attridge, 'Jewish Historiography,' in <i>Early Judaism</i> (ed. R. A. Kraft; Philadelphia: Fortress, 1986), 311–43.
Journal article	⁷ Blake Leyerle, 'John Chrysostom on the Gaze,' <i>J ECS</i> 1 (1993): 159–71.
Website	⁹ R. Timothy McLay, 'Teaching Biblical Studies,' <i>SBL Forum</i> , 6 October 2006, http://www.sbl-site.org/article.aspx?articleId=581 (Accessed 1 March 2018).

Writing style

Everyone has their own individual writing style and that's a good thing – we are not looking for uniformity. Our aim is 'plain English' – beautifully crafted writing that is clear and simple but not simplistic. For example, avoid too many sub-clauses – shorter sentences are generally better; active verbs are usually better than passive verbs; be clear but not laboured. Here's a good rule of thumb for an editor: if a sentence needs to be re-read, it could probably be improved.

Styles and formatting

Our editor will make sure your manuscript is formatted ready for typesetting. Please do not use page numbering or try to format your material using lots of tab marks (eg contents page). Please do not insert any header styles.

- Please leave your main text in Normal – and, if in doubt, use Normal.
- Please make clear what the headings are (eg different font size), without using header styles.
- Keep headings as simple as possible; use minimal punctuation/capital letters.

Some commonly used words

the 1552 *Book of Common Prayer*
 the 1662 *Prayer Book*
 AD (no full stops)
 almighty God
 Anglican (capital)
 Anglican chant
 Anglo-Saxon
 the apostle John
 the Apostles' Creed
 Archbishop Thomas Cranmer
 Article XX in the Thirty-Nine Articles
 articles eg 'in the essential articles of faith'
 Authorised Version (AV)
 baptise

Baptism, service of
 BC (no full stops)
 Bible (upper case) but biblical (lower case)
 the *Book of Alternative Services*
 the *Book of Common Prayer*
 the Book of Isaiah
 Canon A5, C15
 the Catholic Church
 century eg fourth-century Archbishop (adj)
 chalice
 chapter (eg in chapter 2, we see...)
 Christ-centredness
 Christological, Christology
 church (lower case)

church, doctrine of the
church authorities, government
Church of England, of Rome (upper case)
churchgoers, churchgoing
civil partnerships (lower case)
the Collect
combatting (double 't')
Confirmation, service of
Congregational
Consistory Court
Continent, the (mainland Europe)
the covenant, old, new
creation
the Creed
the cross (no cap)
the crucifixion (no cap)
the Day of Judgement
the Day of Atonement (caps, OT feast day)
Deanery Synod
deist (no cap)
the devil (lower case)
Diocesan Synod
diocese (no capital)
Diocese of Blackburn (capital 'D')
easy-going
ecclesial
emphasise
English-speaking churches (hyphenated)
evangelicals (lower case)
evangelisation
ever-changing
Exile, the (cap)
extra-biblical, extra-scriptural
Fall, the (cap) – but the fall of Jerusalem
fallenness
Father, the
first-hand (adj) but at first hand
focused
fold (twofold, threefold – no hyphen)
foreshadowing
fourfold (no hyphen)
free-standing
fulfil
fullness
Gehenna
General Synod
General Thanksgiving, *BCP* (no quote marks)
God-given (adj)

God-glorifying (adj)
gospel (lower case – the message)
Gospel of Luke, the Gospels
grass-roots level (adj)
grass roots (noun)
Hades
hadiths
half-century (noun)
half-verse
heaven (sky) (no cap)
Heaven (where God dwells)
hell (no cap)
Holy Communion, service of
human–divine
hymn books (two words)
hymn writers
the Incarnation
Jesus, Jesus' character
judgement
King, Jesus is the
King James Version (no apostrophe)
Lamb of God (cap)
letter (as in epistle, no cap – unless title)
Letter to the Hebrews
life-long (adj)
long-term
Lord / LORD (according to use by author)
the Lord's Prayer (no quote marks)
the Lord's Supper
the Magnificat
Messiah - but messianic
multinational (no hyphen)
the new covenant
newborn
Nicene Creed, the
Nonconformists
the Nunc Dimittis
old covenant, the
ongoing
organised
Pentecost, the Day of Pentecost
per se
post-Enlightenment
post-war
prayer letter
Prayer, Evening (service – no quote marks)
Prosper of Aquitaine
Protestant(s), Protestant Reformation

Psalter, the (part of Bible – not italics)	song choice, song leaders, song writing
<i>Psalter, Geneva</i> (italics – book title)	in the south-west but South London
publicly	subject matter (no hyphen)
<i>quid pro quo</i>	summarise
Qur'an or Quran (consistent, author's choice)	textbook
re-evangelisation	the <i>Ordinal</i> or the Ordinal (please use consistently within a single publication)
realise, realisation	the visible church
recognise, recognising	the Thirty-Nine Articles (hyphenated)
reform	threefold (no hyphen)
Reformed evangelical (eg Calvinist)	timescale
Reformed theology (eg Calvinist)	transsexualism (no hyphen)
Reformation, English	turning point
the Reformers (ref to the Reformation)	twenty-four
Renaissance	twofold (no hyphen)
resurrection, the (no cap)	<i>vice versa</i>
Roman Catholicism	well-chosen (adj)
Ryle, Bishop J C	well-known (adj, hyphen)
same-sex (adj is hyphenated)	well known (adverb – it is well known)
same sex (noun, eg they are the same sex)	wellbeing (no hyphen)
Saviour–King, Saviour–God	West, in the; the Western church
scriptural (and extra-scriptural)	the west of the country
the Scriptures	the West Country
second coming, the (no caps)	<i>Westminster Confession, the</i> or Westminster Confession, the (please use consistently within a single publication)
Septuagint	<i>Westminster Shorter Catechism</i> or Westminster Shorter Catechism (please use consistently within a single publication)
servant (lower case)	Whitsun
Servant – Suffering Servant, Servant Song	word (no cap, something God/someone says)
<i>shalom</i>	Word of God (cap – Christ or the Bible)
Sheol	worldwide
shorthand	worn-out (adj, old and shabby)
singer-songwriter	<i>Yahweh</i>
skilful	<i>YHWH</i>
so-called	
<i>sola fide</i>	
<i>sola scriptura</i>	
<i>Soli Deo Gloria</i>	
Son of God, the	
song book (no hyphen)	