Editorial Style Guide

Una Sancta

This guide is intended to apply to all contributions to Una Sancta for publication in the magazine.

The manual is based on a much more detailed manual produced for Monash University Publishing

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Contents

Spelling and usage

General information

As Una Sancta is published in Australia, Australian spelling, rather than American is preferred. Use:

> 'ise' rather than 'ize' (realise, organise)
>
> 'our' rather than 'or' (colour, behaviour)
>
> 're' rather than 'er' (theatre, centre).

(See also 'Double "l" or single "l"'.)

However, proper nouns, such as World Health Organization, retain their own spelling (and punctuation) as this forms part of their title.

Capitalisation

Words which represent Holy God (in the three forms of the Trinity) should be capitalised; e.g. the Father, the Son, Saviour, Lord. Exceptions are where the words are a direct quotation e.g. from the Bible or Confessions. Preceding adjectives are not capitalised.

Personal pronouns relating to God can be either capitalised or not.

Bible is capitalised, biblical is not.

Where Lord represents the covenant God then it is all capitals.

discriminatory language
Racist language, nor language that denigrates individuals or groups of people on the basis of their gender, religion, nationality, sexual preference or gender identity may not be used.

number
When abbreviating, use 'no.' for number and 'nos' (without the full stop) for numbers.

page
Use 'p.' to abbreviate 'page', and 'pp.' for 'pages'. Both 'p.' and 'pp.' should have a space before the number.

quotations
In quotations the original spelling and punctuation are retained.

websites
When including the URL of a website, there is no need to include the "http//:" or the "https//:" component of the URL.

subheadings and subtitles

All levels of subheadings within manuscripts should use minimum capitals – only the first letter of the first word and proper nouns should be capitalised.

Capitalisation and use of titles

official titles and positions

Use maximum capitalisation for a person's official title only when it is given in full (whether or not accompanied by his or her name):

> The Minister for the Environment and Heritage, Senator Ian Campbell, stated that climate change in the Murray-Darling Basin…

When the title is shortened, however, it should be written in lowercase:

> Yesterday, environment and heritage minister Senator Ian Campbell stated that climate change in the Murray-Darling Basin…

There are a few exceptions to this rule: use capitals when referring to the present Prime Minister, the present Treasurer, the present Australian monarch, and foreign heads of state:

> The Prime Minister would not be swayed.

People in positions of authority should be given a proper title and first names used sparingly.

'Tony Abbott' is not acceptable. Prime Minister Abbott, or Prime Minister Tony Abbott. If the official title has already been used in the article for a person then it is acceptable to use surname only. E.g Abbott then went on to say... Not Tony Abbott went on to say...

Punctuation

Please note that proper nouns, such as Methodist Ladies' College, retain their own punctuation as the punctuation forms part of the title.

Abbreviations and contractions

Abbreviations

(See also 'Full stops' and 'Latin abbreviations'.)

Abbreviations are words where the first or last few letters have been omitted:

> p. (for 'page' – note that the plural form is 'pp.')
>
> vol. (for 'volume')
>
> Prof. (for 'Professor')

Abbreviations that have the last few letters omitted should be followed by a full stop to indicate the missing letters.

Latin abbreviations

Latin abbreviations do not take full stops except when 'etc' concludes a sentence.

Use a comma before 'i.e.' and 'e.g.', but not before 'etc'. Use a comma after 'etc', except at the end of a sentence.

Keep the 'v' in versus lowercase.

Apostrophes

Singular nouns ending in *s*

Where the singular noun ends in *s*, add *'s* – **unless the noun is a Biblical name**, in which case it takes only an apostrophe:

Davis's performances   Strauss's compositions

But

Jesus' parables   Herodotus' writings

its and it's

The word 'its' is already in the 'possessive' form, in the same way that 'her' or 'their' already indicate possession:

its house   her house   their house   your house

Therefore an apostrophe is not needed to create a possessive.

An apostrophe is only used after 'it' when the word is an abbreviation of 'it is':

It's a lovely day = It is a lovely day

It's morbid = It is morbid

It's a sure sign = It is a sure sign

Unless the word is being used as an abbreviation for 'it is', do not use an apostrophe.

Italics and underlining

Italics should be used for the titles of books and for the names of journals and similar material. Italics can be used for emphasis but they should be used very sparingly: overuse of italics often defeats the purpose, in that nothing really stands out and they become distracting for the readers. Italics rather than underlining is preferred for emphasis. Bolding can be used, also sparingly.

Italics are also used to signify foreign words or phrases that are not in common usage in English. Italics that appear in the original source of a quotation should be retained.

Italics may be used for quotations.

Quotations and quotation marks

Use double quotation marks for direct quotations, and single quotation marks for a quote within a quotation.

Single quotation marks can also be used to signify emphasis in an unusual phrase; however, be very wary of overusing this technique.

Be aware that longer or significant quotations may require copyright permissions in which case the copied material must be clearly designated as such (by italics, indentation or quotation marks) with references to the source.

Indented quotations

As a rule of thumb, quotations that are longer than five lines, or about 60 words, should be left indented on the page (these are known as 'indented quotations). Consider also using italics. ***Do not use tabs or the space bar to indent quotations***. Do not enclose indented quotations in quotation marks.

Retain spelling and punctuation

The spelling and punctuation of the original source should be maintained, even if it is not 'correct' by today's standards or according to this style guide.

Truncated or edited quotations

If the source quotation is truncated, either in the middle or at the end of the quotation, use ellipses to mark the point of the omitted material. Do not use ellipses at the start of the quotation, even if material has been omitted there.

If the wording is adjusted slightly to fit the grammar of the sentence, put the interpolation within [square brackets].

References

Una Sancta prefers to use the 'author-date' system of referencing. This is used for citing references to all material that has both a date and an 'author', i.e.: journal articles, books and book chapters, theses, movies, newspaper articles, plays, internet pages. Other referenced material, such as unpublished transcripts or archived material, should be included in the Footnotes (Una Sancta prefers endnotes) and/or in a 'Primary sources' list.

Inline citations should follow the 'author-date' system. They should not be numbered, nor should there be any intervening material between the author and the date, except a parenthesis if required.

> Schilder (1944) described the church struggle

> When Schilder described the church struggle as...... (Schilder, 1944).

The Reference list must contain the full citation details for material referred to in an inline author-date citation (it doesn't matter if the author-date citation is in the main body of the article or in a footnote). It may also contain details of other material used in the writing of the article but not cited directly in the paper.

Example:

Hutto, J., *Inheritance of Tears – Trusting the Lord of Life when Death Visits the Womb.* 2015, Minneapolis, Minnesota, USA: Cruciform Press

Alternatively, the End Note system can be used, if authors are more familiar with this style, provided it is used consistently.

Footnotes

To include primary sources or add supplementary textual notes to the main body of the text, **please use endnotes (not footnotes)**. The footnotes (endnotes) must be created using Microsoft Word's "endnote" function. The endnotes should not be created manually.

Endnotes can include inline citations, using the author-date system as detailed above. The material referenced here as an inline citation *must then be cited fully* in the reference list.

Figures

General

Figures include all of the following: photographs, maps, diagrams, charts and graphs, drawings, etc.

Figures **must not be embedded** within the Word/RTF document: each one should be submitted as a separate, high resolution, good quality file. An **exception** to this rule is when a diagram is *created* within the Word/RTF document itself.

Copyright permission: For any figures that the authors have not created, the authors will need to have permission to reproduce that figure, even if the image is posted on the Internet. The source of images should be acknowledged in captions.

Figures in Una Sancta will be converted and published in **black and white**. This should be kept in mind particularly when creating maps or other figures that need to show contrasts between items – such as different countries or demographic groups. In these instances, grey-scale with differences of 20% are preferred, or different types of line fills, etc.

Figure location and naming conventions

Indicate the location of figures

The placement of your caption in your text will tell us where you want your image placed, for page layout reasons, we may not be able to place your images exactly where you want them; we will place them nearby in these instances.

There may be instances where we need to group all of your images together, rather than placing them at specific points in the text.

Figure specifications

Acceptable file types for figures

- jpg, gif, tif, png, pdf

Maximum image size and minimum resolution

Images should have a minimum resolution of **300 dpi** (dots per inch) for the size at which they'll appear in the **printed** publication. Any less will result in degraded image quality. Una Sancta can decide not to print low quality images. For example, if an image needs to be at least 125 mm wide and 75 mm high on the printed page, the image will be at least 1500 pixels wide and 900 pixels high.

The maximum space available on the printed page is **175 mm wide by 255 mm high**, keeping in mind that space will need to be left for the caption – about 4mm per line of captioning.

A guide to whether your image will be big enough, or of good enough quality

- **Any figure under 100 kb** is most likely going to be either too small in physical dimensions and/or too low in resolution to be useable.
- **A full page photographic image** will most likely be larger than 2mb.
- If your figure is **a diagram** of some sort, or a line drawing, it will most likely be a lot smaller than a photographic image, in terms of the kb size.
- **Screen shots** are *not* suitable: they are too low in resolution to be useable.
- **Images from the Internet** are usually only 72 or 96 dpi and are therefore not useable – their resolution in relation to the physical dimensions will be too small. (Remember also that Internet images will still require copyright permission to reproduce even though they are readily available on the Internet).
- In order to look good on screen, an image only needs to have 72 dots per inch, but to look good in print it needs to have 300 dots per inch. So an image that's about 5 inches wide on-screen (when viewed at 100% of its size) will look good, but to maintain that quality in print, the image would have to be reduced to just over 25 mm wide:

5inches x 72pixels = 360pixels. Print resolution = 300 pixels per inch so image = just over 1 inch).

- Not everyone has the software to find out how many pixels are in an image. There's a way around this: Go to the folder where the image has been saved. In the section with the headings 'Name', 'Size', 'Type', etc, right-click and select the display option 'dimensions'. The pixels will display. Divide the pixel width by 300 to get the approximate print size. (Keep in mind that any additional space around the image will be included in the pixel count.)

- Mind you, all of the above only works when the image's pixel count hasn't been artificially inflated. For instance, even if you have the software to do this, you can't simply open the image and change the resolution from 72 to 300 dots per inch. This adds pixels that are copies of the pixels around them, and this duplication doesn't reduces the quality of the figure. The easiest way to see whether this has happened is by viewing it at 100% and seeing if looks sharp and clean of 'dirty pixels' – pixels that seem to be coloured for no reason – or without it looking bit-mapped.

- If you don't have image software, open your images in Microsoft Office Picture Manager, and from the toolbar change the viewing size to 100%. The image should look very high quality at its full size – without extraneous 'dirty pixels' or looking 'blocky'. And note that if it looks the right size on screen at full size – as before, say it looks about five inches wide – then it is going to be way too small for inclusion in a print publication.