

GRACEWING Publishing

House style

Quick start guide

September 2016 revision

Our House style guide might seem daunting to you at first sight, but it is meant to cover many situations and contexts. Much of it may not apply to your case. See the table of contents and decide what you need to apply. Here is a quick start guide to give you an idea of the items we really need as a basic minimum. Then consult the House Style guide to fine-tune your text. Finally when you turn in your text, our Editorial Director will give you further assistance if necessary toward the finished product. The golden rules followed are consistency and coherence.

1) Your text must be supplied in electronic form, namely in Microsoft Word, OpenOffice (LibreOffice) or Word Perfect, or some other word-processing package. Setting your text is easiest if you furnish a separate file for each chapter. Our policy is now that we require a **completely ready** (but obviously not not set) text at submission stage. This means that we need the text to be **completely free of typos and any other problems** when you submit. If the text is considered to be not yet ready in this respect, we will send it back to the author for further correction. We want to avoid at all costs that authors make changes at the proof stage. That stage is just to check that it has been set properly, and is no longer an occasion for additions or corrections. This is also necessary because we are now producing ebooks. Therefore, to avoid authors reading two sets of proofs (one for print and one for ebooks), we need texts to be ready at submissions stage. The electronic text should have **single** line-spacing in the text and **single** line-spacing in the endnotes or footnotes.

We recommend that you use typefaces as follows:

For body text: Times New Roman 12 pt

For displayed quotes: Times New Roman 11 pt

For endnote text: Times New Roman 10 pt

2) *Scriptural references* need to be formulated using the abbreviations on p. 34 of our House Style. Other abbreviations should be made in a consistent way.

3) There should be no double spaces at all *between words and sentences* in the text, only single ones. Do **not** use the tabulator button for making spaces.

4) Authors of books and articles in the endnotes and bibliography need to be cited consistently throughout, using only initials and surname: A. B. Smith. There needs to be a single space between each initial, like A. B. Smith and NOT A.B. Smith.

5) Abbreviations like Fr, Mgr, St, Revd, Mr, Dr, Mrs, and Ms should take no full-stop afterwards. Also organizations and religious orders should be formulated consistently without full-stops: WHO, CTS, SJ, OFM, OP.

Popes who are also saints need to be styled as follows: Pope St Leo the Great, Pope St John Paul II (**NOT** St Pope John Paul II)

6) We employ single inverted commas for quotation marks and double ones for a quote within a quote.

7) *Ibid.* (note full point) should be used to refer to the immediately preceding reference, or part of it, indicated by the page number (*Ibid.*, p. 32). Please do not use *Ibid* if there are two references to different works in the preceding note as this becomes confusing. *Ibid.* should be in italics.

8) The consistent way of doing dates is 20 June 2011, i.e. day month year.

9) End note references

We generally prefer endnotes placed at the end of each chapter. Concerning the mechanics of making notes, you need to follow what the House Style stipulates on p. 31. In particular, endnotes or footnotes need to be made using the insert endnote (or footnote) command within MS Word. Sources should be indicated using superscript note indicators after the quotation, **outside** full stops or other punctuation.

Some specific points:

A) The basic model format for citing books is the following:

The initial(s) and surname of the author must be supplied. It is preferable just to cite the initials rather than the full Christian name as the latter may not always be easy to find. In any case, consistency would not allow the use sometimes of full Christian names and sometimes of initials. Then the title and sub-title of the book duly italicized, the place of publication (city and publishing house) and the date of publication should be furnished. The page number(s) are then listed:

A. B. Author, *Title of Published Book (in italics)* (City of publisher: name of publisher, year), pp. xxx–yyy.
A. B. are the author’s initials. Please note the parentheses before ‘city of publisher’ and after ‘year’.

Page numbers should be cited leaving a space between the full stop after the “p” and the numbers.

B) The basic model format for citing articles is the following:

The initial(s) and name of the author must be given, the title of the article in inverted commas, the title of the periodical duly italicized, specifying also the volume number and year of the periodical. Sometimes, if the journal has pages which begin again for every month or every issue of a given year, it is also necessary to specify the number which indicates the particular issue within a given year: e.g. 17/1, where '17' is the volume number and '1' is the issue number. Also check carefully when the year begins for a given periodical; it is not always in January! If the periodical is published in more than one language edition or has a name that could be confused with another journal, the place of publication should be indicated in parentheses after the name of the periodical. The page number(s) are then listed.

A. B. Author, 'Title of article' in *Title of Periodical (in italics)* vol. p/issue q (Year), pp. xxx–yyy.

C) The basic model format for citing chapters in a book is the following:

A. B. Author, 'Title of chapter' in *Title of Published Book (in italics)* (City of publisher: name of publisher, year), pp. xxx–yyy.

D) Papal documents need to run like this:

1. Pope St John Paul II, *Christifideles laici*, 53. (Without the year and without the # or § signs)
2. Pope St John Paul II, *Address at Southwark Cathedral Anointing the Sick* (28 May 1982).
3. Pope Benedict XVI, *Address at Regina Caeli on the World Day of Prayer for Vocations* (25 April 2010).

Other well-known Vatican documents should run like this:

1. Vatican II, *Gaudium et spes*, 22, 24. (No year, no hash)

E) Patristic texts should run like this:

Author, work (*in italics*), numbers indicating book, chapter and paragraph.

1. St Augustine, *On the Trinity*, VI, 5-7.
2. St Thomas Aquinas, *Summa Contra Gentiles*, Book I, chapters 1-9.

Repeated citations:

A work needs to be cited in full the first time it is mentioned in the endnotes in a given chapter. Then, subsequently, it should be abbreviated thus: the surname of the author may be employed (omitting his or her initials, unless another author in the text has the same surname), along with a

shortened form of the work (which should be a complete phrase), omitting the publication details, and supplying the page number.

'*Ibid.*' (note full point) should be used to refer to the immediately preceding reference, or part of it, indicated by the page number (*Ibid.*, p. 32). Please do not use *Ibid* if there are two references to different works in the preceding note as this becomes confusing. *Ibid.* should be in italic. In the shortened references in the short title system, use 'et al.' consistently for books with three or more authors.

10) Bibliography

The basic principle is that the author's surname comes first. Further entries under the same author or author group should repeat the name(s). Use either a) author's surname + initial(s) or b) author's surname + Christian name(s). Please do not mix both a) and b) in the same work.

A) The basic model format for books is the following:

The standard formula for a book bibliography item is the following, which can be applied to various cases. The initial(s) and surname of the author must be given. It is preferable just to cite the initials rather than the full Christian name as the latter may not always be easy to find. In any case, consistency would not allow the use sometimes of full Christian names and sometimes of initials. Then the title and sub-title of the book duly italicized, the place of publication (city and publishing house) and the date of publication should be supplied. If the title on the front cover or spine of the book differs from the title on the title page, use the title on the title page for the bibliography.

Author, A. *Title: Subtitle.* City or Town: Publisher, Year of Publication.

B) The basic model format for articles is the following:

Articles should be organized in alphabetical order, according to author. Two articles by the same author are put in chronological order starting with the oldest. For an article from a newspaper, magazine, book or encyclopaedia, 'In' is used to denote the source. The standard formula for an article bibliography item is the following, which can be applied to various cases:

Author. 'Title: Subtitle of Article'. In: *Title of Magazine, Journal, or Newspaper* (Day, Month, Year of Publication), page number(s).

C) The basic model format for chapters in a book is the following:

Author, A. B. 'Title of chapter'. In *Title of Published Book (in italics)*. City of publisher: name of publisher, year), pp. xxx–yyy.

D) Papal documents need to run like this:

1. John Paul II, Pope St. *Christifideles laici* (1988).

2. John Paul II, Pope St. *Address at Southwark Cathedral Anointing the Sick* (28 May 1982).

Other well-known Vatican documents should run like this:

1. Vatican II, *Gaudium et spes* (1965).

E) Patristic and medieval texts should run like this:

Bernard of Clairvaux, St. *De Diligendo Deo*.

Bonaventure, St. *Vita di S. Francesco d'Assisi*.

Chromatius, St. *Treatise on Matthew 14:5*.

Ephrem the Syrian, St. *Sermo IV in Hebdomadam Sanctam*.