

GRACEWING Publishing

House style

Quick start guide

January 2020 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. One word before we begin, please don't use the wikipedia as a source for your work.

1) Format

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 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) Abbreviations

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.

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)

3) Spacing

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. Please do **not** attempt to format your displayed quotes with line breaks: this causes many problems for the typesetter later on.

4) Names of authors cited

We ask that authors just cite initials rather than the full Christian name as the latter may not always be easy to find; consistency would not allow the use sometimes of full Christian names and sometimes of initials. So 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) Inverted commas

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

6) Dates

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

7) 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, end notes 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. Then the title and subtitle 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.

F) 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.

8) 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). You should just supply the initials rather than the full Christian name.

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 subtitle 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*.

9) Images

Here we examine some questions about the purpose and the aesthetic of illustration.

A) Are you intending to enhance your book with illustrations? If the answer is 'yes', then you need to think seriously about each illustration as something that will actually make the book more attractive, rather than less. Discernment is needed as to composition, light values, quality of the original image to be scanned, as well as the usefulness of the content.

We do not generally print books with colour images, but with these latter, these questions become even more important. Apart from the cost implications, you have to remember that we live in an increasingly visual age, and your reader will be used to seeing images of the highest quality reproduced everywhere around them—a poor colour image immediately lowers the perceived value of the text, to an even greater degree than a poor black and white one. Any inherent defect in the images supplied will only be exacerbated by the printing process.

B) An image should be chosen, not because it exists, but because it is necessary or beautiful in itself—preferably both.

C) The cost of copyright fees on images is borne by the author.

D) Scans submitted must be of 300dpi.

All images need to be supplied cropped (so any borders that are not integral to the image should be cropped).

Images should not be overwritten or stamped.

Scans of previously printed images—especially old newspaper photographs—will very often pixellate when printed (this is because the printing process effectively goes back to the source dpi of the original image before it was printed the first time).

Books, ledgers, etc. must be scanned flatbed, or using a scanner that compensates for page curl.

An image to be printed black and white that has severe contrast between light and dark will always print very black in the dark sections, usually losing most detail.

E) We do not generally print books with colour images, so these need to be converted to black and white or greyscale. Please bear in mind that colour images printed as black and white will always lose some sharpness and clarity.

F) Most importantly we require that the author specifies clearly exactly where the images need to be located within the text.