St Mark's Review
A journal of Christian thought & opinion

Barton Books

Style guide for writers

This guide has been prepared to assist authors to present manuscripts in the most appropriate form for type-setting and layout. This is our in-house style. Referencing styles are indicated below. We've tried to keep the explanations as succinct as possible.

Text

- Supply the manuscript as a Microsoft Word document or as an .rtf (rich text format) document.
- Use minimal formatting.
- DO NOT use tabs or multiple spaces to line up information. Create a Word table or use lists, if necessary.
- DO NOT use tabs or manual indents at the beginning of paragraphs.
- DO NOT use decorative or elaborate fonts except for foreign languages or the International Phonetic Alphabet.
- If your language font or layout space is special, discuss it beforehand with Graham Lindsay (02 6272 6258, glindsay@bartonbooks.com.au or glindsay@csu.edu.au).

Matters of style

The *Macquarie Dictionary* is the primary reference for spelling. *Style Manual for Authors, Editors and Printers* published by John Wiley and Sons Australia in 2002 is the general reference for style matters. (ISBN 0701636483). Exceptions and specific instructions are listed below.

General

- Avoid using **bold** type other than for sub-headings.
- Use *italics* for book and journal titles. *Italics* should only be used sparingly for emphasis.
- Avoid using '&' instead of 'and' unless '&' appears as such in an original quoted text.
- Avoid using abbreviations as much as possible – e.g. (for 'for example), i.e. (for 'that is') and etc. (for *et cetera*).
- Single quotation marks should be used at the beginning and end of quotations and article or chapter titles.
- Dates should be written as follows: 9 November 2007.
- Biblical references should appear within parentheses ( ) within the text rather than in notes.
- When quotes are in excess of 30 words, they should be blocked and indented on both sides, and separated from the text above and below by one line space.
- Em rules are not used. Rather use #en rule# (where #=space).
- No full stops are used after initials, for example, RL Smith.
- Sentence case is used in headings and subheadings.
- When chapters and parts are quoted, use lower case and numeral (chapter 1).
- Use ellipses separated by spaces, not 3 full stops (… not ...).
- When using a number range, separate the numbers with an en rule. For example, pp. 45–57. (No spaces either side of en rule.)

References

- Notes in articles submitted for publication in *St Mark's Review* will appear as endnotes. For Barton Books publications, the format of notes will be decided after consultation.

- Notes should be used mainly for reference citations, with discursive notes kept to a minimum.
- The first reference to any given source should provide full bibliographical details, with subsequent references providing the author's or authors' surname(s), abbreviated title, and page number(s).
- Single quotation marks should be used for article titles, with a comma placed after the closing quotation mark, and italics should be used for book and journal titles.
- Do not use *ibid.*, *op. cit.*, or *loc. cit.* or similar Latin abbreviations.

Page numbers in notes

- As much as possible give specific page numbers for each reference.
- Instead of using p. 95f. meaning page 95 and page 96, use pp. 95–96.
- To indicate a specific page and unspecified pages folllowing use the following example: pp. 45ff.
- For a page range greater than 2 use a format similar to this example: pp. 45–57. (No spaces either side of en rule.)

Setting out notes

First reference to a book

First name followed by family name, *Title*, publisher, place of publication, date, page number(s).

Tom Frame, *Church and State: Australia's Imaginary Wall*, UNSW Press, Sydney, 2006, p. 47.

Subsequent reference(s) to the same book

Frame, *Church and State*, pp. 49–50.

First reference to a journal article

First name followed by family name, 'Title of article', *Journal title*, Volume number, Issue number, date, page number(s).

Ellen F. Davis, 'Critical Traditioning: Seeking an Inner Biblical Hermeneutic', *Anglican Theological Review*, Vol. 82, No. 4, 2000, pp. 733–51.

Subsequent reference(s) to the same journal article

Davis, 'Critical Traditioning', p. 742.

First reference to a chapter in an edited collection

First name followed by family name, 'Title of chapter', in Editor's first name and family name, (ed.) or (eds), *Book Title*, publisher, place of publication, date, page number(s).

Matthew P Anstey, 'Seeing Hagar the Theologian: The Interpretation of Genesis 16', in Graeme Garrett (ed.), *'Into the World You Love': Encountering God in Everyday Life*, ATF Press, Adelaide, 2007, pp. 17–35.

Subsequent reference(s) to the same chapter

Anstey, 'Seeing Hagar', p. 21.

Internet references

Internet references should include all the information necessary to enable the reader to locate the source conveniently, including the author, document title, date (if provided), the URL and the most recent date accessed.

Jill Vestment, 'Theology and Liturgical Renewal', 2004, http://www.liturgicalrenewal.net/jackson-theology.html (accessed 9 November 2007).

If no publication date is provided, use the word 'undated'.

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