

University of Wales Press

The Journal of Religious History, Literature and Culture

Guidance for authors.

**Please pay special attention to those items in bold**

Guidelines for submission of articles

Articles for consideration should be submitted in MS Word (or a compatible rich text format document), double spaced.

Abstracts of approximately 100-200 words should be included.

**General points:**

Punctuation should be outside quotation-marks, except where a complete sentence beginning with a capital letter is contained within them, when the full point should fall within the quotation marks.

Superscript numbers for footnotes should follow adjacent punctuation.

Ellipses are indicated by a series of three points only (including at the end of a sentence).

Square brackets should be used within round brackets.

All nouns ending in -s should have their possessives in -s’s.

All elements of the manuscript must have double line spacing: this includes main text, notes, references, prose or poetry quotations, tables, figure legends and image captions. Double spacing is required to allow sufficient room for the copy-editor to annotate hard copy and to facilitate consistent production cost estimates.

Allow margins of 2.54 cm on all sides (this is default for normal Word documents).

**Use Times New Roman font only throughout the text (other fonts may not display some special sorts or smart quote marks, for example) in 12-point. This applies to main text and notes.**

Pages should be numbered consecutively throughout; preliminary matter numbered with lower case roman numerals (i onwards), and the text proper numbered with arabic numerals (1 onwards). Any blank pages should be removed from the manuscript.

**Do not justify the margins; paragraphs should be flush left, ragged right. Text should be ranged left only, not centred or justified to the right-hand margin.** Headings and subheadings should also be typed ranged left with a line space above and below. Use subheadings sparingly.

**At the end of each paragraph use two hard returns to show the start of the next paragraph; use the tab in addition in order to show the start of a paragraph.** This will allow the copy-editor and typesetter correctly to identify continuation (no tab) or the start of a new paragraph (tab) following long quotations (which are called ‘displayed extracts’).

Use the indent function for setting off displayed extracts of prose or poetry.

The following relate to frequent errors and inconsistencies in submitted manuscripts (please consult the *New Oxford Dictionary for Writers and Editors* (ODWE) (OUP, 2014) in the first instance for any matters not detailed here):

* **Use only one space after full stops (periods) and colons. Typists are trained to put two spaces after a full stop. Only one space is required in articles.**
* Punctuation around quotations: place full stops, commas, colons and semi-colons outside closed quotation marks; only when grammatically complete should quoted sentences end with the full stop inside the quotation marks.
* **Place end-of-sentence superscript numbers after the full stop, closed-up, with no space preceding.**
* **Superscripts should be used only for note cue numbering in the text**, and where necessary in original source manuscript readings or in mathematical equations; type 3rd edition, for example, not 3rd edition.
* Ensure that you do not use l (ell) or I (upper case i) for 1 (one), O (oh) for 0 (zero), x (eks) for × (multiplication symbol), and so on.
* Type the word ‘and’; do not use ampersand (&) in your prose.
* Please distinguish between hyphens and dashes. A hyphen (-) is a single short dash used for connecting words; an en dash (–) should be used **without** spaces for number range elisions, e.g. dates and page numbers, or **with** a space before and after for parenthetical breaks in sentences.
* Text should be typed in upper and lower case; **do not use all upper case for chapter titles or headings** (even when series styles give headings as all upper case). The exception is for acronyms.
* Use italics sparingly for emphasis in normal text; it is better to make emphasis clear through sentence structure, without resorting to italics.
* You should not place hard returns at the end of a line of text; hard returns should be used only to end paragraphs, headings or list items.
* Ensure that web addresses or hyperlinks in the text are not live, as they can corrupt some typesetting programmes.

**Quotations**

Quotations of no more than thirty words should be placed within single inverted commas; and larger numbers should begin on a new line and be indented (but still double-spaced). Double inverted commas should be reserved for direct speech or quotations within quotations. Any quotation in a language other than modern English should normally be accompanied by a translation, which should preferably be placed in a footnote (and therefore in single inverted commas).

In cases of quotations and extracts which are in copyright, it is the responsibility of the author to secure permission to quote.

UK English (rather than US English) usage should be followed.

**Numbers**

All numbers smaller than 101 should be in words. But please note ‘two hundred’, ‘one thousand’, etc. Also, please use figures in passages where there is a succession of specific quantities. In expressing periods of time or a succession of numbers, use the fewest figures necessary to convey the meaning without obscurity. For example, in the case of page numbers: 21–9; 32–56; 241–6, 247–82; 1016–47; but in the range 10 to 19: 11–19, 413–16. In the case of years (e.g. reigns): 1124–53, 900–3, 834–9, but 811–19.

**Dates**

Dates should be standardised on the models ‘2 December 1042’, ‘2 December’, and ‘December 1042’. In references to decades, use the formula 860s, not 860’s. Use of B.C., A.D. formulae should follow the conventions ‘55 BC’ and ‘AD 1014’.

**Capitalisation**

In general, retain capitalisation as in the original for quotations. Elsewhere, keep capitalisation to a minimum; always capitalise religious organisations as nouns (the Church of England, the Catholic Church) but not as adjectives (church courts, a presbyterian meeting).

**Citations/references**

These should be printed as footnotes.

**Book**: Author’s initials and name (or editor’s name, if no author); book title in italics; place of publication; year of publication; specific page(s) cited, if applicable (note: publishers’ names are not included).  Pages should be indicated with p. or pp. So: J. Bloggs, Example Book (London, 1990), pp. 21–3.

**Chapter in book**: Author’s initials and name; article title in single inverted commas; editor's initials and name followed by (ed.); book title in italics; place of publication; year of publication; specific page(s) cited, if applicable. Pages should be indicated with p. or pp. So: J. Smith, ‘An Essay on Books’, in J. Bloggs (ed.), *Another Book* (London, 1991), pp. 391–2.

**Book in a series**: Author’s initials and name (or editor’s name, if no author); book title in italics; book series; city of publication; year of publication; specific page(s) cited, if applicable. Pages should be indicated with p. or pp. So: J. Bloggs, *A Third Book*, Smiths History of the Book, vol. 4 (London, 1993), pp. 89–94.

**Journal article**: Author’s initials and name; article title in single inverted commas; journal title in italics; volume and issue number; year and page numbers. Pages should be indicated **without** p. or pp. So: J. Bloggs ‘An Article on Books’ in *The Journal of Books*, vol 10, no 3, (1994), 5-6.

**Dissertation or thesis**: author initials and name; thesis title in inverted commas; university and degree conferred; year; page numbers. Pages should be indicated with p. or pp. So: J. Bloggs, ‘A Thesis on Books’, University of London PhD thesis, 1989, pp. 10–15.

**Manuscripts**: Repository; manuscript name (e.g. letter from X to Y; date); manuscript reference number; folio numbers. So: British Library, Bloggs Papers, letter from Bloggs to Smith 25 December 1980, Add. Mss. 24,000, ff. 25–6.

**Biblical citations**: should adopt the format:  Translation, Book chapter: verses, using a colon to delimit chapter from verse. So ‘In the beginning, God created the heaven and the earth’ would be: King James Version, Genesis 1:1.

**Illustrations:** You are asked to ensure that all necessary illustrative materials are supplied at the same time as submission of the final manuscript to UWP. You should consider the legibility of each illustration, and particularly of any labelling, once it has been reduced or enlarged to fit the printed page size; please ensure the consistency of spelling on illustrative material with your usage in the main text.

References in the text to illustrative material should take the form ‘Table 1’ etc. for tables, and ‘Figure 1’ etc. for other illustrations including maps. Do not refer to illustrative material by saying ‘in the following table’, for instance, as it cannot be guaranteed that pagination will allow such precise positioning. It is usually helpful **not** to have the title for an illustrations included within the body of that illustration; titles should be provided separately so that they can be typeset as captions to match the text style.

Authors are requested to obtain all permissions for the reproduction of any illustrative material already in copyright. Obtaining permissions can be a lengthy process, which you should initiate well ahead of submitting your manuscript. If supplied electronically, the following specification is required:

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A separate list of captions, clearly identified with the illustration, should be supplied with the manuscript; corresponding captions should be given in the main text as well as supplied in the list.

Queries about other formatting or presentational issues should be referred to the editors:

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