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Ecclesiological Society
Notes for Contributors to *Ecclesiology Today*

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Delivery Mechanism

Text
We prefer to receive articles electronically, in Word format. However, we can cope with most types of word-processing language.

The file name should include the author's name (e.g. joe bloggs vestments.doc). Delivery by email is easiest, though we can accept CD ROMS etc. There is no need to send a paper copy.

As a last resort, we can manage with a paper typescript and no electronic copy, but this does add significant extra work. In this case we will probably scan the typescript into the computer. It must be double spaced, with no footnotes, and all endnotes kept together at the end of the text.

Tables can be included in the text.

A single sentence describing yourself should be included at the end of the text, beginning 'About the author: . . .'.

Captions
Captions to illustrations should be provided in a separate word-processing file (or separate typescript). The file name should include the author's name (e.g. joe bloggs captions. doc)

Illustrations
We can accept digital illustrations or hard copy illustrations. See below for fuller discussion.

Permissions

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It is your responsibility to obtain illustrations suitable for reproduction. You must obtain any necessary permission (in writing) to reproduce **them if necessary, at your expens**e. The journal has a print run of 1,000 and you will need permission for UK English-language black & white reproduction, with the journal being made available on our website. The journal is educational and non-profit-making.

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Illustrations

Scanning
If your illustrations start life as hard copy then we will arrange to have them scanned professionally. Please do not scan illustrations yourself unless you have access to a professional facility.

When sending us illustrations, please use recorded delivery for anything of value. We will take sensible precautions, but cannot guarantee the safety of your illustrations, so you should make copies of anything which would be hard to replace.

All illustrations should be labeled with a) the author's name and b) the figure number used in the text and list of captions.

Digital images
Photographs taken with a digital camera are acceptable provided they are of high enough resolution (see next paragraph). The file name of the image should include a reference to the author's name, followed by the figure number (e.g. joe bloggs fig 3.jpg). Any standard file format is acceptable (e.g. jpg or tiff).

The digital image must have sufficient resolution for high quality reproduction. To give a guide, a 2 mega pixel camera is the very minimum we suggest, and we will not be able to reproduce above our standard size (the width of the text block). Nor will we be able to crop the photo to any extent. A 5 mega pixel camera is rather better; indeed if no cropping is required, then that resolution will just be adequate for the largest (full-page) image we reproduce. If the images require cropping then these figures increase significantly – for example, if we discard just one third of the height and width of the images, then it doubles these requirements.

It is sometimes assumed that if the image displays well on a computer monitor, or prints well enough using an office laser printer or inkjet, then this means that it has sufficient resolution. Unfortunately this is not true, as both monitors and office printers require much less resolution than the high-end reproduction used for the journal. In particular, images taken from websites rarely if ever have sufficient resolution, however well they appear on screen.

Placing of images
In the body of your text, refer to the images as in the following example. Notice the abbreviation when the reference is in brackets, and the lack of abbreviation when it is not.

> The nave (Fig. 3) is impressive, and the fine detailing of the capitals (Figs 4 & 5) worthy of note. In Figure 6 can be seen the inscription to the patron.

If you have any preferences for the size and importance of the illustrations relative to each other, or for particular illustrations to be placed in a way which makes them easy to compare, please let us know, and we will do what we can to accommodate you.

Presenting the word-processing document

In the old days, a typesetter would retype everything from scratch from a marked up copy, automatically putting the text into house style as he or she went.

These days, we send electronic files to the printer. This is much quicker and cheaper.

However, for it to work smoothly, it is very helpful if your initial word-processing file is laid out as described below. You will see that some of the old requirements (double spacing, for example) have gone. In their place are some new ones.

- There is **no need for double spacing** of lines. But if you cannot stop yourself, it does no harm (so long as you don't use the Return key to create the line space, but set up the paragraph format as double-line spacing)
- On the other hand, please **avoid double spaces after a full stop**, or elsewhere. We have to remove them. After a full stop, just a single space please.
- There is **no need for gaps** between paragraphs. If you do want gaps, please do not use the Return key to create them (we have to remove the superfluous Returns). Instead, set the paragraph format to have a space after it (in Word, go to Format > Paragraph, and enter 12pt in the box labelled 'After'.)
- Please use **one font, one font size, and one paragraph style tag** throughout the body of the text. (If you don't understand this, then you probably won't be using more than one anyway.) For example, please do not use separate styles for headings and for quotations. We have to remove them. (It is acceptable for the endnotes to be in a different style, which will probably happen if you use the automatic endnote facility within your word processor.)
- Indicate the **title** of your article, and other elements, as follows: **Title** – embolden; *Author's name* – italics; **First level subheading** – embolden; ***Second level subheading (if really needed)*** – embolden and italicise. Please don't use paragraph styles or tags for this.
- Use **end notes**, not footnotes. Please feel free to use the endnote facility within your word processor. We have a piece of software that converts them for the typesetter.
- Place the **endnote number** in the text after the nearest full stop or comma,[2] like these two examples.[3] That is, please *don't* place it before the punctuation mark, like this[4].
- If you have a **table**, and need to align various columns, please do not use spaces to get things in line, because the alignment will completely disappear at type-setting, and it takes us a very long time indeed to put everything back together. Instead, use the tab key or create a Word table.
- Please do not use **'hard' or 'manual'** page breaks, word spaces, or hyphens. If you don't know what these are, then there's no need to worry.
- If possible, **use the n-dash** (rather than the hyphen) for dates (1853–9, rather than 1853-9), and for punctuation – as here. But we can insert these ourselves if you're not quite sure what we are talking about.

References and citations

General

We use a short-title system. The first occurrence should give the full reference, and later citations give a short-title reference. This means that 'op cit' is not normally used.

For example, the first occasion the work is referenced might give:

Judith Butcher, *Copy-Editing for Editors Authors and Publishers*, (Cambridge, 1992), 228–29.

Subsequent reference would be set out as:

Butcher, *Copy-Editing*, 17–24

Note that page numbers are not normally preceded by 'p.' or 'pp.', unless there is a risk of confusion. The convention for contracting page numbers is to use the last two digits of the page number (unless more are needed): 7–9, 10–13, 21–23, 70–75, 100–04, 121–25, 203–315.

Below are examples of a single-volume and multi-volume book; articles in a book and a journal; a thesis; and newspaper article. For articles, if possible, give both the page range of the article, and the page(s) being cited. Note that the place of publication is not given if it is London.

J. F. Smith & P. Jones (eds.), *Fat Kine and Fine Cats: My Life as an Ethical Taxidermist* (Milton Keynes, 1984), 4–5, 17–20, 30–31, 32 n.3, 34–35, 100–05, 113–14, 121–27.

John Foxe, *Acts and Monuments*, (eds. S. R. C. Cattley & G. Townsend), 8 vols. (1837–41), III, 291–92.

John F. James, 'The love of lucre', in P. Jones & R. Hague (eds.), *The Abominable Snowman* (1999), 20–31 (p. 17).

J. Francis & C. Bloom, 'An early example of clerical leg-warmers', *Proceedings of the Vestments Society*, 37 (1989), 18–30 (pp. 22–23).

Bill Cliftlands, 'The "well-affected" and the "country": politics and religion in English provincial society, *c*.1640–1654', (doctoral thesis, University of Essex, 1988).

George Parker, 'Rejuvenated Darling seizes initiative in fight for political comeback', *Financial Times* (12 January 2008), 'FT Weekend', p. 2.

Referring to churches

The basic principle is that the church is dedicated to a saint, so 'belongs' to that saint, and thus an apostrophe is appropriate. (Note that we use 'St', not 'S.' to refer to a saint – thus St George, not S. George. We do not put a stop after 'St', so not 'St.') To this basic principle, custom and use has added various wrinkles. Thus:

> The church of St Paul, Middletown (Hertfordshire) has a double arcade, whilst nearby St John's church doesn't. This makes Middletown, St Paul the first port of call on any visit to the area, though St John's is also worth seeing. There is no doubt that St Paul's, Middletown is the better of the two. In fact Middletown church has a medieval core (and the reader will understand I am referring to the Anglican church, and not that of any other denomination). Middletown's arcades have naturalistic foliage on the capitals (and although only the town name is mentioned, it is still the church which is being referred to).

> Nearby there is a village, Bradfield St George (Suffolk), without any comma in its name. I could refer to this church simply as Bradfield St George so long as the context indicated that I am referring to the church, not the village. Otherwise, I would say 'the church at Bradfield St George' or 'Bradfield St George church' or 'St George's'.

All of this is for churches being referred to in the text. In titles and captions the form Middletown, St Paul is the default. If you need to use a county name, then experiment with Middletown, St Paul (Hertfordshire), but if that doesn't seem to work then try another form.

For dedications to more than one saint, refer to 'the church of St Peter & St Paul', or 'Bigtown, St Peter and St Paul (don't use Sts Peter & Paul or SS Peter & Paul), and try to avoid references to St Peter and St Paul's church. It is usually best to retain both saints when referring to the building, so not referring to St Peter's on its own; but sometimes one's

patience is stretched by a dedication of interminable length (St Mary the Virgin, St Ursula, and the Eleven Thousand Virgins), or the sheer repetition of both elements is wearying to the reader, in which case shorten the name, but ensure that the first time you do this the reader immediately understands that you are referring to the same building.

For saints with a descriptive noun or adjective, such as St Mary the Virgin or St John the Baptist, it is acceptable to drop the descriptive element on subsequent uses and refer to St Mary's or St John's. Avoid references to St Mary the Virgin's church or St John the Baptist's church.

Following reasonably well-established custom, we omit the apostrophe when referring to dedications of plural saints. So All Souls, Langham Place, All Saints church, All Hallows, Barking.

If the saint's name ends in 's' (as St James) then you may choose to add an additional 's', to make St James's church, or place the apostrophe after the existing 's', referring to St James' church. The choice is yours but please stay with just one or the other.

This whole area is riddled with difficulty, and you may well find issues not covered here. If so, make a sensible decision that does not draw attention to itself, and stick to it.

Other style points

Use English **spelling**. However for words where there is a choice between 'ize' and 'ise', use the latter.

Numbers less than twenty are normally spelt out. But there are exceptions, particularly in paragraphs with many different sized numbers ('he had 23 sheep, 5 cows and 110 wives') or where units are mentioned or implied ('the house was 10 metres tall, and 7 wide').

For **quotations**, use *single* quotation marks, placing the final quotation mark before the full stop whether or not you are quoting a full sentence. Place quotations of more than about forty words in a separate paragraph, with no quotation marks, and no indent, with the words **QUOTE STARTS** and **QUOTE ENDS** at the beginning and end of the paragraph in bold. Do not place an ellipsis (three dots) at the beginning or end unless the reader will misunderstand the text without it.

Dates without commas, thus: 4 October 1998. But if the day is given, a comma after the day: Friday, 23 October 1998. Spell out months and days in full. No comma after saints' days: On Christmas Day 1643, on St John's Day 1945. For pairs of AD dates, elide to the shortest pronounceable form, no space before or after the n-dash: 1971–4, 1970–75, 1914–18, 1798–1810. Decades as 1860s, without apostrophe.

When using '*c.*' as an abbreviation for *circa*, italicise it and close it up to the date without a space after the stop, thus *c.*2004.

Century numbers are spelt out, not as numerals, so 'churches in the mid seventeenth century', 'mid seventeenth-century churches'. Note the hyphenation for **compound adjectives** 'mid seventeenth-century churches', 'twin-towered west front'.

For **clergy** use Revd as an abbreviation for Reverend (not Rev. or Rev'd). Use Fr without a stop for Father.

Space **initials** before **names** – thus A. W. Pugin, not A.W.Pugin.

Listed buildings have been designated Grade I, Grade II, or Grade II* (with a few buildings designated at the older grades, A, B, C).

Biblical references are shown thus: Exodus xxx. 5 (note the space after the stop)

In general, use **capitalisation** for a particular item or as a title, ('Cambridge University, Bishop Blaine'), but 'the university nearby', 'the bishop of Ely' without caps. In general, if in doubt, don't capitalise. Examples:

> The county of Cambridge, the bishop of Ely, the rector of Old Brury, the vicarage, the deanery of Chelmsford

Here are some decisions we've made in the past about capitalisation which you may find helpful. The main thing, of course, is a degree of consistency whilst taking account of custom, so that the reader notices nothing. Within those constraints, we try to minimise capitalisation.

> the four Evangelists, the Doctors of the Church, the Gothic Revival, a neo-Romanesque church, the Arts & Crafts movement, the Gothic style versus the Classical style, the chapel of King's College, the Ecclesiologists, the Ritualists, the Oxford Movement, the Camdenians, the feast of St John, St John's day

> Morning Prayer, Matins, Evensong, Choral Evensong, the Eucharist, the Mass, the Prayer Book

> eucharistic vestments, choir habit, the west front, the east window, the high altar, the communion table, the holy table, the chancel, the quire or choir, the presbytery, the sanctuary, the reredos, the south chapel, the bishop's throne, the Lady Chapel, the Shrine of Our Lady, the Rood, Elevation of the Host, the consecrated elements, Reservation of the Blessed Sacrament

> He was born into the High Church; he came of a High-Church family; he was, indeed, a High-Churchman. He would not have described himself as an Evangelical, nor of the Low-Church party, nor as being Anglo-Catholic