

Editorial Style Guide

Una Sancta

This guide is intended to apply to all contributions to Una Sancta for publication in the magazine.

The manual is based on a much more detailed manual produced for Monash University Publishing

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Spelling and usage

General information

As *Una Sancta* is published in Australia, Australian spelling, rather than American is preferred. Use:

- 'ise' rather than 'ize' (realise, organise)
- 'our' rather than 'or' (colour, behaviour)
- 're' rather than 'er' (theatre, centre).

(See also 'Double "l" or single "l".')

However, proper nouns, such as World Health Organization, retain their own spelling (and punctuation) as this forms part of their title.

Capitalisation

Words which represent Holy God (in the three forms of the Trinity) should be capitalised. The Father, the Son, He, Saviour, Lord. Exceptions are where the words are a direct quotation e.g from the Bible or Confessions. Preceding adjectives are not capitalised.

Bible is capitalised, biblical is not.

Where Lord represents the covenant God then it is all capitals.

defence/defense

Use 'defence' (Australian spelling). However, 'defensible' and 'defensive', etc, take an 's'.

discriminatory language

Do not use racist language, nor language that denigrates individuals or groups of people on the basis of their gender, religion, nationality, sexual preference or gender identity.

licence/license

Licence is a noun:

She renewed her driver's licence.

License is a verb: 'to license' or 'licensed to'.

The cafe was licensed to sell alcohol.

number

When abbreviating, use 'no.' for number and 'nos' (without the full stop) for numbers.

page

Use 'p.' to abbreviate 'page', and 'pp.' for 'pages'. Both 'p.' and 'pp.' should have a space before the number.

per cent.

Spell out when used in text, but use the % symbol when used in tables and graphic material.

percentage.

Spell out when used in text, but use the % symbol when used in tables and graphic material.

possessives

See 'Singular nouns ending in s'

practice/practise

Practice is a noun: the practice, a practice, 'A Country Practice'.

Practise is a verb: to practise, practising.

quotation marks

Use 'curly' quotation marks rather than straight quotation marks.

quotations

In quotations the original spelling and punctuation are retained. (See also 'Quotations and quotation marks'.)

websites

When including the URL of a website, there is no need to include the "http://" or the "https://" component of the URL.

www.publishing.monash.edu.au

www.theaha.org.au

If the URL does not begin with "http://" or "https://", the full URL should be included.

subheadings and subtitles

All levels of subheadings within manuscripts should use minimum capitals – only the first letter of the first word and proper nouns should be capitalised:

web terms

Common web terms are usually written as one word, except where an acronym is involved:

webpage, download, homepage, website, cyberspace, CD-ROM

Capitalisation and use of titles

official titles and positions

Use maximum capitalisation for a person's official title only when it is given in full (whether or not accompanied by his or her name):

The Minister for the Environment and Heritage, Senator Ian Campbell, stated that climate change in the Murray-Darling Basin...

When the title is shortened, however, it should be written in lowercase:

Yesterday, environment and heritage minister Senator Ian Campbell stated that climate change in the Murray-Darling Basin...

There are a few exceptions to this rule: use capitals when referring to the present Prime Minister, the present Treasurer, the present Australian monarch, and foreign heads of state:

The Prime Minister would not be swayed.

There was outcry over the Treasurer's budget cuts.

The Queen's last visit...

The President of the United States of America warned that... after which the President claimed...

It is **not** desirable to have a mixture of full and abbreviated titles, as in the following example:

The education, science and training minister, Ms Julie Bishop, met the Vice-Chancellor of Monash University, Professor Richard Larkins, to discuss the matter.

The sentence should be rephrased:

The Minister for Education, Science and Training, Ms Julie Bishop, met the Vice-Chancellor of Monash University, Professor Richard Larkins, to discuss the matter.

People in positions of authority should be given a proper title and first names used sparingly.

'Julia Gillard' is not acceptable. Prime Minister Gillard, or Prime Minister Julia Gillard. If the official title has already been used in the article for a person then it is acceptable to use surname only. E.g Gilalrd then went on to say... Not Julia Gillard went on to say...

Punctuation

Please note that proper nouns, such as Methodist Ladies' College, retain their own punctuation as the punctuation forms part of the title.

Abbreviations and contractions

Abbreviations

(See also 'Full stops' and 'Latin abbreviations'.)

Abbreviations are words where the first or last few letters have been omitted:

p. (for 'page' – note that the plural form is 'pp'.)

vol. (for 'volume')

Prof. (for 'Professor')

ed. (for 'editor' – note that the plural form is 'eds' without the full stop)

phone (for 'telephone')

no. (for 'number' – note that the plural form is 'nos' without the full stop.)

Abbreviations that have the last few letters omitted should be followed by a full stop to indicate the missing letters.

Latin abbreviations

Latin abbreviations do not take full stops except when 'etc' concludes a sentence.

Use a comma before 'ie' and 'eg', but not before 'etc'. Use a comma after 'etc', except at the end of a sentence.

Keep the 'v' in versus lowercase.

Apostrophes

Singular nouns ending in s

Where the singular noun ends in s, add 's – unless the noun is a Biblical name, in which case it takes only an apostrophe:

Davis's performances Strauss's compositions

But

Jesus' parables Herodotus' writings

Plural and collective nouns not ending in s

Where the plural noun does not end in s, add 's

children's playtime the staff's lunch room

Plural common nouns ending in s

Plural common nouns that already end in *s* simply have an apostrophe added after the *s*:

The girls' school bus the lecturers' seminars critical theorists' writings

Plural proper nouns ending in *s*

For plural proper nouns (ie the names of people, organisations and so on that are capitalised) that end in *s* add 's:

the Wilsons's holiday (plural of Wilson is Wilsons, + 's)

the Joneses's family holiday (plural of Jones is Joneses, + 's)

Where the 'possessive' belongs to more than one person

In this situation only the last person in the grouping has their name apostrophised:

Simon and Garfunkel's music

John and Mary's wedding

However, if the 'possessed' does not 'belong' to both or all parties (for instance, if John and Mary had both had weddings, but not to one another), then both or all names would require apostrophes to indicate that they each had separate 'possession':

John's and Mary's weddings

Simon's and Geldof's music

Words that are both singular and plural, and end in *s*

Where words are both singular and plural and end in *s*, add an apostrophe only, after the *s*, to make the possessive:

the scissors' edge

Unusual expressions

Rarely, in unusual expressions, apostrophes are used to create plurals as an aid to reading clarity:

Dot your i's and cross your t's.

Apostrophes and acronyms

For acronyms that are written in capitals, do not use an apostrophe to create a plural form. Merely add the *s*:

NGOs

MPs

URLs

PDFs

Apostrophes and dates

There is no apostrophe in full year dates, such as 1960s. However, where the years have been abbreviated there is an apostrophe to replace the missing numbers: the '60s were good years (make sure that the apostrophe is facing the correct way – ie, that it looks like an apostrophe rather than an opening quotation mark).

its and it's

The word 'its' is already in the 'possessive' form, in the same way that 'her' or 'their' already indicate possession:

its house

her house

their house

your house

Therefore an apostrophe is not needed to create a possessive.

An apostrophe is only used after 'it' when the word is an abbreviation of 'it is':

It's a lovely day = It is a lovely day

It's morbid = It is morbid

It's a sure sign = It is a sure sign

Unless the word is being used as an abbreviation for 'it is', do not use an apostrophe.

Italics and underlining

Italics should be used for the titles of books and for the names of journals and similar material. Italics can be used for emphasis but they should be used very sparingly: overuse of italics often defeats the purpose, in that nothing really stands out and they become distracting for the readers. Italics rather than underlining is preferred for emphasis. Bolding can be used, also sparingly.

Italics are also used to signify foreign words or phrases that are not in common usage in English. Italics that appear in the original source of a quotation should be retained.

Italics may be used for quotations.

Quotations and quotation marks

Use single quotation marks for direct quotations, and double quotation marks for a quote within a quotation.

Single quotation marks can also be used to signify emphasis in an unusual phrase; however, be very wary of overusing this technique.

Be aware that longer or significant quotations may require copyright permissions in which case the copied material must be clearly designated as such (by italics, indentation or quotation marks) with references to the source.

Indented quotations

As a rule of thumb, quotations that are longer than five lines, or about 60 words, should be indented on the page (these are known as 'indented quotations'). Consider also using italics. **Do not use tabs or the space bar to indent quotations.** Do not enclose indented quotations in quotation marks.

Retain spelling and punctuation

The spelling and punctuation of the original source should be maintained, even if it is not 'correct' by today's standards or according to this style guide.

Truncated or edited quotations

If the source quotation is truncated, either in the middle or at the end of the quotation, use ellipses to mark the point of the omitted material. Do not use ellipses at the start of the quote, even if material has been omitted there.

If the wording is adjusted slightly to fit the grammar of the sentence, put the interpolation within [square brackets].

References

Una Sancta uses the 'Oxford' system of referencing. Referenced material should be included in the Footnotes (see p. 19) and/or in a 'Primary sources' list.

The Reference list must contain the full citation details. It may also contain details of other material used in the writing of the article but not cited directly in the paper.

Examples of reference list entries

Books

Davidoff, Leonore; Hall, Catherine. 1987. *Family Fortunes: Men and Women of the English Middle Class, 1780–1850*. 2nd edn. London: Routledge.

Book chapters

Chant, Barry. 1994. 'The Nineteenth and Early Twentieth Century Origins of the Australian Pentecostal movement'. In *Reviving Australia: Essays in the History and Experience of Revival and Revivalism in Australian Christianity*, edited by Hutchinson, Mark; Piggin, Stuart. Sydney: Centre for the Study of Australian Christianity: 97–122.

Journal articles

Cronon, William. 1992. 'A Place for Stories: Nature, History and Narrative'. *Journal of American History* (March): 1347–1376.

Bennett, Michael. 2012. 'The Longer History of Human Rights: Refuge in Early Modern Europe'. *History Australia* 9 (1): 7–26.

Runions, Erin. 2004. 'Biblical Promise and Threat in U.S. Imperialist Rhetoric, Before and After September 11, 2001'. *The Scholar and Feminist Online* 2 (2). Accessed 18 August 2003. Available from:

<http://www.barnard.edu/sfonline/reverb/runions1.htm>.

Web pages

Notes: if the publication date is not known, the year that the web page was accessed is cited in lieu of the date of publication. Please don't put the hyperlink in a new paragraph. If the web page/site is no longer available at the time of submitting your work, please indicate this with 'Formerly available from'.

Bureau of Meteorology. 2005. 'Significant Weather – June 1998'. Australian Government. Accessed 27 July 2005. Available from: http://www.bom.gov.au/inside/services_policy/public/sigwxsum/sigwx0698.shtml.

Footnotes

To include primary sources or add supplementary textual notes to the main body of the text, **please use endnotes** (not footnotes). The footnotes must be created using Microsoft Word's "endnote" function. The endnotes should not be created manually.

Endnotes can include inline citations, using the author-date system as detailed above. The material referenced here as an inline citation *must then be cited fully* in the reference list.

Figures

General

Figures include all of the following: photographs, maps, diagrams, charts and graphs, drawings, etc.

Figures **must not be embedded** within the Word/RTF document: each one should be submitted as a separate, high resolution, good quality file. An **exception** to this rule is when a diagram is *created* within the Word/RTF document itself.

Copyright permission: For any figures that the authors have not created, the authors will need to have permission to reproduce that figure, even if the image is posted on the Internet. The source of images should be acknowledged in captions.

Figures in Una Sancta will be converted and published in **black and white**. This should be kept in mind particularly when creating maps or other figures that need to show contrasts between items – such as different countries or demographic groups. In these instances, grey-scale with differences of 20% are preferred, or different types of line fills, etc. If you have an image that absolutely requires colour, please let your editor know.

Figure location and naming conventions

Indicate the location of figures

The placement of your caption in your text will tell us where you want your image placed, for page layout reasons, we may not be able to place your images exactly where you want them; we will place them nearby in these instances.

There may be instances where we need to group all of your images together, rather than placing them at specific points in the text.

Figure specifications

Acceptable file types for figures

- jpg, gif, tif, png, ai, pdf

Maximum image size and minimum resolution

Images must have a minimum resolution of **300 dpi** (dots per inch) for the size at which they'll appear in the **printed** publication. For example, if an image needs to be at least five inches wide and three inches high on the printed page, the image will be at least 1500 pixels wide and 900 pixels high.

The maximum space available on the printed page is **113 mm wide by 192 mm high** (or 4.44 inches by 7.56 inches), keeping in mind that space will need to be left for the caption – about 4mm per line of captioning.

A guide to whether your image will be big enough, or of good enough quality

- **Any figure under 100 kb** is most likely going to be either too small in physical dimensions and/or too low in resolution to be useable.
- **A full page photographic image** will most likely be larger than 2Mb.
- If your figure is **a diagram** of some sort, or a line drawing, it will most likely be a lot smaller than a photographic image, in terms of the kb size.
- **Screen shots** are *not* suitable: they are too low in resolution to be useable.
- **Images from the Internet** are usually only 72 or 96 dpi and are therefore not useable – their resolution in relation to the physical dimensions will be too small. (Remember also that Internet images will still require copyright permission to reproduce even though they are readily available on the Internet).
- In order to look good on screen, an image only needs to have 72 dots per inch, but to look good in print it needs to have 300 dots per inch. So an image that's about 5 inches wide on-screen (when viewed at 100% of its size) will look good, but to maintain that quality in print, the image would have to be reduced to just over 1 inch wide:
 $5\text{ inches} \times 72\text{ pixels} = 360\text{ pixels}$. Print resolution = 300 pixels per inch so image = just over 1 inch).
- Not everyone has the software to find out how many pixels are in an image. There's a way around this: Go to the folder where the image has been saved. In

the section with the headings 'Name', 'Size', 'Type', etc, right-click and select the display option 'dimensions'. The pixels will display. Divide the pixel width by 300 to get the approximate print size. (Keep in mind that any additional space around the image will be included in the pixel count.)

- Mind you, all of the above only works when the image's pixel count hasn't been artificially inflated. For instance, even if you have the software to do this, you can't simply open the image and change the resolution from 72 to 300 dots per inch. This adds pixels that are copies of the pixels around them, and this duplication doesn't reduce the quality of the figure. The easiest way to see whether this has happened is by viewing it at 100% and seeing if it looks sharp and clean of 'dirty pixels' – pixels that seem to be coloured for no reason – or without it looking bit-mapped.
- If you don't have image software, open your images in Microsoft Office Picture Manager, and from the toolbar change the viewing size to 100%. The image should look very high quality at its full size – without extraneous 'dirty pixels' or looking 'blocky'. And note that if it looks the right size on screen at full size – as before, say it looks about five inches wide – then it is going to be way too small for inclusion in a print publication.