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## ARK HOUSE AUTHORS STYLE GUIDE

Please adhere to the following guidelines when you submit your manuscript in the form of a Word Document to Ark House Press:

- ✓ Please specify what Bible Translation that you have used at the top of the document.
- ✓ Do not tab or indent for each paragraph, if required the publisher will do this in the formatting stage.
- ✓ Separate paragraphs by using the “Return or Enter” key once.
- ✓ Do not put an additional blank line between paragraphs. The spacing will be adjusted in the formatting process.
- ✓ Include Endorsements, Acknowledgements, Introductions, Table of Contents and body of manuscript laid out in the 1 Word document.
- ✓ Please send a Short and a Long Biography of yourself.
- ✓ Please send a Short and a Longer Blurb about your book.
- ✓ Please ensure font is Times size 11.
- ✓ Please use “Double Speech Marks” for speech and then ‘single’ when highlighting something like a singular word. However for fiction titles we accept ‘single’ speech marks for speech.

The following guidelines are adhered to throughout the editing and proof reading process of all manuscripts submitted to Ark House. This is the preferred literary style for Ark House and we ask all authors to submit their Work in accordance with the following:

1. Limit the subject matter to one idea per paragraph. If new or different material has to be introduced, begin a new paragraph. Paragraphs should be neither too short nor too long. Three to five sentences are best. Since a paragraph states an idea, then develops it, a single sentence is not a paragraph.
2. Sentences may begin with the words, “But”, or, “And”, but such constructions should be used sparingly.
3. **American Spelling:** Use American spelling, not Australian. For example use:
  - ize not–ise (categorize, sympathize, emphasize)
  - yze not–yse (analyze, paralyze)
  - or not–our (color, flavor, Savior, tumor)
  - er not–re (center, theater)
  - l not–ll (traveler, jeweler)
  - ol not–oul (mold, molt)

4. **Use of Numbers:** The numbers one to ten are spelt out. Numbers over ten are left in figures, that is, 103. Also, when referring one million spell it out (one million, but 15 billion).
5. **Use of Capitals:** No copy should appear in all CAPITALS, except all-capital contractions and abbreviations (CSIRO, AD).
6. Capitals should be used for: Bible, Biblical and Christian. Use capitals for pronouns that refer to the Godhead (He, His, Who) and when quoting from a version of the Bible which capitalises such pronouns.
7. **References to titles of books, bands etc:** Use *Title Case* and *italics* for the titles of books, bands, plays, films, videos, newspapers, magazines and e-zines, songs, works of art, TV and radio programs. In *title case* all words of the title appear as capitals including short verbs, and prepositions. For example:

*Singing in the Rain* not Singing in the Rain

8. **Sub-headings:** For *sub-headings*, use Sentence case.
9. **Em Dash and En Dashes:** When using Em and En dashes please ensure there are no spaces either side of them. For example:

Sight-seeing

Spending the whole evening conversing with someone of high rapport–exciting!

10. **Stating Dates and Times:** Dates and times should appear in the following format:

11 September 2009 (no commas or abbreviations)

432 BC (no full stops, one space separating era from year)

9.00am (no full stops)

1970s (no apostrophe)

'70s (not 'the seventies')

11. **Quotations:** All quotations should be identified by the use of double quote marks. If they are within a sentence then quotation marks (“”) should be used and referenced with a footnote. Quotation marks should only be used for speech, not to emphasise a word.
12. **Quotation Marks:** When closing quotation marks (“”) and the sentence, place the end mark inside the quotation marks. For example:  
  
CORRECT: “I’m telling you we can’t do that.”  
  
INCORRECT: “I’m telling you we can’t do that”.
13. **Placing emphasis on singular words:** To emphasise words (including foreign words) italicise or use single quotations marks (‘’), not double quotation marks (“”) or bold. For example:

Why she cared so much about the *colour* of the wall was beyond me.

She had been given a precious 'gift' that she would treasure.

14. **Footnotes:** Footnotes should appear at the bottom of the relevant page rather than the end of the chapter or book. Footnotes should include, in this order, Title (in italics), Author, Date & Publisher. For example:

1 *The Promise*, Naomi Reed, 2009, Ark House Press

### **Biblical Quotations**

1. Quotations of verses should be taken from the New International Version of the Bible. Quote the portion *exactly* as it appears, including the wording, punctuation and capitalisation as given.
2. All scripture quotations should be italicised and separated from the text if they are not within a sentence. The scripture reference should appear in brackets and always be written in abbreviated to the first three letters of the book, not italicised. For example:

*For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord. (Rom 6:23)*

However, if the bible verse is part of a sentence write the name of the book in full for example: As quoted in Romans 6:23 the ...”

3. Bible references should have a colon between chapter and verse. Separate two or more references with a semicolon. For example:

(Rom 3:23) ; (Isa 9:11-15,25-28) ; (Joh 10:10; Mat 3:18)

4. Use an ellipsis (i.e. three dots...) with no spaces either side to indicate omitted words or phrases. For example:

Let us all...*grow up into him who is the Head, that is, Christ*

5. If a version other than the NIV is used, cite that version following the reference. For example:

*If you love me, you will keep my commandments (Joh 14:15 NKJV).*

Below is a suggested method of using Bible References. If you already have a set style in mind of how you'd like to write your Bible References throughout your manuscript we're happy to accommodate this.

## Books of the Bible – abbreviations

### Alternatives:

A - 1<sup>st</sup> three letters

B - as NIV abbreviates as that is the CW accepted version

	A	B			A	B
Genesis		Gen	Ge	Matthew	Mat	Mt
Exodus	Exo	Ex		Mark	Mar	Mk
Leviticus	Lev	Lev		Luke	Luk	Lk
Numbers	Num	Nu		John	Joh	Jn
Deuteronomy	Deu	Dt		Acts	Act	Ac
Joshua	Jos	Josh		Romans	Rom	Ro
Judges	Jud	Jdg		1 & 2 Corinthians	Cor	1Co
Ruth	Rut	Ru		Galatians	Gal	Gal
1 & 2 Samuel	Sam	1Sa		Ephesians	Eph	Eph
1 & 2 Kings	Kin	1Ki		Philippians	Phi	Php
1 & 2 Chronicles		Chr	1Ch	Colossians	Col	Col
Ezra	Ezr	Ezr		1 & 2 Thessalonians	The	1Th
Nehemiah	Neh	Ne		1 & 2 Timothy	Tim	1Ti
Esther	Est	Est		Titus	Tit	Tit
Job	Job	Job		Philemon	Phi	
Phm						
Psalms	Psa	Ps		Hebrews	Heb	Heb
Proverbs	Pro	Pr		James	Jam	Jas
Ecclesiastes	Ecc	Ecc		1 & 2 Peter	Pet	1Pe
Song of Songs	Son	SS		1, 2 & 3 John	Joh	1Jn
Isaiah	Isa	Isa		Jude	Jud	Jude
Jeremiah	Jer	Jer		Revelation	Rev	Rev
Lamentations	Lam	La				
Ezekiel	Eze	Eze				
Daniel	Dan	Da				
Hosea	Hos	Hos				
Joel	Joe	Joel				
Amos	Amo	Am				
Obadiah	Oba	Ob				
Jonah	Jon	Jnh				
Micah	Mic	Mic				
Nahum	Nah	Na				
Habakkuk	Hab	Hab				
Zephaniah	Zep	Zep				
Haggai	Hag	Hag				
Zechariah	Zec	Zec				
Malachi	Mal	Mal				