

WESTMINSTER JOHN KNOX PRESS

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Manuscript Preparation and Style Sheet Guidelines

Westminster John Knox Press and Geneva Press publish books in various trim sizes and specifications. Regardless of how your book will appear in print, we ask that you follow these formatting rules as you prepare and submit your manuscript. Please follow *The Chicago Manual of Style*, 17th edition, and the *Merriam-Webster.com Dictionary* (<https://www.merriam-webster.com>). You may also wish to refer to *The SBL Handbook of Style*.

Guidelines for Files and Manuscripts

1. All files must be
 - a. created in one file using Microsoft Word, preferably on a Windows operating system;
 - b. saved using author's last name followed by "main text" as the file name;
 - c. backed up for safe keeping before submitting it to the Press.

2. All manuscripts must be submitted:
 - a. with Westminster John Knox Press's style sheet attached (see the section "Attaching the Style Sheet" below)
 - b. with template styles applied (see "Applying Styles to Your Manuscript" below). The zip file containing the style sheet "WJK MS Word Template for Academic Books-[date]" is available for download via the Press's [Manuscript Preparation Guidelines](#) web page. Please note that template styles are subject to periodic revision. Before applying styles for manuscript submission, please confirm with your Acquiring Editor that you are working with the up-to-date style sheet.
 - c. double spaced (all text including notes, bibliography, front and back matter, extracts, etc.).
 - d. with 1" margins on all four edges, ragged right (no justified text).
 - e. with 12-point Times font (a.k.a. Times New Roman, Times Roman) for all text, even headings, extracts, and notes.
 - f. with extracts set off from the main body of text by changing the margins (*do not* use a smaller point font or extra spacing above and below the excerpt).
 - g. using **bold**, *italic*, and underlining to set off various level heads and *italic* for purposes recommended by *The Chicago Manual of Style* (CMS).
 - h. with page numbers sequentially from beginning to end and appearing in the upper right-hand corner of the header. Use lowercase roman numerals for the page numbers in the front matter, and arabic numerals for the page numbers in the main body text and back matter. The introduction should be placed at the beginning of the main body of the book.
 - i. completely—including all parts that you want in the book (front matter, back matter, artwork) and in the proper order (see CMS, section 2.3). List any index(es) and their corresponding type (i.e. Scripture, name, etc.) on the contents page. (Please refer to your contract for details regarding index preparation and costs).

3. Notes must be
 - a. formatted as double-spaced endnotes (not footnotes), gathered at the end of the document (regardless of whether they will eventually appear at the end of the book, end of the chapter, or bottom of the page), using arabic numerals with the numbering restarting at 1 for each chapter or section.
 - b. formatted using Word's Reference/Notes features and linked in the document. Select Word's References menu and choose Insert Endnote.
 - c. separated by chapter. The numbering of the notes will automatically restart at 1 for each chapter when a "Next Page Section Break" is inserted between chapters.
 - d. labeled with a header giving the number and title of the chapter: for example, Chapter 1: Chapter One Title.

- e. written with full bibliographic information provided for each source the first time it is cited in each chapter, unless there is an exhaustive bibliography—then list full bibliographic information only the first time the source is cited in the book.
 - f. formatted with subsequent source references citing author last name, book title, and page number. Instead of using *Ibid.*, *Chicago* recommends including only the author last name and page reference, even if it's the same page as quoted in the previous note (please refer to CMS, section 14.34).
 - g. written in strict accordance with *The Chicago Manual of Style*. Authors must give very close attention to *Chicago's* prescriptions on documentation styles, whether in notes or in bibliographies.
4. All Bible translations must be
- a. identified if you quoted from them in your manuscript. If the New Revised Standard Version Updated Edition (NRSVue) is used most consistently (Press preference), but other translations (including your own) are quoted on occasion, these exceptions should be identified by adding the Bible's abbreviation or "au. trans." in parentheses in the text of the manuscript following the quotation.
 - b. listed with their abbreviation and credit lines on the copyright page.
5. All artwork, charts, graphs, and maps must be listed and transmitted with necessary permissions and as follows:
- a. Digital scans—all color digital files must be saved as JPEG files.
 - b. Line art drawings—1200 dpi at the size to be reproduced.
 - c. Photos—minimum of 300 dpi *at the size to be reproduced*. The Press prefers 600 dpi or higher. Please refer to "Permission Guidelines for Authors," on the [Manuscript Preparation Guidelines](#) web page for full details.
6. Ancient languages with non-roman alphabets must be produced using BibleWorks or the Gentium family: use BibleWorks Hebrew for actual Hebrew, and use Gentium for actual Greek and for Hebrew transliteration. Times Roman can be used for Greek transliteration. Download these fonts at <http://www.bibleworks.com/fonts.html> and http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=gentium_download

What to Avoid When Typing the Manuscript

- a. Do not type heads in ALL CAPS.
- b. Do not insert an extra paragraph return between paragraphs.
- c. Do not put two spaces after a period or other terminal punctuation.
- d. Do not use the space bar to align or indent. Use tabs or an indent feature instead (i.e., use the first-line indent feature for the beginning of each paragraph).
- e. Do not use Word's Styles formatting features.

Transmitting the Completed Manuscript

All files needed to produce the book should be submitted to your acquisition editor in digital format via e-mail, Dropbox, or other agreed-upon file-sharing service. If submitting via a file-sharing site, please e-mail your acquisitions editor to let them know the files are available for download. Please be sure to include the following:

- a. digital copy of complete manuscript
- b. digital copy of artwork
- c. complete listing of the artwork, charts, and graphs to appear in book
- d. permission letters and release forms. Please refer to "Permission Guidelines for Authors," on the [Manuscript Preparation Guidelines](#) web page to determine when permissions or releases are required.
- e. completed Permission Checklist form. Check list templates are available in Word or Excel on the [Manuscript Preparation Guidelines](#) web page.
- f. copies of source material for excerpts quoted from previously published works so that we can verify accuracy of the transcription.

Attaching the Style Sheet

Please download the style sheet per the instructions in #2b above. Save the file to your computer. The default location for templates is Local Disk/Documents and Settings/*username*/Application Data/ Microsoft/Templates. However, the Documents and Settings folder may be a hidden or inaccessible folder on your system; if you do not see this folder, you can save the file in any folder you like. Note that the filename has the .dot extension rather than .doc or .docx. The .dot extension indicates that it is a template file.

Next, open a Word document that you would like to format. Follow these steps to attach the template:

1. Click on the File tab and choose Options and then Add-Ins.
2. In the Manage dropdown list, select Templates and then click Go.
3. In the Templates and Add-ins dialog box, click the Attach button, locate the “WJK MS Word Template for Academic Books,” and double-click it.
4. While still in the Templates and Add-ins dialog box, be sure that the “Automatically update document styles” box is checked and then click OK.

The style sheet is now attached to your Word file.

Applying Styles to Your Manuscript

Begin styling your manuscript with the text *after* the table of contents. This may be the preface or acknowledgments if you have one. WJK will manually apply formatting to the front matter to make those pages look good (i.e., title page, dedication, copyright page, table of contents, etc.). Every piece of text after the table of contents will need a style applied to it.

Here are the codes for styling your manuscript. **Use only the styles listed below. Do not use any other styles that you may see in Word’s Style list. If they are not in the list below, they are not WJK styles.** Select the style that corresponds to the content of the text. You will probably not use all these styles in your manuscript.

2C	Two-column text	he	Heading that is run-in with text following it
3C	Three-column text	N	Notes
A Head	Prominent heading that should begin on a new page	N-1	Level 1 subhead within the notes section (giving chapter number, followed by a colon, and then chapter title)
ABB	Abbreviations list	NL	Numbered list (use this for lists comprising short individual items of two or fewer sentences. If the individual items are longer than two sentences, then use TX style)
Bib	Bibliography	PE	Prose extract
Bib-1	Level 1 subhead within the bibliography	PE-S	Prose extract source
BL	Bulleted list	PN	Part number
CA	Chapter author	PST	Part subtitle
CN	Chapter number	PT	Part title
C-ST	Chapter subtitle	SB	Sidebar text
CT	Chapter title	SB-1	Sidebar heading
D	Dialogue	TB	Text within table
EPI	Epigraph	TCH	Table column heading
EPI-S	Epigraph source	TF	Table footnote or credit line
FN	Footnote	TT	Table title
H1	Level 1 head		
H2	Level 2 head		
H3	Level 3 head		
H4	Level 4 head		
H5	Level 5 head		

TX	Normal paragraph (first line indented; use for all paragraphs, unless it's the first paragraph in a section)	TX-FL	Text that is to be set flush left (for example, first paragraph in a section or text following a PE, VE, or list that is a continuation of the prior paragraph)
		UL	Unnumbered list
		UN	Unnumbered footnote
		VE	Verse extract (i.e. poetry)
		VE-S	Verse extract source

If you are using actual alphabetic Hebrew or Greek, then applying the TX style will strip these important fonts from your text. In order to keep these fonts, you will have to avoid selecting them when you apply a style to a paragraph. To do this, select the text in the paragraph all the way up to the foreign word, then hold Ctrl and select the text that comes after the word. Then apply the style. This leaves the Hebrew or Greek fonts unchanged. The ancient-language words must, however, have the same font size as the rest of the paragraph. If you do accidentally strip the font from ancient alphabet words, simply rekey the words using the appropriate font and size. Please note that ancient languages with non-roman alphabets must be produced using SBL's Legacy SP fonts: use SPionic for Greek, and SPTiberian for Hebrew. (Use SPDamascus only when it is useful to differentiate between Hebrew and Aramaic script. In such documents, SPDamascus should be used to render the Aramaic.) Use GentiumAlt or GentiumPlus for Hebrew transliteration. Download these fonts as instructed in item #6 above.

Note that the TX styles listed above are generic styles. They are not a true representation of how the final book will look. Your editor will choose an interior design template from our assortment of options, and then the typesetter will apply the appropriate specs to your manuscript for that template. When you receive the proof pages, the text, headings, extracts, lists, etc. will be properly formatted at that point.

To assign a style to a paragraph or heading in your document, click anywhere in the paragraph or heading, click the drop-down arrow in the style list on the toolbar, and then choose the desired style. To assign a style to multiple paragraphs at once, select the first passage, hold down the left mouse button and use the scroll wheel to select the text, and then apply the style.

When you're styling a normal paragraph, do not insert a tab to indent the paragraph. Use the TX style instead. For the first paragraph under a new heading (H1, H2, etc.) or in a new chapter, use the TX-FL style so that the paragraph will not be indented. You'll also need to use TX-FL to format a paragraph that follows a prose extract (PE) or verse extract (VE) if it is a continuation of the paragraph before the extract. NOTE: Occasionally applying a style will clear the formatting, such as italicization, from your text. Please check to make sure this has not happened. If it has, simply reapply the formatting to the appropriate text. Formatting for individual words in a document is done using the buttons on the toolbar. These include **B** for bold, *I* for italic, and U for underline.

Please make sure that there are no extra paragraph spaces (blank lines) between the formatted text. All the styles that you are applying have the appropriate amount of space built in above and below them, so it is not necessary to have additional blank lines. You should be able to use the Down Arrow key on your keyboard to jump from one line of text to the next without running into a blank line. If you come across a blank line, please delete it.

All NRSVue quotes must match the NRSVue exactly. You will need to apply small caps to "ord" in "LORD" when the NRSVue does so. You will also need to make sure that biblical poetry quotations appear line for line (styled as VE) and contain the same indents as they do in the NRSVue. Also since we state on the copyright page that we are quoting from the NRSVue, you don't have to list NRSVue after the Scripture quotations. If you use another version of the Bible, you will need to list the appropriate abbreviation next to that version's use in the text, as well as add its credit line to the copyright page.