

## Style Guide and Submission Guidelines for *The Anglican Way*

### General Editorial Statement

*The Anglican Way* seeks to articulate and celebrate the classical form of Anglicanism in conversation about and with the luminaries of classical Anglicanism, past and present. As a publication of the Prayer Book Society, which began in reaction to revisionist departures from the 1662 edition of the Book of Common Prayer, *TAW* draws on a robust community of thinkers and believers. This community embraces low, broad, and high churchmanships united by attachment to the historic liturgy and orthodox heritage of Anglicanism, along with a rejection of new theology and morality that is alien to the tradition.

Given the fragmented state of modern Anglicanism, *TAW* seeks to knit together those strands that share this common mission, not by imposing a straitjacket, but by inviting proponents to rediscover their common roots in the classical Anglican tradition. We bring together “old school” Episcopalians who worship according to the forms of the 1928 Prayer Book or Rite I. We embrace Prayer Book evangelicals and catholics, non-Anglicans who are curious, and new Anglicans who seek discussions of the historic faith. As a meeting place for these groups, *TAW* emphasizes theological clarity, coherence, and depth that can exhibit the intellectual seriousness and moral courage of our tradition.

Submissions to *TAW* should adhere to the following editorial principles and pursue:

- consistency with, or sympathy towards, the teaching of the Prayer Book, Articles and formularies of Anglicanism and the works of its classical divines;
- an irenic approach to later developments within Anglicanism that are credally orthodox and sympathetic to the Prayer Book tradition (*eg* Prayer Book catholic);
- common ground before launching into criticism of non-Anglican credal Christian traditions, while
- avoiding party churchmanship that seeks to yoke the Prayer Book Society or *TAW* to exclusively low or high church, evangelical or catholic, or even non-credal parties and factions;
- addressing controversy fairly and with civility, even when tough in criticism;
- engaging with theology and liturgy, while also being free to address wider issues of cultural and philosophical interest—including some lighter reflections;
- maintaining an accessible style and register like that found in the great Anglican writers such as C.S. Lewis—with high-level ideas presented in a manner approachable to the thoughtful non-specialist.

### Submissions

- Article submissions should be between 2000 to 3500 words (including endnotes).
- Primer submissions should be 1000 to 2000 words.
- Great Anglian Profiles 1200 to 1800 words
- Arts & Literature Reflections 1200 to 1800 words
- Digital-only articles 500-700 words
- Submissions must be accompanied by a 200-word biographical statement

### Formatting

- Submit files as a Word document.
- Use one-inch margins on all sides of the page.
- Use a Roman type (eg Times New Roman) except for the following, for which the *Italic* should be used:
  - the titles of books and journals;
  - foreign words (including Greek and Hebrew, which we ask that you transliterate within the text);
  - titles of subsections within the submission;
  - and for emphasis.
- Use double spacing for all text, including endnotes.
- Include page numbers in the header along the right-hand side.
- Section headings, if used, should be centered and use title-case capitalization. Subsections, if used, should be justified against the left-hand side of the page, in *Italic* type, and use title-case capitalization.
- Use end-notes for references
- Submit any images separately as a jpeg.
- Do not include discursive notes.

### General Rule

If there are multiple, correct ways of doing something, favor whatever uses the least space. For instance:

- Do not use full stops in abbreviations (eg 6 pm).
- Use lowercase wherever possible.
- Only write out numbers up to ten and use figures for 11 onwards.
- Use as little punctuation as necessary while retaining the meaning of the sentence.
- Avoid unnecessary words.

### Spelling

- *TAW* uses the American spelling of English. Please refer to the Merriam-Webster Dictionary for questions of spelling.
- Spell out whole-number words for one to ten, except for when referring to the hours of the day, *eg* 9 am. Use figures for numbers above ten.

### Capitalization

- Do not use a capital letter unless it is absolutely required, *ie*, only when using a proper noun.
- Capitalize the first word of titles, and all words within the title except articles (*a/an/the*), prepositions (*to/on/for etc*) and conjunctions (*but/and/or etc*).
- Capitalize the names of Prayer Book services and of the dominical sacraments.

### Punctuation

- Use as little punctuation as necessary while retaining the meaning of the sentence.
- Use the Oxford comma; that is, place a comma after the penultimate item in a series of three or more items, before the conjunction.
- Use rounded brackets for asides or interjections. When the aside or interjection contains a complete sentence, capitalize the first word and place the full stop inside the close bracket.
- Do not use full stops with abbreviated titles or postnominals. For example, the Revd Smith or Dr Arbothnot (PhD).
- Do not use the m-dash (—); use an n-dash (–) instead.
  - A pair of n-dashes may be used for asides or interjections in place of round brackets or commas, surrounded by spaces. For example: ‘It was – as far as I could tell – the only example of its kind.’
  - An n-dash (singly and surrounded by spaces) may be used to link two parts of a sentence, in place of a colon.
  - Use an n-dash to link concepts or ranges of numbers, with no spaces either side. For example: Anglo–American and \$25,000–\$30,000.
  - Use between names of joint authors/creators/performers etc to distinguish from hyphenated names of a single person.

### *Quotation marks (inverted commas)*

- Use the British conventions concerning quotation marks.
  - Use single quotation marks (*ie* inverted commas) for direct speech or a quotation, and double quotation marks for direct speech or a quotation within a quotation.

- Use no quotation marks if the quote is displayed (*ie* not in line with the rest of the text). (A quotation should be displayed if it is over two lines in length when not displayed. To do this, begin the quotation on a new line and indent the entire quotation a half an inch.)
- If the quote would have required punctuation in its original form, place the punctuation inside the quotation marks. (If it is unclear, try writing the whole sentence out without quotation marks and ‘he said’ *etc*, and replicate the resulting punctuation.)
- Place any punctuation which does not belong to the quote outside the quotation marks, except closing punctuation if the end of the quote is also the end of the sentence.
- Use square brackets to enclose comments, corrections, references or translations made by a subsequent author or editor.
- Do not use in-text citations. (See References and Citation below.)
- Use single quotation marks and Roman (not Italic) type for titles that are not whole publications (*eg* short poems, short stories, songs, chapters in books, articles in periodicals *etc*).
- Quotation marks may also be used to flag the writer’s uncertainty over the use, appropriateness, or correctness of a word, phrase, or expression. Such scare quotes should be used only sparingly, when there is a compelling reason for the writer to draw attention both to the word, phrase, or expression in question and the writer’s hesitancy about it.

#### References (Endnotes)

- Use endnotes for references rather than footnotes or in-text brackets (except for in the case of Biblical references).
- We prefer that endnotes be used only to indicate sources used in the article, and strongly discourage the use of discursive footnotes, though on rare occasions and for compelling reasons we will make exceptions.
- Usually you should refer to the author of a source in the text, while providing the title of the source in the endnote.
- All notes should terminate in a full stop, whether or not the note constitutes a complete sentence.
- The note for the first reference to a published work should provide all relevant publication details. Each reference thereafter should use only the original author’s last name, a short title for the book or article, followed by the page number(s), without an abbreviation for ‘page’. Use *ibid.* for consecutive references from the same source.
- Format the first reference to a book as follows:
  - In the first footnote for a book, provide the author’s name (initials only for the author’s Christian or given names), the complete title of the book in Italic type, an

open round bracket, the name of the publisher, a comma, and the year of publication, a closed round bracket, followed by a comma, the letter p followed by a full stop, then (when referring to content from a specific page in the work, rather than to the whole work) the page number or range of pages. For example:

A. Milton, *England's Second Reformation: The Battle for the Church of England 1625-1662* (Cambridge University Press, 2021), p. 6.

- Format the first reference to an article as follows:
  - In the first footnote for an article, provide the author's name (initials only for the author's Christian or given names), the complete title of the article in quotation marks, a comma (outside of the inverted commas), the title of the journal in Italic type, the volume number, when there is an issue number, provide a colon then the issue number, the year of publication in round brackets, and the page number to which you refer or else (when referring to the whole article) the page range (but not both). For example:

J. W. O'Malley, 'Was Ignatius Loyola a Church Reformer? How to Look at Early Modern Catholicism', *Catholic Historical Review* 77:2 (1991), p. 182.

- Format the first reference to a chapter in an edited book as follows:
  - In the first footnote for a chapter in an edited book, provide the author's name (initials only for the author's Christian or given names), the complete title of the article in quotation marks, the word 'in' followed by the name(s) of the editor(s) of the book followed by the abbreviation 'ed(s)' in round brackets, a comma, then the title of the book in Italic type, an open round bracket, the name of the publisher, a comma, and the year of publication, a closed round bracket, followed by a comma, the letter p followed by a full stop, then either the page number to which you refer or else the full range of pages. For example:

G. B. Ladner, 'Terms and Idea of Renewal' in R. L. Benson & G. Constable (eds), *Renaissance and Renewal in the Twelfth Century* (Toronto University Press, 1982), p. 12.

### *Referencing pre-modern works*

- References to pre-modern works that have been published in many editions and translations should be numbered according to the internal scheme (books, chapters, sections, etc) rather than the page number for any one modern edition. For example: Thomas Aquinas, *Summa Theologiae* III q. 2 a. 1 reply.

- Provide a reference in line with rounded brackets (instead of an endnote) before the final punctuation of the sentence.
- You may decide to include publication details about the modern edition consulted in an endnote, as well. If so, please follow the usual format for books as outlined above.
- Referencing the Bible:
  - Do not use Italic type for the Bible or the names of any biblical books. Capitalize Bible but not the adjective, biblical.
  - Provide the abbreviation for the title of the book, and the chapter and verse numbers separated by a colon. See the guidance on abbreviation below.
  - For quotations from the Bible, use the KJV, except for quotations from the Psalms, which should use the (original) 1662 Prayer Book translation (*not* the 1662 IE, Canadian 1962, or US 1928), unless the use of another translation serves the purposes of your argument. When a translation other than the KJV or Prayer Book is used, indicate the version of Scripture you are referencing with the usual abbreviation.
- Referencing the Book of Common Prayer
  - Do not use Italic type for the Book of Common Prayer and do not capitalize the definite article.
  - Do not use the abbreviation BCP. When a short title is preferred, use Prayer Book. Capitalize Prayer Book only when referring to the Book of Common Prayer, but not when referring to any other liturgical or devotional manual.
  - When referring to any revision of the Book of Common Prayer besides the 1662, provide the year of the promulgation of the revision in round brackets after the title. For example: Prayer Book (1928).
  - As pagination is not standardized across revisions and editions of the Prayer Book, do not provide page numbers. When relevant, identify the office or part of the book to which you refer in the sentence. For example, ‘In the Baptism office’ or ‘in the prayer of humble access’.
  - Only provide an endnote reference to a particular edition of the Book of Common Prayer when the edition itself contributes to the argument.

### Boldface Type

- Do not use boldface type for any reason. A nineteenth-century invention, Mark Argetsinger explains, ‘its appearance on the page... amounts to a distraction, if not an eyesore’ because it ‘distorts the typographic letter-forms’ and ‘is too emphatic’.<sup>1</sup> Because boldface letters have more weight (*ie*, use more ink) than the typeface(s) used for the

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<sup>1</sup> M. Argetsinger, *A Grammar of Typography: Classical Book Design in the Digital Age* (David R. Godine, 2020), pp. 206-207.

other letters on the page, their use leaves a page uneven. Instead, to add emphasis, use *Italic* type (but only very sparingly).

### Abbreviations

- Latin abbreviations common in scholarship should only be used in endnotes and then only as necessary. These should be given in *Italic* type without full stops. In the main text, write out the English equivalent for any such terms.
- For ‘the Reverend’ use ‘the Revd’.
- An abbreviation may be used for a title to which the article refers multiple times. To do so, write out the full title in the first instance followed immediately by the abbreviation in round brackets.
- When referencing passages from the Bible use the abbreviations given in the publication manual of the *Society of Biblical Literature*, 2nd Ed, as follows:
  - Gen for Genesis
  - Exod Exodus
  - Lev Leviticus
  - Num Numbers
  - Deut Deuteronomy
  - Josh Joshua
  - Judg Judges
  - Ruth Ruth
  - 1-2 Sam 1-2 Samuel =1-2 Kgdms 1-2 Kingdoms (LXX)
  - 1-2 Kgs 1-2 Kings =3-4 Kgdms 3-4 Kingdoms (LXX)
  - 1-2 Chr 1-2 Chronicles
  - Ezra Ezra
  - Neh Nehemiah
  - Esth Esther
  - Job Job
  - Ps/Pss Psalm/Psalms
  - Prov Proverbs
  - Eccl (Qoh) Ecclesiastes (Qoheleth)
  - Song (Cant) Song of Songs/Solomon (Canticles)
  - Isa Isaiah
  - Jer Jeremiah
  - Lam Lamentations
  - Ezek Ezekiel
  - Dan Daniel
  - Hos Hosea
  - Joel Joel
  - Amos Amos
  - Obad Obadiah
  - Jonah Jonah
  - Mic Micah
  - Nah Nahum
  - Hab Habakkuk
  - Zeph Zephaniah
  - Hag Haggai
  - Zech Zechariah
  - Mal Malachi
  - Tob Tobit
  - Jdt Judith
  - Add Esth Additions to Esther
  - Wis Wisdom of Solomon
  - Sir Sirach/Ecclesiasticus
  - Bar Baruch
  - Ep Jer Epistle of Jeremiah
  - Add Dan Additions to Daniel
  - Pr Azar Prayer of Azariah
  - Bel Bel and the Dragon

- Sg Three Song of the Three Young Men
- Sus Susanna
- 1-2-3-4 Macc 1-2-3-4 Maccabees
- 1-2 Esd 1-2 Esdras
- Pr Man Prayer of Manasseh
- Ps 151 Psalm 151
- Matt Matthew
- Mark Mark
- Luke Luke
- John John
- Acts Acts
- Rom Romans
- 1-2 Cor Corinthians
- Gal Galatians
- Eph Ephesians
- Phil Philippians
- Col Colossians
- 1-2 Thess 1-2 Thessalonians
- 1-2 Tim 1-2 Timothy
- Titus Titus
- Phlm Philemon
- Heb Hebrews
- Jas James
- 1-2 Pet 1-2 Peter
- 1-2-3 John 1-2-3 John
- Jude Jude
- Rev Revelation

### Titles

- An author's titles and postnominals will *only* be given in the brief biography following the article, not at the beginning of the article under the title nor in the table of contents. (Note: any titles and postnominals should be provided by the author along with the submission; the editors will not otherwise supply them.)

### Style

The target readership of *TAW* is educated and well-read, but not necessarily academic or specialized. Aim for brevity without sacrificing style. Above all, the prose should sound well when read aloud.

#### *Active voice*

- Favor the active over the passive voice.

#### *Diction*

- Use specialized or technical terms only when necessary and provide definitions and/or explanations.
- Aim for precise, formal diction, but avoid dullness and pomposity.
- Favor strong verbs rather than relying on adverbs to add description or intensity.
- Provide translation of Latin or other foreign words or passages.

#### *Pronouns*



- Expletive constructions, like ‘it is’ or ‘there are’, should be used only very sparingly for emphasis.
- Avoid vague pronouns.
- Avoid second person, unless used for rhetorical effect to point directly at the reader.
- Do not use ‘they’ as a singular pronoun.

NB: For any question to which an answer is not provided in this style guide, follow the custom of whatever style guide with which you are most familiar and flag this question for the editors when you submit your manuscript.