

Day One house style—guidance for authors

All publishers have what is called a 'house style'. It is their preferred way of setting out the text of their books and is designed to help with readability. As a writer, it is important that you follow this style right from the start; it can save a lot of work later. Day One Publications has a detailed house style, but this abbreviated list covers some of the salient points.

Keep this document near by, so that you can easily refer to it.

Some general points: the spoken versus the written word

We all know that a sentence which is quite clear when spoken is often unclear when it is written down. Spoken sermons which benefit from the varied intonation of the speaker can often lose their impact when transferred into print. Some writers attempt to use italics or underlining to mimic the missing assets of spoken English but, as a rule, this is heavy handed and often confuses the reader.

The nearest thing that we have to the intonation of spoken English is punctuation. Commas, dashes and the rest help to solve the problem of transferring the subtle rise and fall of the human voice into print, ensuring that the precise meaning is not misunderstood.

This brief style guide is not the place to provide full guidance on the correct use of punctuation. Punctuation is used to clarify meaning rather than to please the grammarian. Grammar is merely a set of observations about language designed to point the way to clear usage. Consistency demands that these rules provide a

framework for the ‘internal logic’ of a publication—without which there would be anarchy and confusion. Ultimately, these rules need to go hand in hand with common sense—in fact, common sense and rules should be one and the same thing.

Format of your MS

- Prepare your MS using Microsoft Word. If your MS is in any other format, please contact Day One.

Abbreviations

- Please avoid using abbreviations in the main text, except for well-known organizations (BBC), Bible versions (NIV), etc. The following abbreviations may be used in notes and brackets: p. (pp.), v. (vv.), ch. (chs).
- Names of Bible books may be abbreviated when used in brackets, except when the intended readership might be unfamiliar with the Bible. Day One uses the following abbreviations of Bible books:

Gen. Exod. Lev. Num. Deut. Josh. Judg. Ruth. 1 Sam. 2 Sam. 1 Kings 2 Kings 1 Chr. 2 Chr. Ezra Neh. Esth. Job. Ps. Prov. Eccles. S. of S. Isa. Jer. Lam. Ezek. Dan. Hosea Joel Amos Obad. Jonah Micah Nahum Hab. Zeph. Hag. Zech. Mal. Matt. Mark Luke John Acts Rom. 1 Cor. 2 Cor. Gal. Eph. Phil. Col. 1 Thes. 2 Thes. 1 Tim. 2 Tim. Titus Philem. Heb. James 1 Peter 2 Peter 1 John 2 John 3 John Jude Rev.

Bible version

- Please use one main Bible translation throughout your book. Day One uses the following translations: The New King James Version, The Authorized Version, The New International Version, The English Standard Version and The New American Standard Version. If you have any concerns about this, contact Day One. Please state at the beginning of your MS which version you are using.
- Please use the most recent edition of your Bible version. The latest editions can be found online at www.biblegateway.com.
- If you need to refer to a different Bible translation for a particular verse or passage, please ensure that you state which translation you have used.
- Set Bible references out in this way: Genesis 1:3; John 3:5,7; Romans 3:21–26. For notes or comments in brackets, you may wish to abbreviate the name of the Bible book.
- Do not quote from memory; please check all Bible quotations and references to ensure they are correct.

Capitals

- Keep the use of capitals to a minimum. Only use essential capitals in headings.
- Do not capitalize he/him/his/you/your, etc., when referring to deity, except when quoting from other sources.
- ‘Bible’ and ‘Scripture’ always take an initial capital; ‘biblical’ and ‘scriptural’ are lower case. ‘Gospel’ takes an initial capital only when referring to the first four books of the New Testament.

Dates

- These should be set as: day, month, year (15 October 1999).
- Remember that AD precedes the date; BC follows it (AD 300; 67 BC).

Images

- If you are supplying images, please ensure that they are digital, 300dpi.
- Please only supply images that are royalty-free or for which you own the copyright.

Italics

- Use italics for emphasis, but use them sparingly. Do not underline words or use bold in the main body of text.
- Italics are also used for the titles of books, periodicals, films, TV programmes and foreign words.

Notes and bibliographies

- Set out your references in this way: name of author (surname last), title of book/periodical (in italics), volume number (if appropriate), open bracket [(], place of publication, colon [:], name of publisher, year of publication, close bracket [)], page number(s) (add editor/volume number of book if appropriate; provide equivalent information for other types of source, e.g. newspaper/web articles, electronic editions of books):

R. Dawkins, *Climbing Mount Improbable* (London: Viking, 1996), p. 123.

- In a bibliography, list books alphabetically by author's surname:

Dawkins, R., *Climbing Mount Improbable* (London: Viking, 1996)

- If you cannot find all the bibliographical information you need about a book, search for it at <http://library.ox.ac.uk/>.
- If your source is a website, please give the main web page as reference. Please also state when you accessed it.

Quotations

- Please quote sources exactly. Do not try to conform them to Day One house style or personal preferences. You are responsible for the accuracy of all quotations.
- In general, run quotations on in the text. Verse and quotations exceeding 60 words can be set as separate paragraphs.
- If a quotation is a separate paragraph, do not start and end it with quotation marks.
- Use single quotation marks (‘). For quotations within a quotation, use double quotation marks (“).
- In general, before a quotation, use a comma immediately after a verb (he said, ‘...’) and a colon after everything else (he wrote the following words: ‘...’).
- If you make changes to a quote, or add your own comments within a quote, put them in square brackets [...].

Spelling

- Many words are commonly misspelled. For some help, visit www.oup.com/uk/booksites/content/0199296251/essentials/commonspellingerrors/. You can find additional help on spelling and grammar at www.askoxford.com/asktheexperts/?view=uk. This site also has a link to some tips on 'Better writing'.
- As a general rule, use 'ize' and 'ization' rather than 'ise' and 'isation' (recognize, realize, etc.).
- The Concise Oxford English Dictionary is our guide for spelling and hyphenation.
- Spell judgement and acknowledgement with a middle 'e'.