

Heythrop Journal

Points of House Style

1 The author's address should be, if possible, the academic address.

2 Subheadings: usually only one grade is employed, but two can be accommodated, as follows:

(a) Grade A: capitals; roman; not bold; centred; consisting of either (capital Roman) numeral alone or the same numeral plus a brief caption.

(b) Grade B: Lower case caption, with or without lower-case Roman numeral; all italicized; left aligned.

3 Bold type is not used anywhere in an article, apart from the title. Emphasizing italics are not to be used excessively.

4 Notes are always endnotes, never footnotes.

5 In the endnotes, full bibliographical details are given in the first reference to a book or article, as follows:

[For a book] David Pailin, *Christology and Symbol* (London: Tolbury Press, 1983), p. 5 [or: pp. 5-12]. OR:

Terence Fowler, 'Feminist Hermeneutics' in Garth I. Harris and R. Fisher (eds.), *Biblical Hermeneutics* (Edinburgh: McTaigh Publications, 1977), pp. 44-59 (here pp. 45-7).

[For an article] Steven Snaith, 'Augustine's Exegesis of Romans 7:14-25', *Biblical Interpretation* 21 (1991), pp. 157-83.

For subsequent references, the short-title system is used, e.g., Pailin, *Christology*, p. 57; Snaith, 'Augustine's Exegesis', pp. 163-79. *Ibid.* (*ibid.*) may also be used as long as the reference is unambiguous. Note that this abbreviation is not italicized.

6 Page numbers are elided (as in 5 above).

7 The Harvard style of reference is accepted as an alternative to the house style, as long as it is used consistently.

8 Quotations: extended ones (40+ words) are displayed (with left indentation). In displayed quotations, no quotation marks are used around the quotation itself. Quotation marks for non-displayed quotations: single, except for quotes within quotes.

9 Place quotation marks outside final punctuation only when the quotation constitutes a complete sense unit independent of the sentence in which it occurs, or when the quotation ends with a complete sentence.^E

- He said that quotation marks were to be single 'except for quotes within quotes'.
- Sanders wrote: 'Paul works from solution to plight.'
- As Sanders observed, 'Paul never argues phenomenologically. Instead he works from solution to plight.'

10 Text indicators are placed outside final punctuation/quotation marks, e.g.: '... and all we need to know.'²³ '... she uses the word 'eunoia'.²⁴

11 Please consult also 'Notes to Contributors' to be found in every issue of the Journal. Note especially: please use double spacing throughout, endnotes and displayed quotations included.