

## Summary of Style and Format Guidelines for Contributors to *Colloquium*

What follows below is a brief summary of house style for the *Colloquium* journal. It is intended to cover obvious points of concern for contributors and their editors, but is not definitive. Recent issues of *Colloquium* should also be consulted. For matters not covered by these points *The Chicago Manual of Style* or *The SBL Handbook of Style* should be consulted, or advice sought from the editors.

1. Manuscripts should be formatted for A4 paper with 2.54 cm margins top and bottom and 3.17 cm margins right and left.
2. The main body of all manuscripts should be 1½ spaced in Times New Roman 12 point font, left justified only.
3. Footnotes rather than endnotes should be used. Footnotes should be single spaced in Times New Roman 10 point font, left justified only.
4. The formatting of footnotes should conform to *The Chicago Manual of Style*. For those using the programme EndNote the Chicago 14thA format is preferred.
5. Quotations of five or more lines should be set off from the rest of the text in a block quotation without use of quotation marks.
6. The first reference to any author should be cited in full; subsequent references should be abbreviated to author and brief title. This is preferred over the use of *ibid.* and *op.cit.* and other such conventions.
7. Avoid using *f.* and *ff.* The full page range of a reference should be given, omitting a specified number of digits in the closing number in a range where appropriate, e.g. 35-38, 200-252, 309-56, 101-2, 294-307.
8. Authors using biblical and other ancient texts should reference them in conformity to *The SBL Handbook of Style*.
9. Authors are encouraged to use headings. These should be centred in bold with a line space above and below the heading, also in Times New Roman 12 point font.
10. The first paragraph in an article and the first paragraph under a heading should not be indented. Subsequent new paragraphs should be indicated by an indent of one tab stroke rather than by a line gap.
11. Double quotation marks should be used in all cases. These should be placed outside full stops and commas but inside question marks. Where quotations occur within a quotation these should be indicated by single quotation marks.

12. Spelling should conform to Australian and New Zealand conventions.
13. The style guides should be consulted over capitalization. However, note two general principles. First, that where religious terms are being used in the generic sense they should not be capitalized (e.g. “the four gospels” but “the Gospel of John”). Secondly, adjectives are less likely to be capitalized than nouns (e.g. “biblical” but “Bible”, “christological” but “Christology”).
14. As *Colloquium* is an interdisciplinary journal, general-purpose transliteration conventions should be used for the biblical and other ancient languages, as described in *The SBL Handbook of Style*. Authors are requested to use Unicode for their transliterations rather than proprietary fonts.
15. Writing should be free of gender bias. When other writers are quoted, however, attention should not be drawn to the bias of the quoted writer.

Contributors are also asked to note the following concerning copyright of material that is accepted for publication:

- There is a statement in each issue of the journal to the effect that copyright of all material published in *Colloquium* resides with the journal. Submission of manuscripts to the journal implies consent to that by the authors.
  - It is not normally acceptable to publish the same article in another journal.
  - Re-use with acknowledgement in a different kind of publication or medium (e.g. website or book chapter) is normally permissible.
  - Any use on a website requires a link through to the *Colloquium* website.
- The editors should be consulted on any matters relating to copyright.