

# LATIMER TRUST STYLE SHEET

CONTRIBUTORS OF TEXTS FOR PUBLICATION ARE KINDLY REQUESTED  
TO OBSERVE THE FOLLOWING CONVENTIONS:

## 1. Paragraph layouts and punctuation

Initial paragraphs should be fully justified left and right with no first line indent.

Subsequent paragraphs are indented on the first line, then fully justified.

Quotations of more than about 3 lines should be fully indented, without quotation marks. Attribution can be made by a footnote at the end, if it has not been made in the author's text. Shorter quotations should be included in the text and enclosed in single inverted commas.

The paragraph following a quotation is again fully justified right and left without indent.

Headings will be numbered and should use lower and upper case text; sub-headings use the convention I.I, I.2, I.2.I etc or can be (i), (ii) or bullet points.

We would expect other standard conventions such as the use of a capital letter 'H' when referring to God as 'Him', and (not wishing to labour the point here with multiple examples) we reserve the right to adjust texts accordingly.

## 2. Footnotes

Footnotes will be printed at the bottom of the page to which they relate.

At the first reference to a book, please provide the

following information: Author (Forename, Surname), Publication title (*italic*), and then in brackets: Publisher location, Publisher name, Year of publication. If required, page numbers follow in the format pp. 234-237. For example,

Callum Brown claims that it was not a decline, but a sudden demise.<sup>1</sup> (See below for the format of the footnote).

Subsequent references to the same work need only have the author's surname, and brief title (*italic*).

References to articles in Journals should have the article title within single inverted commas, then the Journal name (*italic*) and issue, and other details as before. Articles published on the web should include the full web address and either a publication date (if available) or the range of dates between which they were accessed.

## 3. Bibliographies and other publications

The author's own publications, and all publications referred to in the text or desirable for further reading, may be listed using a hanging indent and the same conventions as for footnotes. For example:

### Primary Sources

- G. Gould, *Documents Relating to the Settlement of the Church of England by the Act of Uniformity of 1662* (London: W. Kent & Co, 1862)
- A. G. Matthews, *Calamy Revised: Being a Revision of Edmund Calamy's Account of the Ministers and Others Ejected and Silenced, 1660-1662* (Oxford: Clarendon Press, 1988 [1934])
- I. Murray (ed.), *Sermons of the Great Ejection* (Edinburgh: Banner of Truth, 1962)

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<sup>1</sup> Callum Brown, *The Death of Christian Britain: Understanding Secularisation, 1800-2000* (London; New York: Routledge, 2001).