

.: ANATHEMA PUBLISHING .:

Submission Guidelines

LITERARY STYLING

Write cleanly and clearly. As William Strunk Jr. says in *The Elements of Style*: “*Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell.*”

Avoid archaisms unless you are confident in your ability to use them correctly and consistently. Do not use ‘thou’ and ‘thy’ in one instance, for example, and then ‘you’ and ‘your’ in another. Try to limit archaisms to poems or mystically inspired passages only.

Avoid being excessively loquacious or periphrastic. Writing in a manner that is unduly prolix can not only make it hard for the reader to understand your intent but can appear dilettantish if not done successfully.

Avoid being rhetorical. Do not ask the reader questions. Do not, dear reader, address the reader.

Excessive capitalisation can make for a disruptive and sometimes nonsensical flow. Unless it is a name of a *thing*, there is no reason to capitalise a word just because it is meant to look significant. The same is true of capitalising whole words, which gives the impression of shouting.

Numbers from one to ten in body copy should be written out in full, rather than numerically. Numbers above ten can be written numerically. An exception is recipes where the condensed nature of the numerical form of numbers is more appropriate.

As your submission should be considered formal writing, do not use contractions. Write ‘do not’ rather than ‘don’t,’ ‘would have’ instead of ‘would’ve.’ Similarly, do not use an ampersand (&) instead of ‘and’ in formal writing. Ampersands are acceptable in titles or subtitles.

Make proper use of punctuation, and follow the conventions that have developed in English to assist readers in understanding the written word.

- Avoid using ellipses (...) in body copy as they give a sense of trailing off. Ellipses are used to denote an intentional omission of a word or phrase, as would happen in at the beginning or end of a partial quote.
- Ensure that commas are placed correctly and do not hinder the flow of writing. When in doubt, read it out.
- Semicolons are used to connect two closely related but independent clauses; often in situations in which a full stop would remove or distance the relationship

between the two clauses. They should not be mistaken for colons which are used to preface a list of items, a quotation, or explanation.

QUOTING AND REFERENCING

Quotes should be used sparingly and not employed as a way to artificially increase word count. A quote should only be needed when referencing a specific source, such as a primary text, or when the person or work being quoted provides something unique or particular in their choice of words. Otherwise, paraphrase all references; these should still be cited.

Incorporate quotes of three sentences or less into the preceding paragraph, using double quotation marks around it as a point of differentiation. Quotes longer than four sentences should be styled as indented block quotations, separate from the preceding paragraph and without quotation marks.

Double quotation marks should be used when directly quoting something. Single quotations should be used to mechanically separate a word, such as when providing a translation: ignis ('fire'). Do not use quotation marks around titles of books or other publications; italicise instead. Avoid using either double or single quote marks to highlight a word as significant, unless referring to it in a technical sense. Excessive use of quotation marks creates clutter and hinders comprehension, rather than helping it. Place end punctuation of quoted phrases within the quotation marks, not after them.

Do not quote Wikipedia or other sources in which there is no clear author. Do not quote an authority on things that are self-evident or common knowledge: the sky is blue, kittens are adorable, etc.

Anathema Publishing largely follows the Chicago referencing style. Use footnotes when referencing, marking the place in the body with a superscript numeral, rather than full in-text citations. This ensures a clear flow within the text without the clutter and interruption of author names and dates. In the corresponding footnote, list the author's last name, the date of publication and the page number you are referencing: Anonymous, 1966, p. 93.

List references at the conclusion of your writing. If you are submitting a multi-chapter book, these references should be grouped with each chapter, rather than running continuously through the book.

References should be listed alphabetically by the author's last name. Include the author's last name, first name(s), the title of the work, the place of publication, the publishing house and the date of publication: Anonymous, Mary. *My Life as an Enigma*. London: Random Mouse Ltd, 1966.