# Files

These can be Microsoft Word docx files, or UTF8 text files.

**Files names must contain the English standard book abbreviation in capitals** (see below for the abbreviations) somewhere in their name. If the book abbreviation is at the start of the file name, then there must be at least one space following the abbreviation **IF** any other content is included in the filename.

If the book abbreviation is not at the beginning of the filename, then there must be a space immediately before it, and a space immediately after it IF there is any other content following. ***Please note*** *that the .docx and .txt is the type of file and does not need to be written as part of the file name.*

**VALID**  
MAT.docx  
MAT 20 Jan 2016.docx  
40 MAT.docx  
40 MAT something.txt

**INVALID**   
MAT,MRK.docx  
MAT - JHN.docx  
40\_MAT.docx  
40 MATsomething.txt

**Old Testament**

GEN - Genesis  
EXO - Exodus  
LEV - Leviticus  
NUM - Numbers  
DEU - Deuteronomy  
JOS - Joshua  
JDG - Judges  
RUT - Ruth  
1SA - 1 Samuel  
2SA - 2 Samuel  
1KI - 1 Kings  
2KI - 2 Kings  
1CH - 1 Chronicles  
2CH - 2 Chronicles  
EZR - Ezra  
NEH - Nehemiah  
EST - Esther  
JOB - Job  
PSA - Psalms  
PRO - Proverbs  
ECC - Ecclesiastes  
SNG - Song of Songs  
ISA - Isaiah  
JER - Jeremiah  
LAM - Lamentations  
EZK – Ezekiel  
DAN - Daniel  
HOS - Hosea  
JOL - Joel  
AMO - Amos  
OBA - Obadiah  
JON - Jonah  
MIC - Micah  
NAM - Nahum  
HAB - Habakkuk  
ZEP - Zephaniah  
HAG - Haggai  
ZEC - Zechariah  
MAL - Malachi

**New Testament**

MAT - Matthew  
MRK - Mark  
LUK - Luke  
JHN - John  
ACT - Acts  
ROM - Romans  
1CO - 1 Corinthians  
2CO - 2 Corinthians  
GAL – Galatians  
EPH - Ephesians  
PHP - Philippians  
COL - Colossians  
1TH - 1 Thessalonians  
2TH - 2 Thessalonians  
1TI - 1 Timothy  
2TI - 2 Timothy  
TIT - Titus  
PHM – Philemon  
HEB - Hebrews  
JAS - James  
1PE - 1 Peter  
2PE - 2 Peter  
1JN - 1 John  
2JN - 2 John  
3JN - 3 John  
JUD - Jude  
REV - Revelation

# Format Markers

This is a format scheme devised by the Society and is the preferred method for marking up Scripture text. Each book, chapter, verse, and paragraph (if applicable) must be format marked. Supplied words, and line breaks must also be format marked.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Marker** | **Explanation** | **Example** |
| Book marker | ###bbb | Where bbb = one of the standard book names. | ###MAT ###REV |
| Book heading name | ###! | Name of book | ###! Matthew |
| Book heading name details | ###!! |  | ###!! The Gospel according to |
| Chapter | ##ccc | Where ccc is the chapter number | ##1  ##2  ##3 |
| Chapter/section heading | ##! | An explanation of the text following | ##! Aleph |
| Paragraph marker | #% | Indicates a new paragraph.  No text should follow this marker | #% |
| Verse number | #vvv | Where vvv = a verse number in digits | #1  #10  #101 |
| Supplied words | \*\* | Supplied words must appear between two asterisks | darkness \*was\* upon the face of the deep |
| Notes/alternate readings | [] | Alternative valid reading of the original or a note | Let there be a firmament[Heb. expanse] in |
| Line break | % | Used when a line break inside a verse is absolutely necessary | Metrical Psalms  NOTE: If you wish to style text with special formatting (eg. the Psalms as poetry) please discuss this with the Editorial Director (Matthew Vogan) or the Editorial Consultant (Philip Hopkins) prior to formatting. |

Notes:

i) The hash (#) mark should begin at the start of the line and not be preceded by any spaces or other characters

ii) Only lines beginning with a hash (#) are treated as Scripture text

iii) There is no space between the # and book, chapter or verse name/number

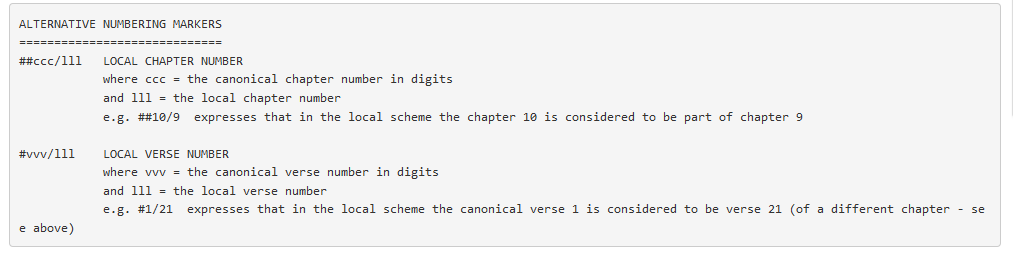
iv) Chapter and verse numbers should not contain leading zeros (e.g. chapter 1 is expressed as ##1 not ##001)

v) Psalm titles are considered to be verse 0 and so should be entered as, e.g. #0 A psalm of David

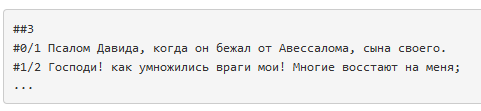
vi) When using Microsoft Word, asterisks are not needed for supplied words if the italics feature has been applied.

## Non-standard chapter/verse numbering

Where a translation does not follow the chapter and verse numbering of the Authorised Version (which we call the Canonical numbering), it will be necessary to add local numbering. This is done by appending the local number to the end of the chapter and/or verse numbers as follows:



This is most commonly used where a translation gives a verse number to a Psalm title (which in the AV has no verse number). So, for example, in the Russian translation Psalm 3 is marked like this:



## Example: John 1

###JHN

###!! The Gospel According to

###! John

##1

#1 In the beginning was the Word, and the Word was with God, and the Word was God.

#2 The same was in the beginning with God.

#3 All things were made by him; and without him was not any thing made that was made.

#4 In him was life; and the life was the light of men.

#5 And the light shineth in darkness; and the darkness comprehended it not.

# Formatting & Fonts

* No bold or underline should be used in the text.
* No headers, footers or page numbers.
* Left align text.
* Only use italics for supplied text within the text (eg. Not for paragraph headings).
* Latin script: Please use Times New Roman or Calibri.
* One book should be one file. Please, no individual chapters.
* Don’t capitalize the letters in the first word of the chapter. See example below.
* Single column
* No text boxes

**Example**

*Incorrect*

Graphical user interface, text, application, email

Description automatically generated

*Correct*

Graphical user interface, text, application, email

Description automatically generated

# Separate file for descriptions

We would like a separate Word file for the descriptions. Here is an example of what an English file for Genesis 1 and 2 would look like. (Colour highlighting added for explanations. They are not necessary for the submitted file.)

GEN\_1: "1 The creation of heaven and earth, 3 of the light, 6 of the firmament. 9 The earth separated from the waters, and made fruitful. 14 The creation of the sun, moon, and stars, 20 of fish and fowl, 24 of beasts and cattle, 26 of man in the image of God; and his blessing. 29 The appointment of food."  
GEN\_2: "1 The first sabbath. 4 The manner of the creation. 8 The planting of the garden of Eden. 10 The river, and its four heads. 15 Man is placed in Eden, and the tree of knowledge only forbidden. 18 The naming of the creatures. 21 The making of woman, and institution of marriage."

**Note the following:**

GEN\_1: - Name of the book code, underscore, book number, colon

"1 The creation of heaven and earth, - Opening quotation marks ["], verse number, description

" – closing quotation mark

GEN\_2: - each chapter should start on a new line.

**The first book of Matthew (in Hungarian) would like this:**

MAT\_1: "1 Jézus Krisztus nemzetségi táblázata. 17 Jézus Krisztus fogantatása, neve, születése."

# Cross references

Cross references must be formatted in a separate file. The general guidelines are:

* Each verse should have its own line for a cross-reference using the canonical verse numbering.
* Each set of references are inside square brackets, and begin with a number which indicates the word in the verse that the reference set applies to (eg. 1 – the first word in the verse, 2 – the second word in the verse… 20 – the twentieth word in the verse etc.)
* If the references apply to the whole verse, then the initial number is a 0
* References are defined using the canonical format with the possible addition of:
  + + to link together separate verses in the same chapter
  + - to link to consecutive verses

Example of Genesis 1:1-3

Bookname\_chapter number\_verse number, colon, opening square bracket (wraps all the references in the chapter), second opening bracket (wraps all the refences for the particular word number), word number, cross-refences (book name\_chapter number\_verse numbers), comma, repeat for all refences for that word number, closing square bracket (for the number). If more words in the verse have cross references then add a comma, an opening square bracket, the references, then its closing square bracket. Once all the cross references are completed, end with the final square bracket.

Here are examples of Genesis 1:1-3.

GEN\_1\_1: [[4, PSA\_33\_6+9, PSA\_136\_5, JHN\_1\_1-3, COL\_1\_16+17, HEB\_1\_8-10, HEB\_11\_3]]

GEN\_1\_2: [[5, JER\_4\_23],[20, JOB\_26\_13]]

GEN\_1\_3: [[4, 2CO\_4\_6]]

Example for Matthew 1: (For the Hungarian Bible)

MAT\_1\_1: [[9, LUK\_3\_23-38]]

MAT\_1\_2: [[10, GEN\_21\_3+12, GEN\_25\_26+29+35, GEN\_49\_10]]

MAT\_1\_3: [[3, GEN\_38\_29+30],[11, RUT\_4\_18-22]]

MAT\_1\_6: [[2, RUT\_4\_18-22],[10, 2SA\_12\_24]]

MAT\_1\_7: [[3, 1CH\_3\_10-16]]

MAT\_1\_9: [[6, 2KI\_15\_7-38],[9, 2KI\_16\_20]]

MAT\_1\_10: [[3, 2KI\_20\_21],[6, 2KI\_21\_18+23+26]]