

SPS Scripture Templates for Publishing Assistant

Version 7.1

What's New

- These templates are for use with Publishing Assistant (PA) 7. They *will not work* with PA 6 (or previous versions)! There are many detail changes, but we especially want to point out the following:
- Although these templates preserve space above headings (\s*) at the top of the column by default, they are compatible with the new PA option to *not* preserve this space. In order to support this new option, the space above and below headings has changed, increasing the space above the heading and decreasing the space below.
- These templates specify Charis version 7 fonts. See <https://software.sil.org/charis/> for details about this font family.

Description

The SPS Scripture Templates for Publishing Assistant have been produced by Scripture Publishing Services at SIL Global, and are for use with PA 7.0 and later. The templates package includes 18 templates: 15 primary (“parent”) templates for text pages that include page headers, such as Scripture text and back matter; two “child” templates for peripheral materials that do not include page headers, such as front matter; and a Default.isty template, which restores all settings back to the PA defaults. The variations in the primary templates are based on the page size and point size of text, as follows:

- Page sizes: 5.25 x 8.25 in., 5.5 x 8.5 in. (half letter), 5.8 x 8.7 in., A5, and 165 x 234 mm.^a
- Point size of text: 9, 10, or 11 points (with corresponding leading values of 11, 12, or 13 points)

Please note that the child templates override the page header settings in the primary templates, to turn off page headers (running heads).

The template names describe the source of the template, page size, font, and point size of running text; for example:

- SPS - 5.25x8.25in - Charis 11 on 13.isty
- SPS - 5.8x8.7in - Charis 10 on 12.isty

See last page of this document for a complete list of the templates.

The templates package includes four JPEG files showing the layout each primary template will produce for the first page of a book of Scripture and the pages that follow:

- SPS - 1 Col - Justified.isty.jpg
- SPS - 1 Col - Left.isty.jpg
- SPS - 2 Col - Justified.isty.jpg
- SPS - 2 Col - Left.isty.jpg

Installing the templates

We suggest you create a **SPS PubAssist Templates** folder in the **PublishingAssistant70** folder under **My Paratext 9 Projects\ _PA_StylesAndTemplates**, and save the SPS PubAssist Templates 7.1.zip file there. Then unzip the files in that **SPS PubAssist Templates** folder. (The resulting path will be **My Paratext 9 Projects\ _PA_StylesAndTemplates\PublishingAssistant70\SPS PubAssist Templates**.)

^a 5.25 x 8.25 in., 5.8 x 8.7 in., A5, and 165 x 234 mm are the standard page sizes for Bibles and N.T.s specified in the 2025 Edition of the *Scripture Publishing Manual: Policy, Funding Procedures, and Guidelines for Publishing and Funding Scripture Publications*.

Setting up the primary template for a job

Choose the primary template file (*.isty) with the layout desired for the job. Save or copy the template to a new file with a different name for use on the job, so the original master template remains unchanged. (The files in the SPS Scripture Templates for Publishing Assistant package are set as read-only to help ensure the templates will not be changed accidentally.) When choosing a new name, include the original name plus the Paratext project code. You may also find it helpful to include the number of columns and the alignment of the body text; for example:

- Paratext project code: ABC
- Original master template: SPS - 5.25x8.25in - Charis 11 on 13.isty
- New job template name: SPS - ABC - 5.25x8.25in - 1 Col - Left - Charis 11 on 13.isty

Save the new job template in the My Paratext 9 Projects_PA_StylesAndTemplates\PublishingAssistant70 folder. Then, when you run PA, the template choices will appear in the Stylesheet/Template list on the **Basics** tab, and the fields in the various tabs will reflect the settings in the selected template.

To prepare a sample image of the page layout, copy the appropriate image file to a new file in the _PA_StylesAndTemplates\PublishingAssistant70 folder whose name is identical to the job template name, including the .isty extension. For example:

- Job template name: SPS - ABC - 5.25x8.25in - 1 Col - Left - Charis 11 on 13.isty
- Original image file name: SPS - 1 Col - Left.isty.jpg
- New image file name: SPS - ABC - 5.25x8.25in - 1 Col - Left - Charis 11 on 13.isty.jpg

When the job template is loaded in PA, an image of the page layout will also appear.

Use the new primary job template when generating Scripture text. It may also be used for peripheral materials (e.g., back matter), if all the settings for the peripheral materials are the same as for the Scripture text.

Start PA and select the primary job template, then click the “Apply Template” button located near the bottom right-hand corner of the window. Look under “Template Applied” to confirm that the template of your choice has actually been chosen. Select the desired settings for paragraph justification and the number of columns of body text on the page. Then review the settings on each tab in PA. Make any changes needed. (Settings that are “grayed-out” may not be changed by the user within the PA interface.)

Generate a test document (e.g., Matthew) and review the resulting format settings in InDesign. Make any further changes needed to the InDesign styles, and export the changes to **current.txt** with PA.

In order to incorporate the changes into the primary job template, use the **Create Template** tool in PA to create a new, custom template for the job (see below).

Modifying the templates

In many cases you will need to modify the job template(s). You may need to incorporate the style changes from current.txt, or make other changes.

The templates are Unicode-encoded (UTF-8 with BOM) plain text files. See the *Publishing Assistant 7.0 User Manual* for a description of the publication specification parameters. Parameters that are “locked” in the template (user input not allowed) are preceded by an asterisk. (To unlock the parameter and allow user access, delete the asterisk.)

Styles needing special attention

The settings in the SPS Scripture Templates for Publishing Assistant have been carefully chosen to produce high-quality formatted Scripture pages. For the most part, they should not need to be changed. However, the iq#, q#, ms, and s2 styles are more likely than other styles to need to be changed.

iq# and q# styles

The templates support three levels of \iq (\iq1, \iq2, \iq3) and \q (\q1, \q2, \q3) SFMs. Each iq or q level has a different amount of indentation for the first line of text, but succeeding lines for all three levels have the same amount of indentation, as described below:

The first line of **iq1** and **q1** text is indented two ems from the left margin, and successive lines are indented five ems from the left margin.

The first line of **iq2** and **q2** text is indented three ems from the left margin, and successive lines are indented five ems from the left margin.

The first line of **iq3** and **q3** text is indented four ems from the left margin, and successive lines are indented five ems from the left margin.

If your job does not use all three levels, the hanging indents for the iq1, iq2, q1, and q2 styles are greater than necessary. In this case, you may want to reduce the hanging indents of these styles to improve the appearance of the text. The templates include alternate settings for the iq1, iq2, q1, and q2 styles for use in this situation. The alternate settings are deactivated. To use them, activate them as follows:

1. Open the job template file in Notepad (or another text editor).
2. Search for ??? to find the places to modify the template.
3. Following the instructions in the template, activate the appropriate lines by deleting the # (number sign) at the beginning of each line along with the numerals(s) that follow it.^b
4. Save the job template file as a text file, maintaining the .isty filename extension so PA will recognize the file as a template. (The encoding should still be UTF-8 with BOM.)
5. Close the job template file.

ms and s2 styles

The ms and s2 styles often occur immediately preceding or following another title or heading style, but they can also occur independently of other titles or headings. Because the environments in which these styles occur may differ from one job to the next, the settings in these styles for space above and space below may need to be changed on a job-to-job basis. If changes are needed, modify the styles in InDesign, export the changes to current.txt, and incorporate them in the job template (see below).

Footers

The top and bottom margin settings in the SPS Scripture Templates for Publishing Assistant assume the job will not have footers (except for the page number at the bottom of the first page of a book).

If the job has footers, in most cases the bottom margin should be increased slightly in order to accommodate the footer. The settings for the bottom margins with footers are shown in the chart on the last page.

Fonts

The templates call for the Charis version 7 (Unicode) fonts. If a different set of fonts is desired, edit the templates to change the fonts that will be used.

Note: Charis version 7.0 or later is recommended. Check for updated fonts at <https://software.sil.org/charis/>.

Incorporating all changes into a new primary job template

The changes from current.txt can be incorporated into the job template by appending the contents of the current.txt file to the end of the job template file. If you do this, note that the job template file

^b It is not necessary to deactivate the standard settings for the styles as long as the alternate settings occur after the standard settings. The tagged text and InDesign document files will be based on the last settings that occur in the template file.

must be saved as a Unicode-encoded text file. (*Note:* In Notepad, choose UTF-8 with BOM as the encoding. Be sure to maintain the **.isty** filename extension so PA will recognize the file as a template.)

However, probably the easiest way to incorporate the changes from current.txt into the job template is to use the Create Template tool in PA to create a new, custom template for the job. See the “Using the Create Template Tool” section in the *Publishing Assistant 7.0 User Manual* for the details. When choosing a name for the new job template, include the original name plus the Paratext project code; for example:

- Paratext project code: ABC
- Original master template: SPS - 5.25x8.25in - 1 Col - Left - Charis 11 on 13.isty
- New job template name: SPS - ABC - 5.25x8.25in - 1 Col - Left - Charis 11 on 13.isty

(Note that when naming the new job template, it is not necessary to include the .isty extension. It will automatically be added by PA.)

If you have exported changes to current.txt, the Create Template tool will ask if you want to incorporate these changes in the new template. Normally you would answer **Yes**. (The Create Template tool will also ask if you want to export changes from the current text. If you have already exported changes to current.txt, answer **No**.)

If you need to incorporate more changes later, we recommend adding incremental letters to the template name; e.g., SPS - ABC - 5.25x8.25in - 1 Col - Left - Charis 11 on 13a.isty.

Setting up child templates for a job

If the desired layout or formatting for peripheral materials is different from the main Scripture text, child templates will help in publishing these materials. For example, if the Paratext ABC project mentioned above includes a title page, verso page (i.e., publication data), Table of Contents, and Preface, and if the desired formatting (e.g. number of columns, page header settings, etc.) for these peripheral sections is different from the main text, four child templates will be needed, and must be named as follows:

- The name must be identical to the name of the main template, followed by an underscore, and the name of the peripheral section appended to the end.
- Any spaces in the name of the peripheral section must be replaced with underscores. So, e.g. “Publication Data” must be “Publication_Data”.
- The file extension for a child template is .istyp rather than .isty.

Please note the following:

- If the name of the peripheral section includes an “id” suffix (e.g. id=“pubdata”), the name of the child template must include the name of the “id” suffix; e.g., “pubdata” instead of “Publication_Data”.
- However, the child template for the Table of Contents *must* include “contents” instead of “Table of Contents”, *regardless* of whether the name of the peripheral section includes an “id” suffix.

With that in mind, the names of the child templates would be as follows:

Job template name: SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13.isty

Child templates: SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_Title_Page.istyp *or*
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_title.istyp
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_Publication_Data.istyp *or*
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_pubdata.istyp
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_contents.istyp
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_Preface.istyp *or*
SPS - ABC - 5.25x8.25in - 1 Col - Charis 11 on 13_preface.istyp

Please note that PA will *not* recognize the child templates if the name of the file is not *exactly* correct!

PA offers several different methods for creating child templates. See the “Creating the Child Template Files” section in the *Publishing Assistant 7.0 User Manual* for more information. Whichever approach you use, save the new child templates in the _PA_StylesAndTemplates\PublishingAssistant70 folder in the My Paratext 9 Projects folder.

Use the new primary job template when generating Scripture text and the peripheral materials (e.g., back matter) for which its settings are appropriate. The new child templates will automatically be used for the peripheral materials corresponding to their names.

Recommended Method

1. In preparation for typesetting the book(s) that contain peripheral materials for which the desired formatting is different than the formatting for the main Scripture text (e.g., FRT or INT), adjust the relevant settings (e.g., the number of columns and the header/footer) in the PA specifications menu for each book, then typeset each book in turn.

2. Work with each peripheral document in the order of layouts most similar to the Scripture text through to the most divergent.

Record the settings you change in the Scripture Specifications Menu for the peripheral materials by writing them down or screenshotting them, and remember to restore the original Scripture settings before finalizing your job.

3. Review each peripheral material document, making any desired changes to the formatting. Once all the peripheral materials are set, save each to current.txt. (Although there is only one current.txt file for all the Scripture books, there will be a special current.txt file created for each peripheral book). Then use the Create Template Tool to create a new template for the job, and tick “Include all peripherals”.

You do not need to provide a new name for the template unless you have made changes to the main template and are including a Scripture book in the process (if so, do that one first). We recommend *always* incrementally saving to a new template name.

4. In addition to a new job template, PA will create child templates for each peripheral material document for which a current.txt file (e.g. **current_preface.txt**) exists. (Since you have exported changes to current.txt for all the peripheral material documents, child templates will be created for all those documents.)
5. Review the settings of your child templates to make sure they are set the way you desire them to be and then save copies to your archive folder (in case of unexplained odd overwriting behavior). See the sample child templates provided in the SPS Scripture Templates package for typical necessary information.
6. Re-typeset all the peripheral materials, and confirm that the formatting for each is correct.

As stated above, PA will *not* recognize the child templates if the name of the file is not *exactly* correct. The benefit of this recommended method is that PA names the child templates, ensuring that the names are correct.

Refer to the USFM 3 documentation at <https://paratext.org/usfm/usfm-documentation/> for information about peripheral sections. See the “Job Specification Parameters” section in the *Publishing Assistant 7.0 User Manual* for information about job specifications.

Alternate (original) Method

As noted above, the SPS Scripture Templates for Publishing Assistant include two child templates. To create the child templates needed for a job, copy the appropriate Peripheral Material child template(s) several times to new files named appropriately for the types of peripheral material for which they will be used, as in the examples above. Then edit the child templates as needed.

Template	Page Size				Columns ¹		Text Size			Margins			
	5.25 x 8.25 in	5.5 x 8.5 in	5.8 x 8.7 in	A5 165 x 234 mm	Single	Double	9/11	10/12	11/13	Top	Bottom (without footer) ²	Bottom (with footer) ²	Unit
SPS - 5.25x8.25in - Charis 9 on 11	X					X	X	X		27.7	41	41.3	pt
SPS - 5.25x8.25in - Charis 10 on 12	X					X		X		27.7	41	41.3	pt
SPS - 5.25x8.25in - Charis 11 on 13	X				X				X	25.2	38.5	38.8	pt
SPS - 5.5x8.5in - Charis 9 on 11		X				X	X			25.7	39	39.3	pt
SPS - 5.5x8.5in - Charis 10 on 12		X				X		X		24.7	38	38.3	pt
SPS - 5.5x8.5in - Charis 11 on 13		X			X				X	24.7	41	41.3	pt
SPS - 5.8x8.7in - Charis 9 on 11			X			X	X			27.4	40.7	41.0	pt
SPS - 5.8x8.7in - Charis 10 on 12			X			X		X		25.9	39.2	39.5	pt
SPS - 5.8x8.7in - Charis 11 on 13			X		X				X	28.4	41.7	42	pt
SPS - A5 - Charis 9 on 11				X		X	X			8.1	12.8	12.8	mm
SPS - A5 - Charis 10 on 12				X		X		X		10	14.7	14.7	mm
SPS - A5 - Charis 11 on 13				X	X				X	9.1	13.8	13.9	mm
SPS - 165x234mm - Charis 9 on 11				X		X	X			8.4	13.1	13.2	mm
SPS - 165x234mm - Charis 10 on 12				X		X		X		9.3	14	14	mm
SPS - 165x234mm - Charis 11 on 13				X		X			X	9.6	14.3	14.5	mm
SPS - 1 Col - Peripheral Material					X								
SPS - 2 Col - Peripheral Material						X							
Default													

¹ These are the default settings for these templates, but they may be changed by the user if desired.

² The default bottom margin settings are for jobs without footers. If the job has footers, change the bottom margin setting to the value shown here.