

Mennonite Publishing Network, Inc., Supplement  
to *The Chicago Manual of Style*

MENNONITE PUBLISHING NETWORK  
Scottsdale, Pennsylvania  
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MENNONITE PUBLISHING NETWORK, INC., SUPPLEMENT TO  
*THE CHICAGO MANUAL OF STYLE*

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# Contents

1. Introduction .....	5
2. Possessives and Numbers .....	6
3. Capitalization and Spelling.....	8
4. Abbreviations and Symbols .....	20
5. Punctuation .....	30
6. Italics .....	38
7. Notes .....	39
8. Bibliographies .....	42
9. Indexing .....	44
10. Preparing a Manuscript for Electronic Submission .....	45
11. Permissions .....	46
12. Language Usage .....	47
13. Bible Translations .....	55
14. Miscellaneous: Unacceptable Language, Postal Addresses .....	65
15. Cover Designs, Illustrations, Photographs, and Maps .....	68
16. Royalties, Agreements, and Payments .....	69

*Appendix A. Alternate Words and Phrases*

*Appendix B. Twenty-Five Steps to Better Writing*

*Appendix C. Graphic Designer  
assignment.....*

*Appendix D. Copyright Law Policies.....*

*Appendix E. Fair Use and Comment Policies.....*

*Appendix F. Manipulation and Distortion of Images*



# 1. Introduction

The Mennonite Publishing Network, Inc. publishes books, curriculum materials, worship resources, church supplies, and magazines for all Mennonite households in Canada and the United States and congregations as well as for readers of all religious and secular traditions.

Herald Press creates books for the broad market. Faith & Life Resources produces curriculum, magazines, worship resources, church supplies, study books, and other material for Mennonite congregations and members of related households.

On matters of style, the latest edition of \_\_\_\_\_ (15<sup>th</sup> edition, University of Chicago Press) is usually followed.

The Mennonite Publishing Network uses the latest edition (11<sup>th</sup>) of the \_\_\_\_\_ *Webster's Collegiate Dictionary*. For questions not answered by the \_\_\_\_\_, our authority is *Webster's Third New International Dictionary (Unabridged)*

James E. Horsch, editor  
010902; 030705; 042806

## 2. Possessives and Numbers

### Possessives

Form the possessive case of singular nouns by adding an apostrophe and an *s* (printer's shop, sun's rays). Form the possessive of plural nouns, with few exceptions, by adding an apostrophe only (the horses' hooves, the puppies' paws, the ladies' books).

Some special situations in forming the possessive include the following:

1. For plural nouns that do not end in an *s* sound, add 's (men's clothes; women's group, womens group or womens' group; children's club, not childrens' club or childrens club).
2. The possessive is formed without an additional *s* for a name of two or more syllables that end in an *eez* sound. (e.g. Euripides' tragedies, the Ganges' source, Jesus' teachings, Moses' law, Xerxes' armies).
3. Abbreviations forming part of a title may take 's (Charles I's Porsche, CEO's schedule).
4. For plural nouns ending in *or es*, add the apostrophe after the *s*, (fishes' fins; boys' room; mothers' meeting; Pastors' Week, not Pastors Week or Pastor's Week).
5. Form descriptions based on the old genitive case like possessives.  
an hour's delay; in three days' time (see *Chicago Manual of Style*, 7.26, p. 284)
6. See *Chicago Manual of Style* 7.27 (p. 284-85) on attributive use of nouns, we generally use an apostrophe except in these common cases:  
believers baptism, *not* believer's baptism or believers' baptism  
believers church, *not* believer's church or believers' church  
*Martyrs Mirror*, *not* *Martyrs' Mirror*

### Numbers

1. Spell out whole numbers through and such multiples as or in curricula and periodicals. Write other numbers as figures: 365; 250 million; 3 5/8 (but ).
2. Spell out whole numbers through with certain exceptions. See chapter 9 (pp. 380ff.); and 3.1 in following chapter, "Capitalization and Spelling."
3. Omit an apostrophe preceding a date. For example: Assembly 99, Vision 95
4. The hyphen is used to link separate noninclusive numbers.  
Telephone number: 1-800-245-7894 in editorial copy.  
Social Security number: 123-45-6789  
ISBN number: 0-8361-3456-7
5. When listing a page range, include only the tens place (e.g. 23-26 not 23-6; 123-26 not 123-6; 204-6 not 204-06.)

6. In listing a series of verses from the same chapter, insert a space between each series. For example John 3:1-5, 8-10, 14-16; James 2:1-3, 3-6.

### 3. Capitalization and Spelling

Normally we always cap words labeled “usually capped” in

We do not always cap words labeled “often capped” and “sometimes capped.”

#### Note about Canadian spellings

As a publisher with primary activity in the USA spelling appropriate to the U.S. is normally followed. On some occasions Canadian spellings may be preferred. When this is the case the editor will notify copy editor and proofreader of this decision in writing.

#### General Terms

1. Do not capitalize a noun or abbreviation of a noun in the text even when followed by a numeral

act 1	chapter 20
part 5	vol. 1
page 72	grade 3
article 3	no. 3
book 2	room 12

2. Capitalize

*American, Negro, Oriental, Hispanic, Jew, and Gentile.* Do not capitalize designations based on color: *black, white, red man woman.*

Lowercase nouns and adjectives designating political and economic systems of thought and their proponents, unless they are derived from proper nouns, are part of the proper name, or refer to a specific movement.

communism	Liberal Party
conservatism	New Age
democracy	Communist Party
socialism	Conservative Party
liberalism	Democratic Party
	Marxism-Leninism

4. Lowercase nouns and adjectives designating general geographical locations and entities. Specific locations may be capitalized. (e.g. western world, southern states, third world, southern states, West Coast, Northern Kingdom, High Church)
5. Capitalize registered trademarks. Lowercase generic equivalents (see general terms in parentheses in the examples below.)

Scotch tape (adhesive tape)	Band-Aid (bandage strip)
Ping-Pong (table tennis)	Kleenex (tissue)

Coca-Cola/Coke (cola)	Xerox (photocopy)
Vaseline (petroleum jelly)	Formica (laminated plastic surface)
Jell-O (gelatin dessert)	Levi's (blue denim jeans)

6. Titles following a personal name or used alone in the place of a name are, with few exceptions, lowercase.

George W. Bush, president of the United States  
 Jean Chrétien, prime minister of Canada  
 John L. Ruth, storyteller and church historian

7. Titles for books, chapters, and songs will use upper- and lowercase style in paragraph format. In lists, capitalize the first letter of the first word but not the following words unless they are proper nouns. When using upper- and lowercase style, lowercase articles, coordinate conjunctions (e.g., and, but), prepositions (four letters or less), and the of infinitives.

#### Uppercase-lowercase style

With the exception of hymn titles in hymn books, always use upper-lower in book titles, chapter heads, lesson titles, and in-paragraph citations of other works, including hymn titles, movie titles, poem titles, etc., regardless of how they were presented in the original (with rare exceptions where it is clear that lower-casing is clearly a distinctive and set-in-stone style, as in poems by e. e. cummings). Rationale: some hymn titles in sentence style could cause comprehension problems. Example: —

could mean they sang those words, or they sang that song. If upper-lower ( ) it is clear that they sang this hymn. (Use quote marks or italics, according to type of work, following .)

#### Sentence/headline style

Use sentence-style (first word capped only) for section heads and subheads within chapters and lessons, for titles of hymns in our hymnals when in a list referring to hymns in our hymnals (see "Uppercase-Lowercase style" above).

#### Graphic creativity

Our title and heading guidelines recognize that book covers, curriculum handouts, and even chapter heads often break the conventions for creative presentation, marketing appeal, etc. Some titles are all lowercase, some are all uppercase, some use ampersands, etc. But inside the book, and especially in in-paragraph citations, the rules cited here apply. Example: our recent title *WHATEVER TO DINNER: Recipes and Reflections for Family Mealttime*

ALWAYS be referred to as *Whatever Happened to Dinner: Recipes and Reflections for Family Mealttime*.

#### Use of the word Amen.

Use the upper- and lowercase word with a period at the end. This should be consistent in periodicals, books, and curriculum, etc.

Amen.

#### Biblical and Religious Terms

An author is seldom more tempted to overcapitalize or an editor more loath to urge a lowercase style than in the area of religion. This may stem from an unconscious feeling about words themselves

being sacred or from fear of offending a religious person or group. Yet the ancient texts seldom overcapitalize.

We urge a spare, *down* style in this field as in others. Capitalize what are clearly proper nouns and adjectives; lowercase most other words, except to avoid ambiguity.

1. Capitalize all primary names of God, Jesus Christ, and the Holy Spirit.

the Almighty	my Guide
the Master	great Teacher
the heavenly Father	the Lord
the Son of Man	Son of God
the Comforter	my Shepherd
God's Son with reference to Jesus Christ	
(When in doubt, consult the extended listing of names under point 7).	

**NT:** Capitalize Spirit of God, God's Spirit, Spirit or Holy Spirit, as a person of the Trinity in church history.

**OT:** Lowercase spirit of God, spirit of the Lord, spirit from the Lord, God's spirit

Capitalize nouns used metaphorically for God:

2. Do not capitalize abstract nouns (such as *grace* and *sovereignty*) even when referring to God or Christ, unless they are used to personify Deity.

Christians emphasize the lordship of Christ.  
I planned to go, but Providence directed otherwise.  
Jesus is my joy and my light.

3. Lowercase adjectives used for God, names of persons of the Trinity or other biblical names.

the almighty God	the divine Son
the eternal Word	the omnipotent One

4. In keeping with the *down* style, pronouns referring to the Deity are not capitalized. (Note that they are lowercased in most English translations of the Bible.) Where ambiguity might occur, rewrite the sentence.

God gives what he wills to a person.  
God carries us as a shepherd carries lambs.  
A person receives what God wills.  
*Not:* God gives a person what he wills.

Whenever possible, avoid using male or female third pronouns, except when quoting from Scripture.

5. Capitalize *church* only when it is part of a denominational, congregational, or institutional title.

Brethren in Christ Church  
Church of the Brethren  
General Conference Mennonite Church  
Mennonite Brethren Church

Mennonite Church (the binational denomination)  
 Mennonite Church Canada  
 Mennonite Church USA  
 Mennonite Church General Assembly  
 Lemon Grove Mennonite Church (specific congregation)  
 Christian church (or churches)  
 Mennonite church or Mennonites (referring to the total inter-Mennonite group)

6. Do not capitalize terms referring to movements and sects except when an author is attempting to designate a specific historical movement. Exactly what qualifies as “a specific historical movement” can be ambiguous. Editors are to give their decisions to copy editor and proofreader in writing.

evangelicalism  
 fundamentalism  
 modernism  
 charismatic  
 evangelical

fundamentalist  
 liberalism  
 pietist  
 Exception: Anabaptist and Anabaptism

7. Capitalize the word *Scripture* when referring to the Bible. Scripture used as an adjective should be lowercased. The lowercased word *scripture* refers to things other than the Bible.

Capitalize Word when referring to the Bible or Christ.

8. Because of the confusion in capitalization and spelling of biblical and religious terms, the following list is provided as a suggested style. When in doubt, do not capitalize or ask the editor.

**A**

Abrahamic covenant  
 Abraham's bosom  
 abyss, the  
 Advent season  
 Advent, the  
 adversary (Satan)  
 Advocate, the (Holy Spirit)  
 African American  
 age of grace  
 all right  
 almighty God, the  
 Almighty, the  
 Alpha and Omega (Christ)  
 amillenarian  
 amillennial, -ism  
 Anabaptist  
 Anabaptist-Mennonite  
 Anabaptist Vision (specific)  
 Anabaptist vision (general)  
 angel  
 angel of the Lord  
 Anointed, the (Jesus)  
 ante-Christian  
 ante-Nicene fathers  
 antichrist (the spirit of antichrist)  
 antichrist, the  
 anti-Christian  
 Appendix (es)  
 Apocalypse, the Revelation (of John)  
 Apocrypha, the  
 apostle Peter, et al.  
 apostles  
 Apostles' Creed  
 apostolic age  
 apostolic benediction (2 Cor 13:13)  
 apostolic faith  
 Apostolic Fathers  
 archaeological  
 archangel  
 ark of testimony  
 ark of the covenant  
 ark, the (Noah's)  
 Armageddon  
 Ascension Day  
 ascension, the  
 Athanasian Creed  
 atheism  
 atonement, the  
 Augsburg Confession

**B**

baby Jesus, the (adjectival)  
 Babylonian captivity (Jews)

baptism, the (of Christ)  
 barn raising (noun)  
 Battle of Armageddon (final battle)  
 beast, the (antichrist)  
 Beatitudes, the  
 Beelzebub  
 believers baptism  
 believers church  
 betrayal, the  
 Bible school  
 biblical  
 blacks (ethnic body)  
 body of Christ (the church)  
 book of Genesis, et al.  
 book of life (book of judgment)  
 book of the Law  
 Book, the (Bible)  
 boy Jesus, the  
 brazen altar  
 bread of life (Bible or Christ)  
 bride of Christ (the church)  
 Bridegroom, the (Christ)  
 burnt offering

**C**

Calvary  
 canon of Scripture, the  
 canon, the (Scripture)  
 captivity, the (of the Jews)  
 catholic (universal)  
 Catholicism  
 celestial city (abode of redeemed)  
 charismatic church (adjectival)  
 charismatic, the  
 cherub, cherubim  
 chief priest  
 Chief Shepherd (Christ)  
 child Jesus  
 childcare  
 children of Israel  
 chosen people  
 Christ  
 Christ child  
 Christendom  
 Christian  
 Christian era  
 Christianize, -ization  
 Christianlike  
 Christlike  
 Christmas Day  
 christology, christological  
 Christocentric  
 church (body of Christ)  
 church (building)

church age  
 church and state  
 church fathers  
 church in North America  
 church invisible  
 church militant  
 city of David (Jerusalem, Bethlehem)  
 Comforter, the (Holy Spirit)  
 commandment (first, et al.)  
 communion  
 confirmation  
 counselor  
 covenant of grace  
 covenant of works  
 covenant, the  
 coworker  
 creation, the  
 Creator, the  
 cross  
 crown  
 crucifixion of Christ  
 crucifixion, the  
 Crusades, the (historical event)  
 curse, the

**D**

Daniel's seventieth week  
 Davidic covenant  
 Day of Atonement (Yom Kippur)  
 day of grace  
 day of judgment  
 day of Pentecost  
 day of the Lord  
 Dead Sea Scrolls  
 Decalogue  
 deism  
 deity of Christ  
 Deity, the  
 deluge, the  
 devil, a  
 devil, the (Satan)  
 Diaspora (Jewish)  
 diaspora (other migrations)  
 disciples  
 dispensation of the Law  
 dispensationalism, -ists  
 dispersion, the  
 divine  
 divine Son, the  
 divinity  
 door, the (Christ)  
 Dordrecht Confession  
 dragon, the (Satan)  
 dual-affiliated

**E**

early church  
 Earth, the (planet)  
 Easter Sunday  
 Eastern church  
 ecumenism, -ical  
 Emmanuel (Matt 1:23, NRSV) [first choice]  
   [second choice] Immanuel (Isa 7:14 and 8:8)  
 end times  
 End, the  
 enemy, the (Satan)  
 Enlightenment (18<sup>th</sup> century)  
 epistle (John's epistle, et al.)  
 epistle to the Romans  
 epistles, the (NT apostolic letters)  
 eschatology, -ical  
 eternal God, the  
 eternal life  
 eternal Word, the  
 Eternal, the (God)  
 eternity  
 eucharist  
 evangel (any of the four Gospels)  
 evil one (Satan)  
 exile (Babylonian captivity of the Jews)  
 exodus (from Egypt)

**F**

Faith & Life Press  
 Faith & Life Resources  
 faith healing  
 faith, the (Christianity)  
 fall, the  
 false prophet (of Revelation)  
 Father, the  
 fatherhood of God  
 fathers, the (church fathers)  
 fax  
 Feast of Tabernacles  
 Feast of the Dedication  
 Feast of the Passover  
 Feast of Unleavened Bread  
 first Adam  
 firstborn, the (Christ)  
 firstfruits (      firstfruit)  
 flood, the  
 footwashing  
 fourth Gospel, the  
 free church  
 fundamentals of the faith

**G**

Galilean (Christ)  
 Galilee, Sea of  
 garden of Eden  
 Gehenna  
 general epistles  
 Gentile (distinguished from Jew)  
 Gentile laws  
 Gethsemane, garden of  
 gnostic (generic)  
 Gnosticism  
 God-fearing  
 Godhead (essential being of God)  
 godless  
 godlike  
 godliness  
 godly  
 God's house  
 God's Son  
 God's Spirit (NT)  
 God's spirit (OT)  
 God's Word  
 godsend  
 Godspeed  
 golden candlesticks, the  
 golden rule, the  
 Good Friday  
 good news, the (the gospel)  
 good Samaritan  
 Good Shepherd  
 goodbye  
 gospel (adj.)  
 Gospel of John, et al.  
 gospel, the (good news)  
 Gospels, the  
 grace  
 great commandment, the  
 great commission, the  
 Great High Priest, the  
 Great Physician, the  
 great white throne, the  
 Greco-Roman  
 Guide, the (Holy Spirit)

**H**

hades (hell)  
 Hades (mythological)  
 head, the (Christ, the head of the church)  
 healthcare  
 heaven (abode of the redeemed)  
 heavenly Father

Hebrew Scriptures (Jewish sacred writings.  
 Not identical to Old Testament canon  
 accepted by Christians.)  
 Heidelberg Catechism  
 hell  
 Herald Press Printing  
 Herald Press Trade Books  
 Herod's temple  
 high church  
 high priest, a  
 High Priest, the (Christ)  
 high priestly prayer, the  
 historic peace churches  
 holism not wholism  
 holistic not wholistic  
 Holy Bible  
 holy city  
 holy communion  
 holy family  
 Holy Ghost (prefer Holy Spirit)  
 Holy Land (Palestine)  
 holy of holies  
 Holy One  
 holy place  
 Holy Scriptures  
 Holy Spirit  
 Holy Trinity  
 holy war  
 Holy Week (week before Easter)  
 Holy Word  
 Holy Writ  
 house of the Lord

**I**

Immanuel (Isa 7:14 & 8:8) or Emmanuel  
 (Matt 1:23, NRSV) [preferred]  
 incarnation, the  
 Index(es)  
 inner veil  
 Inquisition (the historic tribunal)  
 intertestamental

**J**

Jordan River (but the river Jordan)  
 Jubilee  
 Judaic  
 Judaism, -ist, -istic  
 Judaize, -r  
 Judean  
 Judeo-Christian  
 judges, the  
 judgment day  
 judgment seat of Christ

**K**

King of kings  
kingdom age  
kingdom of God  
kingdom of heaven  
kingdom, the  
kingship of Christ  
koinonia  
Koran (Qur'an is preferred)

**L**

lake of fire  
Lamb of God  
Lamb's book of life  
Lamb's war  
land of Canaan  
land of promise  
last day, the  
last days, the  
last judgment, the  
Last Supper  
last times, the  
laver  
law (as opposed to Law of Moses)  
Law, the (OT division)  
Lent, -en  
liberation theology  
light of the world (Christ)  
Lion of Judah  
living God  
living Word (Bible)  
Logos, the  
Lord (Christ or God)  
Lord, the (or our)  
lord (other than Christ or God)  
Lord of hosts  
Lord of lords  
Lord's anointed, the (Christ)  
Lord's day, the  
Lord's Prayer, the  
Lord's Supper, the  
lordship of Christ  
love chapter, the (1 Cor 13)  
low church  
Lucifer

**M**

magi  
Major Prophets (division of OT)  
major prophets (people)  
Man of Sorrows (Christ)  
(no apostrophe)  
Masoretic

mass, the (the sacrament)  
Master, the  
Mediator, the (Christ)  
mercy seat  
Messiah, the (Christ)  
messiahship  
messianic  
messianic community  
meetinghouse  
meetingplace  
mezuzah  
midtribulation, -al  
millennial kingdom  
millennium, the / millennia (pl.)  
Minor Prophets (division of OT)  
minor prophets (people)  
Mishnah  
missio Dei  
Mosaic Law  
Most High, the  
Mount of Transfiguration, the  
Muhammad  
Muslim

**N**

name of Christ, the  
nativity, the  
new birth  
new covenant  
new heaven and new earth  
New Jerusalem (heaven)  
New Testament (NT)  
New Testament church  
Nicene Creed  
Nicene fathers  
non-Christian  
Northern Kingdom

**O**

old covenant  
Old Testament (OT)  
omnipotence  
Omnipotent, the  
only begotten, the  
original sin  
orthodoxy

**P**

Palestine covenant  
Palm Sunday  
papacy  
parable of the prodigal son  
parable of the unworthy servant  
Paraclete, the

paradise (garden of Eden)  
 paradise (heaven)  
 parousia  
 Paschal Lamb  
 Passion Sunday (sixth Sunday in Lent)  
 Passion Week  
 Passover  
 pastoral epistles  
 patriarch, the (Abraham)  
 Pauline epistles  
 peace churches  
 Pentateuch  
 Pentecost  
 people of God  
 person of Christ  
 persons of the Trinity  
 Pharaoh  
 pharisaic (attitude)  
 Pharisaic (in reference to Pharisees)  
 Pharisee  
 phylacteries  
 pillar of cloud  
 pillar of fire  
 Pope Benedict XVI  
 pope, the  
 postbiblical  
 post-Christian  
 premillenarian  
 premillennial, -ism  
 pretribulation, -al  
 priesthood of believers  
 priesthood of Christ  
 Prince of Peace (Christ)  
 prison epistles  
 prodigal son, the  
 pro-life  
 Promised Land (Canaan)  
 promised one, the (Christ)  
 proof text (noun)  
 prooftext (verb)  
 prophet Isaiah, the  
 Prophets, the (books of OT)  
 prophets, the (people)  
 Protestant, -ism  
 Providence (God)  
 providence of God  
 Provident Bookstores  
 providential  
 psalm (a psalm)  
 psalmist, the  
 Psalms (the book), Psalm 23  
 Psalter (the Psalms)  
 pseudepigrapha

**Q**

Qur'an

**R**

rabbi, rabbinical  
 rapture, the  
 Redeemer, the  
 redemption  
 Reformation  
 Reformed theology  
 Reformers (16th century)  
 Renaissance  
 resurrection, the  
 Revelation (not Revelations)  
 rock (Christ)  
 rosary

**S**

Sabbath (the day)  
 Sadducee  
 Satan  
 satanic  
 Satanism  
 Savior  
 Schleithem Articles /Confession  
 scribe  
 scriptural  
 Scripture(s) (Bible)  
 scripture(s) (other than Bible)  
 second Adam (Christ)  
 second advent, the  
 second coming, the  
 second commandment  
 second person of the Trinity  
 seder  
 Septuagint (LXX)  
 seraph, seraphim  
 Sermon on the Mount  
 serpent, the (Satan)  
 Servant Songs  
 Seventh-Day Adventist  
 Shekinah  
 Shepherd Psalm, the  
 sin-bearer, the  
 Solomon's temple  
 song leader  
 Son of God  
 Son of Man  
 Song of Mary  
 sonship of Christ  
 Southern Kingdom  
 sovereign Lord  
 spirit from the Lord (OT)

Spirit of God (NT)  
 spirit of God (OT)  
 spirit of the Lord (OT)  
 Spirit or Holy Spirit (NT)  
 suffering servant  
 summer Bible school  
 sun of righteousness (Mal 4:2)  
 Sunday school  
 Supreme Being, the  
 synagogue  
 synoptic Gospels  
 Synoptics, the

**T**

tabernacle, the (OT building)  
 Talmud  
 temple, the (at Jerusalem)  
 Ten Commandments (but the second commandment)  
 ten tribes of Israel, the  
 testaments, the  
 Third Person, the (of the Trinity)  
 third-world (adj.)  
 third world (noun)  
 throne of grace  
 time of the Gentiles, the  
 time of the judges, the  
 tomb, the  
 Torah  
 Tower of Babel  
 transfiguration, the  
 tree of life (in garden of Eden)  
 tribe of Judah  
 tribulation, the  
 trinitarian  
 Trinity, the  
 triune God  
 twelve apostles, the  
 twelve, the

**U**

unchristian  
 universal church  
 unscriptural  
 upper room, the

**V**

vacation Bible school  
 vine (Christ)  
 virgin birth, the  
 virgin Mary  
 visible church

**W**

water of life (Christ)  
 way, the (Christ)  
 way, the truth, and the life  
 Western church  
 wicked one (Satan)  
 wisdom literature, the  
 wise men  
 Word made flesh (Christ)  
 Word of God (Bible)  
 Word of life  
 Word of truth, the  
 Word, the (Bible or Christ)  
 worshipped  
 worshipping  
 Writings, the (division of OT)

**Y**

Yahweh  
 year of Jubilee

**Z**

Zealot (religious group)

**9. Selected Electronic Media Terms**

In general, the rule is to treat social networking or Internet companies as proper nouns; therefore, capitalize them.

**C**

client/server  
 control-menu box  
 cut-and-paste

**D**

database  
 default  
 deinstall  
 deselect  
 dialog box  
 dial-up  
 disk, diskette  
 domain  
 DOS (disk operating system)  
 double-click  
 download  
 drag-and-drop  
 drop-down

**E**

eBay  
 ebook  
 ebusiness  
 ecommerce

eform  
emagazine  
email  
end user (n.)  
end-user (adj)

**F**

Facebook  
file name extension  
find and replace  
firewall  
folder  
font and font style

**G**

gigabyte  
Google

**H**

hacker  
handheld  
hard-coded  
hardwired  
high-resolution  
HTML  
HTTP  
hyperlink

**I**

icon  
input/output  
Internet  
intranet  
iPad  
iPod  
ISP (Internet service provider)  
iTune

**K**

keypad  
keystroke  
kilobyte

**L**

localization  
log off from  
log on to  
low-level  
low-resolution

**M**

matrix  
megabyte  
microprocessor

minicomputer  
monitor  
MySpace

**N**

nanosecond  
network  
null

**O**

offline  
online  
on-screen  
on/off switch  
ordinal numbers  
output

**P**

platform  
print queue  
prompt  
protocols

**R**

readme file  
restart  
right-click  
rightmost

**S**

strikethrough  
subaddress  
subclass  
surf  
switch

**T**

terabyte  
toggle  
toolbar  
toolbox  
Twitter  
turnkey

**W**

write-only  
write protect  
work station  
Web  
Webmaster  
website  
Wi-Fi  
World Wide Web (WWW)

#### 10. Hebrew Scriptures and or Old Testament

These two collections of sacred writings are not identical nor do Jewish and Christian traditions view them in the same way. MPN as a publisher in the Christian tradition uses the term Old Testament when referring to this canonical body of literature. The term Hebrew Scriptures may be used provided proper orientation and explanation is given to readers.

#### Spelling

The first spelling given in the latest \_\_\_\_\_ is recognized as our guide. For words not included in the \_\_\_\_\_ we refer to \_\_\_\_\_ 1966.

1. We follow American (U.S.) spellings except by special arrangement, as with a Canadian or British author. Editors will tell copy editor and proofreader about such arrangements in writing.
2. When using biblical names of places and persons, follow the exact spelling of the most recent edition of the New Revised Standard Version of the Bible, unless there is a direct quote (in which case note the abbreviation of the quoted version with the reference). For example, Savior, Saviour, in Isaiah 43:3  
“For I am . . . thy Saviour” (Isa 43:3 KJV).  
Elizabeth Elisabeth in Luke 1:5
3. Some special terms:  
Appendixes not Appendices  
believers church, believers’ church or believer’s church (referring to a free church group)  
believers baptism, believer’s baptism or believers’ baptism  
footwashing, foot washing or feet washing. The Brethren write f \_\_\_\_\_ (solid word).  
holistic wholistic  
holism wholism  
Indexes not Indices  
okay, *not* OK in text  
Pharaoh (the leader of Egypt), *not* Pharoah
4. Many spelling questions that arise in writing and editing concern compound words. Should it be a *halfhearted effort* (solid), *half-hearted effort* (hyphenated compound), or *half hearted effort* (open compound)? Generally, the answer is readily available in the \_\_\_\_\_ or in the \_\_\_\_\_. Normally we move away from the hyphen to the solid compound or open compound. For instance, we prefer \_\_\_\_\_ to *life style*; *caregiver* *care giver*; *childcare* to *child care*; *daycare* *day care*; *earthkeeper* *earth keeper*; *freelance* *free lance*; *fundraising* *fund raising*; *grownup* *grown up*; *babysitter* *baby sitter*; *photocopy* *photo copy*.  
*churchwide*, *coworker*, *database*, *fundraiser*, *goodbye*, *healthcare*, *nonviolence*, *nonviolent*, *online*, *offline*, *peacemaking*, *input*, *realtime*, *passerby*, and *worldwide*.

## 4. Abbreviations and Symbols

1. Always abbreviate the following titles with either the full name or the surname:

Mr.          Mrs.      Messrs.          Ms.          Dr.      Rev.

Use social, academic, professional, and honorary titles sparingly. Generally, for the first use, we prefer the full name of a person without titles. Subsequent references to the same person may use the first or last name only, depending on the nature of the material. Sometimes the titles of and are appropriate. We try to avoid          Sometimes we use an occupational designation or

Fred Swartz is preferred to Mr. Swartz.  
Amy Randall is preferred to Mrs. Randall or Mrs. John Randall.  
Winfred Soong or Pastor Soong is preferred to Rev. Soong.  
Kenneth J. Nafziger or Professor Nafziger is preferred to Dr. Nafziger.

2. Names that consist of letters are punctuated with a period and space after each.

J. Lorne Peachey  
H. S. Bender  
C. J. Dyck

3. Abbreviations, such as II and III (for 2d and 3d), are considered part of a person's name or the name of a war and are not set off by commas (cf. chapter 5, Punctuation, number 7).

George R. Brunk III          World War II

and are also considered part of a person's name and are not set off by commas.

James Smith Jr.  
Fred Loganbill Sr., MD

Use these abbreviations of titles and scholarly degrees without periods:

BA	Bachelor of Arts	DMin	Doctor of Ministry
BD	Bachelor of Divinity	EdD	Doctor of Education
BS	Bachelor of Science	JD	Doctor of Jurisprudence
DD	Doctor of Divinity	MA	Master of Arts

MD	Doctor of Medicine	PhD	Doctor of Philosophy
MDiv	Master of Divinity	ThD	Doctor of Theology
MS	Master of Science	ThM	Master of Theology

4. Agencies and organizations are also abbreviated without periods. This also applies to famous persons referred to by initials only. Terms in biblical scholarship omit periods.

UNESCO	NATO	JFK	YMCA	USA (but U.S.)
LXX (Septuagint)	MPH	MT (Masoretic Text)	AMBS	UN
PPUS	MCC	MCEB	EMU	OT NT

5. When the names of states, provinces, territories, and possessions of the United States and Canada stand alone, always spell them out in full. When they follow the name of a city or any other geographical term, spell them out except in lists, tabular matter, footnotes, bibliographies, parentheses, and appendixes. In such instances, use the first of the two abbreviations illustrated. The two-letter form (both caps, no periods) is authorized by the U.S. and Canadian governments for use with postal code addresses. We use the post office abbreviations when giving a mailing address. (See chapter 14 of this for more postal abbreviations.)

6. We omit the use of a period after abbreviations of states and provinces.

#### Canada

Alberta	Alta	AB	Nova Scotia	NS	NS
British Columbia	BC	BC	Ontario	Ont	ON
Labrador	Lab	LB	Prince Edward Island	PEI	PE
Manitoba	Man	MB	Quebec	Que	QC
New Brunswick	NB	NB	Saskatchewan	Sask	SK
Newfoundland	Nfld	NF	Yukon Territories	YT	YT
Northwest Territories	NT	NT			

#### United States

Alabama	Ala	AL	Maine	Maine	ME
Alaska	Alaska	AK	Maryland	Md	MD
Arizona	Ariz	AZ	Massachusetts	Mass	MA
Arkansas	Ark	AR	Michigan	Mich	MI
California	Calif	CA	Minnesota	Minn	MN
Colorado	Colo	CO	Mississippi	Miss	MS
Connecticut	Conn	CT	Missouri		Mo MO
Delaware	Del	DE	Montana	Mont	MT
District of Columbia	DC	DC	Nebraska	Neb	NE
Florida	Fla	FL	Nevada	Nev	NV
Georgia	Ga	GA	New Hampshire	NH	NH
Guam	Guam	GU	New Jersey	NJ	NJ
Hawaii	Hawaii	HI	New Mexico	NM	NM
Idaho	Idaho	ID	New York	NY	NY
Illinois	Ill	IL	North Carolina	NC	NC
Indiana	Ind	IN	North Dakota	ND	ND
Iowa	Iowa	IA	Ohio	Ohio	OH
Kansas	Kan	KS	Oklahoma	Okla	OK
Kentucky	Ky	KY	Oregon	Ore	OR
Louisiana	La	LA	Pennsylvania	Pa	PA

Puerto Rico	PR	PR	Virgin Islands	VI	VI
Rhode Island	RI	RI			
South Carolina	SC	SC	Virginia	Va	VA
South Dakota	SD	SD	Washington	Wash	WA
Tennessee	Tenn	TN	West Virginia	WVa	WV
Texas	Tex	TX	Wisconsin	Wis	WI
Utah	Utah	UT	Wyoming	Wyo	WY
Vermont	Vt	VT			

7. Accepted abbreviations for systems of chronology are Roman caps followed by periods. The recommended standard abbreviations are BC (before Christ) and AD (in the year of the Lord). BCE (before the common era) and CE (of the common era) are acceptable alternatives. AD precedes the year number and BC follows it; BCE and CE follow the year number. Also acceptable with periods B.C.E., B.C., A.D., and C.E. (see 15.41, p. 570).

AD 1981	1981 CE
400 BC	400 BCE

8. In ordinary or popular texts of work directed toward lay audiences and in curriculum we spell out the names of the books of the Bible whether standing alone or when chapter and verse appears with them. In layout, do not allow the book to appear on the next line following the numeral (as in “1 John”). To avoid this, use a nonbreaking space. Refer to a Bible book in the text with the title given in the main version used in the manuscript (e.g., Song of Songs if the Scripture is from NIV, but Song of Solomon if the Scripture is from NRSV). Exact references used parenthetically or in notes may be abbreviated in the following manner.

In scholarly and academic works books of the Bible are usually abbreviated in all uses. In curriculum and popular works, such as magazines, books of the Bible are spelled out in full.

9. In all works, ordinary, scholarly, and academic, we omit the period after the abbreviation of the books of the Bible.

#### Books of the Old Testament

Genesis	Gen	Ecclesiastes	Eccles
Exodus	Exod	Song of Solomon	Song of Sol
Leviticus	Lev	Isaiah	Isa
Numbers	Num	Lamentations	Lam
Deuteronomy	Deut	Ezekiel	Ezek
Joshua	Josh	Daniel	Dan
Judges	Judg	Hosea	Hos
Ruth	Ruth	Joel	Joel
1 & 2 Samuel	1 & 2 Sam	Amos	Amos
1 & 2 Kings	1 & 2 Kings	Obadiah	Obad
1 & 2 Chronicles	1 & 2 Chron	Jonah	Jon
Ezra	Ezra	Micah	Mic
Nehemiah	Neh	Nahum	Nah
Esther	Esther	Habakkuk	Hab
Job	Job	Zephaniah	Zeph
Psalms	Ps (Pss)	Haggai	Hag
Proverbs	Prov	Zechariah	Zech

Malachi	Mal
Jeremiah	Jer

### Books of the Apocrypha

1 & 2 Esdras	1 & 2 Esd	Baruch	Bar
Tobit	Tob	Song of Three Children	Song of Thr
Judith	Jth	Susanna	Sus
Rest of Esther	Rest of Esther	Bel and Dragon	Bel
Wisdom of Solomon	Wisd of Sol	Prayer of Manasseh	Pr of Man
Ecclesiasticus	Ecclus (Sirach)	1, 2, 3, & 4 Maccabees	1, 2, 3, & 4 Macc

Generally, spell out the first reference to an apocryphal book.

### Books of the New Testament

Matthew	Matt	1 & 2 Timothy	1 & 2 Tim
Mark	Mark	Titus	Titus
Luke	Luke	Philemon	Philem
John	John	Hebrews	Heb
Acts	Acts	James	James
Romans	Rom	1 & 2 Peter	1 & 2 Pet
1 & 2 Corinthians	1 & 2 Cor	1, 2, & 3 John	1, 2, & 3 John
Galatians	Gal	Jude	Jude
Ephesians	Eph	Revelation	Rev
Philippians	Phil		
Colossians	Col		
1 & 2 Thessalonians	1 & 2 Thess		

10. Use Arabic rather than Roman numerals for books of the Bible. Write out the number if it begins a sentence.

1 Corinthians, I Corinthians  
 First John 4:7 says . . .

11. Scripture versions may be abbreviated in references set in capitals without periods. Here is a partial list of appropriate abbreviations:

#### Scripture Versions

AMP	Amplified Bible, The
ASV	American Standard Version
AV	Authorized Version (or KJV, below)
BV	(Berkeley Version) The Modern Language Bible
CEV	Contemporary English Version
GNB	Good News Bible (or TEV, below)
God's Word	God's Word
JB	The Jerusalem Bible
KJV	King James Version (or AV, above)
LB	The Living Bible
MLB	The Modern Language Bible/New Berkeley
NAS	New American Standard
NASB	The New American Standard Bible
NCV	New Century Version
NEB	The New English Bible
NIV	New International Version
NJB	New Jerusalem Bible
NKJV	The New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
REB	Revised English Bible
RSVB	Revised Standard Version Bible
TEV	Today's English Version (or GNB, above)
The Message	The Message
TNIV	Today's New International Version

Versions, such as the following, that do not lend themselves to abbreviation may be spelled out in shortened forms.

Phillips	The New Testament in Modern English
Weymouth	New Testament in Modern Speech
Williams	The New Testament

12. Omit the comma between the Bible reference and Bible version, i.e. Luke 2:14 NRSV

13. Mennonite Organizations

Names of Mennonite Church USA and Mennonite Church Canada and related and other organizations affiliated with other Mennonite and Anabaptist bodies may be abbreviated. On the first mention,

spell the name in full followed by the abbreviation in parentheses. After that, use the abbreviation only. List is in alpha order by acronym.

AAMA	African American Mennonite Association
ACC	Atlantic Coast Conference of Mennonite Church USA
AIC	African Independent (or Instituted) Church
AIMM	Africa Inter-Mennonite Mission
ALL	Allegheny Mennonite Conference of Mennonite Church USA
AMBS	Associated Mennonite Biblical Seminary
AMIGA	Mennonite Association of Hispanic Churches
AV	Amor Viviente Inc.
BA	Beachy Amish Mennonite Fellowship
BC	Bethel College (MC USA)
BC	Bruderhof Communities Church International
BCF	Bethel Conservative Fellowship
BIC	Brethren in Christ General Conference (North America)
Bluffton	Bluffton University (MC USA)
BMC	Bergthaler Mennonite Church in Saskatchewan
BMF	Bible Mennonite Fellowship
CAF	Christian Anishinabec Fellowship
CAL	Center for Anabaptist Leadership (Southern California)
CAM	Chicago Area Mennonites
CAMM	Coalition of Anabaptist Missions in Mexico
CBC	Columbia Bible College (MC Canada)
CCM	Council on Church and Media
CCMI	Cornerstone Church and Ministries International
CDC	Central District Conference of Mennonite Church USA
CEMM	Caribbean Evangelical Mennonite Mission
CFC	Christian Formation Council (MC Canada)
CFLS	Council on Faith, Life, and Strategy
CGCM	Church of God in Christ Mennonite
CGUC	Conrad Grebel University College (MC Canada)
CHMC	Chortitzer Mennonite Conference
CIM	Council of International Anabaptist Ministries
CLC	Constituency Leaders Council
CM	Conservative Mennonite Conference
CMU	Canadian Mennonite University (MC Canada)
CMCO	Conservative Mennonite Church of Ontario
COB	Church of the Brethren
CP	Central Plains Mennonite Conference of Mennonite Church USA
CPT	Christian Peacemaker Teams
CV	Cumberland Valley Mennonite Church
CWC	Christian Witness Council (MC Canada)
CWM	Canadian Women in Mission
DC	Washington DC Area Mennonite Workers
DEO	Discipleship, Encounter, Outreach
EAF	Evangelical Anabaptist Fellowship
EDC	Eastern District Conference of Mennonite Church USA
EMC	Evangelical Mennonite Church
EMCC	Evangelical Mennonite Conference (Canada)

EMM	Eastern Mennonite Missions (MC USA)
EMMC	Evangelical Mennonite Mission Conference
EMS	Eastern Mennonite Seminary (MC USA)
EMU	Eastern Mennonite University (MC USA)
EP	Eastern Pennsylvania Mennonite Church and Related Areas
FCM	Fellowship of Concerned Mennonites
FEBC	Fellowship of Evangelical Bible Churches
FLR	Faith & Life Resources (MPN)
FRC	Franconia Mennonite Conference of Mennonite Church USA
FRK	Franklin Mennonite Conference of Mennonite Church USA
GC	Goshen College
GNF	Good News Fellowship of Anabaptist Mennonite Churches, Inc.
GS	Gulf States Mennonite Conference of Mennonite Church USA
HB	Hutterian Brethren
HC	Hesston College (MC USA)
HMC	Hispanic Mennonite Church
HMF	Hope Mennonite Fellowship
HMONG	Hmong Ministries
HNC	Hopewell Network of Churches
HP	Herald Press (MPN)
IL	Illinois Mennonite Conference of Mennonite Church USA
IM	Indiana-Michigan Mennonite Conference of Mennonite Church USA
IMH	Iglesia Menonita Hispana
INM	Impact North Ministries
KMF	Keystone Mennonite Fellowship
LAN	Lancaster Mennonite Conference of Mennonite Church USA
LAO	Lao Mennonite Ministries
LBMC	LaCrete Bergthaler Mennonite Church
MAMF	Mid-Atlantic Mennonite Fellowship
MARP	Mennonite Association of Retired Persons
MAWA	Markham-Waterloo Conference
MBCC	Mennonite Brethren Canadian Conference
MBM/SI	Mennonite Brethren Mission Services International
MBUSC	Mennonite Brethren United States Conference
MCA	Mennonite Church Alberta
MCBC	Mennonite Church British Columbia
MC Canada	Mennonite Church Canada
MC	Mennonite Church Canada and USA
MCC	Mennonite Central Committee
MCEC	Mennonite Church Eastern Canada
MCF	Mennonite Christian Fellowship
MCM	Mennonite Church Manitoba
MC Sask	Mennonite Church Saskatchewan
MC USA	Mennonite Church USA
MDS	Mennonite Disaster Service
MEA	Mennonite Education Agency
MEDA	Mennonite Economic Development Associates

MFC	Mennonite Foundation of Canada
MLO	Mennonite Leadership Office
MILC	Mennonite Indian Leaders Council
Mission Network	Mennonite Mission Network (MC USA)
MM	Mennonite Men
MMA	Mennonite Mutual Aid (MC USA)
MPN	Mennonite Publishing Network, Inc.
MS	Mountain States Mennonite Conference of Mennonite Church USA
MSC	Mennonite Schools Council
MUM	Mennonite Urban Ministry of Denver
MVS	Mennonite Voluntary Service/Mennonite Voluntary Service Canada
MW	Mennonite Women (MC USA)
MWC	Mennonite World Conference
MWMF	Mid-West Mennonite Fellowship
NC	North Central Mennonite Conference of Mennonite Church USA
NIBSCO	National Interreligious Service board for Conscientious Objectors
NFC	Nationwide Fellowship Churches
NMM	Native Mennonite Ministries
NRMC	New Reinland Mennonite Church of Ontario
NWC	Northwest Mennonite Conference
NYC	New York City Council of Mennonite Churches
NY	New York Mennonite Conference of Mennonite Church USA
OCA	Old Colony Mennonite Church—Alberta
OCBC	Old Colony Mennonite Church—British Columbia
CMB	Old Colony Mennonite Church—Manitoba
OCO	Old Colony Mennonite Church—Ontario & Unaffiliated
OCS	Old Colony Mennonite Church—Saskatchewan
OH	Ohio Conference of the Mennonite Church of Mennonite Church USA
OOA	Old Order Amish
OOM	Old Order Mennonites
OOM - Can	Old Order Mennonites Canada
OORB	Old Order River Brethren
PC	Pilgrim Mennonite Conference
PNW	Pacific Northwest Mennonite Conference of Mennonite Church USA
PR	Puerto Rico Mennonite Conference
PSW	Pacific Southwest Mennonite Conference of Mennonite Church USA
RAD	Reaching and Discipling
RMCC	Reinland Mennonite Church of Canada
SA	South American Conference
SAMC	South Atlantic Mennonite Conference
SC	South Central Mennonite Conference of Mennonite Church USA
SE	Southeast Mennonite Conference of Mennonite Church USA
SMC	Sommerfeld Mennonite Church
SOOP	Service Opportunities for Older People
SSC	Support Services Council (MC Canada)
TMTC	Toronto Mennonite Theological Centre (MC Canada)
UNM	United Native Ministries

UZC	United Zion Church
VIET	North American Vietnamese Mennonite Fellowship
VA	Virginia Mennonite Conference of Mennonite Church USA
WA	Washington-Franklin Mennonite Conference
WC	Western Conservative Mennonite Fellowship
WDC	Western District Conference of Mennonite Church USA
YA	Conservative Mennonite Churches of York & Adams Counties
YES	Youth Evangelism Service

**Other Abbreviations**

Ch	Church
Chr	Christian
Comm	Community
Cong	Congregation
Conserv	Conservative
Ctr	Center; Centre
Evang	Evangelical
Fell	Fellowship
Igl	Iglesia (Spanish for church)
Men	Menonita (Spanish)
Menn	Mennonite
Mtgpl	Meetingplace

14. Abbreviation for hymnals: (
15. Words abbreviated in reference material but usually spelled out when appearing in text include the following:
- aka (also known as)
  - art, arts, (article, articles)
  - b. (born)
  - ca. (about)
  - cf. (compare)
  - chap., chaps. (chapter, chapters)
  - col., cols. (column, columns)
  - d. (died)
  - dba (doing business as)
  - div., divs. (division, divisions)
  - ed., eds. (edition, editions; editor, editors; edited by)
  - e.g. (for example)
  - et al. (and others)
  - f., ff. (following page, following pages)
  - fig., figs. (figure, figures)
  - ibid. (in the same place)
  - i.e. (that is)
  - l., ll. (line, lines)—best not abbreviated
  - n., nn. (note, notes)
  - N/A (not applicable)

no., nos. (number, numbers)  
p., pp. (page, pages)  
par., pars. (paragraph, paragraphs)  
pl., pls. (place, places; plate, plates; plural, plurals)  
s/b (should be)  
sec., secs. (section, sections)  
v., vv. (verse, verses)—not vs. for verse

Note that *pp. 5f.* means page 5 and the following page; *pp. 5ff.* means page 5 and the following pages; *pp. 8-10*

*and per se*

written out in the text. Use the symbol (%) only in tabular and statistical matter or in parentheses. (An exception may be made in scientific and statistical copy.) The number preceding a percent should not be spelled out except as follows:

Twenty-five percent were absent (number begins sentence). She was one hundred percent correct (idiomatic expression).

Do not use the percent sign for *in care of* (*c/o*)

## 5. Punctuation

### **Punctuation and italics**

Punctuation is to follow the font of the main or surrounding text (roman) except when the punctuation is part of a title in a different font (italic). For example, Many editors admired *it*: it is both elegant and easy to use (See 6.3, p. 241).

### **Multiple Punctuation**

Use only the stronger mark when two or more marks of punctuation are called for at the same location in a sentence.

Who shouted, "Call the police!"  
"Have you taken your medicine?" the nurse asked.

### **Periods**

1. The period always stands inside the closing quotation marks, whether single or double.
2. Use a period after numerals or letters when enumerating items in a vertical list.

1. Mennonites	a. baseball
2. Amish	b. basketball
3. Omit the period after items in vertical lists unless one or more of the items are complete sentences, in which case use a period with every item.
4. Omit the period in heads and subheads, except with run-in subheads at the beginning of a paragraph.
5. Omit period after email and web addresses at end of sentence. Reader may see it as part of the address. It is preferred to include such addresses within the body of a sentence.
6. Proper designation of time.  
Treat as "a.m.; p.m." in order not to confuse with word "am."  
9.42 suggests lowercase with periods or small caps are solid without periods.
7. Omit periods in the abbreviation of titles and scholarly degrees i.e. PhD not Ph.D.; DMin not D.Min. See also chapter 4 Abbreviations and Symbols.

### **Commas**

1. The comma always stands inside the closing quotation marks, whether single or double.
2. Using a comma is mainly a matter of good judgment, with ease of reading and clarity of meaning as the end in view.
3. Use a comma before the conjunction when a sequence consists of more than two elements.  
i.e. winter, summer, or spring

4. Use a comma between the two parts of a compound sentence joined by a conjunction. However, if it is long or involves internal punctuation, use a semicolon instead of a comma. Commas may be used to connect a series of short independent clauses.

He tried to work, but the noise distracted him.  
 Sam, Herb, and Jenny cleaned the garage; and they hauled away ten bags of trash.  
 I came, I saw, I conquered.

5. A comma normally sets off a long phrase that precedes the main clause.
6. An adjectival phrase or clause following a noun which or the noun's meaning is not set off by commas; but a purely adjectival phrase or clause, which could be dropped without changing the meaning of the noun, is set off by commas. The following examples have different meanings.

The paper which was well documented was discussed enthusiastically in the seminar.  
 The paper, which was well documented, was discussed enthusiastically in the seminar.

7. A comma separates a proper name from an academic degree or similar designation.

Donald B. Kraybill, PhD

However, numerals or similar designations that are part of the name are not set off by commas.

George R. Brunk III  
 John Franklin Miller Jr.  
 World War II

8. A comma sets off geographical names and items in dates from the rest of the text.

Scottsdale, Pennsylvania, is the location of Mennonite Publishing Network, Inc.  
 On Tuesday, June 23, 2001, the committee met.  
 In June 2001 the committee met.

23 June 2001 (without commas).

9. When listing committee members in paragraph style, punctuate the various informational elements as follows:  
 Members: Kuyang Teng (2002), secretary, 905-646-3651; David Regier (2000), treasurer, 905-935-4067; Elsie Rempel (2000), 204-783-1869; Marlys Jantz (2001), 306-363-4726
10. Do not use commas to set off a poem or hymn title used in a sentence.  
 The congregation sang "A Mighty Fortress Is Our God" and recited "The Apostles' Creed."
11. In quotation. When a quote ends with a comma and then copy is picked up later it is not necessary to include the comma in the quotation. For example "I am quoting something and stop where a comma appears.... and pick it up later."

## Semicolons

1. A semicolon always stands outside the closing quotation marks, whether single, double, or both. When matter quoted ends with a semicolon, that semicolon is dropped.

A semicolon should be used to separate the two parts of a compound sentence (independent clauses) when they are connected by a conjunction. The politician droned on; the audience was weary.

2. The following are considered adverbs, not conjunctions. Therefore, they should be preceded by a semicolon (and often followed by a comma) when used transitionally between the clauses of a compound sentence:

Weaver was out of the office when I called; thus, she was unaware of the meeting.

In contemporary usage, clauses introduced by *and* and *so* are preceded by a comma.

She was away when I called, so I wrote her a note  
He was busy preparing a speech, yet he took time to listen.

3. When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity.

The membership of the international commission was as follows: Germany, 4; Italy, 5; Great Britain, 1; France, 3; the United States, 6.

4. A semicolon is used to separate one chapter-and-verse Scripture reference from the next chapter-and-verse reference OR to separate book-chapter-and-verse references.

Genesis 1:2-6; 3:1-14, 17; 12:4  
Matthew 1:2-13; Mark 2:5-6, 10; Hebrews 2:10

### Colons

1. A colon always stands outside the closing quotation marks, whether single, double, or both. When matter quoted ends with a colon, that colon is dropped.
2. Use a colon after a word, phrase, or sentence to introduce something that follows, such as a formal question or quotation, an example, or amplification. It may substitute for such words as *or*
3. A colon separates the main title from the subtitle in titles of books and articles.
4. A colon separates the chapter from the verse in Scripture references and the hour from the minutes in time references, with no space before or after the colon.

Exodus 1:4  
4:30 p.m.

### Question Marks

1. Place a question mark inside the quotation marks, parentheses, or brackets when it is a part of the quoted or parenthetical matter; otherwise, place it outside.
2. Alice asked, "Is this meeting necessary?"

3. Was Alice smiling when she said, “I’m leaving”?
4. Do not use a question mark after an indirect question.

How to secure a home computer is a question on many authors’ minds.  
I wonder how the Israelites felt when they saw the waters part.

5. A question mark within the body of a sentence is not followed by a capital.

What’s going on here? was the question on everyone’s mind.  
The question on everyone’s mind was What’s going on here?

6. In Spanish the question mark is used before and after, the question, but the mark that precedes the sentence is inverted:

¿Que corresponde a cada uno de los siete signos indicados?

### Exclamation Points

1. Place the exclamation point inside the closing quotation marks, parentheses, or brackets when it is part of the quoted or parenthetical matter; otherwise, place it outside.
2. The exclamation point should be used sparingly! Avoid the use of an exclamation point as an editorial protest in quoted matter.

Incorrect: Publishing is a noncontroversial (!) business.  
Correct: We know that publishing is a controversial business.

3. In Spanish the exclamation point is used before the sentence and after it, but the mark that precedes the sentence is inverted.

¡Que bonita muchacha!

### Parentheses

1. Place the punctuation mark inside the parentheses (or brackets) when the matter stands alone as a sentence in its own right. Put the punctuation mark outside the parentheses (or brackets) when the enclosed matter is part of the original sentence.

I browsed in Lancaster’s Provident Bookstore. (It’s one of the largest in the country.)  
I browsed in Lancaster’s Provident Bookstore (one of the largest in the country).

2. Use parentheses to enclose numerals or letters marking divisions or enumerations that run into the text.

An Anabaptist understanding of the Christian life tends to emphasize (1) discipleship,  
(2) community, and (3) the kingdom of God.

3. In quoting Scripture at the end of a sentence or as an extract, place the reference in parentheses, with the period outside the second parenthesis. If the quotation requires a question mark or exclamation point, place it with the text and place a period after the second parenthesis.

“Jesus wept” (John 11:35 KJV).  
“Do you wash my feet?” (John 13:6).

4. Enclose explanatory words or phrases (such as brief translations) in parentheses.

Pittsburgh (Pa.) Mennonite Church.  
Swartley's analysis (see p. 27) clarifies this point.  
The (congregation) agreed.

5. Parentheses are **always** used in pairs.

### Brackets

1. Use brackets to enclose editorial interpolations, corrections, or comments, especially in quoted material.

"She [delete Calvin] died in 1549, leaving her husband sad and lonely."

2. Use brackets as parentheses within parentheses.
3. Rules of punctuation for brackets are the same as those for parentheses.
4. The expression [ ] should be used sparingly and always in italics.
5. Brackets are **always** used in pairs.

### Quotation Marks

1. Quotation marks enclose matter following such terms as  
or

The letter was signed "Susan Biesecker-Mast."  
The package marked "Fragile" fell on the floor.  
John asked, "How old is the baby?"

2. In a series of quoted paragraphs, use opening quotation marks at the beginning of each paragraph, but place closing quotation marks at the end of the last paragraph only.
3. Poetry quoted in stanza form need not be enclosed with quotation marks, since it is already set off visually from the main text. Poetry quoted in a sentence should be set off with quotation marks at the beginning and end of the poetry. Use a slash (solidus) with a space before and a space after to separate lines of poetry quoted in text ( 11.32, p. 453).

As a boy I enjoyed reciting, "Twinkle, twinkle, little star, / How I wonder what you are."

4. Quotation marks should be used to begin or end block quotations (extracts) under normal circumstances, since they will be set off visually from the main text with indentations and smaller type.
5. Place the comma and period inside quotation marks, whether double or single. Other punctuation marks are placed inside only if they are a part of the quoted matter.
6. Quotation marks are not used with indirect discourse, but sometimes are used with thoughts and rhetorical questions.

John Miller said that they were enjoying their trip.  
I said I wasn't going along. I thought, "That's something I'd like to do!"

7. Words in short signs should be capitalized but not enclosed in quotation marks.

The door was marked Authorized Personnel Only.

### Hyphens

For the difference between hyphens (e.g., New York-London flight) and dashes, see the *Manual* 6.80 (p. 260). We depart from the *Chicago Manual* in using hyphens (instead of en dashes) when referring to pages (e.g., pp. 12-24) and verses in Bible references (e.g., Luke 2:1-7). To create em dash turn Num Lock on, hold down Alt key, and type 0151; to enter en dash turn Num Lock on, hold down Alt key, and type 0150.

We use en dashes to separate chapter-and-verse inclusive references (e.g., Luke 1:1-3:38).

If your computer or typewriter cannot make true em dashes, use one hyphen to represent the hyphen and two hyphens for the em dash. An en dash (shorter than an em dash) may be used instead of an em dash in such places as between chapters in Bible references.

1. Use a hyphen (-) to suspend the first part of a compound construction with another hyphenated compound.

a six- or eight-cylinder engine

2. Use a hyphen in writing out numbers between 21 and 99.

Thirty-one  
One hundred and thirty-one

3. Use a hyphen between figures and dates to indicate *to* or *through*.

The years 1919-29 were a period of prosperity.

4. Use a hyphen between page numbers or verse numbers (as in Scripture references) to indicate *to* or *through*. Caution: When the word *from* appears before the dates, use *to* instead of the hyphen. When *between* appears, use *and*.

See pp. 7-27  
Genesis 1:1-10 (between chapters use the en dash, Genesis 2-10)  
From 1919 to 1929  
Between 1919 and 1929  
Read verses 4-7

5. The hyphen is used to link separate noninclusive numbers.

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Social Security number: 123-45-6789  
ISBN number: 0-8361-3456-7

### Em Dashes

1. The em dash (—) indicates a break that causes an abrupt change in sentence structure.

- The em dash may introduce a summary statement that follows a series of words or phrases.

Prayer, meditation, and song—these are common elements of worship.

- The em dash often precedes the attribution of a quotation. If the attribution is on the same line at the end of the quotation, the dash is preceded by a space.

“The citizens of the kingdom do not run about doing their own thing.”  
—Donald B. Kraybill

- The em dash indicates interruptions, abrupt changes in thought, or impatient fractures of grammar. Compare point 4 under “Ellipsis.”

I—I—that is, we—yes, we haven’t really done it at all!

- Use three consecutive strikes of the underline key in typewritten copy to denote the omission of a word or number to be supplied.

See the chart on page \_\_\_ of chapter 1.

- Use three em dashes or five consecutive strikes of the underline key in a typewritten manuscript, followed by a space, to indicate repetition of an author’s name in a bibliography.

\_\_\_\_\_. Scottsdale, Pa.: Herald Press, 1989.

### En dash

The en dash (–) connects numbers to signify \_\_\_\_\_ and \_\_\_\_\_ or \_\_\_\_\_. Use it to designate ranges of numbers (1998–2002). The exception is in separating verses; retain the hyphen in verse usage (30:24–28).

Genesis 1:1–10 (hyphen for verse)

Genesis 2–10 (en dash between chapters)

We use en dashes to separate chapter-and-verse inclusive references (e.g., Luke 1:1–3:38).

### Hyperlink

Web addresses are to be underlined wherever they appear in text. Microsoft users may use the default auto format style for hyperlinks. Web addresses are not to be underlined.

### Ellipsis

- An ellipsis is three dots; each separated by a space. See \_\_\_\_\_ 11.51 (p. 458). Ellipsis is not to be used at the beginning or at the end of a sentence. In quoted matter, an ellipsis indicates the omission of (1) the last part of a sentence; (2) the first part of a sentence; (3) words or phrases within a sentence; (4) a whole sentence or more; or (5) a whole paragraph or more.

“All the believers were together and had everything in common. . . . Every day they continued to meet together” (Acts 2:44, 46). “Solomon gave orders to build a temple . . . and a royal palace” (2 Chron 2:1).

2. If the original quotation has a question mark or exclamation point in place of the period, this mark is retained, followed by the three dots of the ellipsis.

“But now, Lord, what do I look for? . . . Do not make me the scorn of fools” (Ps 39:7-8).

3. Other punctuation, such as a comma, may be retained before or after the ellipsis if this helps the sense or better shows what has been omitted.

“For he spoke . . . he commanded, and it stood firm.”

4. The ellipsis may be used to indicate a break in thought, daydreaming, hesitation, or confused, fragmented speech. See also preceding point 4 under “Em Dashes.”

If he had only come . . . if only . . . then perhaps everyone would have been happy.

5. It is not necessary to place an ellipsis before or after a portion of a Scripture verse. An introductory word such as *or* may be omitted from a Scripture verse without using an ellipsis.

### **Slash**

1. The slash (virgule/diagonal/solidus) may be used to present alternate words of similar meaning, as in this sentence.
2. The slash serves as a dividing line between run-in lines of poetry. See also preceding point 3 under “Quotation Marks.”
3. The slash may represent *per* in abbreviations.

5 ft/sec  
35 km/hr

4. Generally avoid such constructions as a *per* and

## 6. Italics

1. Use italics for special terms; letters as letters; words as words; titles of books, plays, periodicals, and long poems; and, sparingly, for emphasis.
2. Use italics for foreign words that are unfamiliar to the reader. Treat them according to the rules of that language (e.g., capitalization, accent marks). The *Random House Dictionary* lists foreign words in roman or italic, based on the degree of the word's adoption into English. If using a typewriter underscore words intended to appear in italics.

*amour*                      *Pax Romana*  
*Gelassenheit*              *die Stillen im Lande*  
*Nachfolge*

However, if a foreign word often appears throughout a manuscript, an editor may choose to treat it as a familiar word (rule 3 below) and use roman type after italicizing its first appearance. The editor will give this decision to the copy editor and proofreader in writing.

3. Use roman type for familiar words or phrases in foreign languages and treat them as English words (including lowercase style for German nouns).

a priori	gemeinschaft	machismo
bruderhof	hombre	maranatha
diakonia	kibbutz	mea culpa
freundschaft	koinonia	shalom
		status quo

4. Use roman type for familiar scholarly Latin terms such as:

ibid., et al., ca., op. cit., i.e., cf., e.g., f., ff., passim; but use italics for this bracketed word:  
*[sic]*.

*flaunt*

*flout.*

*Hymnal: A Worship Book*

**People: bold face**

**All (leader and people): bold face italic face**

## 7. Notes

1. When working with a computer (or typewriter), use whatever codes or conventions your software normally provides for footnotes or endnotes. However, keep placement and size codes to a minimum, since these need to be replaced with our own typesetting codes.
2. Unless ambiguity would result, and . may be omitted. Inclusive numbers may appear in simplified form. The second number presents the tens place of change from the first number: 71-72; 600-13.
3. If your software does not accommodate footnoting, follow the instructions 4 - 6.
4. Indicate notes within the text with a superior (raised) number.
5. Group the footnotes at the end of each chapter. The editor and designer will decide the final location of the notes in the published book.
6. Enter the footnotes in regular paragraph style. Do use a raised number at the beginning of a footnote. The number should be followed by a period.
7. Consult the following sample endnotes for an acceptable style. (The editor may allow alternate patterns if the author is throughout.)
8. If your book contains a comprehensive bibliography, then footnotes need only list the author's last name, short title, and page numbers. If there is no bibliography, then footnotes should contain full publishing info on the first reference to the work in each chapter. Then in subsequent references in that chapter, simply list the author's last name, short title, and page numbers.
9. Footnotes should begin at 1 in each chapter.

### **An Acceptable Style for Endnotes**

#### Chapter 1

1. See the bibliography as well as the items referred to in the following footnotes for a history of modern biblical scholarship. On the close connection between Reformation (Protestant) theology and the historical method, see G. Oblong, "The Significance of the Critical Historical Method for Church and Theology in Protestantism," in trans. James W. Litchi (Philadelphia: Fortress Press, 1963), 17-61.

2. The Reformation was preceded and accompanied by that great intellectual revolution called the Copernican Revolution. This scientific revolution which ushered in our "scientific age" did much to discredit allegiance to tradition in the face of reason and data. These are the two major roots of modern biblical studies. They should, however, be seen as roots only. What grew from them developed into modern historical studies only after the Enlightenment (18th century). On these developments see the history of biblical scholarship listed in the bibliography and in the following notes.

3. R. Grant, *rev. ed.* (New York: Macmillan, 1963), 124.
4. *Ibid.*, 119.
5. *Ibid.*, 112.
6. W. G. Kümmel, *trans.* S. McLean Gilmour and Howard C. Kee (Nashville: Abingdon Press, 1972), 21. See also H. J. Kraus, *2d edition* (Neukirchen-Vluyn: Neukirchener Verlag, 1969), 6-8, on Luther's understanding of
7. R. H. Bainton, "The Bible in the Reformation," in *of* vol. 3, ed. S. L. Greenslade (Cambridge: Cambridge University Press, 1975), 1.
8. *Ibid.*, 28.
9. Kummel, *, 23.*
10. Kraus, *9-15*, on the hermeneutics of the Reformation. J. B. Rodgers and D. K. McKim, *(New York: Harper & Row, 1979)*, quote Luther, "It was very difficult for me to break away from my habitual zeal for allegory. And yet I was aware that allegories were empty speculations and the froth, as it were, of the Holy Scriptures. It is the historical sense alone which supplies the true and sound doctrine" (85).
11. Cf. Grant, *, 131*, on how Luther considered a historical understanding of the author and his times as essential. Also, Kümmel, *. 24*; and Rodgers and McKim, *, 83ff.*

### Endnotes in Magazines

Documentation in magazines is not normally indicated by footnotes. Author and source may be designated informally within the paragraph in which the quotation appears. Information about the source, which is not readily included in the paragraph, may be provided within parentheses at the end of the quotation. When notes are used for magazines, however, they follow the style and procedures outlined earlier in this chapter.

### Documentation within the Text

#### A. Faith & Life Resources

1. Reference to a book or magazine is in parentheses in the body of the text.
  - a. Detail for book—author, title, and page number—is in the text in parentheses. For example: (Kauffman and Driedger, *p. 40*). Generally, documentation should be given as part of the total sentence: *notes that humor does not appear in Mennonite bibliographies until recent years (5:402).*

If name of author or title is in the text, it is not repeated in the parentheses.

- b. Detail for magazine—author, name of magazine, and date of issue—is in the text in parentheses. An example: (Dintaman, *Feb. 23, 1993*). If name of author or name of magazine is in the text, it is not repeated in the parentheses.

- c. Second reference to same source

- (1) For book—only author's name and page number.
      - (2) For magazine—only name of author.

2. Bibliographies

When a bibliography is included at the end of the work, the following style applies:

- a. Book

Name of author. Title of book City: publisher, date of publication. If title is part of a larger set of titles, incorporate volume number.

b. Magazine

Author's name. Title of article in quotation marks, title of periodical. Issue information (volume, issue, number, date), page numbers if available.

**For further details follow suggestions in**

**16.1ff., pp. 593ff.**



*Professions: Minister.*

*Democracy in Ten Easy Lessons.*

*American Sociological Review,*

*ibid.*    *op. cit.*

*Christian Living*

*Christian Living*

## 9. Indexing

Depending on the nature of the material, a book may include a general index of names and topics or separate indexes, such as a Scripture index. The author will prepare these indexes unless arranged otherwise.

## 10. Preparing a Manuscript for Electronic Submission

Submit your manuscript electronically, via email.

Submit any art separately from the manuscript. Do not embed art or graphics of any kind (including diagrams, charts, photos, tables, illustrations or the like) in the manuscript. Rather, indicate in the text where an item is to be placed and submit the art as separate files. Inform your editor as soon as possible that your book will have artwork or graphics.

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  - a. Computer: Is it Mac or PC based?
  - b. Word Processing Program: Did you enter the manuscript using Word Perfect or Word? Again, version numbers are helpful—is it Word 2003 or 2007?
2. Other submission guidelines:
  - a. Use a single space at the end of each sentence. ( Use “search and replace” for any double spaces. “Find” (space space), “Replace” with (space).)

## 11. Permissions

Refer to statements in the appendixes C and D for general principles regarding the use of copyrighted sources.

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1. The **editor** is responsible to secure and pay for all permissions in curriculum and magazines.
2. When a writing assignment is made, the editor will provide the author with guidelines on the use and identification of quoted material.
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4. When the author provides illustrations and photographs, these must be delivered to the editor with the manuscript to avoid delay in publication.

### Herald Press

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2. Normally the **editor** will indicate which quotations go beyond fair use. With guidance and help from the editor, the author is responsible for securing permissions, and paying for these permissions if the total fees exceed \$50.00 for a book.

## 12. Language Usage

### **Noun and verb agreement**

We seek to maintain consistency of the singular and plural forms. In some cases the noun appears as plural when it is singular, for example “data” is the plural form of “datum” and “media” is the plural form of “medium.”

### **Language Referring to God**

What is an appropriate way to refer to God? We recognize that God’s nature is not confined to human notions of gender, that males and females are both created in the image of God, and that much of the Bible comes to us from a context of patriarchy.

We seek to be inclusive when referring to God. However, Scripture quotations are to be quoted as they appear in the translation chosen for the work under preparation.

1. It is acceptable to use male names for God and Christ. It is also satisfactory to mention female qualities of God.
2. An author’s desire to eliminate male pronouns to God will be honored. Authors who prefer male pronouns should use them sparingly. The word  can often replace the male pronouns.

### **Language Referring to Humans**

1. Language should include women and girls. Terms that tend to exclude females should be avoided whenever possible.
2. When referring to man or mankind do not use the generic sense. Use peoplehood or community rather than brotherhood. The word chairman, although sometimes considered acceptable with reference to a title of an office held by a man or woman, should be avoided. Substitute chairperson or chair.
3. Avoid conspicuous “solutions” such as  or  or the overuse of  or  or .
4. In language referring to humans, use gender-neutral terminology as much as possible. The following observations and suggestions are adapted with permission from “Guidelines for Equal Treatment of the Sexes” in McGraw-Hill Book Company Publications.

Traditionally the word  has been used not only to denote a person of male gender, but also generically to denote humanity at large. To many people today, however, the word  has become so closely associated with the first meaning (a male human being) that they consider it no longer broad enough to apply to any person or to humanity as a whole. In light of this, alternative expressions should be used in place of  (or derivative constructions used generically to refer to humanity at large) whenever such substitutions can be made without producing an awkward or artificially constructed statement. The following are some suggested substitutions for  -words:

*No*

*Yes*

*he,"*      *he,"*      *he*    *she.*  
*be, him,*    *his*      *his*

*No*

*Yes*

*he or she*      *one, you, he*    *she, her*    *his,*  
*their*    *his*    *her.*

--	--

*man*

*No*

*Yes*

**No**

**Yes**

*Ladies*      *lady*      *gentleman, wife*      *husband,*      *mother*      *father*  
*husbands*      *fathers.*      *wives*      *mothers*      *gentlemen.*  
*customer,*      *housewife.*

**No**

**Yes**

*No*

*Yes*

*No*

*Yes*

*him she he*

*her*

*No*

*Yes*

*or*

*women and men, gentlemen and ladies, sisters and brothers, she or he, her or his.*

*Allah  
Fundamentalist*

*Jihad*

*Black Muslims*

*Muslim/Arab.*

*Arabic names.*





*Stop the Violence! Educating Ourselves to Protect Our Youth*

***No***

***Yes***

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*The Amplified New Testament*

*The Amplified New Testament*

*Contemporary English Version*

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  - a. Up to and including 1,000 verses may be quoted in printed form as long as the verses quoted amount to less than 50% of a complete book of the Bible and make up less than 50% of the total work in which they are quoted;
  - b. All NKJV quotations must conform accurately to the NKJV text.
  - c. Any use of the NKJV text must include a proper acknowledgment as follows: Scripture taken from the *New King James Version*. Copyright © 1979, 1980, 1982 by Thomas Nelson, Inc. Used by permission. All rights reserved.
3. When quotations from the NKJV text are used in church bulletins, orders of service, Sunday school lessons, church newsletters, and similar works in the course of religious instruction or services at a place of worship or other religious assembly, the following notice may be used at the end of each quotation: NKJV.
4. For quotation requests not covered by the above guidelines, write to Thomas Nelson Publishers, Attn: Bible Rights and Permissions, PO Box 141000, Nashville, TN 37214-1000.

**New Living Translation** (Tyndale)

1. Holy Bible, *New Living Translation*, copyright © 1996 by Tyndale Charitable Trust. All rights reserved.
2. The text of the Holy Bible, *New Living Translation*, may be quoted in any form (written, visual, electronic, or audio) up to and inclusive of two hundred fifty (250) verses without express written permission of the publisher, provided that the verses quoted do not account for more than 20% of the work in which they are quoted, and provided that a complete book of the Bible is not quoted.
3. When the Holy Bible, *New Living Translation*, is quoted, one of the following credit lines must appear on the copyright page or title page of the work:

Scripture quotations marked (NLT) are taken from the Holy Bible, *New Living Translation*, copyright © 1996. Used by permission of Tyndale House Publishers, Inc., Wheaton, IL 60189. All rights reserved.

Scripture quotations are taken from the Holy Bible, *New Living Translation*, copyright © 1996. Used by permission of Tyndale House Publishers, Inc., Wheaton, IL 60189. All rights reserved.

Unless otherwise indicated, all Scripture quotations are taken from the Holy Bible, *New Living Translation*, copyright © 1996. Used by permission of Tyndale House Publishers, Inc., Wheaton, IL 60189. All rights reserved.

4. When quotations from the NLT text are used in nonsalable media, such as church bulletins, orders of service, newsletters, transparencies, or similar media, a complete copyright notice is not required, but the initials (NLT) must appear at the end of each quotation.

5. Quotations in excess of two hundred fifty (250) verses or 20% of the work, or other permission requests, must be directed to and approved in writing by Tyndale House Publishers, Inc., PO Box 80, Wheaton, IL 60189.
6. Publication of any commentary or other Bible reference work produced for commercial sale that uses the *New Living Translation* requires written permission for use of the NLT text.
7. New Living, NLT, and the New Living Translation logo are registered trademarks of Tyndale House Publishers, Inc.

**New Revised Standard Version Bible** (National Council of the Churches of Christ in the United States of America; Division of Education and Ministry)

1. Guidelines governing the RSV apply to the use of the NRSV text with the exception of the copyright acknowledgment. It should read:  
     The Bible text is from the *New Revised Standard Version Bible*, copyright 1989, by the Division of Christian Education of the National Council of the Churches of Christ in the USA, and is used by permission.

**The New Testament—English Version for the Deaf** (Baker)

1. Permission notice is as follows:  
     Copyright © 1978 by World Bible Translation Center, Inc., Arlington, Texas. Published by Baker Book House, Grand Rapids, Michigan.

**New Testament in Modern Speech** (Kregel)

This translation by Richard F. Weymouth is now in public domain. Publisher does request that the source be cited when translation is used.

**The New Testament and Psalms: An Inclusive Version** (Zondervan and Hodder & Stoughton Ltd.)

1. See New International Version.
2. Copyright notice is as follows:  
     Holy Bible, *New International Version* Copyright © 1973, 1978 by International Bible Society. First published in Great Britain 1979.

**The New Testament, Psalms and Proverbs** (Hodder & Stoughton and International Bible Society)

1. Up to 500 words may be quoted in any form (written, visual, electronic, and audio) without written permission of the publisher providing the verses do not account for 25% or more of the total text of the work in which they are quoted.
2. Copyright note is to appear on the title or copyright page as follows:  
     Scripture quotation taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION. Copyright 1973, 1978, 1984 by International Bible society. Used by permission of Hodder & Stoughton Ltd., a member of the Hodder Headline Plc Group. All rights reserved.
3. When quotations from the NIV text are used in nonsalable media, such as church bulletins, orders of service, transparencies, or similar media, a complete copyright notice is not required, but the initials (NIV) must appear at the end of each quotation.
4. Any commentary or other biblical reference work produced for commercial sale that uses *New International Version* must obtain written permission for use of NIV text.

5. Permission requests for commercial use within the United Kingdom, EEC, and EFTA countries that exceed guidelines must be directed to Hodder & Stoughton Ltd., a member of the Hodder Headline Plc Group, 338 Euston Rd., London NW1 3BH.
6. Permission requests for commercial use within the United States and Canada that exceed the above guidelines must be directed to Zondervan Publishing House.
7. Permission requests for non-commercial use which exceed guidelines must be directed to International Bible Society, 1820 Jet Stream Dr., Colorado Springs, CO 80921.

**The New Testament in Modern English and Four Prophets** (Macmillan)

1. Up to 15 verses may be used in a publication at no charge. Copy in excess of 15 verses carries a per verse charge.
2. Permission is required for use of more than 5 verses and more.
3. Poetry and prayers require written permission each time they are used.
4. Description of setting in which translation is used such as a book, magazine, etc.
5. Credit line is as follows:
 

From THE NEW TESTAMENT IN MODERN ENGLISH, Revised edition. © J. B. Phillips 1958, 1960, 1972. By permission of MacMillan Publishing Co., Inc., and William Collins Sons & Co., Ltd.

From FOUR PROPHETS. © J. B. Phillips 1963. By permission of Macmillan Publishing Co., Inc., and William Collins Sons & Co., Ltd.
6. Address for Collins is 14 St James's Place, London, SW 1, England; address for Macmillan is 866 Third Ave., New York, NY 10022.

**Revised English Bible** (Cambridge University Press, United Kingdom)

1. Up to 500 words, excluding complete chapters and books, may be used free of charge and without written permission, provided the source is acknowledged. Anything more extensive requires written permission and may involve a fee. Contacts with the publisher should be made to confirm that there would be no problems with infringement.

**Revised Standard Version Bible** (National Council of the Churches in the United States of America; Division of Education and Ministry)

1. Quotations shall not comprise more than 50% of the publication or production in which they are to be included; or more than 50% of the *Revised Standard Version Bible* (of the Old Testament, of the New Testament, and/or of the Apocrypha).

The Division's interpretation of "fair use" (such as criticism commentary, news reporting, illustrative texts for scholarly interpretation or exposition) of the RSVB allows publishers or producers to quote, without application and without charge, such portions as are fewer than 500 verses and less than any full book in length (by full book is meant such a portion as a full Gospel, or a book such as Malachi). Appropriate acknowledgment of the RSVB and the holder of the copyright shall be made in any publication or production using RSVB material. (Exceptions shall occur only by arrangement with the Division.)

2. The minimum copyright acknowledgment shall read:

*Revised Standard Version Bible*

*Revised Standard Version Bible*

See

**(Zondervan)**

1. The TNIV text may be quoted in any form (written, visual, electronic, or audio), up to and inclusive of five hundred (500) verses or less without written permission, providing the verses quoted do not amount to a complete book of the Bible, do not comprise 25% or more of the total text of the work in which they are quoted, and the verses are not being quoted in a commentary or other biblical reference work.
2. One complete copy of the work using quotations from Today's New International Version must be sent to Zondervan within 30 days following the publication of the work.
3. Rights and permission to quote from the TNIV text in printed or electronic media intended for commercial use within the U.S. and Canada that exceed the above guidelines must be directed to, and approved in writing by, Zondervan Publishing House, 5300 Patterson SE, Grand Rapids, MI 49530.
4. Rights and permission to quote from the TNIV text in printed or electronic media intended for commercial use within the UK, EEC, EFTA countries that exceed the above guidelines must be directed to, and approved in writing by, Hodder & Stoughton, Ltd., 338 Euston road London, NW1 3BH, England.
5. Rights and permissions to quote from the TNIV text in media intended for non-commercial use which exceed the above guidelines must be directed to and approved in writing by, International Bible Society, 1820 Jet Stream Drive, Colorado Springs, CO 80921-3969.
6. The most current credit line for "fair use" quotations from the TNIV reads:

All Scripture quotations, unless otherwise indicated, are taken from  
. Copyright © 2001, 2005 by International Bible Society®. All rights reserved. Used by permission of The Zondervan Corporation.

**Spanish Bible usage:**  
*Nueva Versión Internacional*

*Nueva Versión Internacional* ®.

Reina-Valera 1960 and 1995 guidelines are very similar. It can be used up to 500 verses as long as those verses do not represent 50% or more of a complete book of the Bible, and/or the scripture doesn't represent 25% or more of the total text of EBA. Here is the copyright info for masthead:

Scripture quotations identified (RVR 1960) are taken from KJV™ © 1960 Latin American Bible Society, 1960. Rights renewed 1988 United Bible Societies.

Scripture quotations identified (RVR 95) are taken from KJV 95 ® © United Bible Societies, 1995.

## 14. Miscellaneous

### 1. Copyright year

The copyright year is the year in which the publication is printed not the dateline of the issue. For example the January 05 issue of \_\_\_\_\_ is printed in 2004 and thus carries the 2004 copyright year in the masthead.

### 2. Use of Unacceptable Language

We generally do not allow such words as *bitch, gee, jeez, heck, hell, blazes, holy cow, shit*, and many commonly used sexual references. Replace with acceptable language that conveys the strength of feelings and the accuracy of facts and tone intended by the author. Editors make the final decisions regarding these terms and inform the copy editor and proofreader in writing.

### 3. Postal Addresses: United States

- a. Follow the postal standards established by the United States Postal Service when addressing envelopes. This style should also be followed when window envelopes are used. For more details check *Postal Addressing Standards*, Publication 28, United States Postal Service.

The standard address is all caps as follows:

JOHN DOE	attention or request line
ABC MOVERS	organization
1500 E MAIN AVE STE 201	delivery address 1
PO BOX 201	delivery address 2
SPRINGFIELD VA 22162-1010	last line

### Punctuation

- a. Do not punctuate, except for the hyphen between the zip code and the four-digit extension, the specific elements of an address on an envelope, at the beginning of a letter, and in lists. Separate the lines of the address by a comma when it appears in the text of a directory.
- b. Elements within the lines of an address in the body of a letter, articles, and books may be punctuated in greater detail, for example, when the state or province is written in full (Newton, Kansas).  
In a name, add a period after a title and an initial; add a space after an abbreviation.

### Abbreviations

- a. Conform addresses to Post Office guidelines. Common abbreviations include:

Rural Route	RR
Post Office Box	PO BOX
Street	ST
Route 1 Box 426	RR 1 Box 426
421 Second Street, Suite 600	421 2 <sup>nd</sup> ST STE 600

- b. When an address appears in editorial copy, these abbreviations may be used. However, rather than all caps, use upper and lower case, with additional commas, for readability and aesthetic reasons.
- c. Abbreviate addresses in places such as listings, advertisements, and directories.
- d. Do not abbreviate in the body of a letter, in articles, and in books, except for state or province (but see chapter 4, items 5 and 6).
- e. Abbreviate the secondary address units listed as follows:

<b>English</b>			
APT	APARTMENT	MDWS	MEADOWS
AVE	AVENUE	MT	MOUNT
BLDG	BUILDING	MTN	MOUNTAIN
BLVD	BOULEVARD	PLMS	PALMS
BND	BEND	PARK	PARK
BX	BOX	PKWY	PARKWAY
BRG	BRIDGE	PL	PLACE
CIR	CIRCLE	RDG	RIDGE
COR	CORNER	RD	ROAD
CORS	CORNERS	RIV	RIVER
CRES	CRESCENT	RM	ROOM
CRK	CREEK	RR	RURAL ROUTE
CT	COURT	RTE	ROUTE 22 (highway)
CTR	CENTER	SH	SHORE
DEPT	DEPARTMENT	SQ	SQUARE
DR	DRIVE	STA	STATION
EXPY	EXPRESSWAY	ST	STREET
EXT	EXTENSION	STE	SUITE
FL	FLOOR	TER	TERRACE
HTS	HEIGHTS	UNIT	UNIT
HWY	HIGHWAY	VW	VIEW
LK	LAKE	VLG	VILLAGE
LN	LANE		
MNR	MANOR		

<b>Spanish</b>			
APT	APARTAMENTO	HOSP	HOSPITAL
BLDG	BUILDING	RES	RESIDENCIAL
DEPT	DEPARTAMENTO	TERR	TERRAZA
EXT	EXTENCION	VIL	VILLA

- f. Abbreviate directions as follows:

<b>English</b>			
N	NORTH	NE	NORTHEAST
S	SOUTH	SE	SOUTHEAST
E	EAST	NW	NORTHWEST
W	WEST	SW	SOUTHWEST

  

<b>Spanish</b>			
E	ESTE (EAST)	NE	NORESTE (NORTHEAST)
N	NORTE (NORTH)	NO	NOROESTE (NORTHWEST)

O	OESTE (WEST)	SE	SURESTE (SOUTHEAST)
S	SUR (SOUTH)	SO	SUROESTE (SOUTHWEST)

#### 4. Postal Addresses: Canada

Standards for the postal address are very similar to the United States. For more details check Canada Post Corporation.

Abbreviations of selected secondary address units are as follows (E=English; F=French):

AV (F)	AVENUE		
AVE (E)	AVENUE	LANE	LANE
BLVD (E)	BOULEVARD	MANOR	MANOR
BOUL (F)	BOULEVARD	MTN	MOUNTAIN
C (F)	CENTRE	PKY	PARKWAY
CIR	CIRCLE	PL (E)	PLACE
CRES	CRESCENT	PLACE (F)	PLACE
CRT	COURT	PLAZA	PLAZA PLZ
CTR (E)	CENTRE	RD	ROAD
DR	DRIVE	RTE	ROUTE
EXPY	EXPRESSWAY	SQ	SQUARE
EXTEN	EXTENSION	ST	STREET
FWY	FREEWAY	TERR	TERRACE
HTS	HEIGHTS	TURNPIKE	TPKE
HWY	HIGHWAY		

#### 5. Use of abbreviations for Canada pricing ads, etc.

When placing pricing of books, magazines, periodicals, etc., in advertisements or on covers, use these abbreviations

USD for U.S. dollar	CAD for Canadian dollar
Planting Churches	\$19.99 USD/\$22.99 CAD

## 15. Cover Designs, Illustrations, Photographs, and Maps

### Faith & Life Resources

Faith & Life Resources assumes responsibility for the full development of the covers, illustrations, photographs, and maps. Authors may offer suggestions and or provide visual materials on a freelance basis. For such submissions, follow directions under Herald Press instructions 5 a-e (below). Reimbursement will be made on the basis of the quality and number of visuals used.

### Herald Press

1. Herald Press assumes responsibility for developing book cover treatments and normally bears the cost of cover art or photographs.
2. Herald Press normally commissions illustrations for children's books and pays for the art.
3. Herald Press does not provide documentary photographs, maps, or other graphics for the books we publish. Authors or sponsoring organizations must supply desired photos and maps, usually at their own expense. Sometimes maps are finished on computer from the author's rough map and information. Photos must be of a quality suitable for publication. Maps must be camera-ready, designed to fit the format of the book. Check with the editor for specifications.
4. All maps and photographs must be in the hands of the book editor **before** Herald Press schedules the design and manufacturing processes, establishes the retail price, and announces the intended release date. Delays in receiving photographs, maps, captions, and credit lines will delay the publication of the book.
5. When submitting photographs, place each chapter's photographs in a separate envelope. On a double-spaced photograph log, separate from the manuscript, label each photograph and identify the five following items of information:
  - a. Describe the photograph in general terms.
  - b. Indicate where the photograph should appear in relation to the text. Using a cross-referencing label (e.g., 1-1 for chap. 1, photograph 1; 1-2 for chap. 1, photograph 2), indicate in the margins of the manuscript where the photograph or graphic should appear. Design and layout considerations will decide placement in relation to the text.
  - c. Identify any special handling desired, such as cropping, opaquing, etc. Suggest how much vertical space should be allotted for the photograph (e.g., one-third page or one-half page).
  - d. Provide for caption.
  - e. Provide for the credit line.

## 16. Royalties, Agreements, and Payments

### **Faith & Life Resources**

When the writer accepts the work for hire payment, all publication rights for the manuscript belong to Faith & Life Resources.

1. Manuscripts for magazines may be assigned by the editor or submitted freelance. In either case, unless negotiated otherwise, payment is for one time use. All other rights remain with the author.
2. A manuscript may include the written text, poetry, music, photographs, and illustrative materials. Unless otherwise negotiated, publication rights of all components are as described in point 1.
3. If a manuscript is created on a royalty Faith & Life Resources issues a report to the author and/or sponsoring organization (with a royalty check, if due) following the first three months of sales. Thereafter, a report (and royalty check, if due) is issued annually by March 31, based on sales through January 31.

### **Herald Press**

#### ***Writing a book for Herald Press***

@mpn.net

(1) A one-page summary of your book; (2) a one-or-two sentence summary of each chapter;

(3) the first chapter and one other (not by fax or email), with double-spaced crisp typing or printing, numbered and detached pages, and name of Bible version used (such as NRSV); (4) a brief statement of your educational, publishing, religious, professional, and community involvements; (5) a self-addressed stamped envelope for return of your material; and (6) the completed form from the Author Form 1 (below), stating the significance of the book and describing your target audience. You may expect a reply in about two months. If your proposal has potential for Herald Press, a finished manuscript will be requested. Herald Press depends on capable and dedicated authors to continue publishing high-quality Christian literature.

***Herald Press author information (form 1)***

## Appendix A. Alternate Words and Phrases

The following list includes commonly used words and phrases that are wordy or complicated, with suggested alternatives that are shorter and simpler. Always try to state your ideas as simple as possible.

<b>Complicated</b>	<b>Simpler</b>	<b>Complicated</b>	<b>Simpler</b>
according to our records	we find	on the occasion of	when
a large part	many, most	opportunity	chance
along the lines of	like	optimal	best
approximately	about	perform	do
as a matter of fact	in fact	possess	have; own
at the present time	now	previously	before
attempt or endeavor	try	primarily	mainly
be a blessing to	bless	principally	mainly
complicated	complex	prior to	before
conceptualize	envision	provide	give
concerning	about	purchase	buy
consequently	thus	send a communication	notify
construct	build	subsequently	later
currently	now	sufficient	enough
demonstrate	show	superior	better
due to	because	technique	method; way
during such time as	when	terminate	end
eliminate altogether	eliminate	uncommon	rare
elucidate	explain	unnecessary	needless
essential	needed	until such time as	until
fabricate	make	utilize	use
for the purpose of	for	verify	prove
fundamental	basic	with regard to	about
gather together	gather	without further delay	now; immediately
illustrate	show		
in order that	so (that)		
in order to	to		
in spite of	despite		
in the amount of	for		
in the event that	if		
in the near future	soon		
in view of the fact that	because		
indicate	show		
initial	first		
initiate	begin		
instrument	tool		
is in need of	need(s)		
it is our opinion	we think or believe		
just exactly	exactly		
manually	by hand		
modify	change		
multiple	many		
necessary	needed		
numerous	many		

## Appendix B. Twenty-Five Steps to Better Writing

1. Write about people, things, and facts. Be specific.
2. Write the way you talk.
3. Intersperse contractions sparingly throughout your prose to lend a conversational tone.
4. In news stories, balance direct quotes with paraphrases and straight narrative to create texture and interest.
5. Put yourself in the reader's place. Write for people you know who are representative of your target audience.
6. Make sure you have answered every question. Have a few friends look over your work and ask them what questions remain unanswered.
7. Write as much as you need to tell the complete story—and then stop.
8. Always work from an outline, even if it's a simple one.
9. Write the end first, then the middle, then the beginning.
10. Use analogies to make abstract ideas clear: a ship the length of four football fields; a substance that's sticky like wet rubber cement, etc.
11. Use strong, active verbs. A tornado doesn't just occur; it rips through an area, levels buildings, and demolishes property.
12. Use the active voice. Not: Rather:
13. When reporting numbers, round up or down to the nearest whole number.
14. Use illustrations, cases, and examples. Create a verbal snapshot that puts the reader directly in the story. Don't just say that a daycare center for underprivileged children has opened. Describe the child whose parents can't afford to buy her shoes. Tell us what her first day is like. Tell us where she would have been today and what she would have been doing if the center weren't there.
15. Start a new sentence for each idea.
16. Keep your sentences short. In most cases, use no more than 25 words.
17. Keep your paragraphs short. In news stories, use no more than four sentences.
18. Use **italics** for emphasis, not ALL CAPS or quotation marks.
19. Make sure you have agreement in all areas: subject-verb, noun-pronoun, tenses, gender, and parallel clauses.
20. Avoid jargon. Use the simplest, shortest word or phrase that will get your idea across.
21. After you write, edit and rewrite to remove clutter.
22. Avoid **weak** verbs. Instead, choose strong, precise verbs. Wrong: Right:
23. Avoid clichés like the plague. Instead, create your own figures of speech.
24. Don't use exclamation points in a misguided attempt to lend excitement! Let the words themselves do the work.
25. Omit needless words. Be concise.

# Appendix C. Graphic Designer Assignment

## Herald Press Designer Procedures and Requirements

MPN will provide text in Microsoft Word files, along with design specifications.

The designer agrees to:

1. Clarify computer platform and software being used for creation of files and compatibility with MPN computers.
2. Clarify image acquisition process and whether MPN or designer provides images.
3. Provide MPN with roughs via PDF file by the agreed due dates.
4. Enter any corrections and/or respond to MPN feedback.
5. Provide subsequent round(s) of roughs via PDF file. (Normally, there are two rounds of checking. Sometimes a third round is needed.)
6. Provide, if requested, a high-res PDF of the front cover suitable for marketing purposes.
7. Provide, if requested, a PDF of the front cover title treatment.
8. Send final files at designer's expense on a CD to MPN offices in Scottsdale, Pa., **or** place final files on MPN's FTP site. If files are placed on FTP site, they must be in an archive format such as Zip or Stuffit. FTP address, username and password are available on request.
9. Include the following in the final files:
  - the designer's files in the program in which the work was created (InDesign, Quark, etc.);
  - all fonts used;
  - all images used in the work.

**Additionally**, the designer must provide a high-res, press quality PDF of the final cover and interior pages. Covers should have a bleed of 1/8 inch and crop marks. This also applies to interior pages, unless there is no bleed, in which case the PDF should be at the book's trim size. **of the final files**, a printout of the work must be made and shipped to MPN at designer's expense. This printout can be on 8.5 x 11 paper, as long as the reduction percentage is noted.
10. Check printer proofs and relay within 48 hours any corrections or concerns to MPN proofreader Michelle Cannillo (michellec@mpn.net or 724-887-8500 x 333).

## Appendix D. Copyright Law Policies

Authors sometimes raise the question of ownership of their manuscript if it is not registered with the U.S. or Canadian Copyright Office. How safe is it from someone stealing it or selling it?

1. Current copyright law is expansive in protecting the writer and whatever one writes. This becomes the author's intellectual property and as a literary creation cannot legally be copied and sold without author, writer, or artist's permission (see 4.4, p. 107ff.). The most visible way of letting readers know is to put the appropriate copyright notice (e.g. Copyright © 2004 by Mennonite Publishing Network [or the author's name]). This is like a "keep off the grass" sign to most people who would think of copying it without permission (see 4.40, p. 118).

2. In addition, the author or publisher can officially register the work with the Canadian or U.S. Copyright Office. You can get the info on their website:

<http://www.copyright.gov/> (U.S. Office)

[http://strategis.ic.gc.ca/sc\\_mrksv/cipo/cp/cp\\_main-e.html](http://strategis.ic.gc.ca/sc_mrksv/cipo/cp/cp_main-e.html) (Canadian)

3. Mennonite Publishing Network generally doesn't register copyrights for curriculum. For the time and expense with curriculum, it seems too small a risk to have it stolen. MPN generally copyrights all publications that would be considered trade books.

4. Official registration of copyright gives the author additional documentation if the author had a court case on protecting the literary property.

(Prepared with liberal and fair usage from the  
the educational purpose of this appendix)

, 15<sup>th</sup> ed., pp. 135-38, given

## Appendix E. Fair Use and Comment Policies

### Fair Use

It is important to note that there are no exact limits of the fair use of copyrighted works. To quote the ( ), “Fair use is use that is fair—simply that.” However, to help guide us, below are “rules of thumb” to be considered when deciding if something requires permission or not.

### The Four Factors:

1. The purpose or character of the use.
  - a. Is it for commercial use?
  - b. Or nonprofit educational use?
  - c. Will you be making money because of its use?
2. Nature of the copyrighted work.
  - a. Is it a new work or ancient writings? Older works are sometimes in public domain anyway, though translations of these may very well not be
  - b. Is it a poem, full book, or from a website?
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
  - a. Is it a short, but complete poem? Or a few lines from a newspaper article? Or entire book? You can never use a copyrighted work in its entirety—whether song, poem, chapter of a book, or article. In general, you shouldn’t quote more than a few contiguous paragraphs of prose or lines of poetry at a time. Quoting 500 words from an essay of 5,000 is likely to be riskier than quoting 500 from a work of 50,000.
4. The effect of the use on the potential market for, or value of, the copyrighted work.
  - a. Will this potentially cut into sales of the original copyrighted material? Probably need to get permission.
  - b. Or will this be a form of free advertising for the original? More likely to be okay

### Other Rules of Thumb to Follow

1. Epigraphs and interior monologues. These are generally fine to use. Includes limited quotation of song lyrics, poetry, and the like.
2. Unpublished works. The same factors (above) should be considered
3. Missing copyright holders (This includes publishing companies that are no longer in business and dead authors.) A reasonable and well-documented effort must be made to locate the current copyright holders.
4. Paraphrasing. Traditional copyright doctrine treats extensive paraphrase as merely disguised copying—the factors of fair use (above) would be applied to both paraphrasing and copying. However, writers should be encouraged, in general, to use appropriate summarizing of others’ arguments/ideas and avoid lengthy quotations of the same. Proper credit would of course be given.
5. Pictures, graphs, charts, etc. Best to request permission whenever using them in their entirety (or if changing in any way). Just using information from a chart or graph may not need permission, however (but should be cited, of course). NOTE: it is good to make a difference between a “Reprinted from” graph (meaning it is copied verbatim) and a “Source: etc.” (meaning this graph was generated from information from the original source).
6. Importance of attribution. ALWAYS identify the original. For fair use, but more importantly to avoid any accusations of plagiarism
7. Length of quote: For Herald Press, we get permission for any quote that is longer than  $\frac{3}{4}$  of the printed page.

(Prepared with liberal and fair usage from the  
the educational purpose of this appendix)

, 15<sup>th</sup> ed., pp. 135-38, given

## Appendix F. Manipulation and Distortion of Images

These guidelines govern the practice of enhancements/distortions/manipulations of images.

### 1. Definition

This refers to the altering of a photo, art, logo, and others by electronic means—including distorting size and shape (other than proportional enlargement or reduction), electronically removing any portion of the photo that would be in the photo after cropping or any other changes.

### 2. Principles

- a. Images, like poetry, music, and prose are works of art and should be treated as intellectual property.
- b. Publishing works of art creates a new context for the images. In most cases such contexts should not put the subject(s) in a negative light.

### 3. Implications

- a. Photos and snapshots
  - (1) The current practice of enhancing photographs including cropping, adding color such as dtones, halftone, and highlighting segments of the image are acceptable.
  - (2) Flopping photos should be done with extreme care. Photos purchased for illustrative purposes may be flopped. However, photos sent in for use with specific articles must be used without being flopped unless the submitter grants permission. If there is writing in the photo, it may not be flopped.
  - (3) Significant changes made in photographs are subject to the approval of the owner. The designer is responsible to alert the editor or marketer of such changes so that the editor or marketer of the publication can arrange proper clearance with the photographer.
  - (4) In the case of photographers whom we use on a regular basis, we should secure from them a statement of what can and cannot be done with their photos. These letters are to be kept on file by the photo secretary and/or the editor.
- b. Logos
  - (1) Logos are to be used exactly as they are designed. If an exception is needed, written permission from the owner is needed.
- c. Artwork
  - (1) The manipulation of art images should be handled on a one-to-one, as-needed basis. Art purchased for one-time use, such as cartoons, should not be manipulated without the permission of the owner. Decisions for changes of art for book covers need to be handled on an as-needed basis.

### 4. Reporting violations of policy

- a. Anyone noticing practices that are not being followed in compliance with these standards should notify the designer's supervisor and/or the editor.