

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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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 *The Chicago Manual of Style* (15th edition, University of Chicago Press) is usually followed.

The Mennonite Publishing Network uses the latest edition (11th) of the *Merriam-Webster's Collegiate Dictionary*. For questions not answered by the *Collegiate Dictionary*, our authority is *Webster's Third New International Dictionary (Unabridged, 1966)*.

We expect our authors to exercise reasonable care in maintaining a high level of internal consistency within a manuscript. However, our copy editors will work through each manuscript after it is accepted for publication and edited to assure that it conforms to the desired style.

Writing styles may vary depending upon the genre of the manuscript. When style features vary from MPN's usual guidelines and are consistently applied the editor will inform the copy editor and proofreader about such exceptions in writing.

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, *not* 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 *s* 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 *one* through *nine* and such multiples as *one hundred* or *nine thousand* in curricula and periodicals. Write other numbers as figures: 365; 250 million; 3 5/8 (but *one-half*).
2. Spell out whole numbers *one* through *ninety-nine*, with certain exceptions. See *Chicago Manual of Style*, 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 *Merriam Webster’s Collegiate Dictionary*. We do not always cap words labeled “often capped” and “sometimes capped.” *The important matter is that the writing is consistent throughout the manuscript.*

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 *Anglo, Caucasian, Chicano, Indian, Native American, First Nation, African-American, Negro, Oriental, Hispanic, Jew, and Gentile*. Do not capitalize designations based on color: *black, white, red man or woman*. Lowercase an ethnic group name unless a group prefers that its name be capped (the Deaf community).
3. 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 *to* of infinitives.

Use of the word *Amen*.

Use the upper- and lowercase word *Amen* 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: *Creator, Sustainer, Almighty*

2. Do not capitalize abstract nouns (*lordship, omnipotence, 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	fundamentalist
fundamentalism	liberalism
modernism	pietist
charismatic	Exception: Anabaptist and Anabaptism
evangelical	

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)
 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 (18th 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 (*never* 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)
Martyrs Mirror (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)	rabbi, rabbinical
Passion Week	rapture, the
Passover	Redeemer, the
pastoral epistles	redemption
patriarch, the (Abraham)	Reformation
Pauline epistles	Reformed theology
peace churches	Reformers (16th century)
Pentateuch	Renaissance
Pentecost	resurrection, the
people of God	Revelation (not Revelations)
person of Christ	rock (Christ)
persons of the Trinity	rosary
Pharaoh	
pharisaic (attitude)	S
Pharisaic (in reference to Pharisees)	Sabbath (the day)
Pharisee	Sadducee
phylacteries	Satan
pillar of cloud	satanic
pillar of fire	Satanism
Pope Benedict XVI	Savior
pope, the	Schleitheim Articles /Confession
postbiblical	scribe
post-Christian	scriptural
premillenarian	Scripture(s) (Bible)
premillennial, -ism	scripture(s) (other than Bible)
pretribulation, -al	second Adam (Christ)
priesthood of believers	second advent, the
priesthood of Christ	second coming, the
Prince of Peace (Christ)	second commandment
prison epistles	second person of the Trinity
prodigal son, the	seder
pro-life	Septuagint (LXX)
Promised Land (Canaan)	seraph, seraphim
promised one, the (Christ)	Sermon on the Mount
proof text (noun)	serpent, the (Satan)
prooftext (verb)	Servant Songs
prophet Isaiah, the	Seventh-Day Adventist
Prophets, the (books of OT)	Shekinah
prophets, the (people)	Shepherd Psalm, the
Protestant, -ism	sin-bearer, the
Providence (God)	Solomon's temple
providence of God	song leader
Provident Bookstores	Son of God
providential	Son of Man
psalm (a psalm)	Song of Mary
psalmist, the	sonship of Christ
Psalms (the book), Psalm 23	Southern Kingdom
Psalter (the Psalms)	sovereign Lord
pseudepigrapha	spirit from the Lord (OT)
	Spirit of God (NT)
Q	spirit of God (OT)
Qur'an	spirit of the Lord (OT)
	Spirit or Holy Spirit (NT)
R	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, *not* 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
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 *Collegiate Dictionary* is recognized as our guide. For words not included in the *Collegiate Dictionary*, we refer to *Webster's Third New International Dictionary (Unabridged, 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, *not* Saviour, in Isaiah 43:3
"For I am . . . thy Saviour" (Isa 43:3 KJV).
Elizabeth *not* Elisabeth in Luke 1:5
3. Some special terms:
Appendixes *not* Appendices
believers church, *not* believers' church or believer's church (referring to a free church group)
believers baptism, *not* believer's baptism or believers' baptism
footwashing, *not* foot washing or feet washing. The Brethren write *feetwashing* (solid word).
holistic *not* wholistic
holism *not* 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 *Collegiate Dictionary* or in the *Chicago Manual*. Normally we move away from the hyphen to the solid compound or open compound. For instance, we prefer *lifestyle* to *life style*; *caregiver* to *care giver*; *childcare* to *child care*; *daycare* to *day care*; *earthkeeper* to *earth keeper*; *freelance* to *free lance*; *fundraising* to *fund raising*; *grownup* to *grown up*; *babysitter* to *baby sitter*; *photocopy* to *photo copy*. Other words treated as solid include *churchwide*, *coworker*, *database*, *fundraiser*, *goodbye*, *healthcare*, *nonviolence*, *nonviolent*, *online*, *offline*, *peacemaking*, *input*, *realtime*, *passerby*, and *worldwide*.
5. Some names include hyphens as part of the spelling.
John Miller-Yoder
Jane Egli-Smith
6. Acronyms may be used after the full name has been used with the acronym in parenthesis, e.g. Mennonite Publishing Network (MPN). Since acronyms tend to communicate "in group" feelings they should be used sparingly when addressing a broad audience.

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 *Brother* and *Sister* are appropriate. We try to avoid *Reverend*. Sometimes we use an occupational designation (*Pastor* or *Professor*).

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

Jr. and *Sr.* 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	MA	Master of Arts
BD	Bachelor of Divinity	MD	Doctor of Medicine
BS	Bachelor of Science	MDiv	Master of Divinity
DD	Doctor of Divinity	MS	Master of Science
DMin	Doctor of Ministry	PhD	Doctor of Philosophy
EdD	Doctor of Education	ThD	Doctor of Theology
JD	Doctor of Jurisprudence	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 *only* when giving a mailing address. (See chapter 14 of this *Supplement* 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	Michigan	Mich	MI
Alaska	Alaska	AK	Minnesota	Minn	MN
Arizona	Ariz	AZ	Mississippi	Miss	MS
Arkansas	Ark	AR	Missouri		Mo MO
California	Calif	CA	Montana	Mont	MT
Colorado	Colo	CO	Nebraska	Neb	NE
Connecticut	Conn	CT	Nevada	Nev	NV
Delaware	Del	DE	New Hampshire	NH	NH
District of Columbia	DC	DC	New Jersey	NJ	NJ
Florida	Fla	FL	New Mexico	NM	NM
Georgia	Ga	GA	New York	NY	NY
Guam	Guam	GU	North Carolina	NC	NC
Hawaii	Hawaii	HI	North Dakota	ND	ND
Idaho	Idaho	ID	Ohio	Ohio	OH
Illinois	Ill	IL	Oklahoma	Okla	OK
Indiana	Ind	IN	Oregon	Ore	OR
Iowa	Iowa	IA	Pennsylvania	Pa	PA
Kansas	Kan	KS	Puerto Rico	PR	PR
Kentucky	Ky	KY	Rhode Island	RI	RI
Louisiana	La	LA	South Carolina	SC	SC
Maine	Maine	ME	South Dakota	SD	SD
Maryland	Md	MD	Tennessee	Tenn	TN
Massachusetts	Mass	MA	Texas	Tex	TX

Utah	Utah	UT	Washington	Wash	WA
Vermont	Vt	VT	West Virginia	WVa	WV
Virgin Islands	VI	VI	Wisconsin	Wis	WI
			Wyoming	Wyo	WY
Virginia	Va	VA			

7. Accepted abbreviations for systems of chronology are Roman caps followed by periods. The recommended standard abbreviations are BC (before Christ) and AD (*anno Domini*, 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 *Chicago Manual of Style*, 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	Isaiah	Isa
Exodus	Exod	Lamentations	Lam
Leviticus	Lev	Ezekiel	Ezek
Numbers	Num	Daniel	Dan
Deuteronomy	Deut	Hosea	Hos
Joshua	Josh	Joel	Joel
Judges	Judg	Amos	Amos
Ruth	Ruth	Obadiah	Obad
1 & 2 Samuel	1 & 2 Sam	Jonah	Jon
1 & 2 Kings	1 & 2 Kings	Micah	Mic
1 & 2 Chronicles	1 & 2 Chron	Nahum	Nah
Ezra	Ezra	Habakkuk	Hab
Nehemiah	Neh	Zephaniah	Zeph
Esther	Esther	Haggai	Hag
Job	Job	Zechariah	Zech
Psalms	Ps (Pss)	Malachi	Mal
Proverbs	Prov	Jeremiah	Jer
Ecclesiastes	Eccles		
Song of Solomon	Song of Sol		

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, *not* 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: *Hymnal: A Worship Book (HWB)*; *Sing the Journey(STJ)*; *Sing the Story (STS)*
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* means pages 8 through 10 inclusive.

16. The ampersand (&) is a contraction of *and per se* and should not be used in text. It may be used in tabular material. Some official names of businesses use the ampersand, such as Faith & Life Resources. In such cases, it must not be spelled out.
17. Percent is 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* may be used).

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 *Wired Style*: it is both elegant and easy to use (See *Chicago Manual of Style* 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.” *Chicago Manual of Style* 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 *restricts* or *limits* the noun's meaning is not set off by commas; but a *nonrestrictive*, purely *descriptive* 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.
But: In June 2001 the committee met.
Also acceptable except at the beginning of a sentence: 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 *not* 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: *then, however, thus, indeed, accordingly, besides, therefore, hence*.

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

In contemporary usage, clauses introduced by *yet* 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 *that is* or *for example*.
3. A colon separates the main title from the subtitle in titles of books and articles.

Mature Faith: A Spiritual Pilgrimage

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 *Gemeinde* (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 [*sic*] 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 *entitled*, *marked*, *endorsed*, *signed*, *asked*, or *said*.

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 (*Chicago Manual* 11.32, p. 453).

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

4. Quotation marks should *not* 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 *Chicago 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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Em Dashes

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

2. 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.

3. 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

4. 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!

5. 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.

6. 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.

_____. *Vision, Doctrine, War*. Scottdale, Pa.: Herald Press, 1989.

En dash

The en dash (–) connects numbers to signify *up to* and *including* or *through*. 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

1. An ellipsis is three dots; each separated by a space. See *Chicago Manual* 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 *and* or *for* 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 *and/or* and *he/she*.

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.

<i>amour</i>	<i>Pax Romana</i>
<i>Gelassenheit</i>	<i>die Stillen im Lande</i>
<i>Nachfolge</i>	

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].

5. Italicize references to words as words. Do not place them in quotation marks.

The word *flaunt* is not to be confused with *flout*.

6 Responsive readings, convention for

The *Hymnal: A Worship Book* is the standard for the treatment of responsive readings as follows:

Leader: light face

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, *p.* and *pp.* 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 *not* 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 *consistent* 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 *World and Faith*, 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, *A Short History of the Interpretation of the Bible*, rev. ed. (New York: Macmillan, 1963), 124.
4. *Ibid.*, 119.
5. *Ibid.*, 112.
6. W. G. Kümmel, *The New Testament: The History of the Investigation of Its Problems*, trans. S. McLean Gilmour and Howard C. Kee (Nashville: Abingdon Press, 1972), 21. See also H. J. Kraus, *Geschichte der historisch-kritischen Erforschung des altes Testaments*, 2d edition (Neukirchen-Vluyn: Neukirchener Verlag, 1969), 6-8, on Luther's understanding of *sola scriptura*.
7. R. H. Bainton, "The Bible in the Reformation," in *The Cambridge History of the Bible*, vol. 3, ed. S. L. Greenslade (Cambridge: Cambridge University Press, 1975), 1.
8. *Ibid.*, 28.
9. Kummel, *History of Investigation*, 23.
10. Kraus, *Geschichte*, 9-15, on the hermeneutics of the Reformation. J. B. Rodgers and D. K. McKim, *The Authority and Interpretation of the Bible: An Historical Approach* (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, *Short History*, 131, on how Luther considered a historical understanding of the author and his times as essential. Also, Kümmel, *History of Investigation*, 24; and Rodgers and McKim, *Authority*, 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, *Mennonite Mosaic*, p. 40). Generally, documentation should be given as part of the total sentence: *The Mennonite Encyclopedia* 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, *The Mennonite*, 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 *Chicago Manual of Style* 16.1ff., pp. 593ff.

8. Bibliographies

1. Type the bibliography with hanging indentions.
2. Note the following two acceptable styles. (The editor may allow alternate patterns as long as the author is *consistent* throughout. Editor will tell the copy editor and proofreader which style is to be used in writing.) For further guidance consult *Chicago Manual of Style* 16.71ff., pp. 612ff.

Pattern A

- Banks, Robert, ed. *Reconciliation and Hope*. Grand Rapids, MI: Eerdmans, 1974.
- Belk, Fred Richard. *The Great Trek*. Scottsdale, PA: Herald Press, 1976 (but see Waldemar Janzen, "The Great Trek: Episode or Paradigm?" in *Mennonite Quarterly Review* 51:2 (Apr. 1977): 127-39).
- Clouse, Robert G. *The Meaning of the Millennium*. Downers Grove, IL: InterVarsity Press, 1977.
- Culp, G. Richard. *Bible Studies in Prophecy*. Seymour, MO: Historical Mennonite Faith Publishers, 1971.
- Decaro, Louis A. *Israel Today: Fulfillment of Prophecy*. Philadelphia: Presbyterian and Reformed Publishing Company, 1974.
- Epp, Frank H. *The Palestinians*. Scottsdale, PA: Herald Press, 1976.
- Epp, Theodore H. *Why Must Jesus Come Again?* Lincoln, NE: Back to the Bible Publishers, 1960.
- Erb, Paul. *The Alpha and the Omega*. Scottsdale, PA: Herald Press, 1955.
- Graham, Billy. *Angels*. Garden City, N.Y.: Doubleday, 1975.
- Grier, W. J. *The Momentous Event*. London: The Banner of Truth Trust, 1970.
- Hanson, Richard S. *The Future of the Great Planet*. Minneapolis, MN: Augsburg Publishing House, 1972.
- Hendriksen, William. *The Bible on the Life Hereafter*. Grand Rapids MI: Baker Book House, 1975.
- Katterjohn, Arthur. *The Tribulation People*. Carol Stream, IL: Creation House, 1976.
- Kik, J. Marcellus. *An Eschatology of Victory*. Presbyterian and Reformed Publishing Company, 1975.
- Kraus, C. Norman. *Dispensationalism in America*. Richmond, VA: John Knox Press, 1958.
- Kreider, Robert S., and Rachel Waltner Goossen. *When Good People Quarrel*. Scottsdale, PA: Herald Press, 1989.
- Ladd, George E. *The Presence of the Future*. Grand Rapids, MI: Eerdmans, 1974.
- _____. *A Theology of the New Testament*. Grand Rapids, MI: Eerdmans, 1974.

Pattern B

- Etzioni, Arnitai, ed.
1969 *The Semi-Professions and Their Organization*. New York: The Free Press.
- Freidson, Eliot
1970 *Profession of Medicine*. New York: Dodd, Mead & Co.
1973 *The Professions and Their Prospects*. Beverly Hills, Calif.: Sage Publications.
1975 *Doctoring Together: A Study of Professional Social Control*. New York: Elsevier, Inc.
1977 "The Futures of Professionalization." In *Health and the Division of Labor*, M. Stacey, et al., eds., 14-38. London.
1976 *Professions for the People: The Politics of Skill*. New York: Schenkman Publishing Co.

Glasse, James D.

1968 *Professions: Minister*. Nashville: Abingdon.

Glasse, John D.

1989 *Democracy in Ten Easy Lessons*. Beijing: China Free Press.

Goode, William

1957 "Community Within a Community: The Professions." *American Sociological Review*, 22:194-200.

This style of bibliography allows one to use an abbreviated style of cross-referencing in both the text and the notes. With that style, *ibid.* and *op. cit.* should be avoided. Only the author's last name and the page number are normally required. Occasionally a first name and/or a date are necessary to avoid ambiguity.

See Goode: 198. See also John Glasse: 25, and Freidson, 1975: 88.

1. When citing a journal article, add a colon after the date and before the page number, not a comma. This applies to endnotes and bibliographies (e.g. Kehrberg, Sarah. "The Joys of Motherhood." *Christian Living* (December 2004): 15-20). For magazine article e.g. Sarah Kehrberg, "The Joys of Motherhood," *Christian Living*, December 2004, 15-20.

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.

1. Mennonite Publishing Network is able to read and convert most hardware and software combinations. When you submit a manuscript, please refer to your computer and software manuals and supply *all* of the following information:
 - 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. (*Tip*: 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.

Faith & Life Resources

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.
3. The **author** must identify the sources of all *quoted materials* such as poetry, prose, and music, as well as *illustrative materials* such as photographs, maps, artwork, and graphic designs. Provide place and date of publication, title, author, and page number. A photocopy of the original source is preferred.
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

1. The **author** must identify clearly the source of all quoted material—place and date of publication, publisher, title, author, and page number. (Submitting photocopies of the original printed sources, if available, is useful for verifying the accuracy of the quotes.)
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 *God* 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 *s/he* or *he/she* or the overuse of *he* or *she*, *him* or *her*.
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 *man* 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 *man* 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 *man* (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 *man*-words:

<i>No</i>	<i>Yes</i>
mankind	humanity, human beings, human race, people
man's achievements	human achievements
the best man for the job	the best person (or candidate) for the job
man the booth or position	staff the booth or position
manmade	artificial, synthetic, manufactured, constructed, of human origin
manpower	human power, human energy, workers, workforce
grow to manhood	grow to adulthood, grow to maturity

5. The English language lacks a generic singular pronoun signifying *he* or *she*. Therefore it has been customary and grammatically sanctioned to use masculine pronouns in expressions such as “one . . . *he*,” “anyone . . . *he*,” and “each child opens *his* book.” When possible avoid the pronouns *he*, *him*, and *his* in reference to the hypothetical person or humanity in general. Various alternatives should be considered such as the following:

a. Reword to eliminate unnecessary gender pronouns such as:

<i>No</i>	<i>Yes</i>
The average North American drinks his coffee black.	The average North American drinks black coffee.

- b. Recast into the plural. Most North Americans drink their coffee black.
- c. Replace the masculine pronoun with *one*, *you*, *he* or *she*, *her* or *his*, as appropriate. (Use *he* or *she* and its variations sparingly to avoid clumsy prose.)
- d. Substitute *their* for *his* or *her*.
- e. Alternate male and female expressions and examples.

I've often heard supervisors say, “He is not the right man for the job,” or “He lacks the qualifications for success.”	I've often heard supervisors say, “She is not the right person for the job,” or “She lacks the qualifications for success.”
--	---

6. Occupational terms ending in *man* should be replaced whenever possible by terms that include members of either sex unless they refer to a particular person.

<i>No</i>	<i>Yes</i>
congressman	member of Congress, representative (but Congressman Jones and Congresswoman Garcia)
businessman	business executive, business

	manager
fireman	fire fighter
mailman	mail carrier, letter carrier
salesman	sales representative, sales clerk, salesperson
insurance man	insurance agent
statesman	leader, public servant
foreman	supervisor

Language Referring to Females and Males

1. Parallel language should be used for women and men,

<i>No</i>	<i>Yes</i>
the men and the ladies	the men and the women the ladies and the gentlemen the girls and the boys sisters and brothers
man and wife	husband and wife

Note that *lady* and *gentleman*, *wife* and *husband*, and *mother* and *father* are role words. *Ladies* should be used for women only when men are being referred to as *gentlemen*. Similarly, women should be called *wives* and *mothers* only when men are referred to as *husbands* and *fathers*. Like a male shopper, a woman in a grocery store should be called a *customer*, not a *housewife*.

2. Identify women by their own names (e.g., Rhoda Keener). Do not refer to them in terms of their roles as wife, mother, sister, or daughter unless it is in these roles that they are significant in context. Nor should they be identified in terms of their marital relationship (Mrs. Keener) unless this brief form is stylistically more convenient (than, say, Executive Director Keener) or is paired up with similar references to men.
 - a. Refer to a woman and a man in the same way. Use the full name, the first name only, the last name only, or the title.

<i>No</i>	<i>Yes</i>
Pete Sampras and Venus Venus and Pete	Pete Sampras and Venus Williams Venus Williams and Pete Sampras
Venus Williams and Pete	Williams and Pete Ms. Williams and Mr. Sampras
Mrs. Clinton and	Hillary Rodham Clinton and

Jean Chrétien

Jean Chrétien or
Senator Clinton and Prime Minister Chrétien

Mrs. John Miller

Roberta Miller or
Mrs. Roberta Miller

b. Avoid unnecessary emphasis on a woman's marital status. Whether married or not, refer to a woman by the name she chooses. She may favor her birth name (Sue Yoder), her husband's last name (Sue Good), an unhyphenated combination last name (Sue Yoder Good), or a hyphenated combination last names (Sue Yoder-Good). Don't guess; ask how she prefers her name to be used.

3. When possible, use a term that includes both sexes. Avoid unnecessary references to gender.

<i>No</i>	<i>Yes</i>
college boys and coeds	college students

4. When possible, use nonsexist job titles. Different nomenclature should not be used for the same job depending on whether it is held by a male or a female. (See also References to Humans, number 4, for additional examples of words ending in man.)

<i>No</i>	<i>Yes</i>
steward or purser or stewardess	flight attendant
policeman and policewoman	police officer
maid and houseboy	house or office cleaner

5. Pronouns should not be linked with certain work or occupations on the assumption that the worker is always (or usually) female or male. Instead, either use the plural form or the *her* or *him* and *she* or *he* formulation.

<i>No</i>	<i>Yes</i>
the secretary . . . she	secretaries . . . they
the breadwinner . . . his earnings	the breadwinner . . . his or her earnings <i>or</i> breadwinners . . . their earnings.

6. Males should not always be mentioned before females. Instead, alternate the order, sometimes using *women and men*, *gentlemen and ladies*, *sisters and brothers*, *she or he*, *her or his*. (The order of male and female names may also be alternated. Or the names may appear in alpha order without reference to gender.)

Language Referring to Racial and Ethnic Groups

1. Use Native Americans or American Indians—not Indians. Capitalize Native Canadian, and Native American.
2. Some terms related to the Muslim culture and religion
 - a. Spelling of terms
Muslim, not Moslem

Muhammad, not Mohammed
 Quran, not Koran

b. Definition of terms

Allah is the Arabic word for God. It is the same word used by Arab Christians.

Fundamentalist as well as radical and extremist are viewed by Muslims as stereotypes. Prefer more neutral terms, such as Islamist or Islamic activist. If a Muslim is involved in a criminal act name the act not the faith of the person involved.

Jihad does not mean holy war. It means to strive, struggle, and exert effort to achieve victory over evil within oneself and justice in society. The term holy war emerged in the medieval times and did not arise from within the Muslim community.

Black Muslims are followers of the late Elijah Muhammad, founder of the nation of Islam. Does not describe the Muslim community in North America.

Muslim/Arab. Not all Muslims are Arabs. Not all Arabs are Muslims. Arabs are a minority in the Muslim world. Arab is a linguistic not an ethnic designation.

Arabic names. Compound Arab last names, such as Abd Al-Wahid, which often refer to attributes of God, should be used on second reference. If the second reference referred to Al-Wahid that person would be taking on an attribute of God (the One), something a Muslim would abhor.

3. African-American is the preferred term to use when referring to residents of African descent. In Canada the term “black” is preferred. Canadians of African descent usually say “black,” “Canadian American,” or “Canadian of Haitian background.”
4. Avoid using the words “black” or “dark” in connection with evil. Also avoid using “white” or “light” when referring to good. Do not, for example, write about the “blackness of violence and evil.”
5. When describing a person’s nationality be as specific as possible. Use country name (Tanzania, Bangladesh) rather than continent name (Africa, Asia).
6. Use “peoples, nations, ethnic groups” rather than “tribes, tribal.”
7. Alternatives to Third World include “low-income countries,” “world’s poorer countries,” “developing countries,” “impoverished,” “the South,” “the countries of South America, Africa, and Asia” and “majority world.”
8. Refer to people with AIDS as “people with AIDS,” not victims of AIDS.

Language Referring to Persons with Disabilities

1. Put the person before the disability. Some examples include:

Instead of	Use
Disabled	Person with a disability
Invalid	Person with a disability
Crippled by, afflicted with, suffers from	Person who has or with
Lame	Limited mobility
Confined, bound, restricted, or dependent on a wheelchair	Wheelchair user
Normal	Able-bodied or nondisabled
Victim, sufferer	Person with a disability
Cripple	Person with a disability

Deaf and dumb, deaf mute	Person with hearing and/or speech impairment; or person who is deaf
Retarded, mentally retarded	Person with a mental handicap or person with an intellectual disability
Spastic (noun)	Person with cerebral palsy
Deformed, congenital defect	A person born with
Physically challenged	Person with a disability

Terms from “Words with Dignity,” Active Living Alliance, Gloucester, Ontario.

2. Do not use phrases such as “confined to a wheelchair,” “crippled,” “afflicted,” “victim of,” or “suffers from a disorder.” These references diminish the individual’s dignity and magnify the disability. Some words that reflect a positive attitude are the following:

A person who is . . .

blind
deaf
differently abled
paralyzed
a wheelchair user
mobility impaired
nondisabled/typical/able-bodied
hearing impaired
visually impaired

A person with . . .

developmental disability
disability
mental retardation
paralysis
paraplegia/quadruplegia
seizure disorder
cerebral palsy
mental illness

3. Words that should be avoided include the following

afflicted
cerebral-palsied
confined to a wheelchair
crazy, insane
cripple, cripp
deaf and dumb
deaf mute
defective
deformed
gimp
invalid
lame

maimed
paralytic, arthritic, epileptic
poor, unfortunate
quad
retard
spastic, spaz
stricken
suffers from
victim
wheelchair bound
withered

Terms from “Language Guide on Disability,” The Ohio Governor’s Council on Disabled Persons, 400 E Campus View Blvd, Columbus OH 43235-4604.

4. Avoid portraying people with disabilities as superhuman, courageous, poor, or unfortunate. Remember that people with disabilities do not want to be, nor should they be, measured against a separate set of expectations.
5. Avoid using trendy euphemisms to describe people with disabilities. The disability community regards expressions such as “physically challenged,” “special,” and “handi-capable” as patronizing and inaccurate.
6. Guidelines on specific terms
It is unnecessary to mention a person’s disability if the disability is not relevant to the story or the

issue. However, if a person's disability is relevant, note the following differences among impairment, disability, and handicap.

- a. Impairment is used to characterize a physical, mental or physiological loss, or an abnormality or injury that causes a limitation in one or more major life functions. For example, "Struggling with depression was only a slight impairment to her ability to handling the constructive criticism from her boss."
 - b. Disability refers to a functional limitation that affects an individual's ability to perform certain functions. For example, it is correct to say, "Despite his disability, he was able to maintain employment."
 - c. Handicap describes a barrier or problem created by society or the environment. For example, "the congregation's negative attitude toward schizophrenia was a handicap to the family." Or, "The stairs leading to the stage were a handicap to him."
7. When referring to a person's disability, follow these suggestions:
- a. Deaf refers to profound hearing loss. Hearing-impaired may be used to describe any degree of hearing loss, from slight to profound. Use hearing-impaired instead of antiquated terms such as "hard of hearing," "deaf," or "deaf-mute." (Note: There is one group in the United States who share a language—American Sign Language—and a culture. Members of this group refer to themselves as Deaf although the degree of hearing loss may vary from slight to profound. In writing use the uppercase "Deaf" when referring to this group. (Use the lowercase "deaf" when referring to the audiological condition of not hearing.)
 - b. Blind describes a severe vision loss. Either blind or visually impaired are acceptable terms to describe all degrees of vision loss.
 - c. A developmental disability is any severe mental and/or physical disorder that began before age 22 and continues indefinitely. Individuals with mental retardation, autism, cerebral palsy, epilepsy, and other similar long-term disabilities may be considered to have developmental disabilities.
 - d. Mental illness is a chemical imbalance in the brain that causes difficulty in thinking, feeling, and relating. Mental illness comes in many different ways: depression, anxiety, schizophrenia, and bipolar disorder. Use "person with a mental illness" rather than referring to an individual as "deranged" or "deviant." Use clinical terms such as "neurotic" and "psychotic" only for clinical writing.

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We annihilated their team.
 She blasted me out of the water with her creative new ideas.
 They introduced the new product with an advertising blitz.
 I was going to take the last piece of pie, but he beat me to the draw.
 We sent out a request for suggestions and were bombarded with ideas!

He dropped a bomb in the meeting by announcing his resignation.
 What caliber of person is he, anyway?
 She is fighting depression.
 He gunned the engine.
 Did you stick to your guns?

I wondered about it for a long time. Suddenly it hit me.
 He is really nasty in his (verbal) attacks; that was hitting below the belt.

“Hit ’em again, harder, harder!”

We will buy up a million shares, and move in for the kill (i.e., take over the company).
If he leaves, it will kill her (i.e., she will be unhappy).

He knifed her in the back (he betrayed her).

Knock it off.

When Michael Jordan played for them, the Chicago Bulls massacred every team in
the league!

You want to tell me what happened? Okay, shoot.

We need someone to write a press release; will you take a shot at it?

He hit the accelerator and shot forward.

When I did that, I really shot myself in the foot!

You have to give her credit—she’s a straight shooter.

Hey Mom, can I ride shotgun?

He’s been sniping at me all week.

We slaughtered the opposition!

I trusted her with my secret, and she stabbed me in the back.

You hit the target with that idea.

He is a real trooper!

What thoughts does that trigger for you?

From *Stop the Violence! Educating Ourselves to Protect Our Youth*, by Wilda K. W. Morris (Valley Forge, Pa.: Judson Press, 2001), 31-33. Reprinted by permission of the publisher. 1-800-4-JUDSON. www.judsonpress.com

2. Writers are encouraged to use clear and fresh language. Unneeded military or violent terms may be substituted by using the following terms:

No

A soldier in the army of the Prince of Peace
Bullets
Hit 2 to hear the next phone message
Groups to target
Kill your engine
Deadline
Home front
Kill two birds with one stone
Rule of thumb

Yes

A disciple in the community of faith
Pearls
Touch 2 to hear the next message
Groups to approach, to appeal to, or to satisfy.
Stall the motor
Due date
Civilian
Nurture two worms with one compost pile
Standard or guideline

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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 *The Holy Bible, Today’s New International Version™*. Copyright © 2001, 2005 by International Bible Society®. All rights reserved. Used by permission of The Zondervan Corporation.

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 *Purpose* 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 *damn, son of a gun, gosh, 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 nd 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:

English			
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		

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

- f. Abbreviate directions as follows:

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

Spanish			
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's Postal Code Directory*, 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 *approximately* where the photograph or graphic should appear. Design and layout considerations will decide *exact* 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 *exact wording* for caption.
 - e. Provide *exact wording* 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

Herald Press, Trade Publishing . . .

A division of Mennonite Publishing Network, Inc. (owned by the Mennonite Church USA and Canada), each year releases a variety of new books for adults, young people, and children, to serve popular, professional, and academic readers in the trade-book market.

We Invite . . .

Book proposals from Christian authors in the areas of (1) Bible study and theology; (2) missions and church life; (3) church history and culture; (4) social issues, peace, and ethics; (5) Christian living, meditations, and personal experience; and (6) other popular books about Mennonites and Amish.

Our Purpose . . .

To publish books from an Anabaptist-Mennonite perspective: books honest in presentation, clear in thought, stimulating in content, appropriate in appearance, superior in printing and binding, and leading to the spiritual growth and welfare of the reader.

Our Royalty Terms . . .

Usually up to 10% of the net sales of each book sold up to 25,000 copies, going to 11% for the next 25,000, and 12% thereafter.

Recommended Procedure . . .

Send postal to Acquisitions, Herald Press, 616 Walnut Avenue, Scottsdale, PA 15683 or as email attachment to: Acquisitions, debbie@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)

Title of Manuscript:

Author:

Home Address:

Business Address:

Home Phone:

Business Phone:

Email:

Fax:

Brief description of contents of this book:

Brief explanation of how this book differs from other books on the same subject:

Your interpretation of the significance of this book:

Brief description of the basic audience you feel will buy this book:

Other comments:

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.

Complicated	Simpler	Complicated	Simpler
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: *The information was provided by the bureau.* Rather: *The bureau provided the information.*
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 *to be* verbs. Instead, choose strong, precise verbs. Wrong: *A luncheon will be held Tuesday by the Ladies Auxiliary.* Right: *Members of the Ladies Auxiliary will gather Tuesday for a luncheon.*
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. *PDF specs:* 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. *If designer is unable to provide a high-res PDF* 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 *Chicago Manual of Style* 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 *Chicago Manual of Style* 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 (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 *Chicago Manual of Style*, 15th ed., pp. 135-38, given the educational purpose of this appendix)

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 *Chicago Manual of Style (CMS)*, “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? *Less lenient on usage.*
 - b. Or nonprofit educational use? *More lenient for this.*
 - c. Will you be making money because of its use? *Less lenient.*
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 *Chicago Manual of Style*, 15th ed., pp. 135-38, given the educational purpose of this appendix)

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.