



PineValley Style Guide

September 2012

Welcome to the PineValley Style Guide. This guide is intended for use by authors wishing to publish their book with PineValley. The purpose of a style guide is to simplify the process of writing and editing your work, and to have consistency.

If you would like more detail in certain areas, please refer to the *Chicago Manual of Style* and *The Oxford Canadian Dictionary*.

As you work with this guide, I welcome your comments and suggestions.

Mike Schwartzenruber
President

Contents

Punctuation	
Spacing.....	4
Period.....	4
Comma.....	4
Semi-colon.....	6
Colon.....	6
Dashes.....	7
Parentheses and brackets.....	8
Ellipses.....	9
Quotations marks.....	9
Punctuation and capitalization in vertical lists.....	10
Spelling	12
Capitalization	12
Books of the Bible.....	13
Bible versions.....	14
Abbreviations, Contractions, and Possessives	
Abbreviations.....	14
Contractions.....	16
Possessives.....	16
Numbers	17
Fractions and percentages.....	18
Units of measure.....	18
Currency.....	19
Dates.....	19
Time.....	20
Biblical citations.....	20
Page citations.....	21
Formatting	
Italics.....	21
Bold.....	22
Quotations	
Prose.....	22
Poetry/song lyrics.....	22
Language and Word Usage	
Inclusive language.....	23
Split infinitives.....	24
Ending a sentence with a preposition.....	24
<i>That</i> versus <i>Which</i>	24

Commonly misused words.....	25
Endnotes and Bibliographies	
Endnotes.....	25
Sample endnotes	26
Bibliographies	27
Sample bibliographic entries.....	27

Wood Lake Publishing Style Guide

Punctuation

Spacing

- ❖ Use one space between words and between sentences. When doing a spell check, also do a search for all double spaces and replace them with single spaces.
- ❖ Use a space between numerals and unit symbols or abbreviations, except between numerals and the degree symbol (ALT-0176) used with Celsius.

3 kg	not	3kg
200 km	not	200km
15°C	not	15° C or 15 °C

Period

- ❖ Use a period to indicate the end of a declarative or imperative sentence.

The car had two flat tires.
Wait here.

- ❖ Omit a period at the end of sentence that is included within another sentence.

The wind (I could feel the whole house shuddering) blew fiercely throughout the evening.

Peter replied, “I don’t know him,” when the centurion asked if he knew Jesus.

- ❖ When a sentence is followed by a biblical or page reference in parenthesis, place the period after the parenthetical reference.

“Then God said, ‘Let there be light’” (Genesis 1:3).

- ❖ See “Punctuation and Capitalization in Vertical Lists” for more.

Comma

- ❖ The comma serves two, and only two, basic functions, but it does so in a variety of ways.

Series comma

- ❖ The comma is used to break up the *items in a series*. Therefore, you should omit a comma from a series only when there is no possibility of misunderstanding.

The tablecloths came in many colors: black, green, blue, yellow, red and white.

(Does “red and white” refer to two separate tablecloths, each a different solid color? If so, make it “red, and white” to eliminate any possible confusion. If the tablecloth is checkered or striped, use “red and white.”)

- ❖ In any series, the comma comes before the *and*.

I went to the store to buy eggs, milk, and bacon.

- ❖ A compound sentence is also a series, of two ideas. Therefore you should always put a comma before an “and” or “but” joining two discrete thoughts into a single sentence.

For this study we require a minimum of information, and documentation can be largely ignored.

- ❖ Therefore, when you start a new sentence with *And* or *But* or *So*, do not immediately insert a comma. The first two examples are wrong.

The dog snuck home. And, it had its tail between its legs.

The prime minister is a traitor. So, I am not going to pay taxes anymore.

So, after thinking about it, he decided to continue his journey.

(This sentence is correct, because “after thinking about it” is a parenthetical comment, and so must be isolated by commas on both sides.)

With parenthetical comments

- ❖ The comma’s second use is to *isolate a parenthetical comment* from the rest of the sentence. In this, it functions exactly like the en dash (see page 7), and to a lesser extent like parentheses and brackets (see page 8). That is, parentheses and brackets always occur in pairs; en-dashes and parenthetical commas use only one mark when the piece of sentence they isolate comes at the beginning or ending of the sentence. The capital letter at the beginning of the sentence substitutes for a comma, in isolating that portion of a sentence; so does the period at the end of a sentence.

His bikini briefs, hanging by no more than a thread, stayed on!

Hanging by no more than a thread, his bikini briefs stayed on!

His bikini briefs stayed on, hanging by no more than a thread!

Comma continued

With restrictive (essential)/non-restrictive (non-essential) clauses

- ❖ Use commas to isolate non-restrictive (non-essential) clauses.

My wife, Joan, and I got an Irish Setter. (*Most people have only one spouse, so Joan's name is non-restrictive or non-essential to understanding the meaning of the sentence.*)

Margaret's son Spiro moved back home for three months. (*Margaret has more than one son, so Spiro's name is essential (restrictive) to the meaning of the sentence.*)

Margaret's daughter, Anna, lives in Vancouver. (*Margaret has only one daughter, so Anna's name is non-essential (non-restrictive) to the meaning of the sentence.*)

Semi-Colon

- ❖ The semi-colon performs only two functions.
 1. The semi-colon connects two complete sentences. Usually, these two sentences are fairly short, and closely linked in meaning.

She ordered the pasta; he chose the fish.
The Fraser Valley usually has a mild winter; it also has it all year round.

2. The semi-colon breaks up a series or list whose items require internal punctuation.

On our holidays, we visited Paris, France; London, England; and Little Rock, Arkansas.

Colon

- ❖ Use a colon at the end of what could be a sentence on its own, but needs some kind of series or list, or additional comment to complete the information.

He was dressed entirely in grey: suit, shirt, tie, and socks.
They issued this statement: "Under no circumstances..."

Incorrect usage

I don't like picnics because: it's too cold, it's too wet, and it's mosquito season.

- ❖ Use a colon to emphasize a sequence in thought between two clauses that form a single sentence.

Humanity and death: the two are inseparable.

Colon continued

- ❖ A colon is also used to introduce a speech in scripted dialogue.

Karl: That's how angels pray.

Joe: Hmm, interesting.

- ❖ See “Punctuation in Vertical Lists...” for more.

Dashes

Hyphen

- ❖ Use a hyphen to indicate a break in a word at a line break (*back-ground*); to form compound words/adjectives (*self-evaluate*; *three-year-old*); and to emphasize a prefix (*re-create*, meaning “to create again”).
- ❖ The hyphen always attaches to the part of the word preceding it, so never start a new line with a hyphen. Also, therefore, “ten- to 12-year-old Scotch whisky.”
- ❖ As a general rule, if you don't need a hyphen for meaning or emphasis, don't use one. Thus *multicultural*, *interfaith*, *predetermined*, *premarital*, and *reassure*. Many words which used to be hyphenated now are not: *coincidence*, *reinforce*.

Note, however, that hyphenated proper names must retain their hyphen, even if our style would remove it. (*Inter-Church Committee on Human Rights*)

En Dash

- ❖ Use an en dash (Alt-0150) to indicate sudden changes in tone or thought and to set off sentence elements. You can also use the en dash as a substitute for a comma, for parentheses, or for a colon to set off nonessential information.

She told us – at least I think she did – that it was over.

There were three – John, Mary, and Sue.

- ❖ When used with text, always insert a space on both sides of the en dash.
- ❖ Use an en dash between numbers to indicate range. Close up spaces on both sides of the dash.

pages 15–20; Luke 5:26–27; in 1996–1997

Exception

When citing a biblical reference that spans more than one chapter or book of the Bible, insert a space on both sides of the en dash.

Genesis 1:1 – 2:4

En dash continued

- ❖ If “from” precedes the first number, do not use an en dash.

It ran from 15 to 20 pages.

Em Dash

- ❖ In bibliographies, use an em dash (Alt-0151) followed by a space in place of an author’s name, where there are multiple title entries for the same author.
- ❖ Either the em dash or the en dash can be used in the credit line of an epigraph (quoted material leading off a chapter or article). Ultimately, however, it will be the book designer who decides which will be used and how they will be set (whether used in a standard font or substituted with a symbol set).

Parentheses and brackets

- ❖ *Parentheses* are the curved ones; *brackets* the square ones.
- ❖ Use parentheses to indicate a whispered aside, or a bit of supplementary information that is not necessary for the meaning of the sentence. Parenthesis may also be used to enclose explanatory material related to material from which it stands apart.

His skin cancer (medically, a keratosis) was not dangerous. (Other kinds of skin cancer can be quite dangerous.)

- ❖ Use brackets to indicate material inserted by an editor to clarify the writer’s or speaker’s meaning.

The spokesman said, “They’ve shot [President John F.] Kennedy!”

- ❖ Brackets and parentheses follow exactly the same rules.
 - They always occur in pairs; if you have an opening parenthesis, you must have a closing one, and vice versa.
 - They may have anywhere from one word to several paragraphs within them.
 - Whether punctuation goes inside or outside depends on the meaning of the enclosed material.

It rained cats and dogs (figuratively speaking). *(If you put the period inside the parentheses, the sentence doesn’t end.)*

She promised to write the next day. (She didn’t do it.) *(Period inside the parentheses, because the enclosed matter is a full sentence.)*

Mary watched her son (her firstborn), a right-handed thief, and a left-handed thief, die on Calvary. *(The comma follows the parentheses, because you’d have a comma there if there were no parentheses.)*

The Ministry of External Affairs (to its eternal regret) never did plumb the full depths of Joe Clark's IQ. (*If you removed the parenthetical comment, you wouldn't need any other punctuation in this sentence.*)

He said, "I only have eyes for you," (while watching the waitress undulate by). (*The aside is part of the sentence, but not part of the quotation.*)

He said, "I only have eyes for you, [Jillian]." (*Here the bracketed comment belongs within the quotation.*)

Ellipses

- ❖ Use the ellipses mark to indicate the omission of material within quotations, or to suggest a voice trailing off in dialogue. When working in Word, use the auto format ellipsis, not three periods.
- ❖ We do not insert spaces at either end of the ellipsis, unless it appears at the end of the sentence, in which case we insert one space between the ellipsis and the beginning of the next sentence. Always uses three points, even when the ellipsis appears at the end of a sentence.

It took me a few days to discover his ventral fins; they are completely transparent and all but invisible – dream fins... He can extend his mouth so it looks like a length of pipe.

His belly...is white ventrally, and a patch of this white extends up his sides – the variegated Ellery.

- ❖ Ellipses points are not needed before or after an *obviously* incomplete sentence separately quoted.

He was referred to as "an intensely angry person" by the others in the group.

The same rule applies to biblical quotes:

Original quote: "Then God said, 'Let there be light'; and there was light" (Genesis 1:3).

Shortened quote: "Then God said, 'Let there be light'" (Genesis 1:3).

- ❖ Use the ellipses sparingly to represent pauses and unfinished statements in place of an en dash. (I thought...she'll never arrive.)

Quotation marks

- ❖ Use double quotation marks for quoted matter; use single marks when quoted matter appears within a quotation. Always use "smart quotes," not straight quotes, which are really inch and foot marks.

Quotations marks continued

- ❖ When quoting a single speaker for more than one paragraph, put quote marks at the beginning of each paragraph but at the end of only the last paragraph.
- ❖ Set periods and commas inside quotation marks.
- ❖ Set semicolons and colons outside quotation marks.
- ❖ Set question marks and exclamation marks inside if they apply only to the quoted matter, and outside if they refer to the whole sentence.

“How many people came?” the minister asked.
Do you know who said, “Let them eat cake”?

Punctuation and capitalization in vertical lists using bullets/numbers

- ❖ Use lists whenever you can to enhance readability and visual presentation.
- ❖ When using bullets or numbers, use hanging indents.
- ❖ In numbered or alphabetized lists, either a period or a single parenthesis may be used to separate the number or letter from the text. Whichever method you choose, be consistent throughout the entire document.

1. or 1)
2. 2)

a. a)
b. b)

Periods

- ❖ Omit periods in a vertical list unless one or more of the items is a complete sentence. If the vertical list completes a sentence begun with an introductory phrase, the final period is also omitted unless the items in the list are separated by commas, semi-colons, or periods.

Example 1

The ingredients are

- crushed garlic
- diced onion
- butter
- white wine
- mussels

Example 2

After careful consideration, the committee was convinced that

1. Watson had consulted no one before making the decision;
2. Braun had never heard of Watson;
3. Braun was as surprised as anyone.

Punctuation and capitalization in vertical lists continued

Colon

- ❖ A colon is commonly used to introduce a list. However, if the introductory phrase is incomplete, the colon should be omitted (see *Examples 1 & 2* above).

Note

A colon is not used to introduce the lists because a colon would not be used if the same lists were written in prose format.

The ingredients are crushed garlic, diced onion, butter, and white wine.

- ❖ Use a colon after the terms *as follows* or *the following* if followed immediately by the bulleted or numbered list, or if the introductory clause is incomplete without such items. (A colon would also be used if the list was written in prose format.)

Example 3

The steps involved are as follows:

- Sauté the onions and garlic in melted butter;
- Add the white wine and mussels;
- Steam for ten minutes.

Note

Elements in a list must be parallel in structure (sauté, add, steam, *not* sauté, adding, steam).

- ❖ If the introducing statement is complete and stands on its own, a period may be used instead of a colon.

We have a number of relatively specialized words, for which we will not get guidance from other reference sources.

- Bible, biblical: as a proper name, always capitalize; as an adjective, always lower case.
- Church: almost always lower case...

Capitalization

- ❖ If you are creating a vertical list or a numbered or bulleted series in which one or more of the items is a sentence, then that sentence must start with a capital letter and, therefore, all the items in that list must start with a capital, for consistency and end with a semi-colon or period (see *Examples 2 & 3*, above).
- ❖ Use a lower case letter to launch items in a list only if the items are very short (see *Example 1*, above).

Spelling

- ❖ Use Canadian spelling. Our chief guide is *The Canadian Oxford Dictionary*, but you should also set your computer spellchecker to “Canadian English.”
- ❖ Generally, consonants are doubled (travelled, worshipped). Where the COD lists options in terms of doubled consonants, use the first or preferred option given, even if this contradicts the doubled-consonant rule (focused, *not* focussed).

Capitalization

- ❖ Generally, use the *The Canadian Oxford Dictionary* and *Chicago Manual of Style* as your guides.
- ❖ Never use all caps in text or in titles; the use of all caps in titles is exclusively the choice of the book designer.
- ❖ Always start a sentence with a capital letter. For that reason, never start a sentence with a numeral; numerals cannot be capitalized.
- ❖ If any quoted statement can stand on its own as a sentence (whether or not it qualifies fully as a sentence on grammatical grounds), start it with a capital. If it is an excerpt from a sentence, or a continuation of a sentence, do not start it with a capital.

I would call this a “highly specialized item.”
David said, “This kit is a highly specialized item.”
What are the implications of saying “Yes”?

- ❖ We have a number of relatively specialized words, for which we will not get guidance from other reference sources.
 - Bible, biblical: as a proper name, always capitalize; as an adjective, always lower case.
 - church: almost always lower case, except when it is part of the proper name of a local church or national or international denomination. (The United Church of Canada, St. Mark’s Anglican Parish...)
 - Communion, Eucharist, Mass: always capitalize, especially if preceded by “Holy.” But note that this is the only sacrament capitalized (for consistency with the practices of Anglican and Roman Catholic partners). “Baptism,” “marriage,” and “penance” are only capitalized when they begin a sentence.
 - God, Christ, Christian: always capitalized. However, the pronouns associated with these words are never capitalized: she, he, his, it, its, they, them, their...

Capitalization continued

- Names for God: Capitalize alternative names for the deity. (Holy Parent/Holy One, Creator, Sustainer, Compassionate One...)
- scripture, scriptural: always lower case.
- Spirit, Holy Spirit: always capitalize the latter; only capitalize the former when it is used in reference to God or as an abbreviated reference to the Holy Spirit.

The Spirit of God moved over the face of the waters.
The entire congregation was filled with the Spirit.
Bob immediately sensed the spirit of the group.

- ❖ As a general rule, when in doubt, avoid capital letters; this applies especially to religious terms not mentioned above.

19th century
second world war (but as a proper name, World War II)

- ❖ For headings and subheadings, you may either cap the first letter of the first word only; or cap the first letter all nouns, pronouns, adjectives, verbs, adverbs. Lowercase articles, coordinating conjunctions, and prepositions *unless* they are the first word in head/subhead. Also lowercase “to” in infinitives.
- ❖ Lowercase first words in a run-on question.

Have you gone to the store? to the bank? to the church?

Books of the Bible

- ❖ Capitalize and use roman type (no italics) for all names of the Bible and its books and divisions.
- ❖ Always spell out the name of the book in text. We also prefer to spell out the name in parenthetical references.
- ❖ Lowercase *book* in *book of Genesis*, or rephrase to avoid using the term.
- ❖ Cap the names of versions and editions of the Bible. The New Revised Standard Version (NRSV) is the official Bible standard for Wood Lake Publishing, unless the author has purposely chosen another translation. Mark any references other than NRSV with abbreviations of the title in parentheses following the verse(s).

- ❖ The following notation will be added to the CIP page of every Wood Lake publication that contains biblical quotations, unless the author has purposely chosen another translation.

Unless otherwise cited, all biblical quotations are taken from the New Revised Standard Version of the Bible, copyright 1989 by the Division of Christian Education of the National Council of the Churches of Christ in the USA. All rights reserved. Used by permission.

Bible versions

ASV	American Standard Version
CEV	Contemporary English Version
JB	Jerusalem Bible
KJV	King James Version
NASB	New American Standard Bible
NEB	New English Bible
NIV	New International Version
NKJV	New King James Version
NRSV	New Revised Standard Version
Phillips	J. B. Phillips Modern English Version
RSV	Revised Standard Version
TEV	Today's English Version (The Good News Bible)
TLB	The Living Bible

Abbreviations, Contractions, and Possessives

Abbreviations

- ❖ An abbreviation is a deliberate shortening of a longer word, usually a name, to a shorter written form, or often to a set of initials. Some abbreviations that reduce to initials are pronounced as initials, and some become words: UN, RCMP, USA; but NATO, radar, sonar...
- ❖ As a rule of thumb, always put a period after those abbreviations that are still pronounced in full.

Dr., Rev., Mrs., Mr. (The sole exception is *Ms*, which is pronounced “miz” and is not followed by a period.)

- ❖ Never put periods between those abbreviations that are pronounced as words in their own right.

NATO, radar, sonar...

Abbreviations continued

- ❖ Those abbreviations that are sounded out as initials require judgement. In general, leave out the periods if possible: RCMP, UN, UNICEF, UCPH. But beware of abbreviations that could be misunderstood; you can write USA without confusing anyone, but US could mean either *United States* or an emphatic *we*.
- ❖ Avoid using Latinate abbreviations in text. Instead, spell out what is intended.
 - cf. = compare
 - e.g. = for example
 - etc. = and so on/and so forth
 - f. and ff. = and following
 - i.e. = that is
 - vs. = versus

Note

If you must use them, the abbreviations *e.g.* and *i.e.* are always followed by a comma in text. In biblical or page-number citations where *f or ff* is used, be sure to close up the space between the numeral and *ff*. In these instances, the period may be omitted (John 5:12ff).

Provinces/states

- ❖ Use standard, postal abbreviations in addresses.

YT, NT, NU, BC, AB, SK, MB, ON, QC, NB, NS, PEI, NL
11240 Maddock Rd., Okanagan Centre, BC V4V 2J7

See www.usps.com/ncsc/lookups/abbr_state.txt for a list of state abbreviations.

- ❖ Spell out the names of provinces and states in text, unless they are commonly referred to as abbreviations (*B.C.*; *P.E.I.*; *Washington, DC.*). Use a comma to separate the name of a province or state from a city name.

The conference was held in Winnipeg, Manitoba.

Note

It is difficult to formulate a rule to govern the inclusion of provincial and state (or country) names in text. Because our publications have an international readership, our preference is to include provincial and state names.

For large, well-known cities, the province or state name may be omitted at the discretion of the author/editor. It may also be desirable to omit province and state names, when numerous city names appear close together.

Abbreviations continued

Units of measure

- ❖ Do not use a period with abbreviations of units of measure.

3 kg, 200 km, 16°C

Contractions

- ❖ A contraction is a shortening of two words that reflects common speech patterns: it's (it is), isn't (is not), won't (will not), can't (can not). For this reason, the use of contractions is especially common when writing or reproducing dialogue.
- ❖ Because most of our publications strive for a colloquial, accessible style, the use of contractions is permissible in all text, not just in dialogue.
- ❖ Some words can be both contracted or abbreviated, or spelled out in full. Our preference is for the first method listed (spelled out in full).

television	TV	T.V.	tv
okay	OK	O.K.	

Possessives

- ❖ Almost all singular nouns become possessive by adding apostrophe *s*.

the man's hat, Mary's mace

Note

We do *not* add apostrophe *s* to Jesus, Moses, or Ulysses; use Jesus', Moses', and Ulysses'.

- ❖ Most plural nouns already have an *s* on the end, so you simply add an apostrophe.

citizens' rights, kittens' toys, ancestors' offspring

- ❖ Closely linked nouns are often, but not always, considered a single unit in forming the possessive, when the thing possessed is the same for both.

my aunt and uncle's house
Bill and Ted's excellent adventure

but

our son's and daughter's playthings

- ❖ Do not use an apostrophe when creating the possessive form of the pronoun *it*.

Each toy came in its own little box.

Numbers

- ❖ In general, spell out zero and whole numbers from one to ten in full (the “spell-out rule”). Use Arabic numerals for 11 and over.

There were nine girls and 11 boys in the class.

- ❖ The “spell-out rule” varies with large numbers, as follows:

- Always spell out the words *hundreds* and *thousands* (ie., when the words are used in their plural form).

People gathered in the hundreds and thousands.

The project cost the company tens of thousands of dollars.

- Spell out *thousand* (singular) only when an author writes “a thousand.”

One picture is worth a thousand words.

- Otherwise always use numerals.

1,000; 50,000; 950,000

- Use the spell-out rule with *million* and *billion*.

six million, 15 billion

- ❖ Ordinals: Apply the spell-out rule.

eighth century, 18th century

fifth position, 50th position

Canada finished 27th in the international marathon.

Canada finished seventh in men’s hockey.

- Ordinals should be set in the same size and font as the body text, as above. Do not use superscript.

- ❖ Never start a sentence with a numeral. If it’s a simple number, spell it out; if the number is at all complex, rewrite the sentence to avoid having to start with a number.

Twenty exceptions tend to test any rule.

- ❖ In a colloquial or folk saying, it is permissible to write numerals out, even if doing so conflicts with the general rules outlined here.

Four and twenty blackbirds baked in a pie.

The years of a man’s life are four score and twenty.

Numbers continued

- ❖ If you abbreviate a number (such as a decade) use an apostrophe to indicate the missing numbers.

That happened in the '60s.

- ❖ If you make a number plural, do not insert an apostrophe immediately after the number.

That happened in the 1960s.

Fractions and percentages

- ❖ Spell out amounts less than one, using hyphens between the words.

two-thirds; four-fifths; one-half.

If your keyboard has a $\frac{1}{2}$ or $\frac{1}{4}$ key, do not use. Instead use numeral $\frac{1}{2}$, $\frac{1}{4}$, and so on.

- ❖ When decimal fractions matter, use numerals regardless of the size of the number.

two parents and 2.3 children

- ❖ When dealing with percentages, you may either spell out the word *percent* or use a percent sign. If you spell out the word percent, apply the spell out rule to the number

two percent, 53 percent

If you use a percent sign, you must always use a numeral with it, regardless of the size of the number.

2%, 53%

Units of measure

- ❖ When dealing with units of measure, you may either spell out the unit, or use an abbreviation. If you spell out the unit of measure, apply the spell out rule to the number.

two kilometres	200 kilometres
three degrees	15 degrees

If you abbreviate the unit of measure, always use numerals regardless of the size of the number.

3°C	15°C
2 km	200 km

Currency

- ❖ If a currency symbol is used, the numeral is also used, regardless of the size of the number.

\$8, \$17.50, \$70, \$3 million, \$75 million

- ❖ If the currency or unit of currency is spelled out, apply the spell-out rule to the number.

eight cents, eight dollars, three million dollars, 75 million dollars

Currency continued

- ❖ Add decimal points for cents; do not add them if there are no cents involved. If the price involves cents only, do not use either a dollar sign or a cents sign; write out the word *cents*.

The GST on that came to \$7.89.

It cost \$12.

The oranges cost 27 cents each.

Exception

In a series where one number must include decimal points, include decimals in all the numbers in the series.

They earned \$6.00 more than her earnings of \$55.90.

Dates

- ❖ Generally speaking, avoid abbreviations for months or days.
- ❖ Use commas to separate day, month, and year, and after the year, but not when only the month and year are stated.

January 21, 1997, in St. Paul

January 1997

- ❖ Do not use *th*, *st*, *nd* with dates.

January 16 *not* January 16th

March 1 *not* March 1st

April 2 *not* April 2nd

- ❖ Use BCE (“before common era” or “before Christian era”) and CE (“common era” or “Christian era”), *not* BC (“before Christ”) or AD (*anno Domini*, Latin for “in the year of our Lord”). Set in all caps, with no periods between.

Time

- ❖ For time of day, any of the following styles are permissible.

nine o'clock
9:57 a.m.
6 a.m.
12 noon

Note that we use lowercase, with periods, for the abbreviations for morning and evening.

Arriving at 6:30 p.m., he finally ordered his supper.

Time continued

- ❖ *O'clock* means “of the clock,” with all the missing letters represented by the apostrophe. Restrict the use of o'clock to rounded hours, usually written out in full.
- ❖ Hours and minutes should be separated by a colon, with no space following. This distinguishes time from decimal points.

Pi equals 3.14162.
Pie will be served at 6:30 p.m.

Biblical citations

- ❖ Always use Arabic numerals for book, chapter, and verse numbers.

1 Corinthians
John 2:5–6
Verse 5 says, “He called on the Lord.”

Exception: Spell out numeral at the beginning of a sentence.

First Corinthians...

- ❖ Separate chapter number and verse by a colon (John 8:15). Within a chapter, use an en dash between verses (John 8:14–15). From one chapter or book to another, use an en dash, with a space on both sides (John 8:14 – 9:3).
- ❖ Include in-text references inside the sentence but outside the quotation marks.

“Those who had arrested Jesus...had gathered” (Matthew 26:57).

- ❖ Spell out *verse* or *verses* in text, but abbreviate (*v.* or *vv.*) in parentheses.

Verse 5 says, “He called on the Lord.”
“So they glorified him...he wiped out his enemies on every side” (vv. 5–6).

Page citations

- ❖ Always use numerals and include in-text page number citations inside the sentence but outside the quotation marks.

“As bishops, we reaffirm the doctrine of the Holy Trinity” (p. 3).

Formatting: Italics and Bold

Italics

- ❖ Use italics for uncommon foreign words and phrases, and for transliterations from Greek and Hebrew. Foreign words that are commonly used and understood in English should be set in roman type.

agape, ruah, raison d’etre

but

soufflé, sauté, en masse, lingerie

- ❖ Use italics for titles of books, periodicals, movies, plays, and television series.
- ❖ Use italics for emphasis.

She is a *remarkably* intelligent woman.

- ❖ Use italics for words as words.

Creator refers to one who creates.

- ❖ When discussing translations of foreign terms, use italics for the foreign word and put the English translation in quotation marks.

The Greek word *logos* translates as “word.”

- ❖ Use italics for periods, question marks, exclamation points, and closing quotation marks when they follow a word or phrase that is italicized. This prevents the roman and italic type from “bumping into one another.”

Suddenly he yelled, “*Ouch!*”
What is the meaning of *ouch*?
What is this book *Born Again*?

- ❖ If text is already set in italics, then revert to normal type to set apart the word or phrase.

Bold

- ❖ Only use bold for chapter titles and subheads.
- ❖ Do not use bold for emphasis.

Quotations

- ❖ Reproduce quotations exactly, even though spelling and style may differ from our style. If something within the quote is in error, place the word *[sic]* in italics immediately after the error. It is permissible, however, to change initial letters to lowercase or uppercase as the syntax demands. It is also permissible to change the final punctuation to fit the text. (In legal and scholarly works, any change in capitalization is indicated by brackets: *[R]evolution*. Avoid this method.)

Prose

- ❖ As a general guideline, set off as a “block quotation” prose quotations of *three or more* lines (use your best judgment, depending on space available and column width). Set first line flush left. Do not use quotation marks around quotation. If there are quotations within the excerpt, then use double quotation marks (and single, if necessary). Insert a blank line space, before and after the block quotation.
- ❖ Quotations of fewer than three lines in length should be embedded within the text. Place quotation marks around the entire quotation, and punctuate according to the style outlined above.
- ❖ To minimize the use of endnotes, work information into the text whenever possible.

Poetry/song lyrics

- ❖ When quoting a single line from a poem or song, run the line into your own text and enclose the line in quote marks.

Dylan Thomas remembered his childhood: “About the lilting house and happy as the grass was green.”

- ❖ If running *one or two lines* into the text, use a solidus (/), with a single space on either side, to mark the end of one line and the beginning of another.

Andrew Marvell’s praise of John Milton, “Thou hast not missed one thought that could befit, / And all that was improper dost omit.”

- ❖ Set off *three or more lines* of poetry (or song lyrics) as an excerpt. Reproduce faithfully all line indentions, spelling, capitalization, and punctuation. If line width does not permit this, then use a *short* indent for run-on lines as shown.

The time will come when,
with elation,
You will greet yourself
Arriving...

Language and Word Usage

Inclusive language

- ❖ Wood Lake Publishing uses inclusive language in all of its publications. This policy extends from language for God, to language for communities and groups, occupations, and so forth. Our intention in doing so is to eliminate bias – be it gender, racial, ethnic, socio-economic – that would fail to acknowledge in other groups the same human qualities that one takes for granted in one’s own group.
- ❖ The use of masculine metaphors and the masculine pronoun (he) for God is acceptable if it is balanced by the use of feminine pronouns and metaphors, in close proximity. But our preference is always to use of gender-neutral language and images for God.

Personal pronouns

- ❖ Traditionally, non-specific personal pronouns have been masculine.

A good teacher learns from his students.
The supervisor consults with his staff.

Whenever possible, rewrite the sentence to make the pronoun plural, or to omit the pronoun altogether.

Good teachers learn from their students.
The supervisor consults with staff. The supervisor consults with the staff.

- ❖ As an alternative, use he or she, he/she, his/her, himself/herself constructions.

A good teacher learns from his or her students.
In everything the supervisor does, he or she must act with integrity.

Note

Where the recurring use of these constructions would make the text awkward and wordy, the first method should be used.

- ❖ Plural pronouns (they, them, their, theirs, themselves) are frequently used as common-gender singular pronouns in informal speech to refer back to indefinite pronouns (everyone, everybody, anyone, someone, somebody, no one, nobody).

Anyone who goes on this trip must pay their own way.

While technically incorrect, authors and editors may use this device sparingly.

Split infinitives

- ❖ Forget what your high school grammar teacher taught you. It is acceptable to use split infinitives where rephrasing to avoid them would render the sentence awkward or change its meaning.

Learning how to truly listen involves a whole lot more than simply developing a few skills.

Learning how truly to listen involves a whole lot more than simply developing a few skills. (*This version is awkward.*)

Learning how to listen truly involves a whole lot more than simply developing a few skills. (*This version changes the meaning of the sentence.*)

Ending a sentence with a preposition

- ❖ Likewise, you can forget your grammar teacher's instruction to never end a sentence with a preposition. Ending a sentence with a preposition sometimes improves the clarity of the sentence.

This is the kind of impertinence I will not put up with.

not

This is the kind of impertinence up with which I shall not put.

(Winston Churchill wrote the latter sentence in response to an editor who dared to rewrite one of his sentences because it ended with a preposition.)

That versus which

- ❖ Use *which* and *that* when referring to places, objects, and animals.
- ❖ *That* introduces a clause that defines its antecedent (restrictive clause); the clause should never be set off by commas.

This is the house that Jack built.

- ❖ *Which* introduces a non-restrictive clause, which is one that adds information but is not necessary to understanding the meaning of the main clause; a non-restrictive clause is always set off by commas.

Jack's house, which he built himself, is much admired by his neighbours.

Commonly misused words

- ❖ The following words are commonly misused.

Pour/pore	You <i>pour</i> water; readers <i>pore</i> over a manuscript.
There/their/they're	Most misuses of these words result from carelessness. However, just in case, <i>their</i> is a possessive; <i>they're</i> is a contraction.
Your/you're	The same with these. <i>Your</i> is a possessive; <i>you're</i> is a contraction of "you are."
Compliment/complement	A <i>compliment</i> means a kind word, or praise. To <i>complement</i> means to match, correspond, or complete. An editor <i>compliments</i> a writer on a good job; the editor's skills <i>complement</i> those of the writer to make a good team.
Reign/rein/rain	A monarch <i>reigns</i> . You use <i>reins</i> to <i>rein</i> in a horse, or, for that matter, an economy.
Pommel/pummel	A <i>pommel</i> is something or other on a horse's saddle, the hilt of a sword; you <i>pummel</i> someone with your fists.
Prostrate/Prostate	<i>Prostrate</i> means prone, or lying down. A <i>prostate</i> is a male gland; the fact that some of its problems result from activities in prostrate positions is unfortunate coincidence.

Endnotes and Bibliographies

Endnotes

- ❖ Endnotes may be placed either at the end of each chapter or at the end of the book in a section of their own.
- ❖ If a book includes both endnotes and a bibliography, and the endnotes are placed in a section of their own at the back of the book, they must precede the bibliography.
- ❖ Endnote text is typically set two point sizes smaller than body text.
- ❖ Restart endnote numbering with each chapter. For endnote numbers, use the same font and point size as the endnote text, but set as *superscript* (see first example below).

Sample endnotes

Here is our preferred endnote style. (Examples are based on *The Chicago Manual of Style*. See the *CMOS* for full presentation.)

❖ **Book with one author**

¹ Robert L. Lugen, *Great Preachers: Past and Present* (New York: Pocket Books, 1992), 27.

Note

The endnote number in this example is for illustrative purposes only.

❖ **Book with two authors**

Bernie Friesen and Susan Gilligan, *How America Survived* (Sonoma, CA: Historical Press, 1997), 280–282.

❖ **Book with three or more authors**

Bernie Friesen et al., *How America Rebuilt Itself* (Detroit: Freedom Press, 1959), 389.

❖ **Book with an editor**

Henry F. Gilbert, ed., *Airplanes from the Past* (Detroit: Wayne Publishing, 1979), 65.

❖ **Book with two editors**

Arthur J. Magida and Stuart M. Matlins, eds., *How to Be a Perfect Stranger Vol. 1* (Kelowna, BC: Northstone, 1999), 250.

❖ **Book with more than two editors**

Marilyn Perry et al., eds., *Worship for All Ages* (Kelowna, BC: Wood Lake Books, 2005), 19.

❖ **Book with anonymous author**

Merriam-Webster's Collegiate Dictionary, 10th ed. (Springfield: Merriam-Webster, 1993).

❖ **Later-edition book**

David A. Keller, *Acquiring Language*, 3rd ed. (New York: Bantam Books, 1997), 25.

❖ **Multivolume book**

Edward Bosell, *A History of Minnesota*, vol. 2 (St. Paul, MN: University of Minnesota Press, 1998), 89.

❖ **Magazine/journal article**

Susan Commers, "Lowering Your Expectations," *Parenting*, December 15, 1997, 25.

Note

For magazine/journal articles, Wood Lake chooses not to invert dates (*December 15, 1997*).

Sample endnotes continued

❖ Specialized journal article

Mary Davis, "Procrastination Analyzed," *Therapist Today* 8, no. 4 (1997): 25–26.

❖ Newspaper article

Tony Ramons, "Computing Taxes," *Minneapolis Tribune*, December 1, 1997, sec. A, p. 7.

❖ Websites

Do not underline or italicize websites.

www.uga.edu/islam

❖ For two or more citations from same source, use *ibid.* (normal type).

❖ For any source already cited in your notes, but not the source immediately before, use the author's name and a shortened form (Lugen, *Great Preachers*, 29).

Bibliographies

❖ Note the differences between bibliographic and endnote forms.

❖ Bibliographic text is typically set two point sizes smaller than body text, but is always the same size as endnote text, if any.

❖ For successive works by the same author, use a double em dash in place of the author's name after the first appearance.

❖ For lesser-known cities, cite state abbreviation.

Sample bibliographic entries

❖ Book with one author

Lugen, Robert L. *Great Preachers: Past and Present*. New York: Pocket Books, 1992.

❖ Book with two authors

Friesen, Bernie, and Susan Gilligan. *How America Survived*. Sonoma, CA: Historical Press, 1997.

❖ Book with three or more authors

Friesen, Bernie, et al. *How America Rebuilt Itself*. Detroit: Freedom Press, 1959.

❖ Book with an editor

Gilbert, Henry F., ed. *Airplanes from the Past*. Detroit: Wayne Publishing, 1979.

❖ Book with two editors

Magida, Arthur J. and Stuart M. Matlins, eds. *How to Be a Perfect Stranger Vol. 1*. Kelowna, BC: Northstone, 1999.

Sample bibliographic forms continued

❖ **Book with more than two editors**

Perry, Marilyn et al., eds., *Worship for All Ages*. Kelowna, BC: Wood Lake Books, 2005.

❖ **Book with no author**

Merriam-Webster's Collegiate Dictionary. 10th ed. Springfield: Merriam-Webster, 1993.

❖ **Later-edition book**

Keller, David A. *Acquiring Language*. 3rd ed. New York: Bantam Books, 1997.

❖ **Multivolume book**

Boswell, Edward. *A History of Minnesota*. Vol. 2. St. Paul, MN: University of Minnesota Press, 1998.

❖ **Popular magazine/journal article**

Commers, Susan. "Lowering Your Expectations." *Parenting*, December 15, 1997.

Note

For magazine/journal articles, Wood Lake chooses not to invert dates (*December 15, 1997*).

❖ **Specialized journal article**

Davis, Mary. "Procrastination Analyzed." *Therapist Today* 8, no. 4 (1997).

❖ **Websites**

Do not underline or italicize websites.

www.uga.edu/islam