



# REFORMATION HERITAGE BOOKS STYLE GUIDE

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## THE COPYEDITOR'S RESPONSIBILITIES

The copyeditor is to do both mechanical and substantive editing. Mechanical editing requires attention to every word and mark of punctuation in a manuscript, a thorough knowledge of the style to be followed, and the ability to make quick, logical, and defensible decisions. Substantive editing deals with the organization and presentation of content. It involves rewriting to improve style or to eliminate ambiguity, reorganizing or tightening, recasting tables, and other remedial activities. (It should not be confused with developmental editing, a more drastic process.) Address queries to the author in comment bubbles in the margin. The following are instances in which the editor should query the author:

- To note, on an electronic manuscript, that a particular global change has been corrected silently after the first instance.
  - To point out a discrepancy, as between two spellings in a name, or between a source cited differently in the notes than in the bibliography.
  - To point out an apparent omission, such as a missing quotation mark or a missing source citation.
  - To point out a possible error in a quotation.
  - To point out repetition (e.g., “Repetition intentional?” or “Rephrased to avoid repetition; OK?”).
  - To ask for verification, as of a name or term whose spelling cannot be easily verified.
  - To ask for clarification where the text is ambiguous or garbled.
  - To point to the sources an editor has consulted in correcting errors of fact.
1. Guideline on editing time: *The Chicago Manual of Style* estimates that a 100,000-word book manuscript might take seventy-five to one hundred hours of work.
  2. Keep a style sheet, an alphabetical list of words or terms to be capitalized, italicized, hyphenated, spelled, or otherwise treated in a way unique to the manuscript. Changes that are made simply for consistency with house style need not be noted. A sample is provided at the end of the style guide.
  3. Edit any front matter that is included with the manuscript. Check any half title, title page, and table of contents against the text.
  4. Make sure that headings and subheadings within chapters are treated consistently. Headings should be in headline style. A-level heads should be in boldface type. B-level heads should be in italic type.
  5. Check all cross references to Scripture verses, tables, appendixes, bibliographies, or other chapters within the manuscript.
  6. Edit footnotes and make sure that footnote numbering starts with 1 in each chapter.

7. Unless the RHB project manager advises you otherwise, use the Word “Track Changes” feature to ensure that your edits are apparent to the author.
8. Feel free to consult with the in-house editor for the project with any questions you may have.

### RECOMMENDED STYLE GUIDES

RHB style generally follows *The Chicago Manual of Style* and *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (available through RHB). Both are published by the University of Chicago Press. We also use *The Christian Writer’s Manual of Style*, edited by Robert Hudson and published by Zondervan.

*The Christian Writer’s Manual of Style* is especially helpful for addressing questions specific to religious publications. The most recent edition of *The Chicago Manual of Style* is available online at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org) for an annual subscription fee.

### ABBREVIATIONS OF STATES

In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and when following the name of a city. In footnote documentation of the place of publication, however, our preference is traditional state abbreviations rather than the two-letter postal abbreviations for states. The following is a list of state abbreviations for US states and territories:

Alaska	Fla.	La.	N.C.	Okla.	Va.
Ala.	Ga.	Mass.	N. Dak.	Ore.	Vt.
Ark.	Hawaii	Md.	Neb.	Pa.	Wash.
Ariz.	Iowa	Maine	N.H.	R.I.	Wis.
Calif.	Idaho	Mich.	N.J.	S.C.	W. Va.
Colo.	Ill.	Minn.	N. Mex.	S. Dak.	Wyo.
Conn.	Ind.	Mo.	Nev.	Tenn.	
D.C.	Kans.	Miss.	N.Y.	Tex.	
Del.	Ky.	Mont.	Ohio	Utah	

Note: If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. It is not necessary in documentation to include the state where the city is well known or, as in the case of Grand Rapids, is a well-known publishing center. Examples:

Wheaton, Ill.: Crossway	Grand Rapids: Baker Academic
Peabody, Mass.: Hendrickson	Chicago: Moody Press

When the publisher’s name includes the state name, the abbreviation is not needed, as in

Chapel Hill: University of North Carolina Press

For Banner of Truth, the city of publication is Edinburgh (Edinburgh: Banner of Truth).

## BIBLE REFERENCES

1. *Abbreviations of Bible books:* Use full names of books in the body of articles and in reviews/notices. When used in parentheses or footnotes, abbreviate as follows:

Old Testament					
Gen.	Ruth	Ezra	Song	Joel	Zeph.
Ex.	1 Sam.	Neh.	Isa.	Amos	Hag.
Lev.	2 Sam.	Esth.	Jer.	Obad.	Zech.
Num.	1 Kings	Job	Lam.	Jonah	Mal.
Deut.	2 Kings	Ps. (pl. Pss.)	Ezek.	Mic.	
Josh.	1 Chron.	Prov.	Dan.	Nah.	
Judg.	2 Chron.	Eccl.	Hos.	Hab.	
New Testament					
Matt.	Rom.	Phil.	2 Tim.	1 Peter	Jude
Mark	1 Cor.	Col.	Titus	2 Peter	Rev.
Luke	2 Cor.	1 Thess.	Philemon	1 John	
John	Gal.	2 Thess.	Heb.	2 John	
Acts	Eph.	1 Tim.	James	3 John	

2. Use arabic rather than roman numerals for books of the Bible. Spell out the number if it begins a sentence:  
1 Corinthians, not I Corinthians  
First John 4:7 tells us that we should love one another.
3. A colon, not a period, separates chapter from verse: Mark 2:17; 1 Peter 3:12.
4. Scripture quotations should end like this: “In...earth” (Gen. 1:1). Note that there is no punctuation after “earth.”

## BIBLE TRANSLATION PREFERENCE

Unless the RHB project manager gives you other instructions, all Scripture passages should be consistent with the King James Version (KJV) of the Bible. The following modifications should be made:

1. Words in italics in the KJV should not be italicized when quoted.
2. Do not include punctuation marks with proper names.
3. Do not set verses as separate paragraphs unless the paragraph symbol in the KJV indicates a new paragraph.
4. The KJV capitalizes the first word of each verse even though it may not be the first word in a sentence. Lowercase capitalized words within sentences when quoting them. Examples:

*In the KJV:* <sup>1</sup>And the third day there was a marriage in Cana of Galilee; and the mother of Jesus was there: <sup>2</sup>And both Jesus was called, and his disciples, to the marriage.

*Quoted as:* “And the third day there was a marriage in Cana of Galilee; and the mother of Jesus was there: and both Jesus was called, and his disciples, to the marriage” (John 2:1–2).

*In the KJV:* <sup>13</sup>And the Jews’ passover was at hand, and Jesus went up to Jerusalem, <sup>14</sup>And found in the temple those that sold oxen and sheep and doves, and the changers of money sitting:

*Quoted as:* “And the Jews’ passover was at hand, and Jesus went up to Jerusalem, and found in the temple those that sold oxen and sheep and doves, and the changers of money sitting” (John 2:13–14).

Do not capitalize pronouns referring to God in quoted biblical texts. Other than the previously mentioned exceptions, quote Bible texts exactly as in the translation, including the caps/small caps *LORD*, spelling, and punctuation.

## CAPITALIZATION

1. Capitalize all commonly accepted names for the persons of the Trinity: Adonai, the Logos, Son of Man, Surety, Creator, Mediator, Messiah, Paraclete, Father, Savior, Son, God Almighty, God Triune, Head when referring to Christ (but Christ, head of the church).
2. Pronouns referring to God: Me, My, Thou, Thine, Myself, Himself, One.
3. Sacred texts and books or major sections: Bible, Scripture(s), Holy Scriptures, Word, Dead Sea Scrolls, Pentateuch, Talmud, Apocrypha.
4. Lowercase the word *gospel* in all contexts and for all uses except when contained in an actual title (“The Gospel According to St. Matthew”), when used as a collective title for the four canonical gospels as a whole (“the Gospels”), or in headings and titles. Examples: the gospel of Christ, preaching the gospel, John’s gospel.
5. Revered or important persons: Mark the Evangelist, the Baptist, Satan, the Devil, the Antichrist.
6. Key events and concepts: Sabbath, the Great Awakening, the Reformation, the Fall, the Second Coming. Used generically, such terms are usually lowercased.
7. References to the Eucharistic sacrament: the Lord’s Supper, the Eucharist, Lord’s Table.
8. Creeds and confessions: Named creeds and confessions are capitalized and set in roman—not italic—type: Belgic Confession/the confession; Westminster Larger Catechism/the catechism; Nicene Creed/the creed.
9. Note the capitalization for these nouns: Christology, Christendom, Christian.
10. The word *church* should be capitalized only when used in the actual name of a denomination or a specific congregation’s meeting place, as in the Church of England or Saddleback Church. When used to mean believers as a whole, the historical church, or organized religion in general, the term should be lowercased as in “the church in the Middle Ages” or “the worldwide church.”

*Do not capitalize the following:*

1. Derivative adjectives of the above: biblical, scriptural, talmudic, christological, trinitarian, millennial, church fathers, reformational, mediatorial.
2. Adjectives preceding divine names: almighty God, only begotten Son (excluding Holy Spirit as the Spirit's full proper name), a holy God.
3. Relative pronouns referring to God: whom, who, whose.
4. Do not capitalize heaven, hell, divine, psalmist, a psalm (but Psalm 119), pope (unless Pope Pius, etc.), apostle (apostle Paul), mammon, covenant of grace or works, creation, the crucifixion, the atonement, the resurrection, Christ's person and work.

## **DOCUMENTATION**

1. Use abbreviated names of publishing houses in bibliographic citations. A list of abbreviations for the major Christian publishing houses is in *The Christian Writer's Manual of Style* (336–39).
2. RHB's preferred footnote style for citing a source that has a volume number is this:

Francis Turretin, *Institutes of Elenctic Theology* (Phillipsburg, N.J.: P&R), 3:120–21.

It is not necessary to include the complete number of volumes.

3. Rather than use the Latin citation term *ibid.* (meaning “in the same place”) in footnotes, RHB style is to use a shortened version of the citation.

Example:

1. Henry Wilder Foote, *Three Centuries of American Hymnody* (Cambridge, Mass.: Harvard University Press, 1940), 147.

2. Foote, *Three Centuries*, 147.

4. The following is the correct form for bibliography entries that include page numbers for chapters or sections of books:

Phipps, Brendan. “Herrlisheim: Diary of a Battle.” In *The Other Side of Time: A Combat Surgeon in World War II*, 117–63. Boston: Little, Brown, 1987.

## **GRAMMAR AND STYLE, GENERAL PREFERENCES**

1. Try to use active rather than passive verbs. Active: My father gave this book to me. Passive: The book was given to me by my father.
2. Avoid overuse of adjectives and adverbs.
3. Pronouns: Be consistent (use first, second, or third person), and use the same number throughout a paragraph.
4. Be sure that the verb used is singular or plural in agreement with the subject.
5. “Neither the teacher (singular subject first) nor his students were (plural verb)...”

6. Don *and* Leo *are*; but Don *or* Leo *is*.
7. A compound subject requires a plural verb: Jay and Steve are downstairs.
8. *Everybody*, *anybody*, and *each of them* take a singular verb: *Everybody* makes *his* (not *their*) own breakfast.
9. All of the books *are* or all of the paper *is*; plenty of crops *are* or plenty of time *is*.
10. All conditional clauses require the reverse of the usual verb case: “If I were to run for mayor...” or “If he were to come to town...”
11. Avoid starting sentences with, “That it may...”
12. Who—nominative/subject form; whom—accusative case/object form (of verb or preposition).
13. The use of the word *who* (not *whom*) in following case: He had been instructing them about who He is. Use *who* because it is the subject of the clause rather than the object of the preposition *about*. Who is He in your life? *is* acceptable because *who* is the subject (He is who).
14. RHB prefers *must to have to*; while *have to* is correct, it is idiomatic, and *must* is preferred.
15. RHB prefers *among* to *amongst*.
16. RHB prefers *in contrast to* or *in opposition to* to *over against*.
17. When forming a list of items, use parallel structure, in which each item in the list is in the same grammatical form. The items must be all nouns, all infinitives, all prepositional phrases, all gerunds, or all clauses.
18. *Different from* is generally correct. But when what immediately follows is a clause, it should be *different than*. Examples: Paris is *different from* London. Paris is *different than* it used to be.
19. In America, *will* has replaced *shall* in all but a few cases. RHB preference is *will*.
20. When speaking of the soul as an object, use *it*; otherwise use *he*.
21. In writing that addresses God in the second person, use *Thee*, *Thou*, *Thy*, and *Thine* rather than *you* and *your*.

## NUMBERS AND PAGINATION

1. RHB preference is for the CMOS system:

FIRST NUMBER	SECOND NUMBER	EXAMPLES
Less than 100	Use all digits	3–10; 71–72; 96–117
100 or multiples of 100	Use all digits	100–104; 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8; 808–33; 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28; 498–532; 1087–89; 1496–500

To avoid ambiguity, inclusive roman numerals are always given in full: xxv–xxvii; cvi–cix.

*Note:* RHB's goal in the use of numbering is consistency. While the CMOS style described here is our preference, the copyeditor may use his or her best judgment and use an alternative style if the author has used another system that is clear and consistent.

2. Do not use inclusive numbers in dates. Example: John Bunyan (1628–1688 [not 1628–88]) is famous for writing *Pilgrim's Progress*.
3. v.= verse; vv.= verses
4. p.= page; pp.= pages
5. In a bibliographical citation in a footnote, do not use the abbreviation *pp*. Indicate pagination as follows:
  - a. Article: Abraham Kuyper, "Evolution," *Calvin Theological Journal* 31 (1996): 11–50.
  - b. Book: William Christian, *George Grant: A Biography* (Toronto: University of Toronto Press, 1993), 45–52.
6. Spell out numbers under one hundred and round numbers in hundreds, thousands, millions, billions, etc. Extremely large round numbers may be expressed in figures and units of millions and billions. Numerals should be used for all other numbers. Numerals should be used with percentages regardless of the context; for most purposes, the word *percent* should be used with the numeral rather than the percent symbol (%). Numerals should also be used in referencing chapter titles. Examples:

forty-seven	2,675	3.6 billion
three million	178	250,000
twelve hundred	25 percent	chapter 8

## **PUNCTUATION, GENERAL RULES**

1. An exclamation point should usually be placed after sentences beginning with "If only..." or "How few..." or "What..." or "How..." Use exclamation points sparingly.
2. Use commas to set off words of address: Dear Congregation, Dear Friends, Children of God, etc.
3. Use a semicolon between independent clauses in a sentence if they are *not* joined by a conjunction (and, but, or, nor, for, yet).
4. Use a semicolon or a long dash between independent clauses joined by such words as *for example*, *for instance*, *consequently*, *instead*, *hence*. Long dashes should be used sparingly.
5. Use a semicolon (rather than a comma) to separate independent clauses of a compound sentence if there are commas within the clauses.
6. A comma is used to follow a dependent clause when the dependent clause introduces the sentence (in a complex sentence).
7. In compound sentences, commas should be used after the first independent clause (unless the sentence is very short).
8. As a general rule, use a comma before a short quote; use a colon before a long quote. But do not place a colon directly after a verb; instead, use an introductory element such as *the following* or *as follows*.

9. Do not use more than one pair of dashes in a sentence.
10. Hyphens and the various types of dashes have specific appearances and uses.

hyphen (-)  
en dash (–)  
em dash (—)  
3-em dash (—)

- *Hyphen* (e.g., seventeenth-century theologian): The hyphen is used for the following: compound words, names, and word division; to separate numbers that are not inclusive (such as telephone numbers) and to separate letters when a word is spelled out.
  - *En dashes* (e.g., 1984–1990): The principal use of the en dash is to connect numbers and, less often, words. This is the character used in Scripture references and inclusive pagination. With continuing numbers—such as dates, times, and page numbers—it signifies up to and including (or through). For the sake of parallel construction, the word *to*, never the en dash, should be used if the word *from* precedes the first element in such a pair; similarly, *and*, never the en dash, should be used if *between* precedes the first element. Typed in Word with [Ctrl] + [minus sign on the numeric keypad].
  - *Em dashes* (e.g., The influence of three impressionists—Monet, Sisley, and Degas—is obvious in her work.): The em dash, often simply called the dash, is the most commonly used and most versatile of the dashes. Em dashes are used to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses, commas, or a colon—especially when an abrupt break in thought is called for. Typed in Word with [Ctrl]+ [Alt] + [minus sign on numeric keypad].
  - *3-em dash*: In a bibliography, a 3-em dash followed by a period represents the same author or editor named in the preceding entry. Typed in Word with [Ctrl] + [Alt] + [minus sign on numeric keypad] three times with no spaces. Can also be typed with six hyphens with no spaces.
11. Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. In a series whose elements are all joined by conjunctions, no commas are needed unless the elements are long and delimiters would be helpful.

She took a photograph of her parents, the president, and the vice president.

Would you prefer Bach or Mozart or Schumann?

## QUOTATIONS AND QUOTATION MARKS

1. Use quotation marks to enclose every direct quotation and each part of an interrupted quotation.
2. “Father,” I said, “may I have the car this evening?”
3. If a quotation extends for more than one paragraph, place quotation marks at the beginning of each paragraph but at the end of only the last.

4. Although material set off as a block quotation is not enclosed in quotation marks, quoted matter within the block quotation is enclosed in double quotation marks—in other words, treated as it would be in text. An author or editor who changes a run-in quotation to a block quotation must delete the opening and closing quotation marks and change any internal ones.
5. In dialogue, use a separate paragraph for each change in speaker.
6. Quotation marks may be used (and should not be overused) to indicate an original, ironic, or unusual turn of phrase or nomenclature. Similarly, doubt or skepticism can be cast on others' words through this selective highlighting. Example: The lunch lady plopped a glob of “food” onto my tray.
7. Either quotation marks or italic type (italics are the traditional choice) can emphasize that an instance of a work refers to the word itself rather than its associated concept. Either consistently use italics or quotation marks throughout a manuscript. Example: The term *critical mass* is more often used metaphorically than literally; or, The term “critical mass” is more often used metaphorically than literally.
8. Use single quotation marks to enclose a quotation within a quotation. The teacher said, “When you say, ‘I’ll bring it tomorrow,’ I’ll expect you to do so.”
9. The comma and the period always come inside the final quotation mark. This rule never varies.
10. The semicolon and colon always come outside the final quotation mark.
11. A question mark, exclamation point, or dash comes outside quotation marks unless it is part of the quotation. A single question mark comes inside quotation marks when both the non-quoted and quoted elements are questions. For example:

“I need your help now,” she said. “I need it more than ever.”

Did she say, “I have enough money”?

She asked, “Do I have enough money?”

“Do I have I enough money?” she asked.

What is meant by “dog eat dog”?

12. If a complete sentence follows a colon, capitalize the first word of the sentence; otherwise, use a lowercase letter for the first word.
13. An ellipsis is the omission of a word, phrase, line, paragraph, or more from a quoted passage. Such omissions are made of material that is considered irrelevant to the discussion at hand (or, occasionally, to adjust for the grammar of the surrounding text). In manuscript preparation, RHB style is to indicate such omissions by the use of three unspaced (the typesetter will space them appropriately) periods rather than by another device such as asterisks. Ellipsis points are normally not used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2) after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete. A period is added before an ellipsis to indicate the omission of the end of a sentence, unless the sentence is deliberately incomplete. Similarly, a period at the end of a sentence in the original is retained before an ellipsis indicating the omission of material immediately following the period. What precedes and, normally, what follows the four dots should be grammatically complete sentences as quoted, even if part of either sentence has been omitted.

*Complete passage:*

We are made up of body and soul. However, there is a third dimension that links or overlaps these two elements, which we can also view as our thoughts and feelings. When our body is sick, even with a common cold, often our spiritual life and our thinking and feeling processes are affected as well. When our spiritual life is in poor condition, our thoughts and feelings are affected, and sometimes our bodily health and functions also. It is, therefore, no surprise that when our mental and emotional health is poor and when our thinking and feeling processes go awry, there are detrimental physical and spiritual consequences. The depressed believer cannot concentrate to read or pray. As she doesn't want to meet people, she may avoid church and fellowship. She often feels God has abandoned her.

*The passage might be shortened, using ellipses, as follows:*

We are made up of body and soul.... When our body is sick...often our spiritual life...[is] affected as well. When our spiritual life is in poor condition, our thoughts and feelings are affected.... There are detrimental physical and spiritual consequences. The depressed believer cannot...read or pray.... She often feels God has abandoned her.

## **SPELLING**

1. American style of spelling only. Examples: labor, favor, endeavor, luster, etc. However, retain British spelling in quotations of sources that use it.
2. Preferred spellings: e-mail, fulfill, megachurch, parachurch, website, worshiping/er/ed.
3.           insofar (one word)  
              heartfelt (one word)  
              inasmuch (one word)  
              brokenhearted (no hyphen)  
              pre/non/co beginning a word: no hyphen (check dictionary).  
              Examples: preeminent, preexistent, coeternal, coexist, nonexistent

action plans	Parliament
antiracist	pro-immigrant
	pro-multicultural
child welfare workers	Progress Party
co-citizen	
Conservative Party (Norwegian)	situation analysis
Convention on Human Rights	Somali, Somalis
	Students' Antiracist Movement
first-person singular	
ghetto-like	Third World
government	
	Ungdom mot vold (rom)
jinnns (plur. of jinn)	
King and Queen (per author's request)	Western Europe
Labor Party (Norwegian)	Youth Against Violence (Ungdom mot vold)
Labor government	
minister of child and family affairs	<i>Mechanical matters</i>
Ministry of Child and Family Affairs	(1995:47–48) colon betw. year and pp.
	Ellipses: three-dot method, not three-or-four
north (of Norway)	Quoted newspaper headlines: sentence style
northerners	“emphasis mine”
Norwegian Pakistanis	
non-word	

**FIGURE 2.3.** Manuscript editor's style sheet. When prepared for a pencil-edited manuscript, the style sheet usually indicates the page number for the first appearance of each item.

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

Figures 2.3 and 2.6 taken from *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010), 73, 101.

# Proofreaders' Marks

## OPERATIONAL SIGNS

-  Delete
-  Close up; delete space
-  Delete and close up (use only when deleting letters *within* a word)
-  Let it stand
-  Insert space
-  Make space between words equal; make space between lines equal
-  Insert hair space
-  Letterspace
-  Begin new paragraph
-  Indent type one em from left or right
-  Move right
-  Move left
-  Center
-  Move up
-  Move down
-  Flush left
-  Flush right
-  Straighten type; align horizontally
-  Align vertically
-  Transpose
-  Spell out

## TYPOGRAPHICAL SIGNS

-  Set in italic type
-  Set in roman type
-  Set in boldface type
-  Set in lowercase
-  Set in capital letters
-  Set in small capitals
-  Wrong font; set in correct type
-  Check type image; remove blemish
-  Insert here or make superscript
-  Insert here or make subscript

## PUNCTUATION MARKS











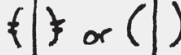
-  Insert comma
-  Insert apostrophe or single quotation mark
-  Insert quotation marks
-  Insert period
-  Insert question mark
-  Insert semicolon
-  Insert colon
-  Insert hyphen
-  Insert em dash
-  Insert en dash
-  Insert parentheses

FIGURE 2.6. Proofreaders' marks.