

ChristianityToday Style

INTRODUCTION

CHRISTIANITY TODAY STYLE is a revision of THE CT STYLE GUIDE, our guide to questions of style and problems of grammar and punctuation since 1983.

Recognizing the growing importance of the Internet as a research tool, and of writing for Internet readers, we make this edition available through our website.

This edition strives for an efficient style. We recognize that editors consulting this volume are professionals who want clear and concise answers. We hope you will find it a helpful tool for your work.

Douglas LeBlanc
Associate Editor, CHRISTIANITY TODAY
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NAVIGATION

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

A

A a/an before “h” words

Use the article *a* before consonant sounds: *a historic event*, *a one-year term*, *a united stand*.

Use the article *an* before vowel sounds: *an energy crisis*, *an honorable person*, *an NBA record*.

abbreviations

1. Confine abbreviations such as *etc.*, *e.g.*, *i.e.*, and *vs.* to parenthetical references.
2. Spell out the names of states, territories, and possessions of the United States when they follow the name of a city or any other geographical term in text or when standing alone. In parenthetical references, use the state abbreviations listed in *The Associated Press Stylebook*. Exception: Use Zip Code abbreviations (listed here in parentheses) when giving complete postal addresses.

Ala. (AL)
Alaska (AK)
Ariz. (AZ)
Ark. (AR)
Calif. (CA)
Colo. (CO)
Conn. (CT)
Del. (DE)

D.C. (DC)
Fla. (FL)
Ga. (GA)
Guam (GU)
Hawaii (HI)
Idaho (ID)
Ill. (IL)
Ind. (IN)

Iowa (IA)
Kan. (KS)
Ky. (KY)
La. (LA)
Maine (ME)
Md. (MD)
Mass. (MA)
Mich. (MI)

Minn. (MN)	N.C. (NC)	Texas (TX)
Miss. (MS)	N.D. (ND)	Utah (UT)
Mo. (MO)	Ohio (OH)	Vt. (VT)
Mont. (MT)	Okla. (OK)	Va. (VA)
Neb. (NE)	Ore. (OR)	Wash. (WA)
Nev. (NV)	Pa. (PA)	W.Va. (WV)
N.H. (NH)	R.I. (RI)	Wis. (WI)
N.J. (NJ)	S.C. (SC)	Wyo. (WY)
N.M. (NM)	S.D. (SD)	
N.Y. (NY)	Tenn. (TN)	

For Canada:

Abbreviate only in full postal addresses, using the two-digit symbols of Canada Post:

Alberta (AB)	Northwest Territories (NT)	Quebec (QC)
British Columbia (BC)	Nova Scotia (NS)	Saskatchewan (SK)
Manitoba (MB)	Nunavut (NU)	Yukon (YT)
New Brunswick (NB)	Ontario (ON)	
Newfoundland (NF)	Prince Edward Island (PE)	

1. Spell out street appellations in text (Avenue, Boulevard, Lane, Road, Street) but abbreviate them within parentheses or in tables (Ave., Blvd., Ln., Rd., St.).
2. Do not break abbreviations at the end of a line, such as in acronyms (UNESCO), between initial abbreviations of a name (C. S. Lewis), or between numbered parts of a book of the Bible and its name (1 Peter). To prevent bad breaks in galley printouts, use a nonbreaking space (ctrl-shift-space).
3. Drop *Inc.* and *Ltd.* unless these abbreviations must be used as part of a legal title; abbreviate *Co.* and *Corp.* Do not precede these words with a comma, regardless of a company's preference. Use *and* instead of & in text, except for well-known company names (Harper & Row, Barnes & Noble).
4. Spell out months of the year and days of the week in text.
5. Abbreviate job titles: Gov. Robert Bigbucks, U.S. Rep. Pork Barrel, the Rev. Joan Simmons.
6. Spell out versus except in legal cases (where it is abbreviated *v.* and italicized); see also [legal cases No. 1](#).
7. Generally we do not use etc. Use “and so on” or “and so forth” instead.
8. Spell out books of the Bible in running text but abbreviate them in parenthetical use:

Acts	Galatians (Gal.)
Amos	Genesis (Gen.)
1 Chronicles	Habakkuk (Hab.)
(1 Chron.)	Haggai (Hag.)
2 Chronicles	Hebrews (Heb.)
(2 Chron.)	Hosea (Hos.)
Colossians (Col.)	Isaiah (Isa.)
1 Corinthians (1 Cor.)	James
2 Corinthians (2 Cor.)	Jeremiah (Jer.)
Daniel (Dan.)	Job
Deuteronomy (Deut.)	Joel
Ecclesiastes (Ecc.)	John
Ephesians (Eph.)	1 John
Esther	2 John
Exodus (Ex.)	3 John
Ezekiel (Ezek.)	Jonah
Ezra	Joshua (Josh.)

Jude
 Judges
 1 Kings
 2 Kings
 Lamentations (Lam.)
 Leviticus (Lev.)
 Luke
 Malachi (Mal.)
 Mark
 Matthew (Matt.)
 Micah (Mic.)
 Nahum
 Nehemiah (Neh.)
 Numbers (Num.)
 Obadiah (Obad.)
 1 Peter (1 Pet.)
 2 Peter (2 Pet.)
 Philemon (Phm.)
 Philippians (Phil.)

Proverbs (Prov.)
 Psalms (Ps./Pss.)
 Ruth
 1 Samuel (1 Sam.)
 2 Samuel (2 Sam.)
 Song of Solomon
 (Song of Sol.)
 1 Thessalonians
 (1 Thess.)
 2 Thessalonians
 (2 Thess.)
 1 Timothy (1 Tim.)
 2 Timothy (2 Tim.)
 Revelation (Rev.)
 Romans (Rom.)
 Titus
 Zechariah (Zech.)
 Zephaniah (Zeph.)

9. Spell out all Books of the Apocrypha:

Baruch
 Bel and the Dragon
 Ecclesiasticus (or Sirach)
 1 Esdras
 2 Esdras
 Judith
 Letter of Jeremiah
 1 Maccabees

2 Maccabees
 Prayer of Manasses (or Manasseh)
 Rest of Esther
 Song of Three Holy Children
 Susanna
 Tobit
 Wisdom of Solomon

academic degrees

1. Always capitalize an academic degree or honor when it follows a name, whether it is spelled out or abbreviated: I. Will Suegh, Doctor of Laws; Phil Pusher, M.D.
2. Never capitalize degrees when they are referred to in general terms: *doctorate, doctoral, doctor's, master's, master of science, bachelor's*. Abbreviations for these, however, are capitalized: *Ph.D., M.A., B.S.* (Strive to avoid the awkward plural form of these abbreviations, but *Ph.D.s* does not require an apostrophe.)
3. Do not use *doctorate* as an adjective. The word you want is *doctoral*.

accent marks

Access them in Word by choosing Symbol from the Insert menu; or use these keyboard shortcuts:

Accent	Windows (num lock on)	Mac
Ä <i>adieresis</i>	alt 0196	option-u + A
ä <i>adieresis</i>	alt 0228	option-u + a
â <i>acircumflex</i>	alt 0226	option-i + a
á <i>aacute</i>	alt 0225	option-e + a
À <i>agrave</i>	alt 0192	option-` + A
à <i>agrave</i>	alt 0224	option-` + a
Ã <i>atilde</i>	alt 0195	option-n + A
ã <i>atilde</i>	alt 0227	option-n + a
å	alt 0229	option + a

ç cedilla	alt 0231	option-c
ë edieresis	alt 0235	option-u + e
ê ecircumflex	alt 0234	option-i + e
É eacute	alt 0201	option-e + E
é eacute	alt 0233	option-e + e
è egrave	alt 0232	option-` + e
ï idieresis	alt 0239	option-u + i
î icircumflex	alt 0238	option-i + i
í iacute	alt 0237	option-e + i
ì igrave	alt 0236	option-` + i
Ñ ntilde	alt 0209	option-n + N
ñ ntilde	alt 0241	option-n + n
ö odieresis	alt 0246	option-u + o
ô ocircumflex	alt 0244	option-i + o
ó oacute	alt 0243	option-e + o
ò ograve	alt 0242	option-` + o
õ otilde	alt 0245	option-n + o
Ü udieresis	alt 0220	option-u + U
ü udieresis	alt 0252	option-u + u
û ucircumflex	alt 0251	option-i + u
ú uacute	alt 0250	option-e + u
ù ugrave	alt 0249	option-` + u
ÿ ydieresis	alt 0255	option-u + y

Other symbols	Windows (num lock on)	Mac
...	alt-control-+	option + .
ı	alt 0161	option + 1
¿	alt 0191	shift-option + /
÷	alt 0247	option + /
±	alt 0177	shift-option + =
©	alt 0169	option-g
¶	alt 0182	option-7
€	alt 0128	shift-option + 2

acronyms, initialisms

1. Acronyms or popular initial abbreviations for names of organizations, government departments, and so on should be identified somewhere by the body’s full name, usually the first time such an abbreviation is used. Do not introduce an acronym or initialism if it does not appear again in your story. One exception to this would be names of organizations that incorporate acronyms or initialisms that no longer, according to the organization, stand for anything specific. Examples include *MAP International*, *CAM International*, and call letters of radio stations. A further exception would be initialisms—such as AIDS, CIA, FBI, AFL-CIO, and TV—that are more or less universally recognized.
2. Set acronyms and initialisms in SMALL CAPS, usually closed and with no periods.

administration

Do not capitalize when referring to the functions, personnel, or actions of the executive branch of governments.

adviser

Advisor is obsolete.

A.D./B.C.

The abbreviations for eras are set in small caps with periods. A.D. always precedes the year.

African American

This term is now a widespread synonym for *black*. It never takes a hyphen. As a rule, respect the wishes of your subject. Do not impose *African American* on a person who prefers to be known as *black*. Black is still beautiful.

AIDS

Do not refer to people afflicted with Acquired Immune Disease Syndrome as victims. They are simply people with AIDS or AIDS patients. Spell AIDS in small caps. *HIV virus* is redundant. When AIDS antibodies are found in a person's blood, that person is HIV-positive. A positive result does not mean the person has AIDS. Do not describe a person who is HIV -positive as a person with AIDS.

aircraft

Aircraft identified by make or classification are capitalized but not italicized: DC-3, Boeing 747, Concorde.

all caps

Avoid setting complete words or phrases in all caps. To emphasize a word, slogan, or phrase, use italics or small caps. Use small caps for all acronyms, abbreviations, and call letters of broadcast stations (see [acronyms, initialisms](#)).

all ready/already

Already means by this or a specified time, or before, or previously. Otherwise it's two words:

We were all ready to go to lunch.

We had already planned to go to lunch together.

alternate/alternative

In a nutshell, *alternate* and *alternately* have a basic meaning of “by turns,” “to change back and forth.” *Alternative* and *alternatively* pertain to some kind of choice—usually meaning “one or the other.”

A.M. and P.M.

These abbreviations are set in small caps, closed, with periods.

America or American

Using these words is always proper if you're referring to someone or something related to the United States. For a generic term to cover, say, Americans and Canadians, it is better to be explicit. The same holds true when such a term either includes or excludes Mexico and Central and South America.

among/between

Quoting from *The Associated Press Stylebook*:

The maxim that *between* introduces two items and *among* introduces more than two covers most questions about how to use these words: *The funds were divided among Ford, Carter, and McCarthy.*

However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time: *Negotiations on a debate format are under way between the network and the Ford, Carter, and McCarthy committees.*

As with all prepositions, any pronouns that follow these words must be in the objective case: *among us, between him and her, between you and me.*

anti-

This prefix is usually joined to another word without a space or hyphen, unless the second element begins with the letter *i* and would be confusing, or begins with a capital:

antiestablishment, but: *anti-intellectualism, anti-American.*

anticipate/expect

To *anticipate* means to look forward eagerly (or to act in advance of) an event. To *expect* means to believe that something will occur.

any more/anymore

I don't want any more candy anymore.

any one/anyone

Anyone can work at any one job.

any time/anytime

Any time you want to use this term, be sure you don't assume it can be used as a single word just anytime.

AOL

Abbreviation for America Online. Spell with small caps. Spell out on first reference.

AOL Keyword: ChristianityToday

Capitalize the “K” in “Keyword,” followed by a colon, then the keyword. Check online for capitalization of keywords, though they are not case-sensitive. List AOL keywords *after* the ChristianityToday.com URL.

apostrophe

See [plurals](#) and [possessives](#).

archbishop

When used before a prelate's name or as a title, capitalize: *Archbishop Carey* or *Rowan Williams, the Archbishop of Wales*. But lowercase when it stands alone: *The archbishop said he is surrounded by toadies.*

army/navy/marines/air force

Full titles of armies, navies, air forces, fleets, and so forth are capitalized, but the words army, navy, and so on are lowercased when standing alone: *the United States Marines; the Royal Navy* (but: *The British navy*).

attributions

Strive to flow them into your narrative smoothly—typically between sentences, rather than at the end of a paragraph or, worse, before the quote.

awards/prizes

See [capitalization No. 11](#).

a while/awhile

He plans to stay awhile.

He plans to stay for a while.

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B**back up/backup**

Verb: *I forgot to back up my files.*

Noun: *It's time to create a backup for my files.*

bandwidth

One word. The capacity of a network to carry data, usually indicated in bits per second (bps).

barcode

One word.

B.C.

The abbreviations for eras are set in small caps with periods. B.C. always follows the year.

between/among

See [among/between](#).

Bible/biblical

The nouns for sacred writings are always capitalized: *Bible, Scripture, the Scriptures, Qur'an* (Koran), *Talmud*. The adjectives derived from sacred scriptures are always lowercased: *biblical, scriptural, talmudic, apocryphal*.

Bible books/parts

Capitalize names of Bible books and when using the terms for *book* in relation to a specific book: *the Book of Job, the Gospel of John, the Epistle to the Romans*. (But: *John's gospel*, meaning the story he wrote, not the name of the book.) Also capitalize distinct parts or sections of the Bible: *the New Testament, the Old Testament, the Pentateuch, the Gospels, the Epistles*.

But do not capitalize adjectives describing these sections: *the pastoral Epistles, the synoptic Gospels.*

Acts	James	Obadiah (Obad.)
Amos	Jeremiah (Jer.)	1 Peter (1 Pet.)
1 Chronicles (1 Chron.)	Job	2 Peter (2 Pet.)
2 Chronicles (2 Chron.)	Joel	Philemon (Phm.)
Colossians (Col.)	John	Philippians (Phil.)
1 Corinthians (1 Cor.)	1 John	Proverbs (Prov.)
2 Corinthians (2 Cor.)	2 John	Psalms (Ps./Pss.)
Daniel (Dan.)	3 John	Ruth
Deuteronomy (Deut.)	Jonah	1 Samuel (1 Sam.)
Ecclesiastes (Ecc.)	Joshua (Josh.)	2 Samuel (2 Sam.)
Ephesians (Eph.)	Jude	Song of Solomon (Song of Sol.)
Esther	Judges	1 Thessalonians (1 Thess.)
Exodus (Ex.)	1 Kings	2 Thessalonians (2 Thess.)
Ezekiel (Ezek.)	2 Kings	1 Timothy (1 Tim.)
Ezra	Lamentations (Lam.)	2 Timothy (2 Tim.)
Galatians (Gal.)	Leviticus (Lev.)	Revelation (Rev.)
Genesis (Gen.)	Luke	Romans (Rom.)
Habakkuk (Hab.)	Malachi (Mal.)	Titus
Haggai (Hag.)	Mark	Zechariah (Zech.)
Hebrews (Heb.)	Matthew (Matt.)	Zephaniah (Zeph.)
Hosea (Hos.)	Micah (Mic.)	
Isaiah (Isa.)	Nahum	
	Nehemiah (Neh.)	
	Numbers (Num.)	

Bible versions

The names of Bible versions are capitalized but not italicized when they are spelled out in text. Their abbreviations are always set in small caps.

American Standard Version ASV

English Standard Version ESV

Good News Bible GNB

Jerusalem Bible

King James Version KJV

Living Bible LB

New American Bible NAB

New American Standard Bible NASB

New English Bible NEB

New International Version NIV

New Living Translation NLT

New Revised Standard Version NRSV

New King James Version NKJV

Reader's Digest Bible

Revised English Bible

Revised Standard Version RSV

Today's New International Version TNIV

Translations of the New Testament by Eugene Petersen, J. B. Phillips, and James Moffatt, as well as the Douay-Rheims version, are neither abbreviated nor set in small caps. Most CTI publications use the NIV for most scriptural quotations, and it is unnecessary to add NIV in a majority of cases. See also [references](#).

Some sample citations:

John 10:3, 5 TNIV

Philippians 4:13, Phillips

2 Timothy 2:15, NASB

biblical and religious events

Capitalize biblical and other religious events, such as the *Creation*, the *Crucifixion*, the *Flood*, the *Exodus*, the *Resurrection*, the *Second Coming*, the *Inquisition*, the *Diaspora*. See also [doctrines](#). Use lowercase, however, when referring to *the crucifixion of Jesus*, *the resurrection of Christ*, and so on.

black/white racial designations (see also [race/nationality](#))

The Chicago Manual of Style says “designations based only on color, size, or local usage are lowercased.” Thus: *aborigine*, *black*, *colored*, *pygmy*, *redneck*, *white*; but names of racial, linguistic, tribal, religious, and other groupings of mankind are capitalized.” Thus: *African American*, *Caucasian*, *Chicano*, *Hispanic*, *Latino*, *Native American*, *Negro*, *Oriental*. See also [African American](#) and *The Chicago MOS*, 7.33.

body

The word *body* is never capitalized, whether referring to the church universal or to Christ’s physical body.

books

See [Italics No. 2](#) and [reference No. 3](#).

bps

Abbreviation for “bits per second.” All lowercase.

[brackets]

Use them to:

1. **Enclose** any inserted material—editorial explanations, comments, interpolations, or corrections—within quoted material.
2. **Enclose** missing letters or words within quoted material.
3. **Enclose** the phonetic spelling of a word or name.
4. **Function** as parentheses within parentheses.

brand names

Many techno and Net words involve quirky capitalization—such as joining words with an uppercase letter in the middle (RealAudio), using only lowercase letters (musicforce.com), or even starting with lowercase and including uppercase later (eBay). *Don’t change the brand name: Write it the way the company has branded it.* If you use “eBay” at the start of a sentence, do not capitalize the first letter; you’d be tampering with the brand name. If you can’t stand the thought of starting a sentence with a lowercase letter (“eBay is a cool site”), then rewrite the sentence (“One cool site we’ve found is eBay”). One exception to date: The *Jesus* Film Project, which distributes the *Jesus* film, prefers both all caps *and* italics to set this film apart. We believe italics will suffice.

British spellings

CTI publications use American English, so avoid distinctly British spellings of words. Words to watch for especially include color (not colour), favorable (not favourable), honor (not honour), judgment (not judgement), Savior (not Saviour), skeptic (not sceptic), theater (not theatre), worshiped and worshipping (not worshipped, worshipping).

bug/virus

Do not use interchangeably. A bug is a defect in software or hardware that causes a computer to malfunction. A virus is a program that infiltrates a computer's operating system and replicates itself, thus spreading to other computers. A bug is a mistake; a virus is intentional.

buildings

See [capitalization No. 8d](#).

bytes

Not *bites*, unless you're referring to *sound bites*.

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C

capitalization

1. The following list of common **religious terms** is adapted with permission from the *Zondervan Manual of Style* (2nd Ed., pp. 55–60):

Abraham's Bosom	apostolic age
Abrahamic covenant	apostolic benediction
Abyss, the	apostolic council
Advent season	apostolic faith
Advent, the	archangel
Advocate, the	ark of testimony
age of grace	ark of the covenant
almighty God, the	ark, the (Noah's)
Almighty, the	Ascension Day
Alpha and Omega (Christ)	Ascension, the
amillenarian	Athanasian Creed
amillennial(ism)	atheism
angel	Atonement, the
angel of the Lord (cap if theophany)	Augsburg Confession
Anointed, the	
ante-Christian	babe in the manger, the
ante-Nicene fathers	baby Jesus, the (adjectival)
antichrist (the spirit of)	Babylonian captivity (Jews)
Antichrist, the	Baptism (of Christ), the
anti-Christian	(but: Christ's baptism)
anti-Semitism	Battle of Armageddon
anti-Trinitarian	Beast, the (Antichrist)
Apocalypse, the (Revelation)	Beatitudes, the
Apocrypha, the	Betrayal, the
apostle Peter, et al.	Bible school
Apostle to the Gentiles (Paul)	biblical
apostles	blessed name (Christ)
Apostles' Creed	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)
brotherhood of man
burnt offering

Calvary
canon of Scripture, the
Canon, the (Scripture)
Captivity, the
catholic (universal)
Catholic church
(Roman Catholic Church)
Catholic Epistles
(James, et al.)
Catholicism
celestial city
(abode of the redeemed)
charismatic church
Charismatic, the
cherub, cherubim
chief priest
Chief Shepherd (Christ)
child Jesus
children of Israel
chosen people
Christ child
Christian
Christian Era
Christian Reformed Church
Christianize, -ization
Christianlike
Christlike
Christmas Day
Christology, -ical
church (body of Christ)
church (building)
church (service)
church age
church and state
church fathers (the Fathers)
church in America
church invisible
church militant
church triumphant
church universal
church visible
city of David

Comforter, the
commandment (first, et al.)
Communion
covenant of grace
covenant of works
covenant, the
Creation, the
Creator, the
Cross, the
(event, not wood object)
crown
crucifixion of Christ
Crucifixion, the
Crusades, the
Curse, the

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
disciples
Dispensation of the Law
dispensationalism
Dispersion, the
divine
Divinity, the (God)
Door, the (Christ)
Dragon, the

early church
Earth (planet)
Easter Sunday
Eastern church
ecumenism, -ical
Eleven, the
end times, the
Enemy, the (Satan)
epistle (John's epistle, et al.)
Epistle to the Romans
Epistles, the
eschatology, -ical
Eternal City (Rome)
eternal God, the

eternal life	Good Shepherd
Eternal, the (God)	gospel (adj.)
eternity	gospel (John's, et al.)
Eucharist	(but: the Gospel of John)
Evangel (any of the Gospels)	gospel, the (Good News)
evangelical, -ism	Gospels, the
Evil One, the (Satan)	Great Commandment, the
Exile, the	Great Commission, the
Exodus, the (from Egypt)	Great High Priest, the
	Great Judgment, the
faith healing	Great Physician, the
faith, the (Christianity)	Great Shepherd, the
fall of man	Great White Throne, the
Fall, the	Guide, the (Holy Spirit)
False Prophet (of Revelation)	
fatherhood of God	Hades (mythological)
Fathers, the (church fathers)	hades (hell)
Feast of Tabernacles	Head, the (Christ)
Feast of the Dedication	heaven
Feast of the Passover	heavenly Father
Feast of the Unleavened Bread	Heidelberg Catechism
first Adam	hell
First Advent	Herod's temple
Firstborn, the (Christ)	High Church (Anglican)
Flood, the	High Priest, the (Christ)
footwashing	high priest, a
fourth Gospel, the	High Priestly Prayer, the
fundamentalism	Holy Bible
fundamentals of the Faith	Holy City
	Holy Communion
Galilean, the (Christ)	holy family
Garden of Eden	Holy Ghost
gehenna	Holy Land
General Epistles	Holy of Holies
Gentile	Holy Place
gentile laws	Holy Scriptures
Gethsemane, Garden of	Holy Trinity
gnostic (general)	Holy Week
Gnosticism	Holy Writ
God is spirit	house of the Lord
God's house	
God's Word	Immanuel
Godhead	Incarnation, the
(essential being of God)	incarnation of Christ
godhead (godhood, godship)	inner veil
godless	intertestamental
Godlike	
godly	Jacob's Trouble
God-man	Jordan River
godsend	(but: river Jordan)
Godspeed	Judaic
golden candlesticks, the	Judaism, -istic
Golden Rule, the	Judaize(r)
Good Friday	Judean
Good News, the (the gospel)	the judges
Good Samaritan	Judgment Day

judgment seat of Christ

kerygma
kingdom, the
kingdom age
kingdom of God
kingdom of heaven
King of Glory (Christ)
King of Kings (Christ)
kingship of Christ
Kinsman-Redeemer
koinonia

lake of fire
Lamb of God
Lamb's Book of Life
land of Canaan
Land of Promise
Last Day, the
last days, the
Last Judgment, the
Last Supper, the
last times, the
laver
law (as opposed to grace)
law of Moses
Law, the (OT division)
layman, laypeople, laywoman
Lent(en)
liberal(ism)
Light of the World (Christ)
living God
living Word (Bible)
Lord of Hosts
Lord of Lords
Lord's Anointed, the (Christ)
Lord's Day, the
Lord's Prayer, the
Lord's Supper, the
Lord's Table, the
lordship of Christ
Love Chapter, the
Low Church (Anglican)

Magi
Man of Sin
Man of Sorrows
Man, the (Jesus)
Masoretic
Mass, the
Mediator, the (Christ)
mercy seat
Messiah, the (Christ)
messiahship
messianic
midtribulation(al)

millennial kingdom
Millennium
Minor Prophets (OT books)
minor prophets (people)
Mishna
modernists, -ism
Mosaic Law
Most High, the
Mount of Transfiguration
Muhammad (not Mohammed)
Muslim (not Moslem)

name of Christ, the
Nativity, the
neo-orthodoxy
neo-Pentecostalism
New Birth
New Covenant (NT)
new heaven and new earth
New Jerusalem (heaven)
New Testament church
Nicene Creed
Nicene fathers
non-Christian
northern kingdom

Only Begotten, the
only begotten of the Father
only begotten Son of God
Orthodoxy (global church)
orthodoxy (sound doctrine)

Palestine covenant
Palm Sunday
papacy
parable of the Prodigal Son
parable of the unworthy servant
Paradise (Garden of Eden)
paradise (heaven)
Parousia
partial Rapture
Passion Sunday
Passion Week
Passover
Pastoral Epistles
patriarch, the (Abraham)
Pauline Epistles
Pentateuch
Pentecost
Pentecostal(ism)
person of Christ
persons of the Trinity
Pharaoh, the Pharaoh
pharisaic (attitude)
Pharisaic (referring to Pharisees)
Pharisee

pillar of cloud
pillar of fire
pope, the (but: Pope John Paul II)
postbiblical
post-Christian
postmillennial(ism)
post-Nicene fathers
premillenarian
premillennial(ism)
pretribulation(al)
priesthood of all believers
priesthood of Christ
Prince of Peace
Prison Epistles
Prodigal Son, the
Promised Land
(Canaan or heaven)
Promised One, the (Christ)
prophet Isaiah, the
Prophets, the (OT books)
Prophets, the (people)
Protestant(ism)
Providence (God)
providence of God
providential
psalm (but: Psalm 30,
Psalm 117, etc.)
psalmist, the
Psalter, the (the Psalms)
pseudepigrapha

rabbi, rabbinical
Rapture, the
Redeemer, the
Reformation
Reformed theology
Reformers
Renaissance
Resurrection, the
resurrection of Christ
Rock, the (Christ)

Sabbath (day)
Sadducee
Satan
satanic
Satanism
Savior
scribe
scriptural
Scripture(s) (Bible)
Second Adam (Christ)
Second Advent, the
Second Coming
second coming of Christ
Second Person of the Trinity

Septuagint
seraph, seraphim
Sermon on the Mount
Serpent, the (Satan)
Seventh-day Adventist
Seventieth Week
shekinah
Shepherd Psalm, the
Sin-Bearer, the
Solomon's temple
Son of God
Son of Man
sonship of Christ
southern kingdom
sovereign Lord
Sun of Righteousness
Sunday school
Supreme Being, the
synagogue
synoptic Gospels
the Synoptics

tabernacle, the (OT building)
table of shewbread
Talmud
temple, the (at Jerusalem)
Ten Commandments (but the second
commandment, etc.)
ten tribes of Israel, the
Ten Tribes, the
Testaments, the
Thirty-Nine Articles (Anglican)
throne of grace
Time of Jacob's Trouble
Time of the Gentiles, the
time of the judges
tomb, the
Torah
Tower of Babel
Transfiguration, the
Tree of Life (in Eden)
tribe of Judah
Tribulation, the
Trinitarian
Trinity, the
triune God
Twelve, the
twelve apostles, the
Twenty-third Psalm

unchristian
universal church
unscriptural
Upper Room, the
Upper Room Discourse

Vine, the (Christ)
Virgin Birth, the
Virgin Mary
visible church
Voice, the (Holy Spirit)

Water of Life (Christ)
Way, the (Christ)
the Way, the Truth, and the Life
Western church
Wicked One, the (Satan)

Wisdom Literature, the
wise men
Word, the (Bible or Christ)
Word made flesh
Word of God (Bible)
Word of Life
Word of Truth, the
Writings, the

Year of Jubilee

2. Capitalize names of departments, agencies, and the like if they are exact: *Division of Home Missions*, but *home missions board*; *Department of English*, but *English department*.
3. Capitalize East, Eastern; West, Western when referring to the *East* or *West* (regions) of the United States, to the Orient, or to political divisions, such as those of the Communist camp. But: *eastern Pennsylvania, facing east*. Similar distinctions apply to *South* and *North*. Also: *East* (or *West*) *Coast, Easterner; the South* (of the United States). Capitalize the adjectival usage as well, as in *Eastern Bloc* or *Western civilization*.
4. *Is*—it is a small word, but it is a verb and must be capitalized in titles. The same goes for *it* and *its*. Think function, not length, of a word.
5. Generally, a title used in place of a name is not capitalized, with the following exception: the *President*, for the President of the United States.
6. Capitalize the sections of CHRISTIANITY TODAY (but do not enclose in quotation marks): “See the News section of the next issue for a full report.”
7. Names of relatives: capitalize when used alone or in direct address, leave uncapped when preceded by a modifier: “I know Mother will be late”; “my father died at the age of 76”; “Hey, Sis, let’s go”; “The Eppley sisters”; “He has only one uncle.” Note that kinship names are always lowercased when preceded by modifiers, as in “His father died at the age of 93.”
8. Geographical designations
 - a. Topographical names: the *Chicago River* (but the *river Elbe*); the *Ituri Forest*; *Salt Lake*; *South China Sea*; *Walden Pond*; *Comoro Islands*, the *Comoros*; the *Smoky Mountains*, the *Smokies*. When the topographical term precedes more than one name, it is capitalized: *Lakes Bottorff and Michigan*; *Mounts Trashmore and Rushmore*. When the term is plural following more than one name, it is lowercased: between the *Chicago and Nile* rivers; the *Rocky and Adirondack mountains*.
 - b. Popular designations: *Near North*, *New World*, *the Loop*, *Left Bank* (Paris), *Panhandle*, *Promised Land*, *Skid Row*, *South Seas*, *the States* (U.S.), *Rust Belt*, *Sun Belt*, *Twin Cities*.
 - c. Political divisions: Generally, says *Chicago MOS*, “words designating political divisions of the world, a county, state, city, and so forth, are capitalized when they follow the name and form an accepted part of it: empire, state, county, city, kingdom, colony, territory, etc. They are usually, though not always, lowercased when they precede the name or stand alone: *Roman Empire*, *the empire under Augustus*; *Washington State*, *the state of Washington*; *the Union* (U.S.); *New York City*, *the city of New York*.
 - d. Buildings, monuments, and named streets: always capitalize when part of an official or formal name; lowercase when used alone or as a plural following more than one such name: *the White House*; *the John Hancock Building* (but: *the Standard Oil and John Hancock buildings*); *the Capitol* (building; a city is the capital); *Statue of Liberty*, *the Pyramids* (but:

the *Egyptian pyramids*); *First Baptist Church* (but: *the church*); *Orchestra Hall* (*the hall*, or *the concert hall*); *Times Square*; *Grant Park*.

e. Words derived from proper names: *Chicago MOS* does not agree with usage in the *American Heritage Dictionary* in this area. We agree with the *MOS* and prefer a “down” (lowercase) style when in doubt. Here are a few examples: *arabic figures*; *bohemian*; *diesel engine*; *french fries*; *herculean task*; *india ink*; *manila envelope*; *pasteurized milk*; *plaster of paris*; *scotch whisky*; *venetian blinds*.

9. Capitalize the full names of companies and institutions, but when the words *school* or *company* (and related terms) are used alone they are lowercased: “He works for General Motors Corporation; he has been with the corporation for 15 years.” “The president of Wheaton College did not himself attend the college.”
10. Capitalize the full or accepted titles of acts, treaties, pacts, plans, and similar documents or agreements and any programs derived from those names. Do not italicize. Do not capitalize incomplete names: *Mayflower Compact*, but the compact; *15th Amendment* (to the U.S. Constitution), but *the amendment* and *the Smith amendment*); *Constitution of the United States* and *the Constitution*—always capitalized when referring to the U.S. Constitution—but *the constitution* or *the state constitution* when referring, for example, to the Illinois Constitution; *Medicare*, *Medicaid*; *Social Security*. See 7.67 of *The Chicago MOS* for a longer list.
11. Capitalize the names of awards and prizes: *Nobel Peace Prize*, *Nobel Prize in physics*; *Pulitzer Prize in fiction*; *Academy Award*; *National Merit scholarships*. Also capitalize specific names of military medals and citations: *Medal of Honor*, but *congressional medal*; *Distinguished Service Cross*, but *croix de guerre*.
12. Cultural terms and eras:
 - ❖ Always lowercase a period unless it is part of a proper name: *19th century*; but *the period of the Fourth Republic*.
 - ❖ Capitalize names of historical or cultural periods, such as: *the Middle Ages* and *High Middle Ages*, but *late Middle Ages*; *Christian Era*; *Roaring Twenties*; *Dark Ages*; *Renaissance*; *Reformation* and *Counter-Reformation*.
 - ❖ Lowercase period designations except for proper nouns and adjectives: *colonial period* (U.S.); *baroque period*; *ancient Rome*; *Victorian era*.
 - ❖ Capitalize names of eras defined by archaeologists and anthropologists: *Stone Age*; *Neolithic*, *Paleolithic times*.
 - ❖ Lowercase modern designations: *nuclear age*; *space age*.
13. Capitalize recognized historical, political, economic, and cultural events: *Boston Tea Party*; *Reconstruction* (U.S.); *Prohibition*; *Great Depression*, but *the depression*; *Kentucky Derby*. But: *cold war*, *gold rush*; *civil rights movement*.

CD

Abbreviation for “compact disc.” Not synonymous with CD-ROM.

CD-ROM

Abbreviation for “compact disc—read-only memory.” Small caps, hyphenated.

chat room

Two words.

centers around

Use *center in*, *center on*, or *revolve around*.

Chinese names/words

We agree with *Time* magazine and most other national publications in adopting the new, universal usage of Pinyin spellings of names and terms. Mao Tse-tung, for example, is now Mao Zedong; Chou En-lai became Zhou Enlai, and Teng Hsaioping became Deng Xiaoping. City names also are changed—for example, Peking is Beijing, Chungking is Chongqing, Canton is Guangzhou. When in doubt, check the reference *Pinyin Chinese-English Dictionary*.

choice of words

When wondering which of two familiar spellings of the same word to use, choose the one that appears first, or carries the definition, in *The American Heritage Dictionary*. This is especially true of plurals and other derivatives. Some examples: *adviser* (not *advisor*); *worshiped* (not *worshipped*); *memorandums* (not *memoranda*); *symposia* (not *symposiums*); *appendixes* (not *appendices*); *millennia* (not *millenniums*).

CHRISTIANITY TODAY

When used in text, always use caps and small caps. See also [house publications](#).

church (see also [religious bodies](#))

The word *church* is capitalized when it forms part of a church or communion (denomination) name, but not when it stands alone or is used to denote a religious organization of the world or a particular country: *St. Michael's Roman Catholic Church*, *the Roman Catholic Church* (but: *the Catholic church*); *the Reformed Church in America*; *the Church of England* (but: *Reformed churches*, *Anglican church*, *Presbyterian church*).

The word *Church* may sometimes be capitalized when referring to the church universal or as the mystical union of the body of Christ. It is always lowercased when used to refer to the church as an institution.

cities

1. In news stories, include the author's location only if it is directly relevant to the story.
2. In a news byline that appears at the end of the story (as in CT), include only the city—not the state or the nation—if the full location appears earlier in the story.
3. When referring to the following American cities, you do not need to add the state name; they are familiar enough to be recognizable when standing alone:

Albuquerque	Colorado Springs	Jacksonville
Anchorage	Dallas	Jersey City
Atlanta	Denver	Las Vegas
Baltimore	Des Moines	Los Angeles
Birmingham	Detroit	Memphis
Boston	El Paso	Miami
Buffalo	Fort Worth	Miami Beach
Charlottesville	Hollywood	Milwaukee
Chicago	Honolulu	Minneapolis
Cincinnati	Houston	Nashville
Cleveland	Indianapolis	Newark

New Orleans
New York
Norfolk
Oakland
Oklahoma City
Omaha
Philadelphia
Phoenix

Pittsburgh
Richmond
Roanoke
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle

St. Louis
Toledo
Tucson
Tulsa
Washington
Williamsburg

4. When referring to the following foreign cities, it is not necessary to identify the country.

Algiers
Amsterdam
Bangkok
Barcelona
Beijing (Peking)
Beirut
Belfast
Belgrade
Berlin
Bombay
Bonn
Brasilia
Brussels
Budapest
Buenos Aires
Cairo
Calcutta
Copenhagen
Dublin
East Berlin
Edinburgh
Florence
Frankfurt
Geneva
Genoa
Glasgow
Guatemala City

Guangzhou (Canton)
The Hague
Hamburg
Hanoi
Havana
Helsinki
Hong Kong
Istanbul
Jerusalem
Johannesburg
Kiev
Leningrad
Lisbon
London
Luxembourg
Madrid
Manila
Marseilles
Melbourne
Mexico City
Milan
Montreal
Moscow
Munich
Naples
New Delhi
Oslo

Ottawa
Panama City
Paris
Prague
Quebec City
Rio de Janeiro
Rome
Rotterdam
Saigon
San Salvador
Seoul
Shanghai
Singapore
Stockholm
Sydney
Tehran
Tel Aviv
Tokyo
Toronto
Vancouver
Vatican City
Venice
Vienna
Warsaw
Winnipeg
Yokohama
Zurich

colon

1. Use with relating clauses—emphasizing a sequence in thought between two clauses in a single sentence, or to separate one clause from a following clause that contains an illustration of the first: “The mayor had been in conference all night: this may be the reason he was so surly to the press the next morning.” “Many staff members had other jobs: several, in fact, worked in nearby restaurants.”
2. Use a colon to introduce a list or series.
3. Use a colon after the words *follow* or *following* when followed by numbered items. Example: “The three steps he outlined are as follows: (1) Combat a materialistic outlook. (2) Create a world awareness. (3) Develop an attitude of servanthood.” But note that you do not need a colon before a list that complements or forms the object of the introductory statement, as in “The janitor was told to (1) vacuum the rugs, (2) empty the wastebaskets, and (3) wash the dog.”

4. When used with other punctuation, such as parentheses or quotation marks, place the colon *outside* the closing quote marks or parenthesis, as in: There were two errors in the article “How I Learned to Ski on Lake Bottorff”: the reference to “mice” should have read “ice”; and the boat was a canoe, not a frigate.

comma

1. Commas are most often used to indicate a pause in reading. If you are in doubt and can't remember or find a specific rule, think through whether a sentence reads smoothly—and understandably—without the comma. If the meaning is the slightest bit ambiguous and a comma would clarify it, use the comma. If you can grasp some main principles, you will have a minimum of problems.
2. Use a comma before the conjunction when joining clauses of a compound sentence: “I quickly closed the door, but six wasps still got in.” “We were shocked when we heard the news, and several people left right afterward.” A simple rule of thumb: use a comma for a second subject and verb.
3. Do not use a comma in a sentence with two or more verbs that use the same subject: “He had gone into downtown Chicago and spent the afternoon in a video arcade.” “We had tried to get an appointment with the president but were told he was in conference all day.”
4. Do not use a comma before an essential clause that follows a main clause—one that changes the meaning of the main clause if it is left off: “I will agree to your plan if you change the date.” Use a comma before a nonessential clause: “I stayed home last night and read, while the others went out for pizza.” Use a comma after a dependent clause if it precedes the main clause: “If you like the idea, we can all meet for lunch and discuss it.” “Though she would have preferred to go home, she had to wait until the water receded from the parking lot.”
5. Use a comma after an adverbial clause at the beginning of a sentence: “After he reread the manuscript, Howard turned it over to the editor for editing.”
6. Use a comma around nonrestrictive or purely descriptive adjectival clauses: “The report, which was well documented, was sent to the board.” A comma is not needed before an adjectival phrase or clause that follows a noun and restricts or limits the reference of the noun so as to make it necessary to the meaning of the sentence: “The report the committee submitted was well documented.”
7. Use a comma around parenthetical matter that is closely related to the rest of the sentence: “Walt, it was believed, had hired the best pothole fixer in the county.” More remote parenthetical matter should be enclosed instead in dashes or parentheses: “Walt—for whom Lake Bottorff was named—finally fixed the parking lot.” “The parking lot (located directly behind the building) was equipped with a dock and diving board.” (See also [parenthetical elements](#).)
8. Use a comma to set off elements such as interjections and transitional adverbs that effect a definite break in the continuity of thought: “Well, I see it's quitting time.” “Yes, I suppose he was right.” “We shall, however, be too late to get good seats.” “His voice, consequently, was hoarse.” However, when these elements are used in such a way that there is no real break, no need to pause in reading, you do not need a comma: “The garage was indeed filled with junk.” “He therefore urged us to say nothing.”
9. Always use a comma after an exclamatory *oh* or *ah*, but not after the vocative *O*: “Oh, what an awful thing!” “Ah, how nice.” “O mighty God.”

10. Use commas around words, phrases, or clauses that are in apposition to a noun (although you may also consider using dashes or parentheses): “The president of Liberty University, Jerry Falwell, is coming to town.” “We couldn’t find Mortimer, my pet rooster.” “His new book, a novel, will be out soon.” “My brother, Randall, lives in Pennsylvania.” (The inference in the latter instance is that Randall is my only brother, which is true. Had I more than one brother, the use of commas here would be wrong.) If an appositive has a restrictive function, it is not set off by commas: “He signed an autographed copy of his book for my sister Hildegarde.” “We saw Ionesco’s play *Rhinoceros* last season.” “The statement ‘I never gain weight’ is hard to make after 40.”
11. Use a comma between two or more words or phrases that are complementary or antithetical and the word they modify: “The logical, though severe, punishment was his reward.” “That route leads from, not toward, the city.” “I hope to, and doubtless will, meet the President.”
12. Use a comma to separate interdependent antithetical clauses: “The more I thought about it, the more excited I got!” But short antithetical phrases do not need a comma: “The more the merrier.”
13. *The Chicago MOS* and Strunk and White’s *Elements of Style* agree that elements in a series of three or more should be separated by commas, and when a conjunction joins the last two elements, a comma should be inserted before the conjunction as well. This is no longer common practice among many publishers, but it is still CT style: “We have a choice of purple, chartreuse, or flamingo pink for the carpeting.” “The writers, the editors, and the publisher all got together for a conference.” Note that when the elements in a series are long and complex and carry their own punctuation, they should be separated instead by a semicolon: “The committee included John Knox, a Presbyterian; William Rogers, a Baptist layman; and Calvin Johnson, a Reformed Church pastor.”
14. Use a comma to prevent the reader from making a mistaken junction: “To Bernie, Washington remains an enigma.” “Soon after, the meeting was called off because it was getting late.” “He saw the man who sat at the desk, and laughed.” Try leaving the commas out of these examples and see what happens.
15. Use a comma to set off a title or identification after a person’s name: “Jimmy Carter, former U.S. President, was on the cover of the March 22 issue.”
16. Use a comma after each element in a street address: *Christianity Today*’s offices are at 465 Gundersen Drive, Carol Stream, Illinois.” “He spent five years in Miami, Florida, as a missionary with Bibles to the Beaches.”
17. Use a comma before and after the year in specific dates: “On February 18, 1991, he was reassigned.” When only month and year are used, however, omit the comma: “The final meeting occurred in May 1988.” For a complete discussion of comma usage, see chapter 5 of *The Chicago MOS*.

communism, Communist

1. Names of organizations, movements, and alliances, and of members of political parties, are capitalized, but not the words *movement* or *platform*: *Communist Party*, *Communists*, *Communist bloc*.
2. Nouns and adjectives designating political and economic systems are lowercased unless derived from a proper noun: *communism*, *democracy*, *nazism*, *socialism*; but: *Marxism*.

Communion

This word is always capitalized when referring to the Lord's Supper to avoid confusion with *communion* (as fellowship).

companies

See [capitalization No. 9](#) and [abbreviations No. 3](#).

Many techno and Net words involve quirky capitalization—such as joining words with an uppercase letter in the middle (RealAudio), using only lowercase letters (musicforce.com), or even starting with lowercase and including uppercase later (eBay). *Don't change the brand name: Write it the way the company has branded it.* If you use “eBay” at the start of a sentence, do not capitalize the first letter; you'd be tampering with the brand name. If you can't stand the thought of starting a sentence with a lowercase letter (“eBay is a cool site”), then rewrite the sentence (“One cool site we've found is eBay”). [One exception to date: The *Jesus* Film Project, which distributes the *Jesus* film, prefers both all caps *and* italics to set this film apart. We believe italics will suffice.]

compound words

To hyphenate or not to hyphenate? One word or two words? Some compound words that started life as two separate words eventually are spelled solid as one word after a period of frequent usage. But consult the dictionary to verify most such compounds. Words we commonly spell solid are *childcare*, *childrearing*, *layman*, and *laywoman*.

For a complete discussion, refer to *The Chicago MOS*, 6.32-6.42 and Table 6.1.

comprise/compose

The traditional rule, according to *American Heritage*, is that the whole *comprises* the parts; the parts *compose* the whole. Thus, “The Union comprises 50 states,” and “Fifty states compose [constitute, or make up] the Union.”

consensus

Watch the spelling of this word. Think of it in terms of *consent*, not as related to *census*.

contractions

Use contractions sparingly. They are more acceptable in interviews and direct quotes than in most other text. *Harper's Dictionary of Contemporary Usage* states, “Contractions (didn't, wasn't, haven't, and the like) are inappropriate in formal contexts, though perfectly acceptable in casual or informal speech and writing.” But use judgment. Do avoid using *it's* for *it has*, if possible, and such aberrations as *would've*.

copyrights

To quote from the [U.S. Copyright Office website](#): “Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. There are no legal rules permitting the use of a specific number of words, a certain number of musical notes, or percentages of a work. Whether a particular use qualifies as fair use depends on all the circumstances. See [Circular 21](#) and [FL 102](#).”

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countries

Countries or nations are not feminine. Do not write “England and *her* allies” but rather “its allies.”

courts

1. The U.S. Supreme Court is always capitalized, whether its full name is given or whether it is simply referred to as the Supreme Court or the Court. Do not capitalize the term *high court* (unless you are referring to the top court in Israel, which bears the formal title High Court).
2. Capitalize the full names of other courts, but use lowercase when the word *court* or other judicial division stands alone: “The Illinois Supreme Court,” but “The state supreme court was in session”; “His case is being heard in municipal court”; “Justice John Law of the United States Court of Appeals for the Third Circuit”; “The hearing took place in district court”; “He appealed to District Court for the Southern Division of New York.”

CT and other magazines published by CTI

The proper abbreviation for CHRISTIANITY TODAY is CT, not C.T. Except when it appears in heads, subheads, and captions, it is set in small caps.

When referring to a sister CTI publication, spell out: BOOKS & CULTURE, CHRISTIAN HISTORY, CHRISTIAN PARENTING TODAY, CAMPUS LIFE, CHRISTIAN READER, LEADERSHIP, MARRIAGE PARTNERSHIP, MEN OF INTEGRITY, PREACHINGTODAY.COM, TODAY’S CHRISTIAN WOMAN, YOUR CHURCH.

cultural terms/eras

See [capitalization, No. 12](#).

cyberspace, cyberfriend, cybersex

Not capitalized; no hyphen. Exception: If the cyber word described begins with an “r,” a hyphen is optional to prevent confusion (cyber-report). (Note: Do not create new “cyber” words by merely adding the prefix to any noun. Be sparing.)

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D

data

American Heritage, permits a single verb with *data*, but CT prefers a plural verb as more precise.

dates

1. Abbreviate references to *centuries* and *decades*: “the 20th century”; “during the 1960s”; “during the ’70s and ’80s”; “a 20th-century phenomenon.”

2. Do not place a comma between *month and year* if the day of the month is omitted: “We changed typesetters in March 1983.”
3. When abbreviating a particular year, use an apostrophe to show the omission: *class of '80*; *He said he was born in '09*; *the spirit of '76*.
4. When referring to decades, add an *s* (but no apostrophe) to the year: *the 1960s*.
5. When the usual month-day-year sequence is used, the year is always set off within commas: “Grover Cleveland was born on March 18, 1837, and became the 22nd and 24th President of the United States.”
6. Refer to [A.D./B.C.](#) for usage.

deity

Do not capitalize pronouns for persons of the Trinity unless the meaning is unclear (e.g., a passage in which “he” is ambiguous and could refer in context to either God or another person).

denominations

1. Capitalize the full titles of denominations, as in *the Church of Jesus Christ of Latter-day Saints* or the *United Methodist Church*. When you refer to the whole of the denomination apart from its officialdom, do not capitalize the word *church*, as in “Members of the Methodist church sing the hymns of John and Charles Wesley.”
2. Check a reliable source such as *The Yearbook of American and Canadian Churches* (or the denomination’s website) for exact names—even if you think you know them. Some are confusing:
 - Seventh-day Adventist Church
 - Seventh-Day Adventist Church in Canada
 - Seventh Day Baptist General Conference
 - Church of Jesus Christ of Latter-day Saints

descriptions of persons

Concise appositives do not require commas: “his book *Love and Won’t*”; “my niece Sue” (this assumes I have more than one niece).

dictionaries

Our primary reference dictionary is *The American Heritage Dictionary of the English Language*, Third College Edition; always consult it first. (If you’re unsure about whether to spell a word closed, consult the [online](#) Fourth Edition, which trumps the Third Edition.) If you cannot find what you are looking for, try these (in descending order of CTI preference):

- Random House Dictionary of the English Languages*, 2nd ed., unabridged
- Webster’s Third New International Dictionary*, unabridged
- The Oxford English Dictionary*
- Webster’s New World Dictionary*
- 6,000 Words: A Supplement to Webster’s Third New International Dictionary*
- The Barnhart Dictionary of New English Since 1963* (1973)
- The Second Barnhart Dictionary of New English* (1980).

disabled

This term is preferable to *handicapped* when referring to a person with a disability. For a complete discussion, see [handicapped](#).

disc/disk

A “disc” generally refers to the round medium, like CDs and CD-ROMs. A “disk” generally refers to a floppy disk (the 3.5-inch plastic thing that you put in your computer) or a hard disk (the data storage mechanism housed inside your computer). Note: “diskette” also refers to a floppy, but is a dying term.

doctrines

Capitalize major Christian doctrines, such as *the Atonement, the Resurrection, the Creation*.

DOS

Abbreviation for “disk operating system.”

dot-com**Down syndrome**

Check in *American Heritage* or *Stedman’s Medical Dictionary* for diseases and other conditions described by medical terminology. Down syndrome, for example, does not have an *s*. The medical dictionary will usually list terms like these under “syndrome” or “disease.”

dpi

Abbreviation for “dots per inch.” All lowercase.

[Return to top](#)**E****each/every person/everyone**

These are *singular nouns* that take *singular pronouns*: “Each person has his [or her, but not their] own telephone. “If you want to avoid sounding sexist, recast the sentence: “Each person has a telephone.”

East/Eastern

See [capitalization, No. 3](#).

e.g., or *exempli gratia*/for example

Spell out in text; abbreviate parenthetically (usual use). Remember that a comma always follows the abbreviation.

ellipses

1. Indicate any omission of a word, phrase, line, or paragraph within a quoted passage by using an ellipsis (. . .). That’s a space, a dot, a thin space, another dot, another thin space, another dot, and a space. (Word does not have a “thin space” character, so our designers create the thin spaces through tracking.)

2. Such omissions can be designated both within a sentence and between sentences. Four dots show that material at the end of a sentence has been left out, and the first dot is a period; however, the preceding sentence must be grammatically complete. The sentence following the four-dot ellipsis should also be complete.
3. The omission of a full line, or several consecutive lines, of verse is indicated by one line of em-spaced dots (*Chicago MOS*, 10.45):

4. The omission of several paragraphs or pages within quotations is indicated with a period followed by three ellipsis points at the end of the paragraph before the omitted portion.
5. Ellipsis points can be used to indicate an incomplete or unfinished thought or statement, but do not overuse this device. An ellipsis does not, in and of itself, indicate a profound thought.
6. As a general rule, do not begin a statement enclosed in quotation marks with an ellipsis.
7. Do not use ellipsis points for anything other than omitted copy or incomplete thoughts. They should not be used as a substitute for the em dash or any other punctuation.

e-mail, e-zine, etc.

Lowercase “e” and hyphenated. Note: Use a capital “E” at the beginning of a sentence (“E-commerce is one of the fastest-growing industries”). Never print a reader’s e-mail address without permission. This could easily lead to an invasion of privacy.

While it is legal to quote a source from e-mail, it is best to obtain permission first. E-mail as a verb is fine in less formal writing (such as “e-mail this page” on websites). Think twice about whether you want to use it in formal writing.

Plural usage: “He sent me five e-mails.” But: “I received lots of e-mail.”

em dash

1. This is a long dash that is sometimes used to set off a defining or complementary element inserted in a sentence: “The influence of three theologians—Barth, Bultmann, and Snoopy—can clearly be seen in his early Schleiermacherian development.”
2. When you use a dash in this way, make sure you use a second dash to set off the complementary element unless it ends the sentence. Using a dash at the beginning and a comma at the end of the insertion does not work. Note that to avoid confusion, no more than one pair of em dashes should be used in a single sentence.
3. An em dash is also used to emphasize or explain, as in “He explained the plan—one he hoped would put an end to dissent.”
4. Use an em dash to precede expressions such as *that is, namely, i.e., e.g.*
5. Use an em dash to indicate interrupted speech.
6. Use one em-dash to indicate letters omitted from otherwise profane words: *The activist called the legislators “a bunch of d—hypocrites.”*

en dash (longer than a hyphen, half the length of an em dash)

1. Use an en dash to indicate continuing or inclusive numbers (dates, time, Scripture references) except when numbers are preceded by *from* or *between*.

2. Use an en dash instead of a hyphen in a compound adjective where one element has two or more words: post–Civil War period; Lutheran Church–Missouri Synod; New York–London flight.

enormity/enormous size

Bergan Evans says *enormity* “now refers entirely to something hugely out of the moral norm (‘The enormity of his crimes defies comprehension’). “ *Enormous size* refers to an object of large or immense proportions.

epistle

Capitalize when referring to a section or a book of the Bible, but not when you are simply referring to the author’s writing: *the Epistles*; *Paul’s Epistle to the Romans*; “Paul was in prison when he wrote his Philippian epistle”).

etc. or et cetera

Avoid like the plague, except in parenthetical references. “And so on” or some similar phrase is better.

evangelical/evangelicalism

We lowercase these terms in text.

exclamation point

1. Use sparingly. Overuse is overkill and destroys emphasis when it is needed.
2. Use only one at a time.
3. Place *inside quotation marks, parentheses, or brackets* when it is part of quoted or parenthetical matter. Otherwise, place it outside those marks.

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F

FAQ

Abbreviation for “frequently asked questions,” set in small caps. FAQs is redundant.

farther/further

Quoting from *The Associated Press Stylebook*:

Farther refers to physical distance: *He walked farther into the woods.*

Further refers to an extension of time or degree: *She will look further into the mystery.*

fellow

Not hyphenated when used in front of a noun: *fellow citizen*. Generally not capitalized when referring to a member of an academic society.

fewer/less

Quoting from *The Associated Press Stylebook*:

In general, use *fewer* for individual items, *less* for bulk or quantity.

Wrong: *The trend is toward more machines and less people.* (People in this sense refers to individuals).

Wrong: *She was fewer than 60 years old.* (Years in this sense refers to a period of time, not individual years.)

Right: *Fewer than 10 applicants called.* (Individuals.)

Right: *I had less than \$50 in my pocket.* (An amount.) But: *I had fewer than 50 \$1 bills in my pocket.* (Individual items.)

footnotes

Footnotes are generally not used in CTI publications. Usually we try to add such references in parentheses. Exceptions might include the need for extensive documentation to preclude threats of legal suit if offended parties think we have not done our homework.

for

Avoid using *for* as a conjunction to start a new sentence; it makes for awkward construction. Example: “There is a more serious problem facing the church than the mere number of university graduates. *For* Christians have not merely passed through the university unchanged, but they have inevitably been marked by its spirit.” The *for* is not needed; also strike the following *but* and precede it with a semicolon, and the sentence will be equally clear.

forego/forgo

To *forego* is “to go before” or “to precede.”

To *forgo* is “to give up” or “to renounce.”

foreign words/names

1. Always follow foreign (non-English) spellings, including [accent marks](#) (but eliminate accents over capital letters): Hans K^ung, Efra^ín R^íos Montt, *détente*, *exposé*, *façade*, *naïveté*, *raison d’être*, *résumé*, *vis-à-vis*.
2. Use American, not British, spelling of English.
3. When in doubt about the spelling of a city or nation, first check *American Heritage*, then usage in major daily newspapers (*Chicago Tribune*, *The New York Times*, *The Washington Post*) then the [CIA World Factbook](#).

foreign words/phrases (see also [Chinese names](#))

Set isolated foreign words and phrases in italics if they are unlikely to be familiar to readers.

fortuitous/fortunate

Fortuitous means “happening by chance.” *Fortunate* means “having unexpected good fortune.” The two words are not synonymous, although they are now often used interchangeably. Careful writers should not use it thus: “Under more *fortuitous* circumstances the business would have succeeded.” The proper word is *fortunate* or *favorable*.

forthcoming

This term is preferred over the faddish *upcoming* when you mean to say something is approaching, imminent, impending, or about to happen.

funded/funding

Although it is becoming common, forming verbs from perfectly good nouns is questionable usage. While they are considered acceptable, please use sparingly as verbs when you mean “They received money” or “They were financed.”

fundraising/fundraiser

One word in both cases.

fundamentalism/fundamentalist

Use with extreme caution. To quote *The Associated Press Stylebook*: “In general, do not use *fundamentalist* unless a group applies the word to itself.” When you give in to the fundamentalist impulse, lowercase it.

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G**gay**

Generally avoid using this word as a regular substitute for *homosexual*. Especially avoid uses of “gay” and “straight,” which is just as corrosive as calling heterosexuals “breeders” or “non-homosexuals.”

Gen X, Gen Xer

No hyphen necessary.

geographical/topographical terms

See [capitalization, No. 8a](#).

giga-

Prefix meaning one billion, as in “gigabyte.”

God/gods

1. Names for the one supreme God are always capitalized (including Yahweh and Allah), as are names for other deities (such as Diana, Apollo, Pan).
2. All nouns referring to members of the Trinity (the Father, the Son, and the Holy Spirit) are capitalized.
3. Pronouns referring to God are not capitalized in CT style.
4. Most derivatives of God’s names or attributes are lowercased, such as *fatherhood*, *omnipotence*, *sonship*, *godlike*, *godly*. Note, however, that *Christology* and *Christlike* are capped.

gospel

Capitalized when referring to a part of the Bible: the *Gospel of John*; *the Gospels*; lowercased when used as an adjective or as a noun referring to the Christian message or doctrine.

grammar (see also [reference books](#))

Here are reminders of some sticky problems, thanks mostly to Carol Friedley Griffith:

1. “One of the many scholars who have contributed to the commentary is a young theologian from Greenland’s icy mountains” (not *has*).
2. “He earns as much as if not more than the vice president” (don’t omit the second *as*). Better: “He earns as much as the vice president, if not more.”
Items compared by the two phrases must be parallel.
Wrong: “Urban America’s needs are as great as if not greater than most underdeveloped countries.”
Right: “Urban America’s needs are as great as if not greater than those of most underdeveloped countries.”
3. Wrong: “Due to my negligence, I missed an opportunity to learn to yodel.” Right: “Owing to my negligence” or “Because of my negligence.” There must be a *noun* that is *due to*.
4. “Everyone (everybody) has a [not their] price.”
5. None: Use as a plural except when it clearly means no one or not one.
6. Wrong: “They tried to prevent him running the show.” Use the possessive— *his*—before a verbal noun like running.
7. Wrong: “He cannot help but wonder whether she’ll return.” Use *cannot help wondering*.
8. Wrong: “It would not only be inconvenient but also expensive.” Items after *not only* and *but also* must be parallel. Right: “It would be not only inconvenient but also expensive.” And do not omit the *also*.
9. Wrong: “Both in America and Africa”
Right: “Both in America and in Africa.”
10. With two clauses introduced by a verb-like saying, *that* must be included in the first clause if it is needed in the second. Wrong: “I said I would go and that I would take her with me.” Add the missing *that* after *said*.
11. Use *like* as a conjunction only to introduce a noun not followed by a verb. Right: “He drinks like a fish.” Wrong: “He runs like a fish swims—with no apparent effort.” Change to “He runs as” (see also [like/as](#)).
12. From 1988-91: Wrong. Where there is a *from* there must be a *to*. “From 1988 to 1991,” or “during the years 1988-91.” “Between 1988-91” is similarly wrong.
13. Verbs must agree. Wrong: “The only hope for the world lies in giving up the military system of defense and to replace it with a nonmilitary system.” Right: “The only hope for the world lies in giving up the military system of defense and *replacing* it with a nonmilitary system.”
14. Singular subjects must have singular antecedents. Wrong: “A Christian who has any evidence of alcoholism in their family.”

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H

half

Half is usually hyphenated when used in conjunction with another word: *half-empty cup*; *only half-prepared*; *half-and-half*, *half-baked plan* (but: *halfback*; *half brother*; *half dollar*; *half cocked*).

handheld

One word, no hyphen. As in “handheld computer.”

handicapped

Avoid using this term in print. The National Easter Seal Society suggests that everyone is “handicapped” in some way—whether it is being left-handed, short, tall, a member of a racial minority, a liar, and so on. Not everyone, however, is disabled, and NESS recommends the use of *disability* in its various forms as preferable to *handicapped*.

1. Refer to the person first, rather than leading with the disability; avoid using the word *disabled* as an adjective: “John, a man with a disability” is better than “John, a disabled man.”
2. Avoid using *disabled* as a noun to identify a category, group, or type of people, as in “several hundred of the disabled gathered in Washington for a conference.” Instead, write “several hundred people with disabilities gathered.”
3. Because the person is separate from the physical condition, avoid using words such as *paraplegic* or *quadriplegic* as a noun. Do not, for example, write “Joni Eareckson-Tada, a quadriplegic, spoke to EPA,” but rather “Joni Eareckson-Tada, a woman with quadriplegia, spoke to EPA.”

high court

Always lowercased when referring to the U.S. Supreme Court. Only the highest court in Israel is the High Court.

historical events/terms

See [capitalization No. 13](#).

holidays

1. Capitalize names of religious holidays and seasons, such as Ash Wednesday, Christmas Eve, Holy Week, Lent, Passover, Yom Kippur, Yuletide, Hanukkah.
2. Names of most secular holidays and specially designated days are also capitalized: *April Fools’ Day*, *D-Day*, *Fourth of July* or *the Fourth*, *Mother’s Day*, *National Cucumber Week*, *Thanksgiving Day*, *V-E Day*.

hopefully

A sign in Edwin Newman’s office at NBC read: “Abandon all ‘hopefully’ ye who enter here.” Avoid using *hopefully* when you mean *I hope* or *they hope*.

home page

Two words. Not capitalized.

house publications

When a magazine refers to sister periodicals published by the same house, the custom is to use caps and small caps: BOOKS & CULTURE, CHRISTIAN HISTORY, CHRISTIAN PARENTING TODAY, CAMPUS LIFE, CHRISTIAN READER, MARRIAGE PARTNERSHIP, MEN OF INTEGRITY, PREACHINGTODAY.COM, TODAY’S CHRISTIAN WOMAN, YOUR CHURCH.

HTML

Abbreviation for “hypertext markup language,” the formatting language of the Web.

HTTP

Abbreviation for “hypertext transfer protocol,” the original communications protocol of the Web. (Use uppercase in running text, but use lowercase when part of a URL or Web address.)

hyphen

When marking copy or proofs for the designer, always indicate if a hyphen is to be retained at the end of a line, as in a compound word. Usual practice is to draw a second short line above or below the hyphen so that it looks like an equal sign (=).

Do not use a hyphen when you need an en dash (see [en dash and inclusive numbers](#)).

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I

i.e., or *id est*/that is/namely

Spell out in text; abbreviate parenthetically (usual use). Remember to add a comma after the abbreviation.

IM

Abbreviation for “instant message” or “instant messaging,” a form of real-time communication on the Net. Can be used as a noun (“I sent him an IM”) or, in informal writing, as a verb (“Please IM me your new address”).

incomplete sentences

Avoid writing grammatically incomplete sentences. If you use one occasionally for effect, do so only sparingly. Magazine text is not treated in the same way as advertising jargon. Most magazine writing calls for subject-verb construction. If you allow an incomplete sentence, know why it works in the context.

inclusive numbers

An en dash is used to connect continuing or inclusive numbers: (1) the elements of a date: May 27–31; April 17–May 4; (2) pages: pp. 60–62; periods of time: April–June 1983; however, if you use a preposition before the date—from or *between*, for example—insert the word *to* between the two dates, as in “between 1988 and 1991” or “from June 2 to 16, 1985”; (3) Scripture references: John 3:16–17; Romans 7:24–8:1. (See also [en dash](#).)

infinitives

Split *infinitives* generally ought to be avoided (not ought to generally be avoided). “To quietly walk away” is an example (*to walk* is the infinitive) and could just as easily be rephrased “to walk away quietly.” But if splitting the infinitive is less awkward than the alternatives would be, then go ahead and split. Do avoid splitting an infinitive with the word *not*, which is particularly bad usage.

institutions/companies

See [capitalization No. 9](#).

internet

Capitalized, and preceded by “the” unless used as a modifier, as in “Internet service provider.”

intranet

Not capitalized. A private network within an organization.

ISDN

Abbreviation for “integrated services digital network,” a set of digital telecommunications standards that transmits voice, video, and data over standard phone lines.

ISP

Abbreviation for “Internet service provider.” Plural: ISPs.

it

Avoid more than one use of the word *it* per sentence unless the context makes perfectly clear who or what each *it* refers to.

italics

1. Use italics only sparingly for emphasis. Rarely should an entire sentence be set in italics for emphasis.
2. Use italics for titles of:
 - ❖ Audio CDs or LPS
 - ❖ Books (Book series are capitalized but not italicized)
 - ❖ Collections
 - ❖ Computer programs (*QuickVerse 2.0.2*)
 - ❖ Long musical compositions (opera, oratorio, symphony)
 - ❖ [Magazines](#) and journals (include and cap the article if the magazine does so: *The Atlantic*, *National Review*)
 - ❖ Movies
 - ❖ [Newspapers](#) (include and cap the article if the newspaper does so: *The New York Times*, the *Los Angeles Times*)
 - ❖ Paintings
 - ❖ Pamphlets
 - ❖ Plays (*Cotton Patch Gospel*, *Cats*)
 - ❖ Radio shows (*The Bible Answer Man*, *Unshackled*)
 - ❖ Videotapes and DVDs
 - ❖ Poems
 - ❖ Proceedings
 - ❖ Sculptures
 - ❖ Ship names
 - ❖ TV shows
3. If you have more than one of something that appears in italics—named newspapers, books, and so on—the *s* that forms the plural should be set in roman type: “There are three *Charismas* on the coffee table.” Better still, ask whether such an awkward construction is necessary. (“There are three copies of *Charisma* on the coffee table.”)

4. References to words as words are italicized, as are terms singled out as terms: “The distinction between *farther* and *further* should be preserved.” “Using the word *funded* for *financed* ought to be avoided.” “The term *gothic* has different meanings for typesetters and architects.”
5. Use italics to indicate a thought: “During the 1980s, I often wondered to myself, *Couldn’t I find a better job than this?*”
6. Note that punctuation ending material in italics should also be in italics before resuming roman style. An exception would be material enclosed within parentheses, such as (see *italics*).

its/it’s

It’s means “it is.” *Its* is a possessive pronoun: *his*, *hers*, and *its*.

-ize

Do not make convenient verbs by adding “ize” to nouns. There is usually a better way to say what you want.

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J

jargon

Avoid using jargon, which usually emerges from bureaucrats and other enemies of clear writing. Jargon unique to evangelicals is just as bad in a different way. Some terms, such as VBS, probably have little or no meaning to readers outside our subculture. Always explain terms that belong exclusively to the church.

judicial

See [courts](#).

Junior

When the abbreviation *Jr.* follows a personal name, do not surround it by commas: “Martin Luther King Jr. was born on January 16, 1929.” Similar name designations, such as II or III, likewise require no commas: “Octavius McCann III does not like pizza.”

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K

keyboard

One word. Used as noun (“Hey, dude, nice keyboard!”) or, in informal writing, as a verb (“Will you keyboard this in for me?”)

keystroke

One word.

kilo-

Prefix meaning one thousand, as in “kilobyte.”

king/queen

1. Capitalize *king* or *queen* when it appears as a title preceding the name of a specific monarch, as in *Queen Victoria*. Generally, such titles are not capitalized when used in place of a name.
2. These titles are lowercased following a personal name or when standing alone, as in *Elizabeth II, the queen of England*, or simply *the queen* (or *king*). An exception would be tradition, such as the British title *Queen Mother*.

Koran

See [Qur’an](#).

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L**lakes**

See [capitalization, No. 8a](#).

left/left-wing/leftist

Appellations of political groups or alliances are usually lowercased: leftist, left wing, left-wing despot (but: the Left).

legal cases

1. The names in legal cases are set in italics, including the v. (for versus): *Roe v. Wade*.
2. When a legal case is shortened to one name, it too should be in italics, as in “the *Miranda* case.”
3. When referring to a person’s name and not the legal case, it should be in roman, as in “Escobedo’s trial.”

like/as

Quoting from *The Associated Press Stylebook*:

Use *like* as a preposition to compare nouns and pronouns. It requires an object: *Jim blocks like a pro*.

The conjunction *as* is the correct word to introduce clauses: *Jim blocks the linebacker as he should*.

listserv

No “e” at the end. Mail-handling software that helps people subscribe and unsubscribe to mailing lists.

log in, log on, log off, log out

Verbs: “I don’t log on till I get my coffee.”

logon, logoff

Nouns: “My computer has an automatic logoff if it’s not used for one hour.”

Lord/lordship

1. Capitalize *Lord* when using it as a noun for God.
2. Lowercase *lordship* when referring to authority: the lordship of Christ.

ly

1. An adverb ending in *ly* is never hyphenated when combined with an adjective. Examples: *poorly seen details*; *highly complex problem*.
2. *Ly* is usually superfluous when added to points of enumeration: *first*, not *firstly*. The same is true of *most/more important(ly)*: leave off the adverbial *ly*.

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M

magazines

Here is a list of the nation's top 100 magazines as published in the June/July 1997 issue of *Copy Editor*. When a magazine includes *The* in its nameplate, we also include and cap it (*The Nation*). If you're unsure of a magazine's name, [this link](#) on Yahoo! is a good place to find websites. Or you may prefer the ever-reliable (and usually faster) [Google](#).

<i>AARP Bulletin</i>	<i>House Beautiful</i>
<i>American Hunter</i>	<i>Jet</i>
<i>American Rifleman</i>	<i>Kiplinger's Personal Finance Magazine</i>
<i>Avenues</i>	<i>Ladies' Home Journal</i>
<i>Better Homes and Gardens</i>	<i>Life</i>
<i>Bon Appétit</i>	<i>Mademoiselle</i>
<i>Boys' Life</i>	<i>Martha Stewart Living</i>
<i>Business Week</i>	<i>Men's Health</i>
<i>Car and Driver</i>	<i>Modern Maturity</i>
<i>Consumers Digest</i>	<i>Money</i>
<i>Cooking Light</i>	<i>Motor Trend</i>
<i>Cosmopolitan</i>	<i>National Enquirer</i>
<i>Country America</i>	<i>National Geographic</i>
<i>Country Home</i>	<i>Nation's Business</i>
<i>Country Living</i>	<i>NEA Today</i>
<i>Discover</i>	<i>New Woman</i>
<i>Disney Adventures</i>	<i>Newsweek</i>
<i>Ebony</i>	<i>Outdoor Life</i>
<i>Elle</i>	<i>Parenting</i>
<i>Endless Vacation</i>	<i>Parents</i>
<i>Entertainment Weekly</i>	<i>PC Computing</i>
<i>Essence</i>	<i>PC Magazine</i>
<i>Family Circle</i>	<i>PC World</i>
<i>Field & Stream</i>	<i>Penthouse</i>
<i>First for Women</i>	<i>People Weekly</i>
<i>Glamour</i>	<i>Playboy</i>
<i>Globe</i>	<i>Popular Mechanics</i>
<i>Golf Digest</i>	<i>Popular Science</i>
<i>Golf Magazine</i>	<i>Prevention</i>
<i>Good Housekeeping</i>	<i>Reader's Digest</i>
<i>Gourmet</i>	<i>Redbook</i>
<i>Health</i>	<i>Rolling Stone</i>
<i>Home</i>	<i>Rosie</i>
<i>Home & Away</i>	<i>Scholastic Parent & Child</i>

Scouting
Self
Sesame Street Magazine
Seventeen
Shape
Smithsonian
Soap Opera Digest
Southern Living
Sports Illustrated
Star
Sunset
'Teen
The American Legion
The Elks Magazine
The Family Handyman
The New Yorker

Time
Today's Homeowner
Travel & Leisure
True Story
TV Guide
U.S. News & World Report
Us
Vanity Fair
VFW
Via
Victoria
Vogue
Weight Watchers Magazine
Woman's Day
Woman's World
YM

Mass

Capitalize in all references to the Eucharist. Masses are not merely held or said; they are celebrated or sung.

media

1. The plural of *medium*, this word always takes a plural verb: "The broadcast media wield power."
2. When possible, specify the medium (media) being discussed. The term is used loosely to describe radio, television, newspapers, magazines, movies, or video. It is better to be explicit: *news media, the press, the film industry*.

mega-

Prefix meaning one million, as in "megabyte."

MIDI

Abbreviation for "musical instrument digital interface," a computer system used to control synthesizers and music-recording equipment.

misplaced modifiers

Make sure you say what you mean. Misplaced modifiers lead to some funny sentences: "Walking down the street, a piano fell on my head"; "As our valued guest, we guarantee to serve you"; "As a Christian, God allows me to serve him."

mixed metaphors

You wouldn't, would you? Just to remind you what an awful problem this can be, note this example from one of *The New Yorker's* "Newsbreaks": "Like a giant sheet of carbon paper, south Florida spreads its familiar arms from baseball camp to baseball camp, catching time in a bottle and wrapping the Boys of Springtime in a velvet glove of comfortable *dèjà vu*."

Moslem

See [Muslim](#).

mount/mountains

Spelling out or abbreviating is acceptable, depending on your magazine’s preference.

mouse, mouses

The plural is not “mice” when referring to input devices for computers—so choose this awkward construction only when absolutely necessary.

mouseclick, mousepad

One word.

MP3

Abbreviation for “MPEG Audio Layer 3,” a method of compressing and storing digital audio and video files. Shrinks the digital data on a CD to about a tenth its size, without loss in quality.

Muhammad

Not Mohammed.

Muslim

This is the preferred spelling for a religious follower of Muhammad (not Mohammed).

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N**Net**

Short for “Internet.” Capitalized, with no preceding apostrophe.

newsgroup(s)

One word.

newspapers

Here is a list of major U.S. dailies as published in the June/July 1997 issue of *Copy Editor*. When a newspaper includes *The* in its nameplate, we also include and cap it. If you’re unsure of a smaller newspaper’s nameplate, [this link](#) on Yahoo! is a good place to find the newspaper’s Website. Or you may prefer try the ever-reliable (and usually faster) [Google](#).

Alabama	<i>The Birmingham News</i>
Arizona	<i>The Arizona Republic</i>
Arkansas	<i>Arkansas Democrat Gazette</i>
California	<i>The Fresno Bee</i>
	<i>Long Beach Press-Telegram</i>
	<i>Los Angeles Daily News</i>
	<i>Los Angeles Times</i>
	<i>The Orange County Register</i>
	<i>The Press-Enterprise (Riverside)</i>
	<i>The Sacramento Bee</i>
	<i>The San Diego Union-Tribune</i>
	<i>San Francisco Chronicle</i>
	<i>San Jose Mercury News</i>
Colorado	<i>Rocky Mountain News</i>

	<i>The Denver Post</i>
Connecticut	<i>The Hartford Courant</i>
Delaware	<i>The News Journal</i>
Florida	<i>Sun-Sentinel</i> (Fort Lauderdale)
	<i>The Florida Times-Union</i> (Jacksonville)
	<i>The Miami Herald</i>
	<i>The Orlando Sentinel</i>
	<i>The Palm Beach Post</i>
	<i>Sarasota Herald-Tribune</i>
	<i>St. Petersburg Times</i>
	<i>The Tampa Tribune</i>
Georgia	<i>The Atlanta Constitution</i>
	<i>The Atlanta Journal</i>
Illinois	<i>Daily Herald</i>
	<i>Chicago Sun-Times</i>
	<i>Chicago Tribune</i>
Indiana	<i>The Indianapolis Star</i>
Iowa	<i>The Des Moines Register</i>
Kentucky	<i>Lexington Herald-Leader</i>
	<i>The Courier-Journal</i>
Louisiana	<i>The Times-Picayune</i>
Maryland	<i>The Sun</i>
Massachusetts	<i>Boston Herald</i>
	<i>The Boston Globe</i>
Michigan	<i>Detroit Free Press</i>
	<i>The Detroit News</i>
	<i>The Grand Rapids Press</i>
Minnesota	<i>Star Tribune</i>
	<i>Saint Paul Pioneer Press</i>
Mississippi	<i>The Clarion-Ledger</i>
Missouri	<i>The Kansas City Star</i>
	<i>St. Louis Post-Dispatch</i>
Nebraska	<i>Omaha World-Herald</i>
Nevada	<i>Las Vegas Review-Journal</i>
New Jersey	<i>Asbury Park Press</i>
	<i>The Record</i> (Hackensack)
	<i>The Star-Ledger</i>
New Mexico	<i>Albuquerque Journal</i>
New York	<i>The Buffalo News</i>
	<i>Newsday</i>
	<i>Daily News</i>
	<i>New York Post</i>
	<i>The New York Times</i>
	<i>Rochester Democrat and Chronicle</i>
North Carolina	<i>The Charlotte Observer</i>
	<i>The News & Observer</i>
Ohio	<i>Akron Beacon Journal</i>
	<i>The Cincinnati Enquirer</i>
	<i>The Plain Dealer</i>
	<i>The Columbus Dispatch</i>
	<i>Dayton Daily News</i>
	<i>The Blade</i> (Toledo)
Oklahoma	<i>The Daily Oklahoman</i>
	<i>Tulsa World</i>
Oregon	<i>The Oregonian</i>
Pennsylvania	<i>The Morning Call</i> (Allentown)

Rhode Island	<i>Philadelphia Daily News</i>
South Carolina	<i>The Philadelphia Inquirer</i>
Tennessee	<i>Pittsburgh Post-Gazette</i>
	<i>Providence Journal-Bulletin</i>
	<i>The State (Columbia)</i>
	<i>The Knoxville News-Sentinel</i>
	<i>The Commercial Appeal</i>
	<i>The Tennessean</i>
Texas	<i>Austin American-Statesman</i>
	<i>The Dallas Morning News</i>
	<i>Fort Worth Star-Telegram</i>
	<i>Houston Chronicle</i>
	<i>San Antonio Express-News</i>
Utah	<i>The Salt Lake Tribune</i>
Virginia	<i>The Virginian-Pilot (Norfolk)</i>
	<i>Richmond Times-Dispatch</i>
	<i>The Roanoke Times</i>
Washington	<i>Seattle Post-Intelligencer</i>
	<i>The Seattle Times</i>
	<i>The Spokesman-Review (Spokane)</i>
	<i>The News Tribune (Tacoma)</i>
Washington, D.C.	<i>The Washington Post</i>
Wisconsin	<i>Milwaukee Journal Sentinel</i>
National	<i>Investor's Business Daily</i>
	<i>The Wall Street Journal</i>
	<i>USA Today</i>

non-Christian

Hyphenate the prefix before the noun *Christian*. (But: *unchristian*, which is an adjective.)

numbers

1. All cardinal numbers above 10 are written as figures; all below 10 are spelled out.
2. All ordinal numbers above 10 are abbreviated: 11th, 51st, 500th anniversary, 18th century.
3. The number ten is a “swing” figure: spell it out when used alone or with numbers under ten; use the figure 10 if other numbers in the context are above 10.
4. If one number in a sentence is a figure (above 10), all the rest of the numbers relating to the same class of things must be written as figures as well. This should hold true through the entire paragraph. Wrong: “There were 14 children in the class, and two came late”; right: “Of 20 faculty members, 3 had papers published last month.”
5. Use a comma whenever numbers get into the thousands: 5,263;125,000.
6. Do not use a comma when referring to a year: the year 2000 is not 2,000.
7. Put numbers in parentheses when a series of things is enumerated within a sentence or paragraph.
8. When a series of separate points follows a heading or the word *following*, do not enclose the numbers in parentheses; instead, use periods. Each such point usually begins a new paragraph.
9. Try not to begin sentences with numbers—but if you must, spell them out.

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O

okay, OK

Style varies within the company, but CT favors *okay*.

online, offline

One word.

onscreen, offscreen

One word.

orphans

Never leave a single-word widow at the end of a paragraph. Add copy (or use paragraph breaks) to fill out half or more of the line. Do not begin a paragraph at the end of a column.

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P

parentheses

1. When you enclose a complete sentence within parentheses, place ending punctuation *inside* the closing parenthesis.
2. When parentheses occur *within* a sentence, omit ending punctuation before the closing parenthesis, placing it outside: “The forgotten Olav Hartmann will never be forgotten (at least not by his family).”
3. Do not use punctuation before a beginning parenthesis unless the parentheses enclose enumerated material: “The prospects for continued dialogue are dim (at least at this time); however, three factors should be considered: (1) timing, (2) the people involved, and (3) whether Lake Bottorff freezes.

parenthetical elements

Parenthetical matter closely related to the context of a sentence may be enclosed by commas. More remote matter may be set off by dashes or parentheses.

passive voice (why sentences are rendered more interesting by the avoidance of)

Stay in the active voice whenever possible, with occasional exceptions for those academicians or clergy who seem constitutionally incapable of writing in clear language that commits them to specific opinions. Few writers are so gifted that they make even the passive voice sing.

peer-to-peer (p2p)

A type of network, like Gnutella, in which each workstation has equivalent capabilities and responsibilities.

percent

1. Spelled as one word. This is an exception to *American Heritage Dictionary* usage.
2. With the word *percent*, only figures, not spelled-out numbers, are used, except at the beginning of a sentence.

3. The % sign is used only in parenthetical matter or charts; always spell out the word in text.

personal pronouns

Generally try to avoid use of first-person pronouns unless it is a first-person (experience) piece or a review. Also, discourage the pretentious use of “this present author.”

Pharisee, pharisaical

Avoid using these historical terms as synonyms for *hypocrite* and *hypocritical*.

phone numbers

Use this Internet-friendly style: 630.260.6200

plurals

1. See [apostrophe](#).
2. Plurals of personal and other names are formed simply with the addition of *s* or *es*: “four Toms, three Dicks, and two Harrys”; “keeping up with the Joneses.” Note, however, that it is sometimes wiser to recast a sentence and avoid the plurals rather than end up with awkwardness. *The Chicago MOS* suggests: “Instead of four El Grecos and seven Valesquezes’ one could probably just as well write ‘four paintings by El Greco and seven by Velasquez.’ Sometimes it is better to sidestep difficulties than face them head-on.”
3. Add *s* or *es* to form the plural of names: *the Joneses* (not the Jones’); *the Carters* (not the Carters’s or the Carter’s or the Carters’).

poetry/verse

1. When four or more lines of poetry or verse are quoted, center the entire block on the longest line. If the lines are longer than the column width in which they are to be set, indent the beginning of each new line one em instead, and bring the remainder of the line out to the left margin.
2. When fewer than four lines are quoted, set in roman type and enclose in quotation marks within the same paragraph. Separate each line of poetry or verse with a slash (solidus, diagonal), and a nonbreaking space on both sides: “Twinkle, twinkle, little star, / How I wonder what you are.”

pope

Capitalize when it precedes a pope’s name: Pope John XXIII, Pope John Paul II. Otherwise, lowercase it.

P.M. and A.M.

The abbreviations for *ante meridiem* and *post meridiem* are always set in small caps with periods, and with no space between.

populace/population

Do not use *populace* when you mean *population*. (And do not use *populous* when you mean *populace*.) “*Populace* and *population* refer to a large group of people collectively, but the first connotes a degree of condescension or contempt and the second is an objective, descriptive term. *Populace* means the common people of a community, as distinguished from the higher classes.

... Population means the total number of persons inhabiting a country, city, or any district or area” (Evans, *A Dictionary of Contemporary American Usage*).

possessives (see also [apostrophe](#))

1. Form the possessive singular of singular words ending in *s* by adding *'s*: *Charles's friend*, not *Charles' friend*; *Burns's poems*, not *Burns' poems*. But when two or more sibilant sounds precede the apostrophe, the final *s* is dropped: *Jesus, Moses, conscience, righteousness*; therefore, the following are correct: *Jesus' life, Moses' law, Kansas' governor*. The *s* can also be dropped in expressions where the word following the apostrophe begins with an *s*: *for conscience' sake; for righteousness' sake*. Also, many Greek and similar names of more than one syllable whose unaccented ending is pronounced *eez* form the possessive with the apostrophe alone: *Euripides' plays, Xerxes' army, Ramses' tomb*, and so on.
2. Form the possessive plural of nouns with an apostrophe alone: the apostles' teaching; the Proctors' church.
3. When a name ends with a silent sibilant letter, the possessive is always formed with *'s*: *Arkansas's, Illinois's, Malraux's*. Better still, avoid such awkward constructions.
4. Use an apostrophe in the following expressions: *560 days' notice, 20 years' confinement*; but: a 60-day warning *period* and a 20-year *sentence*. Also, a *million dollars' worth of publicity, two cents' worth*; but: with figures, *\$5 million worth*.
5. Apostrophes often are omitted in names of organizations: *Citizens Union, Doctors Hospital, Teachers Colleges*. But if the word is plural before *s* is added, use an apostrophe: *Young Men's Christian Association, Children's Court*.

prefixes

These “affixes” before words change the meaning of a word and are usually joined to the following element without a space or hyphen. Examples: *anti, bi, co, counter, extra, inter, micro, mid, mini, non, post, pre, pro, semi, un*. For a complete listing see *The Chicago MOS*, Table 6.1, p. 229–31.

presently

Means “before long” or “soon.” Otherwise, use *now*.

President of the United States

We prefer to capitalize this title. Such practice disagrees with many style and usage guides, but since the U.S. President represents one of the three branches of the American federal government, and since Congress (including the Senate and the House of Representatives) and the Supreme Court are always capitalized when standing alone, it seems more consistent to us to acknowledge the same relative importance in the executive branch.

pro

This prefix is usually joined to a following word without space or hyphen except when the second element begins with the letter *o* or with a capital: *prowar; profascist* (but: *pro-opposition forces; pro-American*).

p2p (peer-to-peer)

A type of network, like Gnutella, in which each workstation has equivalent capabilities and responsibilities.

punctuation

See specific punctuation mark for information. Note that punctuation following use of typefaces other than roman should appear in that same face (His book, *My Life in the Mafia*, is a runaway hit.)

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Q

queen

See [king/queen](#).

question mark

We all recognize that a question mark belongs at the end of a sentence that forms a question. But there remain several sticky confusions about how to treat questions and question marks when the question is only *part* of another sentence.

1. Use a question mark at the end of the interrogative material in a sentence—not at the end of the sentence: “*What for?* he wondered.”
2. Place a question mark inside quoted or parenthetical material only when the question is part of the quotation or parenthetical matter. Otherwise it belongs outside: “Why was Walt trembling when she told him, ‘The lake is beginning to fill up again?’”
3. When a title (of a book or of an article, for example) ends with an exclamation point or a question mark, the usual punctuation—colon or comma—is omitted.
4. A question mark should be used at the end of an interrogative element that is part of a sentence: “*How can East and West be reconciled?* was the question uppermost in people’s minds.”
5. When two different marks of punctuation are called for at the same location in a sentence (question mark or exclamation point, for example, keep the stronger mark only.
6. Omit the question mark when a question is interrogative: *Luther asked if we are saved by grace alone.*

quotations

1. Editors should assure that, whenever possible, all quoted material is reproduced exactly from the original, or from other printed sources. This includes wording, spelling, capitalization, and punctuation. [Exception: CT respects original capitalization and punctuation unless they become distractions for our readers.] *Bartlett’s* is a good source for many things, and you should always check quotations from songs or hymns against a hymnal. When using a hymnal to check quotations, however, be alert for the abbreviation *alt.* which will indicate that the hymnal’s editors have altered the text.
2. If a quotation begins with a sentence fragment, close the quotes around that extract before quoting one or more complete sentences :
The new president said she believed we could “balance the budget without sacrificing the momentum we have in social reform.”

“I shall make it a priority of my administration to achieve these goals,” she said.

3. If the quotation is just a sentence or a partial sentence, it is not necessary to give publication data; title and author are enough, and often they can be worked into the sentence. For longer quotes, add publisher and date—e.g., Marva Dawn’s *A Royal “Waste” of Time* (Eerdmans, 1999).
4. When block quotations are used, quotations are set in smaller type and often indented as a whole. A short quotation can usually be run into the paragraph. A longer one can be set as a separate paragraph. If there is more than one paragraph, use quotation marks at the start of each, but do not use the closing quotation marks until the quoted material ends.

quotation marks

We use ‘single quote marks’ in titles, subheads and captions.

quotes (of sources)

Lead with the quote, not with the person’s credentials. Let good quotes drive your story.

Qur’an

Use this more accurate contemporary spelling for the writings of Muhammad, the sacred writings of Islam.

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R

race/nationality

Always capitalize the names of racial, tribal, linguistic, or other similar groupings: *African American, Caucasian, Chicano, Hispanic, Latino, Native American, Negro, Oriental, Pygmy*.

See also [black/white racial designations](#).

radio station call letters

Use small caps when identifying a radio or television station by its call letters.

references

Most Scripture quotations should be followed by specific references (see also [Bible versions](#)).

Some sample citations:

John 10:3, 5 TNIV

Philippians 4:13, Phillips

2 Timothy 2:15, NASB

relatives

Names denoting kinship should be lowercased when preceded by a modifier, such as *my mother, his father*, but capitalized when used before a given name or in place of it: “My claim to fame is my Uncle Henry”; “Please, Dad, let’s go home”; “When I stopped to see her, Mom wasn’t home.”

religious bodies (see also [denominations](#))

Capitalize names of religions, church bodies, and communions, and their adjectival derivatives; *Catholicism, the Roman Catholic Church, the Church of England, Protestantism, Judaism, Islam, Islamic, the Eastern church.*

reverend

The Rev. is an appropriate abbreviation (on first reference only), but remember to include the article. Popular usage notwithstanding, it's never Reverend Graham or Reverend Smith. *Reverend* is an adjective as much as it is a title. Therefore the correct form is the Reverend Mr. Jones or the Reverend Josiah Jones.

right/rightist/right-wing

Appellations of political groups or alliances are usually lowercased: *rightist, right-wing despot* (but: *Right, New Right, Religious Right*).

rivers

See [capitalization No. 8a](#).

rock & roll

Following the example of *Rolling Stone*, we prefer this form to the colloquial *rock 'n' roll* or the stuffy *rock and roll*. But *rock* is always an acceptable abbreviation.

royalty/nobility (see also [king/queen](#))

1. Capitalize royal or noble titles when they precede a personal name, but lowercase when standing alone or in apposition to a name: *Sir George Solti; Sir George, the baronet; Prince Philip, the duke; Octavius McCann III, third earl of Doocot on the Moor; the earl.*

2. Tradition dictates the use of capitals in referring to some British titles: *Prince of Wales, Duke of Edinburgh, Princess Royal* (but: *prince consort, Queen Mother*).

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S**sacraments**

In referring to the Eucharist, the expression *the Mass* is always capitalized, as are equivalent expressions, such as *the Lord's Supper* or *Communion*. Names of other rites and services are not capitalized in text (*baptism, worship service, evensong*, for example).

saint

Abbreviation is acceptable in the names of institutions and cities (*St. Jude's Ranch for Children, St. Mark's Episcopal Church, Minneapolis–St. Paul*).

scholarly abbreviations

Avoid such purely scholarly abbreviations as *ibid, cf., and c.v.* These terms are better confined to footnotes, which we use only rarely.

screensaver, screenshot, screengrab

One word.

Scripture/the Scriptures/scriptural

The noun is capitalized, the adjective is lowercased.

Scripture quotations (see also [references](#))

1. Make certain all quoted material is accurate, down to the punctuation—unless it is clear that the quoted material is the author’s own paraphrase.
2. Most Scripture quotations are followed by a reference. Place the ending quotation marks after the verse or verses quoted, then follow with the reference in parentheses. The closing punctuation (usually a period) follows the reference and is placed outside the parentheses. Example: The shortest verse in the Bible is “Jesus wept” (John 11:35).
3. Check every Scripture reference in text. Errors creep into the manuscripts of even the best scholars—and typists have been known to strike a wrong key occasionally. “Jesus wept” is John 11:35, not 14:35. Even if you think you know a reference, check it before the manuscript leaves your hands.

seasons

There is no reason to capitalize the names of the four seasons, unless they are personified: “Then Spring—with her warm showers—arrived”; but: “It was a long, cold winter.”

self-

Compound words formed with *self-* are always hyphenated.

semicolon

1. The semicolon usually indicates a greater break than a comma, and it must always be used between two parts of a compound sentence that does not have a coordinating conjunction.
2. The following words are adverbs, not conjunctions, and when used between parts of a compound sentence must be preceded by a semicolon: *then, however, thus, hence, indeed, accordingly, besides, therefore, whereas*. Clauses beginning with *yet* and *so* are preceded by a comma.
3. When a series of words or terms in a sentence is long and contains other internal punctuation, the items should be separated by a semicolon instead of a comma to avoid confusion.
4. When used with quotation marks or parentheses, the semicolon should be placed *outside* the closing quotation marks or parenthesis.

sexist language

In short, use language that reflects our culture accurately: Men and women are capable of leadership roles in many careers, including ordained ministry in many denominations. Do not denigrate or stereotype people based on their career choices (or their choices to be stay-at-home parents).

When writing about an individual, avoid junk words like *spokesperson*. When writing more generally, choose the language of implicit inclusivity (*firefighter, police officer, representative*) or use plural constructions. Generally avoid driftwood like *he or she, his/her, and his or her*,

unless it's essential to stress individuality. (In such a case, consider the less distracting style of writing *his* in one sentence, *her* in another.)

We strive not to be sexist (or loudly self-congratulating about our inclusive style).

shareware

One word.

Shari‘ah

The apostrophe before *ah* indicates a full glottal stop, and it should look like a single opening quote mark.

ships (see also [capitalization, No. 8](#))

Italicize names of specific ships, but not the abbreviations SS or HMS that may precede the names.

[sic]

If you feel you must use this term (as a protest, meaning *so*, *thus*, or *in this manner*), it must be italicized and enclosed in brackets, not parentheses. Avoid using *[sic]* unless there is good reason to call attention to an error or misspelling in quoted matter—and never follow it with an exclamation point.

slash/solidus/diagonal

1. This mark is sometimes used to separate two things that are parallel in use in the context: “The new publication is concerned with church/state issues.”
2. This is also the mark used to separate lines of poetry or verse set solid within a paragraph (see [poetry/verse](#)).

small caps

Use them in text, but not in heads, subheads, or captions, or when coupled with numbers (AK-47). See [acronyms, No. 2](#).

so-called

Generally avoid this sneering phrase, and definitely do not follow it with quotes, as in *The so-called “Bible scholar.”*

split infinitives

Avoid split infinitives if possible. Often there is no good way around them, but frequently a modifying word can be located elsewhere without the sentence sounding clumsy. Of course, there are occasions when it is more awkward not to split—but use good judgment.

states

Spell out the names of states, territories, and possessions of the United States when they follow the name of a city or any other geographical term in text or when standing alone. In parenthetical references, use the state abbreviations listed in *The Associated Press Stylebook*.

Exception: Use Zip Code abbreviations (listed here in parentheses) when giving complete postal addresses.

Ala. (AL)	Ky. (KY)	Ohio (OH)
Alaska (AK)	La. (LA)	Okla. (OK)
Ariz. (AZ)	Maine (ME)	Ore. (OR)
Ark. (AR)	Md. (MD)	Pa. (PA)
Calif. (CA)	Mass. (MA)	R.I. (RI)
Colo. (CO)	Mich. (MI)	S.C. (SC)
Conn. (CT)	Minn. (MN)	S.D. (SD)
Del. (DE)	Miss. (MS)	Tenn. (TN)
D.C. (DC)	Mo. (MO)	Texas (TX)
Fla. (FL)	Mont. (MT)	Utah (UT)
Ga. (GA)	Neb. (NE)	Vt. (VT)
Guam (GU)	Nev. (NV)	Va. (VA)
Hawaii (HI)	N.H. (NH)	Wash. (WA)
Idaho (ID)	N.J. (NJ)	W.Va. (WV)
Ill. (IL)	N.M. (NM)	Wis. (WI)
Ind. (IN)	N.Y. (NY)	Wyo. (WY)
Iowa (IA)	N.C. (NC)	
Kan. (KS)	N.D. (ND)	

street

See [abbreviations, No. 3](#)

subheads

CT uses an all-caps style in essays, lowercase style (e.g., Life in the fast lane; Worshiping God the Father) in News.

Sunday school

Never capitalize school unless you are referring to a particular Sunday school: “She has a class of girls at College Church Sunday School”; but: “He teaches Sunday school at Wheaton Bible Church.”

Supreme Court

See [courts](#).

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T

technical phrases/words/terms

1. Most technical terms, especially if followed by a definition, are italicized the first time they appear, but subsequent use is set in roman type. *Tabular matter*, usually figures, is set in columns.
2. Technical terms used in a special sense may be enclosed in quotation marks. Example: In offset printing, “proofs” of illustrations come from the darkroom, not the proof press.

teenager

Spell it solid.

that, which

The basic rule is always to use *which* to introduce nonrestrictive clauses, and *that* to introduce restrictive clauses.

time of day

1. A.M. and P.M. are always set in small caps.
2. Never use o'clock with either A.M. or P.M. "He arrived at 10:45 A.M. the next morning" is redundant.
3. Even, half, and quarter hours are usually spelled out: "We close the office at half past four." "I left early—at a quarter after four." "Dorm rules require students to be in by midnight." "He always gets home at seven o'clock."
4. Figures are always used when the exact time is emphasized: "Daylight-saving time starts the first Sunday in April at 2 A.M." "His television show airs at 2:30 every afternoon."

titles

Use [italics](#) for:

- ❖ Audio CDs or LPs
- ❖ Books (Book series are capitalized but not italicized)
- ❖ Collections
- ❖ Computer programs (*QuickVerse 2.0.2*)
- ❖ Long musical compositions (opera, oratorio, symphony)
- ❖ [Magazines](#) and journals (include and cap the article if the magazine does so: *The Atlantic*, *National Review*)
- ❖ Movies
- ❖ [Newspapers](#) (include and cap the article if the newspaper does so: *The New York Times*, the *Los Angeles Times*)
- ❖ Paintings
- ❖ Pamphlets
- ❖ Plays (*Cotton Patch Gospel*, *Cats*)
- ❖ Radio shows (*The Bible Answer Man*, *Unshackled*)
- ❖ Videotapes and DVDs
- ❖ Poems
- ❖ Proceedings
- ❖ Sculptures
- ❖ Ship names
- ❖ TV shows

Use caps (but no italics) for:

- ❖ Series and editions of books (The Communicator's Commentary, Christian Leadership Series)
- ❖ Short musical compositions (Air with Variations, Sonata in E-flat)

Use quote marks for:

- ❖ Chapters from books
- ❖ Hymn and song titles
- ❖ Magazine articles

titles and offices of persons

1. Capitalize an exact formal title before the name: “Judge Homer Brown presided.” But if words are added to the title, treat the phrase as an appositive instead of a title: *Former judge Homer Brown*. Bulky titles should be placed after the name. Wrong: “Deputy Undersecretary for Eskimo Housing John Q. Igloo told a press conference.” See also [descriptions of persons](#).
2. Abbreviate military titles or political titles when they precede a name: Lt. Col. Buck Turgidson, U.S. Rep. Henry Hyde.
3. We discourage use of the titles *Mr.*, *Mrs.*, *Ms.*, and *Dr.* to precede a name. Omit unless there is a strong reason to retain it (for example, *Dr.* is ambiguous because it could refer to a physician, someone with a Ph.D., or the recipient of an honorary degree). And, yes, we refer to a woman by her last name alone in second and subsequent references.

titles of articles: capitalization

Be consistent in capitalization of titles: capitalize all nouns, verbs, adjectives, adverbs, and prepositions of *five or more letters*; all articles and most (short) prepositions are lowercased; the first word following a colon is always capitalized in titles:

A Legal Expert Looks Beyond the Padlock

Jimmy Carter: My Personal Faith in God

Blood: The Miracle of Life

Caution: The words *is*, *it*, and *its* are short, but the first is a verb, and the others are pronouns; therefore, *is*, *it*, and *its* must be capitalized in titles. Think function, not length of the word.

topographical/geographical terms

See [capitalization, No. 8a](#).

trademarks/servicemarks/registered brand names

Owners of trademark names are very proud of them and work hard to protect them. You’ll find many trademarks in *The American Heritage Dictionary*, in *The Associated Press Stylebook*, and at the International Trademark Association’s [website](#).

Here are a few examples:

Band-Aid

Coca-Cola

Excedrin (but: aspirin)

Kleenex

Levi’s (but: jeans)

Ping-Pong (but: table tennis)

Scotch tape

Styrofoam

Technicolor movies

TelePrompTer

Tylenol

Xerox (but: photocopy, photocopier)

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unchristian

This is an adjective, and therefore no capitalization is necessary. (But: *non-Christian*, which is a noun.)

under way

Written as *two words*, not one.

upcoming

Use *forthcoming* and avoid this junk word.

URL

Abbreviation for “uniform resource locator,” which means it’s a Web address:

www.campuslife.net is the URL for *Campus Life* magazine.

1. When using a URL in text, use italics or bold type. Example:
If you like *Campus Life* magazine, you’ve got to check out its website at *www.campuslife.net*.
or:
If you like *Campus Life* magazine, you’ve got to check out its website (*www.campuslife.net*).
Some CTI publications, such as CT, prefer to spell URLs using italics within parentheses, which helps prevent ending a URL with a period.
2. In text, do not use “http://” as part of the URL *unless the URL does not include “www.”*
Examples: *www.campuslife.net*, but *http://netministries.org*. (But if the URL works without http://, you may leave it off. Be sure to confirm that it works.)
3. Always check to make sure a URL such as *ministries.org* works on your browser before listing it as such.)
4. In text, try to contain URLs on one line, so they don’t break. If they must break, break them at a punctuation mark (a “dot,” slash, hyphen or tilde), moving the punctuation mark to the beginning of the next line. For example:
www.super.cali.fragi.listic
.expi.ali.docious.com
5. Do not use hyphens to indicate a break in a URL; the reader will assume the hyphen is part of the URL. If, for example, the URL is *www.campuslife.net*, this would be *incorrect*:
www.campus-
life.net
6. If the URL includes a hyphen, try not to break at the hyphen. If you *must* break at the hyphen, carry it to the next line. For example:
www.super.com/campus
-life/waycool.html
7. There are no spaces in URL s. Some URL s do include *underscores*, which are represented like this:
www.underscore_this.com
8. Try not to end a sentence with a URL, but if you must, add the period.
9. When using the title of a website, use headline style and roman text:
Jerry’s favorite sites:

Amazon.com (www.amazon.com)
Electric Library (www.elibrary.com)
Scrabble (www.mplayer.com)

U.S./U.S.A.

Abbreviations for the United States are set in all caps, with periods.

U.S.S.R.

The now-rare abbreviation for the former Soviet Union is set in all caps, with periods.

utopia

Unless you are writing specifically about the imaginary country Sir Thomas More created for his famous book, this word is lowercased—it is an idealized, not a real, state.

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V

versus

Always spelled out except in legal cases (in which it is abbreviated as *v.*).

very

Usually a superfluous adjective that is best left out.

videocassette/videotape

Both terms are written as one word.

virus

See [bug/virus](#) entry.

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W

wars, battles

1. Capitalize full and popular names of wars, but lowercase when used alone: *American Civil War, the Civil War, the War of Northern Aggression, Seven Years' War, World War I, the Great War; Vietnam War*; but: *the war, the two world wars, the war in Vietnam*.
2. Capitalize the names of battles, such as *the Battle of the Bulge*; but: *the Vicksburg campaign*.

Web

Short for “World Wide Web.”

website, webmaster, webpage webzine

Opinions differ across the Web, but *Web site* is fading fast, and the fourth edition of *American Heritage* already spells it as *website*.

well known

Hyphenate well- compounds that precede a noun unless the expression has a modifier (“He is a well-known preacher”). No hyphen is needed when the term occurs after a noun (as in “He is well known”).

West/Western

See [capitalization, No. 3](#).

which/that

See [that/which](#).

widows at the top of a column

1. Never leave a single-word widow at the top of a page or column. Add copy (or use paragraph breaks) to fill out half or more of the line.
2. Never leave a short widow at the beginning of a page, especially when copy is jumped over advertising pages. If possible, add copy to make it a full line.

word division

When reading galley or page proofs, understand the principles of word division to ensure accuracy in word breaks. Normally, breaks are made between syllables; but *The Chicago MOS* cautions that not all syllable breaks are acceptable end-of-line breaks. Single-letter syllables, for instance, should not be broken so as to leave only one letter on a line before the break. Also, most words should be divided according to pronunciation, not derivation: *democ-racy*, not *demo-cracy*; *antip-odes*, not *anti-podes*. *The American Heritage Dictionary* is particularly careful to divide words according to the way they are pronounced. For a complete discussion, read *The Chicago MOS*, Sections 6.44-6.49.

words derived from proper names

A number of words in common usage come originally from proper names, and these are lowercased when they have a specialized meaning. Some examples:

arabic figures

bohemian

diesel engine

french fries

herculean task

india ink

manila envelope

pasteurize

plaster of paris

scotch whisky (whiskey is spelled with an *e* when used alone)

venetian blinds

Please note that in this case *The American Heritage Dictionary* disagrees with *The Chicago MOS*. We go along with *The Chicago MOS*, so use a “down” (lowercase) style when in doubt.

World Wide Web

An environment running on top of the Internet, through which most people experience the Net.
Note: Technically, “Web” and “Net” are *not* synonymous, but prevailing usage indicates they may be treated that way.

worshiped, worshiping

American usage spells these words with a single p.

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X

XML

eXtensible Markup Language

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