

## Religious Studies Center Style Guide, 2009

Based on *The Chicago Manual of Style*, 15th edition

Authors who submit manuscripts for potential publication should follow the guidelines for manuscript preparation in *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003) and *Style Guide for Publications of The Church of Jesus Christ of Latter-day Saints*, 4th ed. (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, forthcoming).

### Submission

1. E-mail manuscripts (either articles or books) in Microsoft Word to [rsc@byu.edu](mailto:rsc@byu.edu). If you include images, write captions and courtesy lines with suggested placement inside the manuscript, but submit images as separate files—do not embed them in the Word file. Images should be TIF or JPG files (300 dpi or better). Make captions correspond to file names (Fig. 1.1 = chapter 1, figure 1).
2. If your manuscript is accepted, we will ask for a one-sentence bio and photocopies of most quoted source material. (We do not need copies of hymns or scriptures.) For sources, please copy title page, copyright page, and page(s) containing the material you have cited, and then staple these pages together. Send these copies to Religious Studies Center, Brigham Young University, 167 HGB, Provo, UT 84602.
3. Be aware that manuscripts typically take a year to publish from the original submission date. We ask for your patience in this process.

### Formatting

4. Use double-spacing throughout the manuscript and the endnotes. Use one-inch margins, and insert page numbers at the bottom of the page. Use a Times New Roman 12-point font for both the body of the manuscript and the notes. Use only one space after periods.

### Headings

5. Include headings to break up the text. First-level headings should be flush left and bolded, as in the example above. Capitalize internal words except for articles (*a*, *an*, and *the*), conjunctions (*and*, *but*, *or*, *for*, *so*, and *yet*), prepositions, and the word *to* in infinitive phrases.

*Second-level headings.* Second-level headings should be italicized, followed by a period, and run in to the text; capitalization should be handled sentence-style (capitalize the first word and proper nouns).

## Punctuation

6. Use commas to separate items in a series consisting of three or more elements, and use a comma before the conjunction in a series (for example: *The Saints purchased sheep, horses, and oxen at the auction*).
7. In general, use a semicolon only if an independent clause both precedes and follows the semicolon. Semicolons can also be used legitimately in place of commas in internally punctuated items in a series.
8. Use hyphens (-) in compound words, en dashes (–) between dates or numbers, and em dashes (—) for clarifying comments. See *Chicago* 6.80–6.96 for more details.

## Capitalization and Style

9. Capitalize words according to the Church’s *Style Guide for Publications*, section 7, “Capitalization.” If you question whether a term should be capitalized, check the index. A small sample of capitalization style follows:

AD/BC (no periods: AD 70; 600 BC)

Apostle

a.m./p.m. (lowercase)

Atonement of Jesus Christ

biblical

BYU–Hawaii (or BYU–Idaho)

Church (capitalize as an adjective or a noun)

Crucifixion of Jesus Christ

Fall, the

First Presidency

First Vision

General Authority

general conference

gospel, the

Gospel of Matthew

Joseph Smith—History

law of Moses

premortal life, the

priesthood

prophet (general term)

Prophet, the (honorific title of Joseph Smith)

Resurrection of Jesus Christ

Resurrection, the

sacrament

temple

visitors’ center

**Update:** Lowercase pronouns referring to Deity (*he, him, his*).

Capitalize titles of magazines, journals, newspapers, and books as well as articles in such publications according to *Chicago* 8.167–8.170 (capitalize all words except internal articles (*a*, *an*, and *the*), coordinating conjunctions (*and*, *or*, *for*, *nor*, *but*), prepositions, and the word *to* in infinitive phrases.

10. For singular possessives, add an apostrophe and “s”:

Christ’s spirit  
Elias’s mission  
Enos’s prayer  
Jesus’s birth  
Moses’s leadership

For plural possessives, add an apostrophe:

the Joneses’ home  
the Lewises’ library

11. Use U.S. style for dates (August 3, 2001) except for those in direct quotations. Use month and day if the year is not included (February 20), and do not use ordinals with the day (April 15 rather than April 15th).
12. Avoid abbreviations except those used in direct quotations or common abbreviations used in endnotes. Do not abbreviate names of books in the standard works.
13. In ordinary text, spell out whole numbers from one through ninety-nine and any of these followed by *hundred*, *thousand*, *million*, etc. Use figures for all other numbers. See *Chicago*, chapter 9, “Numbers,” for additional guidelines.
14. Format endnotes according to *Chicago*, chapter 16, “Documentation 1: Basic Patterns” (follow endnote directives rather than bibliography directives) and the Church’s *Style Guide for Publications*, section 15, “Source Citations, Cross-References, and Notes.”
15. Incorporate “short quotations” (fewer than eight lines) of scriptures and other sources as run-in quotations inside double quotation marks.
16. Use block quotes (indented and no quotation marks) for eight or more lines of quoted text. Follow the paragraphing of the source. If the first paragraph of a long quotation begins a paragraph in the source, indent that paragraph in the block quote as well. If the first paragraph of the quotation does not begin a paragraph in the source, block it at the indented left margin. Tab all other paragraphs of the block quote.
17. Use double quotation marks for an initial direct quotation and single quotation marks for a quote within a quote. Place commas and periods inside quote marks.

18. Reproduce quotations exactly as they occur in the original in wording, spelling, and internal punctuation. See *Chicago* 11.6–11.10 for minor changes that may be made in direct quotations. For example, when two or more verses are quoted and the second completes the grammatical thought started in the first, we lowercase the first word of subsequent verses.

“The beginning of the gospel of Jesus Christ, the Son of God, as it is written. . .”  
(Mark 1:1–2).

19. Use an ellipsis to show any omission of a word, phrase, line, or paragraph from within a quoted passage. Format an ellipsis with a space between each of the periods in the ellipsis. See *Chicago* 11.51–11.54, 11.57–11.61 for guidelines on ellipses.

20. Use brackets to enclose editorial interpolations, corrections, explanations, translations, or comments in quoted material. See *Chicago* 6.104 and 11.66–69 for guidelines on brackets.

21. Cite scriptural sources in parentheses. For other references, use endnotes—not footnotes. Label endnotes with the bold heading “**Notes**” at the left margin.

## Citing Sources

A few citations follow. If a discrepancy exists between this style guide and *Chicago* or between this style guide and *Style Guide for Publications*, follow this guide.

### I. Scriptures

#### *1. General guidelines:*

*Specify the version of the Bible if it is not the King James Version. For the first reference, spell out and set in roman type the names of other versions; thereafter, abbreviate as shown:*

New International Version, Matthew 15:3; hereafter cited as NIV

*Spell out the names of books in the scriptures, whether they are in parenthetical references or run into the text. Exception: abbreviate D&C in parenthetical notes.*

(2 Nephi 10:12, 13; 11:3)

(3 Nephi 5; Alma 32)

(Joseph Smith Translation, Matthew 7:2)

**Update:** *Cite the Joseph Smith Translation from primary sources, including:*

Scott H. Faulring, Kent P. Jackson, and Robert J. Matthews, eds., *Joseph Smith's New Translation of the Bible: Original Manuscripts* (Provo, UT: Religious Studies Center, Brigham Young University, 2004), [page].

Thomas A. Wayment, ed., *The Complete Joseph Smith Translation of the New Testament: A Side-by-Side Comparison with the King James Version* (Salt Lake City: Deseret Book, 2005), [page].

## **2. Scriptures in running text:**

*In running text, use the name of a book of scripture the first time it is cited. Thereafter, determine whether a subsequent reference to the book is best shown by repeating the name of the book, by referring to the source by chapter, or by referring to the source by verse:*

In 2 Nephi 28:2, Nephi explains the great importance the scriptures will have to the inhabitants of the earth. In verse 4, Nephi admonishes us to read his words. In verse 5, he condemns those who deny his words.

## **3. Parenthetical scripture references:**

*When a quotation of scripture is not preceded by its reference in the text, the reference must be placed in parentheses immediately following the quotation.*

### **3a. Parenthetical references for short quotations:**

*With short scriptural quotations (fewer than eight lines), run the text into the paragraph. Punctuate a parenthetical reference for a short quotation as though it were part of the final sentence of the quotation by placing the source citation following the closing quotation marks and placing the period after the closing parenthesis:*

The Apostle Paul taught, “Charity suffereth long” (1 Corinthians 13:4).

### **3b. Parenthetical references for long quotations:**

*For scriptural quotes that run to eight or more typed lines, use a block quote, indenting verses as in the original source. Place the source citation right after the period so that the source will not be read as part of the quotation:*

And when ye shall receive these things, I would exhort you that ye would ask God, the Eternal Father, in the name of Christ, if these things are not true; and if ye shall ask with a sincere heart, with real intent, having faith in Christ, he will manifest the truth of it unto you, by the power of the Holy Ghost.

And by the power of the Holy Ghost ye may know the truth of all things. And whatsoever thing is good is just and true; wherefore, nothing that is good denieth the Christ, but acknowledgeth that he is.

And ye may know that he is, by the power of the Holy Ghost; wherefore I would exhort you that ye deny not the power of God; for he worketh by power. (Moroni 10:4–7)

### ***3c. Parenthetical references for paraphrases:***

*Use the word “see” whenever a scripture is paraphrased, not quoted:*

Peter bore a powerful witness of the Savior (see Matthew 16:16).

*Use the phrase “see also” to direct readers to note other verses in addition to those that are directly quoted or paraphrased.*

Zion was the appointed gathering place (see D&C 57:2; see also D&C 62:4).

## **II. Books**

### ***1. Book with one author:***

1. Ezra Taft Benson, *The Teachings of Ezra Taft Benson* (Salt Lake City: Bookcraft, 1988).

2. Lawrence R. Flake, *Prophets and Apostles of the Last Dispensation* (Provo, UT: Religious Studies Center, Brigham Young University, 2001).

*Because Provo is not a large city, identify it and lesser-known cities with the postal abbreviation for the name of the state—for example, MI, OH, AZ, CA.*

3. Bruce R. McConkie, *Mormon Doctrine*, 2nd ed. (Salt Lake City: Bookcraft, 1966), 30–33.

4. Kent P. Jackson, *From Apostasy to Restoration* (Salt Lake City: Deseret Book, 1996), 45–50.

*Subsequent references are shortened:*

5. Jackson, *From Apostasy to Restoration*, 30–33.

### ***2. Book with two authors:***

6. Milton V. Backman Jr. and Richard O. Cowan, *Joseph Smith and the Doctrine and Covenants* (Salt Lake City: Deseret Book, 1992), 53–62.

**3. Book with three authors:**

7. Joseph F. McConkie, Robert L. Millet, and Brent L. Top, *Doctrinal Commentary on the Book of Mormon* (Salt Lake City: Bookcraft, 1987–92), 2:198–203.

**4. Book with more than three authors:**

Give first author's name, followed by and others:

8. Charlotte Marcus and others, *Investigations into the Phenomenon of Limited-Field Criticism* (Boston: Broadview, 1990), 78.

**5. Editor, translator, or compiler:**

Use the name of the editor, translator, or compiler when no author is listed.

9. Dean C. Jessee, Mark Ashurst-McGee, and Richard L. Jensen, eds., *Journals, Volume 1: 1832–1839*, vol. 1 of the Journals series of *The Joseph Smith Papers*, ed. Dean C. Jessee, Ronald K. Esplin, and Richard Lyman Bushman (Salt Lake City: Church Historian's Press, 2008).

10. Andrew F. Ehat and Lyndon W. Cook, eds., *The Words of Joseph Smith* (Provo, UT: Religious Studies Center, Brigham Young University, 1980).

11. Kent P. Jackson, comp., *Joseph Smith's Commentary on the Bible* (Salt Lake City: Deseret Book, 1994).

12. Larry E. Dahl and Donald Q. Cannon, eds., *Encyclopedia of Joseph Smith's Teachings* (Salt Lake City: Deseret Book, 2000).

13. Arnold K. Garr, Donald Q. Cannon, and Richard O. Cowan, eds., *Encyclopedia of Latter-day Saint History* (Salt Lake City: Deseret Book, 2000).

**6. Individual chapter or article in a book edited by someone else:**

14. David R. Seely, "The Book of Jonah," in *Studies in Scripture, Vol. 4: First Kings to Malachi*, ed. Kent P. Jackson (Salt Lake City: Deseret Book, 1993), 46–51.

**7. Editor, translator, or compiler with an author:**

Separate the name of the editor, translator, or compiler from the title by a comma and use the abbreviation ed. (*edited by*), trans. (*translated by*), or comp. (*compiled by*):

15. Spencer W. Kimball, *The Teachings of Spencer W. Kimball*, ed. Edward L. Kimball (Salt Lake City: Bookcraft, 1982).

16. Joseph Fielding Smith, *Doctrines of Salvation*, comp. Bruce R. McConkie (Salt Lake City: Bookcraft, 1954–56), 2:41.

17. Joseph Smith, *Teachings of the Prophet Joseph Smith*, comp. Joseph Fielding Smith (Salt Lake City: Deseret Book, 1976).

### **8. Multivolume work:**

*Citing the work as a whole:*

18. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints*, 6 vols. (Salt Lake City: Deseret News, 1948–57).

19. *Journal of Discourses*, 26 vols. (London: Latter-day Saints' Book Depot, 1854–86).

*Citing a specific volume within a series (cite volume number and specific volume title, if there is one, but do not cite total number of volumes):*

20. Orson Pratt, in *Journal of Discourses* (London: Latter-day Saints' Book Depot, 1854–86), 21:132.

21. William F. Orr and James Arthur Walther, *I Corinthians: A New Translation*, volume 32 of the Anchor Bible Series (Garden City, NY: Doubleday, 1976), 295).

22. Pliny, *Epistulae*, 10.96, in *Pliny: Letters and Panegyricus*, trans. Betty Radice, Loeb Classical Library (Cambridge, MA: Harvard University Press, 1969), 285.

23. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints* (Salt Lake City: Deseret News, 1957), 5:63.

24. Joseph Smith, *History of the Church of Jesus Christ of Latter-day Saints*, ed. B. H. Roberts, 2nd ed. rev. (Salt Lake City: Deseret Book, 1957), 4:186.

*Cite volume 7 as follows:*

25. B. H. Roberts, ed., *History of the Church of Jesus Christ of Latter-day Saints, Period 2: Apostolic Interregnum*, 2nd ed. rev. (Salt Lake City: Deseret Book, 1932), 7:323.

### **9. Organization, association, or corporation as “author”:**

26. Church Educational System, *Doctrine and Covenants Student Manual (Religion 324–25)* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1981).

27. Eliza R. Snow, "O My Father," *Hymns* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1985), no. 292. **Update:** Include the lyricist's name.

**10. Shortened book references** (but only when so frequently cited that the full or abbreviated title would be too cumbersome):

28. John Taylor, in *Journal of Discourses* (London: Latter-day Saints' Book Depot, 1854–86), 5:145.

**11. No ascertainable publication facts:**

*When no publication facts are to be found, use the abbreviations n.p., n.d.:*

29. John Burton, *A Deadline to Remember* (n.p., n.d.).

**12. Reference books:**

30. Alan K. Parrish, "Seventy: Overview," in *Encyclopedia of Mormonism*, ed. Daniel H. Ludlow (New York: Macmillan, 1992), 3:300. **Update:** *Cite the individual author and article title.*

31. David Noel Freedman, ed., *The Anchor Bible Dictionary* (New York: Doubleday, 1992), s.v. "Antioch."

32. *Merriam-Webster's Collegiate Dictionary*, 10th ed., s.v. "prophet."

**13. Ancient source with a translator's name:**

33. Josephus, *Antiquities*, 10.9.1, in *Josephus: Complete Works*, trans. William Whiston (Grand Rapids, MI: Kregel, 1960).

**14. Letters in published collection:**

34. Joseph Smith to Emma Smith, Greenville, Indiana, June 6, 1832, *The Personal Writings of Joseph Smith*, comp. Dean C. Jessee (Salt Lake City: Deseret Book, 1984), 238–39.

### **III. Periodicals**

35. Gordon B. Hinckley, "The Times in Which We Live," *Ensign*, November 2001, 72. *Use month and year for general interest, nonscholarly publications.*

36. Heber C. Kimball, "To the Editors of the Times and Seasons," *Times and Seasons*, August 16, 1841, 507–11.

37. Howard W. Hunter, in Conference Report, April 1986, 53.

#### **IV. Unpublished Materials**

##### ***1. Church History Library:***

*Use the following pattern for Church History Library references: author(s), collection title, Church History Library, Salt Lake City.*

##### ***1a. Manuscript:***

38. John Doe Journal, September 23, 1856, holograph, John Doe Papers, Church History Library, Salt Lake City.

39. Paul Doran to Charles B. Taylor, February 19, 1891, correspondence, 1891–94, Charles B. Taylor Papers, Woodward Family Collection, 1851–1979, Church History Library. *Use shortened reference after full citation.*

40. Ellen H. Park interview, March 4, 1965, interviewed by Ray Robbins, James H. Moyle Oral History Collection, Church History Library.

##### ***1b. General Church records:***

*In citing both general Church records and local Church records, describe the item, the date, the series, the record group, and the repository:*

41. Journal History of the Church, January 4, 1892, 3, Church History Library.

42. George A. Smith to Richard Lyman, October 30, 1854, Historian's Office letterpress copybooks, Church History Library.

43. Deceased member records, 1941–88, Church History Library.

##### ***1c. Local Church records:***

44. Sunday School minutes, August 30, 1888, Ogden Second Ward, Weber Stake, Church History Library.

45. Sacrament meeting minutes, December 2, 1943, Denver Third Ward, Denver Stake, Church History Library.

46. Record of Members Collection, Form E, 1907–70, Kamas Ward, Summit South Stake, Church History Library.

***1d. Photograph citations:***

*Generally, photograph citations and captions contain a description, date, name of photographer, collection name, and repository:*

47. James and Jane Smith, ca. 1900, A. W. Compton, photographer, Church History Library. [*Single item.*]

48. Provo Sixth Ward meetinghouse with a Sunday School class posing in front, ca. 1930, Church History Library. [*Photographer is unknown; not part of a collection.*]

49. Salt Lake City from Arsenal Hill looking south showing the Salt Lake Tabernacle, ca. 1870, C. W. Carter, photographer, C. W. Carter Collection, Church History Library.

***1e. Audiovisual records:***

50. Frederick Salem Williams, address, 1972, audiotape, Church History Library.

51. David O. McKay in Hawaii, 1936, scene numbers 150–55, Henry Castle Hadlock Murphy Collection (ca. 1930–47), motion picture, Church History Library.

***1f. Architectural drawings:***

52. West Hills Ward building, 1957–59, architectural drawing, West Hills Ward, Portland Stake, Church History Library.

53. Roanoke Branch meetinghouse, January 1949, architectural drawing, William Frederick Thomas Collection, Church History Library.

***2. L. Tom Perry Special Collections references:***

*Use the following pattern for L. Tom Perry Special Collections references: author(s), collection title, L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, Utah. If an author's manuscript is found in a larger collection of another author, the author and title fields of both should be included. For example, if the diary of Johannes Williams is in the Stanley Williams Papers, the citation should read:*

56. Johannes Briggs Williams Diary, in Stanley P. Williams Papers; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, UT.

***3. Other Repositories:***

*In identifying manuscripts, give the author, title and dates of item, type of material (for example, microfilm of holograph, typescript, etc.), and name of repository.*

**4. Thesis or dissertation:**

57. Larry C. Porter, "A Study of the Origins of The Church of Jesus Christ of Latter-day Saints in the States of New York and Pennsylvania, 1816–1831" (PhD diss., Brigham Young University, 1971).

**5. Oral history:**

58. Wallace Broberg Oral History, interview by T. Jeffery Cottle, March 20, 1996, Salt Lake City, in author's possession.

**6. Internet source:**

59. David Kenison, "Joseph Smith in Liberty Jail," [www.xmission.com/~dkenison/lds/ch\\_hist/arc/js\\_jail.html](http://www.xmission.com/~dkenison/lds/ch_hist/arc/js_jail.html).

**7. E-mail:**

60. J. Spencer Fluhman to Reid L. Neilson, e-mail, Jan. 5, 2009.