Religious Studies Center Style Guide

Authors who submit manuscripts for potential publication should generally follow the guidelines in *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010) 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, 2013). This style guide summarizes the main principles in the other style guides and lists a few exceptions to their guidelines.

**Formatting**

1. 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.

2. If you have images, add captions and courtesy lines (such as courtesy of Church History Library, Salt Lake City) to the Word file. However, do not insert images in the Word files; submit them separately. Images should be 300 dpi or better (TIFF or JPG files). File names and captions should match (Fig. 1.1 = chapter 1, figure 1).

**Headings**

3. **Update:** Include headings to break up the text.

   **First-Level Headings**
   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 flush left and italicized. Capitalize like first-level headings.

   **Third-level headings.** Third-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**

4. 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*).
5. 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.

6. Only use a colon at the end of a complete sentence (*He gave the following address:*).

7. Use hyphens (-) in compound words, en dashes (——) between dates or numbers, and em dashes (—) for emphatic punctuation.

8. For singular possessives, add an apostrophe and *s*:

   Christ’s spirit
   Enos’s prayer

   **Update:** Add an apostrophe **but no s** to the names *Jesus* and *Moses*:
   Jesus’ birth
   Moses’ leadership

   For plural possessives, add an apostrophe:

   the Joneses’ home
   the Lewises’ library

9. **Capitalization and Style**

   **Note:** Do not capitalize pronouns referring to Deity (*he, him, his*). 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
   brother of Jared
   book of Ruth, book of Alma *but* Book of Abraham and Book of Moses
   BYU–Hawaii (or BYU–Idaho)
   Church (capitalize as an adjective or a noun referring to the organization itself)
   Crucifixion of Jesus Christ
   Fall, the
   First Vision
   General Authority
   general conference
   gold plates (*also* brass plates)
gospel, the
Gospel of Matthew
Joseph Smith—History
law of Moses
premortal life
prophet (general term)
Prophet, the (honorific title of Joseph Smith)
Resurrection of Jesus Christ
Resurrection, the
sacrament
temple
visitors’ center

Capitalize titles of magazines, journals, newspapers, and books as well as articles in such publications according to Chicago 8.167–70 (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. **Update:** Use international style for dates (6 April 1830) except for those in direct quotations. Use day and month if the year is not included (20 February), and do not use ordinals with the day (15 April rather than 15th April).

11. Avoid abbreviations except those used in direct quotations or common abbreviations used in endnotes. Do not abbreviate names of books in the standard works (except for the Doctrine and Covenants (D&C) in parenthetical citations).

12. 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.

13. Format endnotes according to Chicago, chapter 14, “Documentation 1: Notes and Bibliography” (follow endnote directives rather than bibliography directives) and the Church’s Style Guide for Publications, section 15, “Source Citations, Cross-References, and Notes.”

14. **Update:** Authors are responsible for the accuracy of quotations. If an author would like us to verify the quotations, he or she must provide a copy of the copyright page, title page, and page with the quote highlighted.

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 (around 100 words). 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. Indent 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. One exception: when two or more verses are quoted and the second completes the grammatical thought started in the first, lowercase the first word of a subsequent verse.

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

19. Use an ellipsis (three spaced dots) to show omission of a word, phrase, line, or paragraph from within a quoted passage.

20. Use brackets to enclose editorial interpolations, corrections, explanations, translations, or comments in quoted material.

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

Usage

22. Avoid gender-biased language by replacing gender-specific terms with more gender-neutral terms. Exceptions are found when quoting scriptures with these specific terms. The following examples will provide examples of possible solutions for avoiding gender-biased language:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>chairman</td>
<td>presiding officer, convener, coordinator, chair, president</td>
</tr>
<tr>
<td>man (noun)</td>
<td>people, human beings, individuals</td>
</tr>
<tr>
<td>man (verb)</td>
<td>work, staff, operate, serve</td>
</tr>
<tr>
<td>mankind</td>
<td>humanity, humankind, human beings</td>
</tr>
</tbody>
</table>

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; D&C 6)

(Joseph Smith Translation, Matthew 7:2)

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


**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.

After all, “The glory of God is . . . light and truth” (D&C 93:36).

**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 (except the first) 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.

Independence, Missouri, was the “place for the city of Zion” (D&C 57:2; see also D&C 62:4).

II. Books

1. Book with one author:


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.


Subsequent references are shortened. Delete articles at the beginning of the title:


2. **Book with two authors:**


3. **Book with three authors:**


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

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


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

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


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

   If the author’s name appears in the title, do not list an author. Instead, cite only the title of the work and the editor or compiler.


   *If the author’s name does not appear in the title, include the name of the editor, translator, or compiler after the title with ed. (edited by), trans. (translated by), or comp. (compiled by):*


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

8. Multivolume work:

Citing the work as a whole:


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):


NOTE: We are asking authors to replace citations of History of the Church or Teachings of the Prophet Joseph Smith with more carefully documented sources. For example, The Joseph Smith Papers, Times and Seasons, etc. When in doubt, a Google search of the quote can sometimes come up with the original source.

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


10. Shortened book references:

11. **No ascertainable publication facts:**

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


12. **Reference books:**


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


14. **Letters in published collection:**


15. **Hymns:**

List the lyricist as the author.


16. **Citing Notes:**


17. **Church Training Meetings and the Like**

III. Periodicals

Use month and year for general interest, nonscholarly publications.


For peer-reviewed, scholarly journals, add the volume number, followed by a comma, the abbreviation “no.” (for number), the issue number, the season/year in parentheses, a colon, and the page range.


IV. Unpublished Materials

1. Church History Library:

Use the following pattern for Church History Library references: author(s), title of ms, date, collection title, call number, box/folder or reel, Church History Library, Salt Lake City. Use shortened reference after full citation (no need to repeat Salt Lake City).

1a. Manuscript:

42. John Doe, journal, 23 September 1856, holograph, John Doe Papers, MS 12345, box 1, folder 2, Church History Library, Salt Lake City.


44. Ellen H. Park interview, 4 March 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:

45. Journal History of the Church, January 4, 1892, 3, Church History Library.
46. George A. Smith to Richard Lyman, 30 October 1854, Historian’s Office letterpress copybooks, Church History Library.

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

1c. Local Church records:

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

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

50. 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:

51. James and Jane Smith, ca. 1900, A. W. Compton, photographer, Church History Library.

52. Provo Sixth Ward meetinghouse with a Sunday School class posing in front, ca. 1930, Church History Library.

53. 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:

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


1f. Architectural drawings:


57. 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), title of ms, date, collection title, call number, box/folder or reel, 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:


Further references that are in the L. Tom Perry Special Collections should contain the author, title, etc., but the reference can be shortened to L. Tom Perry Special Collections.

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:


5. Oral history:

60. Wallace Broberg, oral history, interview by T. Jeffery Cottle, 20 March 1996, Salt Lake City, in author’s possession.

6. Internet source:


7. E-mail:


8. The Joseph Smith Papers:

• Use “the Joseph Smith Papers Project” to refer to the entire project’s goals and structure.
• Use italicized *The Joseph Smith Papers* (or, for short, the *Papers*) to refer to the published and online products, including those that are forthcoming. Capitalize and italicize the initial *The* when the full title is used.

• When the title *The Joseph Smith Papers* takes a verb, consider the title as a plural noun.

• For the first reference to the Jessee, Esplin, and Bushman volume, use the full name of the volume: *The Joseph Smith Papers, Revelations and Translations, Manuscript Revelation Books*. Thereafter, when referring to the volume, use the following: *Manuscript Revelation Books*


64. Corrill, Brief History, 18, in *JSP*, H2:144–145.

• The full set of guidelines can be found here: [http://josephsmithpapers.org/referencingTheProject](http://josephsmithpapers.org/referencingTheProject).
Style Guide for Publications of The Church of Jesus Christ of Latter-day Saints

Fourth Edition
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Fourth Edition

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Preface

The purposes of the Church *Style Guide* are to provide:

2. Guidelines for copyrights and permissions.

The *Style Guide* is not intended to answer all questions of style. Because Church publications generally follow the principles suggested in the 16th edition of *The Chicago Manual of Style* (herein referred to as *Chicago*), this guide is concerned primarily with matters in which Church style differs from that of *Chicago* or is more specific than *Chicago*’s suggestions. Occasionally, when a matter of style is of particular concern, this guide quotes *Chicago*’s policy. Cross-references in this guide also direct the reader to *Chicago* for further information.

The principles in this style guide and *The Chicago Manual of Style* are recommended as guidelines for maintaining clarity and consistency. Writers and editors should not vary from these standards based merely on personal preference. However, some documents or passages may justify variation from the recommended style. Writers and editors should consider the needs of the particular document or context and apply the principles judiciously.
1.1 Except for the variations specified in this guide, the style in Church publications follows the guidelines given in the most recent edition of *The Chicago Manual of Style*, currently the 16th edition.

1.2 The standard reference for spelling, meaning of words, and end-of-line breaks is the latest edition of the Merriam-Webster’s Collegiate Dictionary, currently the 11th edition. In case of discrepancies between *Chicago* and *Webster’s* (especially in capitalization and hyphenation of compounds), follow the principles in *Chicago*. If further help is needed, consult *Webster’s Third New International Dictionary*. In case of discrepancies between the *Merriam-Webster’s Collegiate* and the *Third International*, follow the *Merriam-Webster’s Collegiate* (see *Chicago* 7.1).

1.3 For general information about vocabulary, correct usage, and principles of grammar, consult the following works:


Writing for Church Publications

Determine the Document’s Purpose

2.1 Before you begin writing, determine the purpose of the document you are preparing. Generally, state this purpose clearly in the first paragraph. To help you determine the purpose, ask questions such as:

- What do we want this document to accomplish?
- What do we want the reader to know?
- What do we want the reader to do?
- How do we want the reader to feel?

The purpose or thesis statement should help the reader understand what the document will say. It should predict and control everything that will follow in the document.

Define the Audience

2.2 Before you begin writing, clearly define the audience that will read the document. It is often helpful to ask questions such as:

- What is the reader’s level of knowledge and experience?
- What is the reader’s age?
- What is the reader’s attitude toward the subject?
- What level of formality does the reader expect?
- What will the reader do with the information?

2.3 The audience for Church publications often varies widely in experience, education level, and background. Ensure that the document is understandable to inexperienced readers but not condescending to experienced readers. The following guidelines can help you meet this challenge:

1. Write at the lowest level of formality and difficulty that is suitable for the intended audience.
2. Choose words that are familiar, precise, and concrete.
3. Keep sentences relatively short, and vary their length and construction.
4. Provide informative headings that help readers find the information they need.

Create a Preliminary Outline

2.4 The audience for Church publications is usually composed of people from many cultures and nations. Use language, stories, and examples that will minimize translation problems and be meaningful to people from different cultures.

2.5 When creating a preliminary outline, make sure it flows naturally and logically. Clearly distinguish main ideas from subordinate ideas.

2.6 Make sure that the most important information in a document is in the most accessible places—the beginning of the document, the beginning of a chapter or section, and the beginning of paragraphs. Do not bury important information in long paragraphs.

Compose Effective Paragraphs

2.7 The following guidelines will help you compose effective paragraphs:

1. Include a topic sentence (a sentence that states the main idea) in each paragraph, usually at the beginning. A topic sentence forecasts what the paragraph will say, providing a clear expectation in the reader’s mind, which helps with comprehension.
2. Limit each paragraph to one central idea and make sure that every sentence relates clearly to the topic sentence.
3. Don’t let paragraphs get too long. If several consecutive paragraphs are more than 100 words long, some readers’ comprehension may diminish.

Compose Effective Sentences

2.8 Sentences communicate most effectively when they are easy to read. The following guidelines will help you compose effective sentences:

1. Make sure that each sentence expresses only one well-focused thought.
2. Use familiar, simple sentence structure that sounds natural when read aloud. Difficult and unusual sentence structures hinder
communication. The majority of sentences should use the subject-verb-object order.

3. Use short, simple sentences. Long sentences usually decrease readability and comprehension. For example:

Too long: The bishop in this case demonstrated considerable understanding and perceptivity in the use of the scriptures, with his insightful application of the scriptures pertaining to Martha and Mary being most noteworthy in responding to the dynamics of the needs of ward members.

Better: The bishop was understanding and perceptive in his use of the scriptures. He used the passage about Martha and Mary to help ward members.

4. Vary sentence lengths and structures. Use shorter sentences to emphasize important points. Make sure that sentences are not choppy when they are read together.

5. Use active voice rather than passive whenever possible. Active voice is more clear, direct, concise, and emphatic. For example:

Passive voice: If family prayer, scripture study, and family home evening are emphasized, the message taught is that these things are of great value.

Active voice: If parents emphasize family prayer, scripture study, and family home evening, children learn that these things have great value.

6. Use personal pronouns when the level of formality permits. For example:

Without personal pronouns: A person being released from a Church calling should be notified before a successor is sustained to the assignment. The individual being released should receive a personal expression of appreciation for service.

With personal pronouns: When you release a person from a Church calling, notify him or her before you sustain someone else to that assignment. Thank the person for serving.

When possible, write instructions to a specific audience in second person, often in the imperative mood. For example, instructions to Sunday School teachers could be written as follows:

Third person, passive voice: Class members should be encouraged to study the scriptures daily. Questions can be assigned that lead class members to the scriptures for answers.

Second person, active voice: Encourage class members to study the scriptures daily. Assign questions that lead class members to the scriptures for answers.

7. Use clear action verbs, avoiding weak to be verbs where possible. When you use precise action verbs, your writing will be clearer and more enjoyable to read. For example:

Weak verb: We came to the conclusion that the bishop should solve the problem.

Clear action verb: We concluded that the bishop should solve the problem.

Ensure that the action of a sentence, normally expressed in a verb, is not buried in a noun created from the verb (called a nominalization). For example:

Nominalization: A new plan is needed to aid in the organization and implementation of this program.

Clear action verb: We need a new plan to help organize and implement this program.

Nominalization: She placed emphasis on the fact that she was a good driver.

Clear action verb: She emphasized that she was a good driver.

8. Eliminate unnecessary words. For example:

Unnecessary words: We are very much aware of the fact that over the course of a lifetime, people shape and mold their personalities by the thoughts they think, the people with whom they associate, and the choices they make.

Better: People’s thoughts, associates, and choices shape their personalities.

Unnecessary words: The presiding priesthood leader should be extended the opportunity of offering closing remarks if he desires.

Better: Invite the presiding priesthood leader to offer closing remarks.

The common phrases below include unnecessary words:

<table>
<thead>
<tr>
<th>Wordy</th>
<th>Concise</th>
</tr>
</thead>
<tbody>
<tr>
<td>a number of</td>
<td>many</td>
</tr>
<tr>
<td>assist in</td>
<td>help</td>
</tr>
<tr>
<td>for the duration of</td>
<td>during</td>
</tr>
<tr>
<td>in an effective manner</td>
<td>effectively</td>
</tr>
<tr>
<td>in the event that</td>
<td>if</td>
</tr>
<tr>
<td>in the process of</td>
<td>while</td>
</tr>
<tr>
<td>on a regular basis</td>
<td>regularly</td>
</tr>
</tbody>
</table>
prior to before
the majority of most
to the extent that if, when
with regard to for, concerning

9. Avoid long noun strings (sequences of nouns in which the first nouns modify later ones). Noun strings are usually cryptic and unclear. They are also difficult to translate. For example:

*Long noun string:* authorized priesthood leader travel expenses

*Better:* authorized travel expenses for priesthood leaders

10. Avoid words that are unfamiliar, pompous, or unnecessarily difficult. Do not use a long word in place of a shorter word unless the longer word is more precise.

*Difficult words:* Studies have found that the most effective means of obtaining job opportunities is through direct solicitation to employers.

*Simple words:* Studies show that the best way to find a job is to contact employers directly.

The list below includes some unnecessarily difficult words that writers commonly use and simple words you can use to replace them:

<table>
<thead>
<tr>
<th>Difficult</th>
<th>Simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>administer</td>
<td>manage</td>
</tr>
<tr>
<td>aggregate</td>
<td>total</td>
</tr>
<tr>
<td>allocate</td>
<td>give, divide</td>
</tr>
<tr>
<td>constitute</td>
<td>make up</td>
</tr>
<tr>
<td>effectuate</td>
<td>carry out</td>
</tr>
<tr>
<td>indicate</td>
<td>show</td>
</tr>
<tr>
<td>initiate</td>
<td>begin</td>
</tr>
<tr>
<td>per annum</td>
<td>a year</td>
</tr>
<tr>
<td>procure</td>
<td>get, obtain</td>
</tr>
<tr>
<td>promulgate</td>
<td>make, give</td>
</tr>
<tr>
<td>provided that</td>
<td>if</td>
</tr>
<tr>
<td>render</td>
<td>make, give</td>
</tr>
<tr>
<td>subsequent to</td>
<td>after</td>
</tr>
<tr>
<td>terminate</td>
<td>end</td>
</tr>
<tr>
<td>utilize</td>
<td>use</td>
</tr>
</tbody>
</table>

11. Use specific, concrete words rather than vague, abstract words. For example:

*Vague, abstract words:* The goal of this program is to develop leadership abilities among youth by providing educational, social, spiritual, and cultural opportunities.

*Specific, concrete words:* The goal of this program is to help youth prepare to become good parents and leaders.

*Vague, abstract words:* Acknowledgment of the existence of differences between the husband and wife sets the stage for what the couple might do for the management of the differences in a constructive way.

*Specific, concrete words:* Couples who acknowledge their differences are better prepared to manage those differences constructively.

12. Avoid clichés and other overworked words and phrases. For example:

*Cliché:* Putting ideas into action is the bottom line of quorum planning.

*Better:* Putting ideas into action is an important part of quorum planning.

*Cliché:* The quorum presidency’s plan should be viewed as a guide, not as gospel.

*Better:* The quorum presidency’s plan should be flexible, not absolute.

13. Avoid technical jargon. For example:

*Jargon:* The Human Resource Department ensures the effective recruitment of qualified employees to meet manpower needs.

*Better:* The Human Resource Department helps recruit the best-qualified employees.

*Jargon:* The Human Resource Department develops, helps administer, and monitors compliance to personnel policies and procedures to ensure consistent treatment of all employees.

*Better:* The Human Resource Department makes sure that employees are treated fairly.
Letters from the Presiding Councils

3.1 Letters from the First Presidency, from the President (or Acting President) of the Quorum of the Twelve, and from the Presiding Bishopric all use the same format except for the signature block. This format is as follows:

Make the margins of a letter 1 to 1.25 inches wide, and justify the right margin. Use 12-point Times New Roman, Palatino, or Cambria font (or 14-point type for a short letter). Double-space between each element of the letter following the addressee line, including the salutation and the subject line. Single-space the text within each element. If necessary, margins and spacing may be adjusted according to the length of the letter. For example, the spacing between the date and the addressee line or the spacing between the body and the closing may be adjusted to fit a letter on one page.

Center the date two line spaces below the last line of the letterhead. Write the date by month, day, and year. Four line spaces below the date, begin the addressee line at the left margin (see 3.7).

If an instruction line, such as “To be read in sacrament meeting,” is needed, center it two spaces below the addressee line. Capitalize the first letter and any proper nouns in the instruction line. Enclose the text in parentheses, and place the entire line in italic type.

Begin the salutation at the left margin and below the addressee line. Place the subject line below the salutation and indent it .25 inch (.37 inch with 14-point type). Do not use the abbreviation Re or the word Subject at the beginning of the subject line. Underline the subject line, and place it in initial capital and lowercase letters according to the style described in 11.9.

Place the body of the letter in a modified block form, indenting the first line of each paragraph .25 inch (.37 inch with 14-point type).

Signature Blocks for Letters from the Presiding Councils

3.2 The signature block for letters from each of the presiding councils have specific requirements, as outlined in 3.3 through 3.5.

Letters from the First Presidency

3.3 Begin the closing of the letter at the center of the page below the body. Place the first of the three signatures four line spaces below the closing. Separate the signatures of each member of the First Presidency by three line spaces. Center the designation “The First Presidency” one line space directly below the last signature.
Letters from the President (or Acting President) of the Quorum of the Twelve

3.4 Begin the closing of the letter at the center of the page below the body. Four line spaces below the closing, align the signature name followed by the title.

September 14, 2012
To: General Authorities and the following leaders in the Asia Area: Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

Dear Brethren:

Typing Format for Letters from the President or Acting President of the Quorum of the Twelve Apostles

This letter demonstrates the typing format for letters from the President or Acting President of the Quorum of the Twelve Apostles. If an instruction line, such as “To be read in sacrament meeting,” is needed, center it two spaces below the addressee line. Capitalize the first letter and any proper nouns in the instruction line. Enclose the text in parentheses, and place the entire line in italic type.

Begin the closing of the letter at the center of the page below the body. Four line spaces below the closing, align the signature name followed by the title.

Sincerely,
Boyd K. Packer
President
Quorum of the Twelve

Letters from the Presiding Bishopric

3.5 Begin the closing of the letter at the center of the page below the body. Two line spaces below the closing and aligned with it, place the designation “The Presiding Bishopric” in capital and lowercase letters. Place the name of the Presiding Bishop four line spaces below the designation. Separate the names of each member of the Bishopric by three line spaces.

September 14, 2012
To: General Authorities and the following leaders in the United States and Canada Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

Dear Brethren:

Typing Format for Letters from the Presiding Bishopric

This letter demonstrates the typing format for letters from the Presiding Bishopric. Begin the salutation at the left margin and below the addressee line. Place the subject line below the salutation and indent it .25 inch (.37 inch with 14-point type). Do not use the abbreviation Re: or the word Subject: at the beginning of the subject line. Underline the subject line, and place it in initial capital and lowercase letters according to Church style.

Place the body of the letter in a modified block form, indenting the first line of each paragraph .25 inch (.37 inch with 14-point type).

Begin the closing of the letter at the center of the page below the body. Two line spaces below the closing and aligned with it, place the designation “The Presiding Bishopric” in capital and lowercase letters. Place the name of the Presiding Bishop four line spaces below the designation. Separate the names of each member of the Bishopric by three line spaces.

Sincerely,
The Presiding Bishopric
Gary E. Stevenson
Gérald Caussé
Dean M. Davies

Notices from Church Headquarters

3.6 To prepare a notice and have it approved, follow the instructions on the back of the Request for Approval by Communications Review Committee form. This form is available on the intranet as an interactive PDF.

Notices should be prepared in an approved Word template that may be obtained from the Priesthood Department (240-2933) or from the Editing Section in the Publishing Services Department.

Make the margins of a notice 1 to 1.25 inches wide, and justify the right margin. Use 12-point Times New Roman, Palatino, or Cambria font (or 14-point type for a short notice).

Include the department name in the “From” line and, if desired, a telephone number:

Priesthood Department (1-801-240-2134)
The “From” line should not include the name of a General Authority or other individuals.

Use initial capital and lowercase letters in the “Subject” line according to the style described in 11.9.
Place the body of the notice in a modified block form, indenting the first line of each paragraph .25 inch (.37 inch with 14-point type). Double-space between paragraphs, and single-space text within elements. (The first-line indent and the extra space between paragraphs are built into the template.) Margins and spacing may be adjusted according to the length of the notice.

<table>
<thead>
<tr>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: Month day, year</td>
</tr>
<tr>
<td>To: Addresser</td>
</tr>
<tr>
<td>From: Church headquarters department or organization (optional phone number)</td>
</tr>
<tr>
<td>Subject: Brief Subject</td>
</tr>
</tbody>
</table>

To prepare a notice and have it approved, follow the instructions on the back of the Request for Approval by Communications Review Committee form. This form may be obtained from the Correlation Evaluation Division of the Correlation Department.

Notices should be prepared in an approved Word template that may be obtained from the Priesthood Department (2-2933) or from the Editing Section in the Publishing Services Department. This template contains the official Church logo and uses 9-point Arial font for the “Date,” “To,” “From,” and “Subject” lines. Make the margins of a notice 1 to 1.25 inches wide, and justify the right margin. Use 12-point Times New Roman, Palatino, or Cambria font (or 14-point type for a short notice). Include the department name in the “From” line and, if desired, a telephone number. The “From” line should not include the name of a General Authority or other individuals. Use initial capital and lowercase letters in the “Subject” line according to Church style.

Addressee Lines for Correspondence from Church Headquarters

3.7 Use the indicated addressee lines for letters and notices sent from Church headquarters to the following groups or areas:

To all Church leaders:

To: General Authorities; Area Seventies; Stake, Mission, District, and Temple Presidents; Bishops and Branch Presidents

To a specified country or countries:

To: General Authorities and the following leaders in the United States and Canada: Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

To a specified area:

To: General Authorities and the following leaders in the North America West Area: Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

To selected leaders in a specified area:

To: General Authorities and the following leaders in the North America West Area: Area Seventies; selected Stake, Mission, and District Presidents; selected Bishops and Branch Presidents

To leaders of units in which a specific language is spoken:

To: General Authorities and the following leaders of German-speaking units: Area Seventies; Stake, Mission, District, and Temple Presidents; Bishops and Branch Presidents

Addressee lines should use the terms stake presidents and bishops, not stake presidencies and bishoprics.

3.8 To identify copies of a letter or memorandum, use the words Copy or Copies, not the abbreviations c or cc:

Copies: John Brown
Jane Black
4.1 This section provides basic information about (1) obtaining copyrights and permissions and (2) preparing copyright and publishing notices (see also Chicago, chapter 4).

**Intellectual Reserve, Inc.**

4.2 Intellectual Reserve, Inc., is a nonprofit corporation, separate from the Church, that holds the copyright to works created and used by the Church.

**Correlation Intellectual Property**

4.3 Correlation Intellectual Property:

1. Helps process all requests to use copyrighted information in Church materials or programs.

2. Gives permission to use materials copyrighted by Intellectual Reserve, Inc.

Requests or questions should be directed to:

Correlation Intellectual Property
50 East North Temple Street
Salt Lake City, UT 84150-0013
Telephone: 1-801-240-6015 (or 3958 or 2935)

**Determining Whether Permission Is Required**

4.4 Works published before 1923 are in the public domain, and permission is not required when quoting from them.

For copyrighted works published from 1923 forward, the legal doctrine of fair use allows writers to use brief prose excerpts if the sources are credited properly (see Chicago 4.77–87). When quoting from materials that are not copyrighted by Intellectual Reserve, Inc., no more than 250 words of prose should be quoted without permission. When a prose excerpt or multiple excerpts from the same source exceed 250 words, permission should be obtained from the copyright holder.

When excerpts of copyrighted poetry or song lyrics are being quoted, permission is required. These are not considered to be prose.

Permission is always required before using any complete copyrighted item, such as an article, a short story, a poem, a musical composition, a map, a photograph, or a reproduction of a painting or an art object.

4.5 Original material contained in any work copyrighted by The Church of Jesus Christ of Latter-day Saints or Intellectual Reserve, Inc., may be used in Church online or print publications without obtaining permission. However, Church publications must always give proper credit when using material from these sources.

When a work copyrighted by the Church contains material that has its own copyright protection, that material may not be used unless copyright permission is obtained.

Many books, plays, poems, songs, paintings, and online publications have been inspired by Church history or doctrine but are not copyrighted by the Church. In such cases the Church has no authority to use the work without the copyright owner’s permission.

**Obtaining Copyright Approval**

4.6 When preparing material for publication by the Church, originators identify copyrighted items that may require permission. They obtain permission to use such items early in the writing process, while they have time to make changes if permission to use an item is denied. By the time a manuscript reaches production, an originator may not have time to obtain permission.

Normally, originators should identify primary, not secondary, sources for items requiring permission. For example, when quoting from an article, citing a book that quotes from the article is usually not sufficient. Every effort should be made to find the original article.

Originators should try to select materials that are readily available. For example, a museum outside of the United States may not respond to requests or may simply deny a request for a photograph of artwork from its collection. But a museum or photo library in the United States may be able to provide an image very quickly.
After finding the original sources, originators consult with their department intellectual property manager to determine whether permission is required. To obtain the permissions needed by the Church, originators work with the intellectual property manager, using the standard Church permission agreements available from Correlation Intellectual Property. These agreements are available in the Rights Management System.

Publishing Information

4.7 Place the following publishing information near the bottom of the title page:

Published by
The Church of Jesus Christ of Latter-day Saints
Salt Lake City, Utah

If a publication does not have a title page, place the information in some other place. If the document is small and this information does not fit, ensure that the name of the Church or the Church logo appears on it.

English Approval Date

4.8 Include the English approval date with the copyright notice on each item. This date gives the month and year when Correlation approved the item. For placement of the English approval date, see 4.9–13.

Copyright Notices

4.9 Church style continues to require a copyright notice even though it is no longer required by law (see Chicago 1.19). Include the following copyright notice on all materials published by the Church, including printed, audiovisual, software, and Internet items. Center the copyright notice and place periods at the end of the first and second lines as shown below. Capitalize only proper nouns and the first word of each line:

© 2012 by Intellectual Reserve, Inc.
All rights reserved.
Printed in the United States of America
English approval: 8/12

The year included in the copyright notice should be the year in which the document is first published.

Because of space constraints, some items may require modifications to this standard notice (see 4.11).

Place the copyright notice on the verso of the title page, which is the copyright page. If a publication does not have a title page, place the notice in some other conspicuous place that will give reasonable notice of the claim of copyright.

4.10 If a copyrighted document undergoes revision (for example, a new edition is prepared), the copyright notice should include the dates of the original edition and the new edition. The English approval date should be the approval date of the latest edition:

All rights reserved.
Printed in the United States of America
English approval: 2/12

4.11 When printed items have limited space for the copyright notice, the elements of the standard notice may be run together and the abbreviation “USA” may be used:

© 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. English approval: 9/12

Place a period only between elements that are run together on the same line, not at the end of a line. However, if the word reserved in the copyright notice comes at the end of a line, include a period.

Do not include “Printed in the USA” in copyright notices for items that are published online only.

If space on the printed document is extremely limited, the words “English approval” may be omitted. The words “Intellectual Reserve, Inc.” may not be abbreviated as “IRI” unless the director of Correlation Intellectual Property gives approval.

© 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. 9/12

When a document with an abbreviated copyright notice is published as a new edition, the copyright notice should include the dates of the original edition and the new edition. The English approval date should be the approval date of the latest edition:

© 2005, 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. English approval: 9/12

Requests for exceptions to using the full copyright notice can be submitted to Correlation Intellectual Property using the Request for
Exception—Church Logo or Copyright Notice form (PD50047233).

4.12 On labels for sound recordings (compact discs), the symbol ℗ must be used in addition to the copyright symbol. The standard copyright notice with the elements run together should be used:

© ℗ 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. English approval: 5/12

4.13 Photographs or paintings in a Church publication generally do not require individual copyright notices if Intellectual Reserve, Inc., owns the copyright to the photograph or painting. The copyright notice on the publication’s copyright page protects the visuals as well as the text. If Intellectual Reserve, Inc., does not own the copyright for the visual (or in other cases when the Church has agreed to give notice to the copyright holder), the notice required by the copyright holder must be included in the publication. The following are examples of such notices:

Photograph by Steve Bunderson. © 2002 Steve Bunderson. Do not copy

Painting courtesy of Brigham Young University Museum of Art

© 1994 by Stefan Hallberg. Used by permission

The Birth of Jesus, by Carl Bloch. Used by permission of the National Historic Museum at Frederiksberg in Hillerød, Denmark

Photographs or paintings that are published as individual prints or produced in a separate packet as part of a Church publication require individual copyright notices. All such photographs or paintings should include the standard copyright notice with the elements run together:

© 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. English approval: 9/12

If the photograph or painting requires the notice or credit line of the owner, this must also be included.

Bar Code

4.14 In the lower right corner on the outside back cover, most printed items bear a bar code with a five-digit item number and a three-digit language code directly below it. The name of the language (in English) is included directly above the bar code.

If an item does not have a bar code, the Correlation product identification number should be included with the copyright notice:

© 2012 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. English approval: 9/12 PD50011029

In the unusual circumstance that a printed item is carried by distribution centers but does not have a bar code, the five-digit item number should be used.

Church Logotype

4.15 The approved Church logotype must appear on all official Church items. Usually the logotype is placed on the back cover of the item, although sometimes it is placed on the front cover. The logotype should be set at a size that can be read easily, but it should be small enough that it does not dominate an item.

For guidelines about how to use the approved Church logo, see Introduction to Church Name and Logotype Production Specifications (35656) and Church Name and Logotype Guidelines for Departments and Organizations (35655).

Requests for exceptions to using the approved Church logo can be submitted to Correlation Intellectual Property using the Request for Exception—Church Logo or Copyright Notice form.

Registered Trademarks

4.16 In all Church publications in which trademarks or registered trademarks of Intellectual Reserve, Inc., are mentioned, place a paragraph near the copyright notice listing the trademarks and their registration status, such as:

FamilySearch is a trademark of Intellectual Reserve, Inc., and is registered in the United States of America and other countries.

In the notice, preserve the distinctive form of the trademark name.

Do not use symbols such as ™, ©, or SM in text or notes. These symbols are not universal and may inaccurately suggest that the Church has registered a trademark in locations where it has not. Consult with Correlation Intellectual Property if you have questions about the identity and registration status of Church trademarks.
If a Church publication mentions any trademarks that are not owned by Intellectual Reserve, Inc., the trademark paragraph should include one of the following statements:

Other trademarks are the property of their respective owners.

Use this statement if trademarks of Intellectual Reserve, Inc., are first mentioned.

Any trademarks are the property of their respective owners.

Use this statement if the document does not include trademarks of Intellectual Reserve, Inc.
Grammar and Usage

5.1 Although grammar and word usage are not a primary focus of style guides, this section presents a few grammar and usage issues that commonly arise in Church materials. For further information, see chapter 5 of Chicago and the books listed in 1.3 of this style guide.

Agreement of Pronouns and Antecedents

5.2 When the antecedent of a pronoun is singular, the pronoun should also be singular. In published materials, take particular care not to use the pronoun they to refer to a singular subject, even though this usage is common in speech:

Incorrect: As a teacher strives to understand the needs of each student, they should think back to earlier experiences in life.

Correct: As a teacher strives to understand the needs of each student, he or she should think back to earlier experiences in life.

Incorrect: If any of the sisters needs a ride to church, they can call Trudy.

Correct: If any of the sisters needs a ride to church, she can call Trudy.

Use of Gender-Specific Pronouns

5.3 “He, him, and his have traditionally been used as pronouns of indeterminate gender equally applicable to a male or female person [if the finder returns my watch, he will receive a reward]. Because these pronouns are also masculine-specific, . . . their indeterminate-gender use is declining” (Chicago 5.45).

When possible, write sentences to avoid using he, him, or his to refer to both males and females. The following approaches may be helpful (for additional suggestions, see Chicago 5.225):

1. Write the sentence so the subject is plural rather than singular:

Use of masculine-specific pronoun: Each Church member should ensure that he has sufficient resources to weather the storms that come into every life.

Better: Church members should ensure that they have sufficient resources to weather the storms that come into every life.

2. Write the sentence in the second person, addressing the audience as “you,” using the imperative mood:

Use of masculine-specific pronoun: A teacher of the gospel should make sure that he is prepared to lead insightful discussions.

Better: As a teacher of the gospel, make sure that you are prepared to lead insightful discussions.

3. Replace the pronoun with another word, or omit the pronoun entirely:

Use of masculine-specific pronoun: Ask the student to express his opinion on the subject.

Better: Ask the student to express an opinion on the subject.

Use of masculine-specific pronoun: The average American travels in France with a few phrases he has memorized from a guidebook.

Better: The average American travels in France with a few phrases memorized from a guidebook.

4. Use the words he or she (do not use he/she):

Use of masculine-specific pronoun: Ask each class member to describe a situation in which he felt the guidance of the Spirit.

Better: Ask each class member to describe a situation in which he or she felt the guidance of the Spirit.

Nouns Used as Modifiers

5.4 Nouns may be used as modifiers but sparingly. If possible, use an existing modifier rather than a noun, or use the noun in its possessive form:

- bishops’ storehouse
- teacher’s supplement

That and Which (See Chicago 5.220)

5.5 Use that “restrictively to narrow a category or identify a particular item being talked about [any building that is taller must be outside the state],” Use which “nonrestrictively—not to narrow a class or identify a particular item but to add something about an item already identified [alongside the officer trotted a toy poodle, which is hardly a typical police dog]. Which should be
used restrictively only when it is preceded by a preposition (the situation in which we find ourselves). Otherwise, it is almost always preceded by a comma, a parenthesis, or a dash” (Chicago 5.220, page 298).

When *which* is used restrictively in a general conference talk, the usage does not need to be changed.

**Scripture and Scriptural as Modifiers**

5.6 In certain situations, the noun *scripture* is preferred over the adjective *scriptural* as a modifier:

The scripture story was very effective in teaching the children.

The noun *scripture* is used as a modifier to mean *taken from the scriptures*, as in “scripture reference,” “scripture passage,” or “scripture story.”

The adjective *scriptural* is used to mean *relating to or according to the scriptures*, as in “scriptural teaching.”

**Historic and Historical**

5.7 Be careful to use the adjectives *historic* and *historical* correctly:

Liberty Jail is a Church historic site.

The adjective *historic* is used to mean *having significance in history*, as in “historic place” or “historic occasion.”

The adjective *historical* is used to mean *relating to or based on history*, as in “historical document” or “historical novel.”

See also Chicago 5.220, page 284.
6.1 Punctuation should promote understanding and prevent misunderstanding. Choose and place punctuation marks to clarify meaning.

**Commas and Semicolons (See Chicago 6.16–58)**

6.2 “The comma . . . indicates the smallest break in sentence structure. Especially in spoken contexts, it usually denotes a slight pause. In formal prose, however, logical considerations come first. Effective use of the comma involves good judgment, with ease of reading the end in view” (Chicago 6.16).

6.3 “When a conjunction joins the last two elements in a series of three or more, a comma . . . should appear before the conjunction” (Chicago 6.18). This comma, called the serial comma, helps prevent ambiguity:

She went to the distribution center to buy lesson manuals, hymnbooks, and picture frames.

He opened the letter, read it, and made a note of its contents.

The meal consisted of soup, salad, and macaroni and cheese.

Do not insert a comma after the last item in a series unless the sentence structure requires a comma at that point:

He encouraged us to be obedient, true, and steadfast despite the challenges we may encounter.

May 8, June 11, and July 16 are the dates for the next three meetings.

“When items in a series themselves contain internal punctuation, separating the items with semicolons can aid clarity” (Chicago 6.58):

The following people should attend: the stake president and his counselors; high councilors; Melchizedek Priesthood quorum presidencies, group leaders, assistants, and secretaries; and bishops and their counselors.

When only the last item in a series contains commas and there is little possibility of confusion, commas may be used to separate the items rather than semicolons:

As I hiked in the early spring, I enjoyed the wildflowers that were beginning to bloom, the snow-capped mountains, and the cool, bracing wind.

6.4 “A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon” (Chicago 6.59). For the use of colons in lists, see 6.24–25.

A colon “should not be used before a series that serves as the object of a verb . . . . Nor should a colon normally be used after namely, for example, and similar expressions” (Chicago 6.65).

The study included several groups of missionaries, namely, prospective missionaries, returned missionaries, and ward mission leaders.

6.5 “When a colon is used within a sentence, . . . the first word following the colon is lowercased unless it is a proper name.” When a colon introduces two or more sentences or when it introduces quoted material, “the first word following it is capitalized” (Chicago 6.61).

The study included the following groups: prospective missionaries, returned missionaries, and ward mission leaders.

We quote from the address: “Members should perform temple ordinances for their deceased ancestors.”

**Question Marks (See Chicago 6.66–70)**

6.6 “An indirect question never takes a question mark” (Chicago 6.68):

She wondered whether she would ever be forgiven of her past sins.

6.7 When a sentence contains a series of elliptical questions, lowercase the first word in each question:

How many members are in the ward? the stake? the area?

**Hyphens (See Chicago 6.75–77)**

6.8 For using the hyphen in word division and compound words, see 7.10, 20–22; the latest edition of *Merriam-Webster’s Collegiate Dictionary*; and Chicago 7.31–43, 77–85.

Use the hyphen “to separate numbers that are not inclusive, such as telephone numbers, social security numbers, and ISBNs” (Chicago 6.77).
In telephone numbers, place a 1 before the area code:

1-801-240-2150

**En Dashes (See Chicago 6.78–81)**

6.9 Use an en dash to separate inclusive numbers in references or citations (see also 14.19; Chicago 6.78, 9.58):

- History of the Church, 4:33–43
- John 14:14–15
- pages 145–49

In sentences, avoid using an en dash between numbers because it may be unclear to some readers whether the en dash means up to or up to and including (or through):

- from 1820 through 1830 [not from 1820–1830]
- young women ages 12 through 18

“If from or between is used before the first of a pair of numbers, the en dash should not be used” (Chicago 9.59):

- between 20 and 30 [not between 20–30]

6.10 “Universities that have more than one campus use the en dash to link the campus location to the name of the university” (Chicago 6.81):

- Brigham Young University–Hawaii
- BYU–Hawaii
- Brigham Young University–Idaho
- BYU–Idaho
- University of Wisconsin–Milwaukee

6.11 To prevent ambiguity, an en dash is used in certain situations instead of a hyphen to form compound words. For information, see 7.21, item 4, and the last paragraph of 7.22.

**Em Dashes (See Chicago 6.82–89)**

6.12 Use em dashes sparingly. Often a comma, a colon, or parentheses will indicate the relationships within a sentence more accurately and effectively than a dash. No spaces should separate the dash and the words it separates.

**Parentheses (See Chicago 6.92–96)**

6.13 When an entire sentence is enclosed in parentheses, put the period inside the closing parenthesis. If parenthetical matter, including a complete sentence, is included within another sentence or is part of the preceding sentence, put any mark of punctuation outside the closing parenthesis. (See Chicago 6.13, 96.)

- Complete sentence that is grammatically independent of the preceding sentence: In his first letter to the Corinthians, Paul discussed the diversity of spiritual gifts. (Moroni taught about the same gifts.)

- Complete sentence that is included within another sentence: The disagreement between the two men seemed trivial at the time (their colleague, Westover, has discussed its origins in more detail), but it ultimately destroyed the organization.

- Parenthetical matter that is part of the preceding sentence: Moroni taught the ancient Saints about the same spiritual gifts (see Moroni 10:8–18).

As an exception, include an exclamation point or a question mark within the parentheses if needed:

Come on in (quietly, please!) and take a seat.

**Brackets (See Chicago 6.97–102)**

6.14 Use brackets in quoted matter to “enclose editorial interpolations, explanations, translations of foreign terms, or corrections. Sometimes the bracketed material replaces rather than amplifies the original word or words” (Chicago 6.97). Any material added to a quotation must be enclosed in brackets (see Chicago 13.57–58).

- “Present were 40 brethren [sic] and 23 sisters.”
- He recorded that “the multitude bow[ed] down upon the face of the earth.”
- “Her husband left for the mission field in [August] 2010.”
- “Temperance is an important principle in this revelation [the Word of Wisdom] to the Prophet.”

6.15 Use brackets “as parentheses within parentheses” (Chicago 6.99):

- (You may want to ask someone to sing “Did You Think to Pray?” [Hymns, no. 140].)

- (A colon separates chapter [or section] and verse in scripture references.)

**Slashes (See Chicago 6.103–10)**

6.16 Do not use the slash in running text in place of the words and or or. Do not use constructions such as and/or or he/she (see Chicago 5.220, pages 266, 283–84). Do not use the slash in place of commas, colons, or dashes.

Reserve the slash for (1) separating lines of poetry (including hymn and song lyrics) that are run together in text and (2) indicating fractions.
Quotation Marks (See Chicago 6.111–12)

6.17 Always place a period or a comma before a final quotation mark. Always place a colon or a semicolon after a final quotation mark. Place a question mark, a dash, or an exclamation point before a final quotation mark only when it is part of the quoted material (see Chicago 6.9–10, 70, 74).

“An apostrophe at the end of a word should never be confused with a closing single quotation mark”; punctuation always follows the apostrophe (Chicago 6.9).

6.18 Generally, use quotation marks to set apart “thought, imagined dialogue, and other interior discourse” (Chicago 13.41):

I thought, “I could resolve that problem by myself.”

I found myself silently asking, “Does my life reflect the love I feel for the Savior?”

Youth often ask the penetrating question “Why are we here?”

6.19 When a paragraph begins with a drop cap and the first word is part of a quotation, the opening quotation mark may be omitted. However, to help the reader, include the quotation mark when possible or rewrite the paragraph so it does not begin with a quotation. Always include an opening quotation mark if a quotation consists of more than one paragraph.

Typographic Considerations (See Chicago 6.4, 14)

6.20 Place periods, commas, colons, and semicolons that immediately follow an italicized word in italic type. When these marks of punctuation follow a word in bold type, make them bold (see 12.9 for an exception). Church style follows Chicago 6.4 rather than Chicago 6.2 and 6.3.

The last book on the list, The Savior, the Priesthood, and You, should be read by all the students in the class. [The comma after you is italicized.]

Please type or print all information. Attach additional copies of the last page as needed. [The period after information is bold.]

Place ellipsis points that follow an italicized mark of punctuation in italic type:

“The form must list all music, images, or illustrations used in the publication. . . . It must also include all text not already covered by Church copyright.” [The ellipsis points are italicized.]

Use roman type for quotation marks and superscript numbers that follow an italicized or bold mark of punctuation:

“All class members should read the last book on the list, The Savior, the Priesthood, and You.” [The period is italicized, and the quotation mark and the superscript number are roman.]

A question mark or exclamation point that immediately follows a word that is italicized or in bold type should be placed in roman type unless it belongs with the word:

Did they show the movie Camelot? [The question mark is roman.]

If an entire quoted sentence is in italic type, place the quotation marks—both those that begin and those that end the sentence—in italic type. The superscript number that follows the sentence should be in roman type:

“After making a request through prayer, we have a responsibility to assist in its being granted.” [The quotation marks are italicized, and the superscript number is roman.]

6.21 Place parentheses or brackets in italic type only if all the enclosed material is in italics or if the first and last items are both in italics. (This is an exception to Chicago 6.5, which does not determine the style of parentheses or brackets according to the material they enclose.) Never place one parenthesis or bracket in italic type and the other one in roman.

(express violations) [Both parentheses are italicized.]

[it was unforeseen] [Both brackets are roman because the first item is roman.]

(inappropriate was used for outrageous) [Both parentheses are italicized because the first and last words are in italics.]

6.22 “No period should follow display lines” (Chicago 6.14). As long as no confusion results, other punctuation is often omitted at the end of display lines for aesthetic reasons (see also 11.8):

Although a colon is used after church when the title of this book is used in text, it is omitted on the title page of the book.
Lists (See Chicago 6.121–26)

6.23 Short, simple lists are usually run in to the text, “especially if the introduction and the items form a complete grammatical sentence” (Chicago 6.122). Longer lists or lists in which each item consists of a complete sentence or several sentences should be set vertically.

“All items in a list should be constructed of parallel elements” (Chicago 6.121). In other words, items should be syntactically alike—whether noun forms, phrases, full sentences, or whatever the context requires.

Avoid using lists excessively or using lengthy lists, which can weaken the coherence of a document and cause readers to skim rather than read carefully.

6.24 In a list that is run in to the text, use numerals or letters in parentheses to mark divisions. If letters are used, they should be italicized, along with the parentheses surrounding them. If the enumerated items are run in to the sentence, use no introductory punctuation. If the enumerated items follow a complete sentence, introduce the enumeration with a colon. Items in the list should be separated by commas “unless any of the items requires internal commas, in which case all the items will usually need to be separated by semicolons” (Chicago 6.123).

The instructor should (a) pray for the Spirit’s guidance, (b) study the lesson material, and (c) prepare a lesson outline.

He discussed three basic gospel principles: (1) faith, (2) obedience, and (3) repentance.

The discussion covered the following topics: (1) faith, hope, and charity; (2) sacrifice; and (3) service.

6.25 For lengthy enumerations, set each listed item on a line by itself. Capitalize the first letter in each item. Align runover lines with the first word that follows the numeral or the bullet. Align the numbers on the periods. Use a colon at the end of the introductory phrase or sentence.

If the items each complete the introductory phrase, conclude them with a period:

Members of the bishopric should:

1. Participate regularly in quorum classes, activities, service projects, and presidency meetings.
2. Conduct priesthood interviews regularly with Aaronic Priesthood quorum presidents.

3. Interview presidents of Young Women classes as needed.

The colon at the end of the introductory sentence and the capital letters at the beginning of each item in the list are exceptions to Chicago 6.125.

If each item stands as an independent sentence, conclude it with a period:

Stake and ward Relief Society leaders should observe the following cautions:
- Speakers should not be paid to participate in Relief Society meetings or activities.
- Children’s class leaders should not be paid.
- Copyright laws should not be violated.

If the items are short (usually no more than three or four words) and do not complete the introductory phrase or sentence, do not conclude them with a period:

The bishopric will discuss several topics:
1. The Aaronic Priesthood
2. Financial matters
3. Plans for sacrament meetings
4. Church callings

6.26 Use the following style for outlines (adapted from Chicago 6.126).

I.
II.
   A.
      1.
      2.
         a.
         b.
            (1)
            (2)

Do not begin any level in an outline unless there is a second item to be added. For example, do not use A unless there will be a B.
Standard for Spelling

7.1 As a general rule, use the first listing of a word in the latest edition of *Merriam-Webster’s Collegiate Dictionary* as the accepted standard for spelling in Church publications. For additional assistance, use *Webster’s Third New International Dictionary*. (See Chicago 7.1.)

For new words that are not in the 11th edition of Webster’s, use merriam-webster.com as the reference source.

Spelling and Usage of Terms in Church Writing

7.2 The following list identifies the preferred spelling and usage of selected terms in Church writing:

- agency *not* free agency
- all-Church [modifier]
- antemortal
- anti-Mormon [modifier]
- baptismry [use the second spelling in Webster’s]
- budget allowance
- chalkboard [preferred over blackboard]
- Church-service [modifier]
- Churchwide
- closed-captioned [before a noun; closed captioned in all other instances]
- closed captions
- deacon-age; teacher-age; priest-age [modifier]
- disfellowshipped, disfellowshipping, disfellowshipment
- donations in kind
- early-morning seminary
- family home evening
- fast and testimony meeting *not* fast meeting
- fast offering [noun]
- fast-offering [modifier]
- fellowman; fellowmen [one word]
- fireside [noun]
- flannel board [noun]
- flannel-board [modifier]
- friendshipped, friendshipping
- fulness
- Gentile [noun]

- gentile [adjective]
- groundbreaking [noun and modifier]
- high councilor *not* high councilman
- home-study seminary
- home teacher
- in-kind donations
- inservice
- latter day(s) [noun]
- less-active [modifier]
- mission field
- multistake; multiward [modifier]
- nonmember
- non-Mormon
- part-member [modifier]
- phase 1 (or 2 or 3) languages
- postmortal
- premortal existence *not* preexistence
- preservice
- record keeping [noun]
- record-keeping [modifier]
- released-time seminary
- role play [noun]
- role-play [verb]
- role-playing [modifier]
- scriptorian [specialized Church term, preferably used infrequently; alternative could be “someone who is well versed in the scriptures”]
- seer stones
- sharing time
- temple grounds; Salt Lake Temple grounds
- tithe payer; full-tithe payer; non-tithe payer; part-tithe payer
- timeline
- tithe-paying [modifier]
- tithing in kind [noun]
- tithing-in-kind [modifier]
- ward budget allowance
- ward-sponsored [modifier]
- watchcare
- whiteboard
- wordstrip
- worshipped, worshipping
Plurals (See Chicago 7.5–14)

7.3 “Capital letters used as words, numerals used as nouns, and abbreviations usually form the plural by adding s” (Chicago 7.14):

- the 1990s
- CTRs
- PhDs
- vols.

“As an aid to legibility (compare ‘two as in llama’ with ‘two a’s in llama’), the plural of single lowercase letters is formed by adding an apostrophe before the s. The s is roman even when the letter is italic. Capital letters, however, do not normally require an apostrophe in the plural” (Chicago 7.61).

In Church style, there are not two i’s in the word fulness.

Students once studied the three Rs.

For scholastic grades, “no apostrophe is required in the plural” (Chicago 7.60).

He brought home two As and three Bs.

Possessives (See Chicago 7.15–28)

7.4 Use an apostrophe and an s to form the possessive of (1) almost all singular nouns and (2) plural nouns not ending in s (see Chicago 7.15):

- bishop’s counselors
- boss’s desk
- children’s hospital
- father’s blessing
- geese’s wings
- mice’s tails
- witness’s testimony

Use an apostrophe alone to form the possessive of plural nouns ending in s:

- bishops’ storehouse
- girls’ class
- witnesses’ testimony

7.5 Use the rules listed in 7.4 for personal names, proper nouns, letters, and numbers (see Chicago 7.16–18):

- Burns’s poems
- Christ’s spirit
- Elias’s mission
- Enos’s prayer
- Israelites’ exodus
- Jesus’s birth
- the Joneses’ home
- the Lewises’ library
- Lewis’s books
- Moses’s leadership
- Ramses’s tomb
- ZCMI’s legacy
- 1983’s record rainfall

7.6 “Analogous to possessives, and formed like them, are certain expressions based on the old genitive case. The genitive here implies of” (Chicago 7.24):

- fathers and sons’ outing
- readers’ theater
- six months’ leave
- two dollars’ worth
- a year’s supply

7.7 Compound nouns that contain an s plural form, such as records examiner or standards event, should not be confused with the possessive case.

7.8 Do not use an apostrophe in official organizational terms referring to priesthood quorums and groups:

- deacons quorum
- elders quorum
- high priests group leader

7.9 Generally, use the singular possessive form in titles of documents:

- an auditor’s guide
- Mission President’s Handbook
- A Parent’s Guide
- a teacher’s supplement

Word Division (See Chicago 7.31–43)

7.10 Generally, divide words at the division points shown in Merriam-Webster’s Collegiate Dictionary. These points are indicated by dots between syllables. In Webster’s, most words are divided according to pronunciation rather than derivation:

- knowl-edge [not know-ledge]
- democ-racy [not demo-cray]

Not all syllable breaks are appropriate end-of-line breaks. Follow these guidelines whenever possible:

1. No more than two consecutive lines should end in hyphens.
2. When a word is divided, there must always be at least two letters at the end of the line and three letters on the next line.

3. “When a vowel forms a syllable in the middle of a word, it should run into the first line if possible. Diphthongs are treated as single vowels” (Chicago 7.34):

   partici-pate [preferable to partic-ipate]
   genera-tion [preferable to gener-ation]
   but: cov-enant [to prevent misreading as cove-nant]

4. “Hyphenated or closed compounds and words with prefixes or suffixes are best divided at the natural breaks” (Chicago 7.35):

   dis-pleasure [preferable to displea-sure]
   latter-day [preferable to lat-ter-day]
   thanks-giving [preferable to thanksgiv-ing]

5. It is preferable to avoid hyphenating personal names and proper nouns.

6. “Proper nouns of more than one element, especially personal names, should be broken, if possible, between the elements rather than within any of the elements. . . . A personal name that includes initials should be broken after the initials” (Chicago 7.38):

   Brigham / Young [preferable to Brig-ham Young]
   Boyd K. / Packer [preferable to Boyd / K. Packer]

   These guidelines may be modified when necessary (1) to avoid bad line spacing or unsightly line breaks or (2) to prevent misreading.

O and Oh (See Chicago 6.37, 7.45)

7.11 The vocative O is a form of direct address that is used in the scriptures and other writings but is now largely obsolete. The interjection oh is used to express emotions such as surprise or wonder.

   “The vocative O . . . is always capitalized, whereas the interjection oh is capitalized only when beginning a sentence or standing alone” (Chicago 7.45). A comma usually follows the interjection oh, but no comma follows the vocative O (see Chicago 6:37).

   Hold not thy peace, O God of my praise.
   O Lord, hear our petitions.
   The scenery is so beautiful, but, oh, I can’t describe it!
   Oh, how blessed we are to live in this last dispensation!

Ligatures (See Chicago 7.46)

7.12 For most words with spellings derived from ligatures, use the first spelling listed in the latest edition of Merriam-Webster’s Collegiate Dictionary. However, use the second spelling for the word Judea, not the first spelling (which is Judaea), even when quoting from the scriptures:

   “Ye shall be witnesses unto me both in Jerusalem, and in all Judea” (Acts 1:8).

   In quotations, preserve the spelling of the quoted source. However, do not re-create the ligature in the spelling of the word; instead, use the letters ae.

Ampersands

7.13 Generally, use the conjunction and rather than an ampersand (&), except in the abbreviation D&C.

Italics (See Chicago 7.47–65)

7.14 The use of italics is one of the most distinctive ways of setting off an element in text. Because of this distinctiveness, the effectiveness of italics depends on judicious and sparing use.

   “Overused, italics quickly lose their force” (Chicago 7.47).

   Avoid the use of italics merely for emphasis. It is preferable to show emphasis through effective sentence structure.

   Also avoid lengthy passages in italics because the type can be difficult to read. (See 13.24 for adding italics in quoted material.)

7.15 Use italics to set off titles of works. Do not italicize titles of the standard works and their parts. (See 8.50–51, 53–54; 11.1.)

7.16 Use italics for unfamiliar foreign words:

   One of his favorite treats was Apfelkuchen.

   However, set “foreign words and phrases familiar to most readers” in roman type (Chicago 7.52). If a foreign word is listed in Webster’s, do not set it in italics. Commonly used Latin words and abbreviations are not italicized:

   The Church’s policy on in vitro fertilization is described in the handbook.

   “Because of its peculiar use in quoted matter, sic is best italicized” (Chicago 7.53):

   “Every night I look forward to declining [sic] in my easy chair.”
7.17 Use italics for words used as words and letters used as letters (see *Chicago* 7.58–59):

The word *spiritual* means different things to different people.
Place the letter *x* beside each correct answer.

7.18 Use italics for stage directions (see *Chicago* 13.44):

*[Brother Johnson turns to the class.]*

**Words on Chalkboards or Wordstrips**

7.19 Use italics in lesson manuals to indicate the exact words or phrases to be written on the chalkboard or on wordstrips:

Write *Acts 8:3* on the chalkboard.
List the following on the chalkboard: *Adam-oni-Ahman, Second Coming, Millennium, Be Prepared.*

The material to be written on the chalkboard can be placed in roman type in a chalkboard display:

Write on the chalkboard the following ways in which we should prepare for the Second Coming and the Millennium:

| Repent and be baptized. |
| Stand in holy places. |
| Receive the truth. |
| Let the Holy Spirit be your guide. |
| Do not be deceived by Satan. |

If the instructions to the teacher do not state exactly what should be written on the chalkboard but instead suggest what might be written, a simple list can be used:

Write class members’ responses on the chalkboard. These might include the following:

| Repent. |
| Be baptized. |
| Search the scriptures. |
| Endure to the end. |

**Compound Words (See *Chicago* 6.80, 7.77–85)**

7.20 “Far and away the most common spelling questions for writers and editors concern compound terms—whether to spell as two words, hyphenate, or close up as a single word” (*Chicago* 7.77).

7.21 Use the following guidelines when determining whether to hyphenate compound terms:

1. When a compound modifier precedes the noun it describes and is hyphenated in *Webster’s*, it should be hyphenated:

   - long-suffering friend
   - fast-food restaurants
   - open-heart surgery
   - up-to-date proposal
   - well-read client

2. When a compound modifier precedes the noun it describes and is not hyphenated in *Webster’s*, it should be hyphenated only when ambiguity is likely without a hyphen:

   - fast-offering collection
   - flower-filled garden
   - much-needed clothing
   - third-floor apartment
   - fast and testimony meeting
   - home evening program
   - real estate agent
   - health care expenses

3. When a compound modifier follows the noun or verb it describes, “hyphenation is usually unnecessary, even for adjectival compounds that are hyphenated in *Webster’s* (such as *well-read* or *ill-humored*)” (*Chicago* 7.81; see also *Chicago* 7.85, page 377). Follow this guideline unless ambiguity is likely or unless the compound includes the words *self* or *all*:

   - The discussion was open ended.
   - The video program was closed captioned.
   - The program was well defined.
   - The store’s selections were up to date.
   - A virtuous life is lived step by step.
   - We should look at the two options side by side.
   - All Church members should strive to be self-reliant.
   - The new program strives to be all-inclusive.

4. To prevent ambiguity, use an en dash to form a compound adjective when one or both elements consist of two words, a hyphenated word, or an open compound (see *Chicago* 6.80; see also the last paragraph in 7.22 of this style guide):

   - Aaronic Priesthood–Young Women committee
   - folk music–influenced lyrics
5. “Compounds formed by an adverb ending in *ly* plus an adjective or participle (such as *largely irrelevant* or *smartly dressed*) are not hyphenated either before or after a noun, since ambiguity is virtually impossible” (Chicago 7.82):

   - highly developed philosophy
   - lovingly conveyed message

7.22 “Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs” (Chicago, 7.85, page 383; see pages 383–84 for many examples). However, in certain situations, such as those shown in the following examples, a hyphen or en dash should be used after the prefix in a compound.

Use a hyphen in the following instances:

1. “Before a capitalized word or a numeral, such as *sub-Saharan, pre-1950.*”

2. “Before a [hyphenated] compound term, such as *non-self-sustaining*”:
   - non-English-speaking person
   - mid-20th-century history

3. “To separate two *i’s*, two *a’s*, and other combinations of letters or syllables that might cause misreading”:
   - anti-inflammatory
   - extra-alkaline
   - co-worker [this is an exception to Webster’s and Chicago, page 383; for other words with a *co-* prefix, follow those references]
   - pro-life

4. “To separate the repeated terms in a double prefix, such as *sub-subentry.*”

5. “When a prefix or combining form stands alone, such as *over- and underused, macro- and microeconomics.*” (Chicago 7.85, page 383.)

Use an en dash after a prefix when one element of a compound adjective consists of an open compound (see Chicago 6.80):

   - post-Mormon Battalion period
   - pre–western migration period
   - non–Latter-day Saint literature
General Principles of Capitalization

8.1 "Proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns. For the latter, Chicago’s preference is for sparing use of capitals—what is sometimes referred to as a ‘down’ style” (Chicago 8.1).

8.2 Many proper nouns and personal names combine a given name with a generic or descriptive term (the Mesa Arizona Temple Visitors’ Center, President Lincoln). After the official name is first mentioned, the generic term alone may then be lowercased:

The Manhattan New York Temple was recently completed. The temple is unusual because it is part of an existing structure.

Bishop Jones is very busy with tithing settlement interviews this week. Please contact the executive secretary to make appointments with the bishop.

8.3 Capitalize plural generic terms that precede or follow two or more names of buildings, public places, or topographical features. “Such capitalization signals unambiguously that the generic term forms part of each proper noun” (Chicago 8.52):

Mounts Washington and Rainier
North and South Visitors’ Centers
Pacific and Atlantic Oceans
Salt Lake and Provo Utah Temples
South Temple and Main Streets

Church Positions and Offices

8.4 Lowercase positions in the Church unless they precede a personal name or are used in place of a personal name (see Chicago 8.18, 25):

assistant to the president of the priests quorum; assistant to the priests quorum president
bishop; Bishop Newman; “How are you, Bishop?”
branch president; President Jones; “How are you, President?”
counselor in the bishopric; bishop’s second counselor
counselor in the Primary presidency
deacon, teacher, priest
deacons quorum adviser
district president
elder; high priest
elders quorum president
executive secretary
high councilor
high priests group leader
meetinghouse librarian
Primary president
prospective elder
Relief Society secretary
stake president; President Brown; “How are you, President?”
Sunday School president
ward clerk
ward young single adult leader
Young Women president

Capitalize elder or sister when the terms are used in place of the name of a missionary:

Elder Jones; “How are you, Elder?”
Sister Brown; “How are you, Sister?”

8.5 Capitalize the names of the callings of General Authorities and the names of offices that are held by General Authorities by virtue of their positions:

a General Authority; the General Authorities; the Brethren
President of the Church; the fifth President; the first five Presidents
First Counselor in the First Presidency [but lowercase counselor when used in a generic sense: “Brigham Young selected Heber C. Kimball as his counselor.”]
Apostle; the Twelve (Apostles) [but apostolic]
President (or Acting President) of the Quorum of the Twelve (Apostles) [but a member of the Quorum of the Twelve Apostles]
Senior President of the Seventy; seven Presidents of the Seventy; a member of the Presidency of the Seventy
member of the Seventy; a member of the First (or Second) Quorum of the Seventy
emergent member (of the First Quorum) of the Seventy
Area President; Area Presidency; First Counselor in the Area Presidency
Presiding Bishop
Second Counselor in the Presiding Bishopric
Patriarch to the Church [before 1980]

Capitalize the names of the following offices or titles when they are held by General Authorities:

- Church Historian (and Recorder) [but assistant Church historian; see 8.8]
- Commissioner of the Church Educational System Executive Director

8.6 Capitalize the name of an Area Seventy’s calling as follows:

Area Seventy [not Area Authority Seventy]

8.7 Capitalize the names of the general presiding priesthood bodies of the Church:

- the First Presidency; the Presidency
- the Council of the First Presidency and Quorum of the Twelve
- the Quorum of the Twelve [not the Council of the Twelve]; the Twelve
- the First (or Second or Third) Quorum of the Seventy; the Quorums of the Seventy; the Presidency of the Seventy; the Seventy
- the Presiding Bishopric; the Bishopric

8.8 Lowercase all other titles referring to general Church administration:

- assistant Church historian
- director for temporal affairs
- first counselor in the Primary general presidency
- general president of the Primary; Primary general president; Sister Wixom
- general president of the Sunday School; Sunday School general president; Brother Osguthorpe [not President Osguthorpe]
- managing director
- Relief Society general board

8.9 Capitalize the official names of Church buildings. Words such as building, center, temple, tabernacle, or institute are capitalized only when they are part of the official or formal name. Such words are lowercased when they stand alone.

The following list shows the names of buildings at Church headquarters:

Assembly Hall
Beehive House

Church Administration Building; the administration building [47 East South Temple Street]
Church History Library; the library
Church History Museum; the museum
Church Office Building; the office building [50 East North Temple Street]
Conference Center
Conference Center Theater
Family History Library; the library
Joseph Smith Memorial Building
Lion House
North Visitors’ Center [on Temple Square]
Salt Lake Tabernacle; the Tabernacle [for the Salt Lake Tabernacle, Tabernacle is capitalized even when it stands alone]
South Visitors’ Center [on Temple Square]
Temple Square

The following list gives examples of the names of other Church buildings:

- bishops’ storehouse; Redmond Oregon Bishops’ Storehouse
- Deseret Industries stores
distribution center; Salt Lake Distribution Center
employment resource center; Welfare Square Employment Resource Center
family history center; Farmington Utah Family History Center
home storage center; Ogden Utah Home Storage Center
institute of religion; Ogden Institute of Religion; the Ogden institute; the institute
missionary training center; Brazil Missionary Training Center; Provo Missionary Training Center
stake center; Cheyenne Wyoming Stake Center; Cheyenne stake center [not stake house]
tabernacle; Brigham City Tabernacle
temple; Washington D.C. Temple; house of the Lord
visitors’ center; Mesa Arizona Temple Visitors’ Center

8.10 Do not capitalize such terms as meetinghouse, chapel, office, home, and temple grounds when they are used descriptively rather than as part of a formal name:

the Columbia New York Second Ward meetinghouse
the Rowland Way chapel
Sierra Leone Freetown Mission home
Sierra Leone Freetown Mission office
the St. George Utah Temple grounds; the temple grounds in St. George

8.11 Lowercase references to rooms in religious structures:

baptistry [use the second spelling in Webster’s]
celestial room; Los Angeles California Temple
celestial room
chapel
children’s meeting room
classroom
creation room
cultural hall
garden room
high council room
meetinghouse library
Relief Society room
sealing room

but: Holy of Holies; Nauvoo Room [in the Joseph Smith Memorial Building]

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**Temple**

8.12 Whenever possible, use the full, official name of a temple. The following are the official names of the temples. (Contact the Editing Section for the official names of temples that have been announced recently.)

Aba Nigeria Temple
Accra Ghana Temple
Adelaide Australia Temple
Albuquerque New Mexico Temple
Anchorage Alaska Temple
Apia Samoa Temple
Arequipa Peru Temple
Asunción Paraguay Temple
Atlanta Georgia Temple
Barranquilla Colombia Temple
Baton Rouge Louisiana Temple
Bern Switzerland Temple
Billings Montana Temple
Birmingham Alabama Temple
Bismarck North Dakota Temple
Bogotá Colombia Temple
Boise Idaho Temple
Boston Massachusetts Temple
Bountiful Utah Temple

Brigham City Utah Temple
Brisbane Australia Temple
Buenos Aires Argentina Temple
Calgary Alberta Temple
Campinas Brazil Temple
Caracas Venezuela Temple
Cardston Alberta Temple
Cebu City Philippines Temple
Cedar City Utah Temple
Chicago Illinois Temple
Ciudad Juárez Mexico Temple
Cochabamba Bolivia Temple
Colonia Juárez Chihuahua Mexico Temple
Columbia River Washington Temple
Columbia South Carolina Temple
Columbus Ohio Temple
Concepción Chile Temple
Copenhagen Denmark Temple
Córdoba Argentina Temple
Curitiba Brazil Temple
Dallas Texas Temple
Denver Colorado Temple
Detroit Michigan Temple
Draper Utah Temple
Durban South Africa Temple
Edmonton Alberta Temple
Fortaleza Brazil Temple
Fort Collins Colorado Temple
Fort Lauderdale Florida Temple
Frankfurt Germany Temple
Freiberg Germany Temple
Fresno California Temple
Fukuoka Japan Temple
The Gila Valley Arizona Temple
Gilbert Arizona Temple
Guadalajara Mexico Temple
Guatemala City Guatemala Temple
Guayaquil Ecuador Temple
Halifax Nova Scotia Temple
Hamilton New Zealand Temple
Harrison New York Temple
Hartford Connecticut Temple
Helsinki Finland Temple
Hermosillo Sonora Mexico Temple
Hong Kong China Temple
Houston Texas Temple
Idaho Falls Idaho Temple
Indianapolis Indiana Temple
Johannesburg South Africa Temple
Jordan River Utah Temple
Kansas City Missouri Temple
Kinshasa Democratic Republic of the Congo Temple
Kirtland Temple
Kona Hawaii Temple
Kyiv Ukraine Temple
Laie Hawaii Temple
Las Vegas Nevada Temple
Lima Peru Temple
Lisbon Portugal Temple
Logan Utah Temple
London England Temple
Los Angeles California Temple
Louisville Kentucky Temple
Lubbock Texas Temple
Madrid Spain Temple
Manaus Brazil Temple
Manhattan New York Temple
Manila Philippines Temple
Manti Utah Temple
Medford Oregon Temple
Melbourne Australia Temple
Memphis Tennessee Temple
Mérida Mexico Temple
Meridian Idaho Temple
Mesa Arizona Temple
Mexico City Mexico Temple
Monterrey Mexico Temple
Montevideo Uruguay Temple
Monticello Utah Temple
Montreal Quebec Temple
Mount Timpanogos Utah Temple
Nashville Tennessee Temple
Nauvoo Illinois Temple [current temple]
Nauvoo Temple [original temple]
Newport Beach California Temple
Nuku’alofa Tonga Temple
Oakland California Temple
Oaxaca Mexico Temple
Ogden Utah Temple
Oklahoma City Oklahoma Temple
Oquirrh Mountain Utah Temple
Orlando Florida Temple
Palmyra New York Temple
Panama City Panama Temple
Papeete Tahiti Temple
Paris France Temple
Payson Utah Temple
Perth Australia Temple
Philadelphia Pennsylvania Temple
Phoenix Arizona Temple
Portland Oregon Temple
Porto Alegre Brazil Temple
Preston England Temple
Provo City Center Temple
Provo Utah Temple
Quetzaltenango Guatemala Temple
Raleigh North Carolina Temple
Recife Brazil Temple
Redlands California Temple
Regina Saskatchewan Temple
Reno Nevada Temple
Rexburg Idaho Temple
Rio de Janeiro Brazil Temple
Rome Italy Temple
Sacramento California Temple
Salt Lake Temple
San Antonio Texas Temple
San Diego California Temple
San José Costa Rica Temple
San Salvador El Salvador Temple
Santiago Chile Temple
Santo Domingo Dominican Republic Temple
São Paulo Brazil Temple
Sapporo Japan Temple
Seattle Washington Temple
Seoul Korea Temple
Snowflake Arizona Temple
Spokane Washington Temple
Star Valley Wyoming Temple
St. George Utah Temple
St. Louis Missouri Temple
Stockholm Sweden Temple
St. Paul Minnesota Temple
Suva Fiji Temple
Sydney Australia Temple
Taipei Taiwan Temple
Tampico Mexico Temple
Tegucigalpa Honduras Temple
The Hague Netherlands Temple
The Gila Valley Arizona Temple
Tijuana Mexico Temple
Tokyo Japan Temple
Toronto Ontario Temple
Trujillo Peru Temple
Tucson Arizona Temple
Tuxtla Gutiérrez Mexico Temple
Twin Falls Idaho Temple
Urdaneta Philippines Temple
Vancouver British Columbia Temple
Veracruz Mexico Temple
Vernal Utah Temple
Villahermosa Mexico Temple
Washington D.C. Temple
Winnipeg Manitoba Temple
Winter Quarters Nebraska Temple

If it is necessary to use a shortened name of a temple, such as when editing a transcript of a talk that has already been given, capitalize the name:

Idaho Falls Temple
Logan Temple
Los Angeles Temple
Manti Temple
Nauvoo Temple

8.13 Do not capitalize the word temple when it is part of the name of an ancient temple:

temple of Herod; Herod’s temple
temple of Solomon; Solomon’s temple

Places and Historic Sites

8.14 The following list shows the names, spellings, and capitalization of some places and historic sites referred to in Church documents (the list is not exhaustive):

Adam-ondi-Ahman
Bountiful, land of
Carthage Jail
Cove Fort Historic Site
Deseret, state of
Endowment House
Garden of Eden [but the garden]
Garden of Gethsemane [but the garden]
Garden Tomb
Granite Mountain Records Vault
Hill Cumorah
Hill Cumorah Visitors’ Center
Historic Johnson Home
Historic Kirtland Visitors’ Center
Holy City [Jerusalem]
Holy Land
Joseph Smith Birthplace Memorial
Kanesville Tabernacle
Liberty Jail
Mormon Handcart Historic Site(s)
Mormon Handcart Visitors’ Center
Mormon Pioneer Memorial Monument
Mormon Trail Center at Historic Winter Quarters
Nauvoo House
Nauvoo Visitors’ Center
Newel K. Whitney Store
New Jerusalem
Northern Kingdom
Peter Whitmer Farm
Polynesian Cultural Center
Sacred Grove
Salt Lake Valley [but the valley of the Great Salt Lake; the valley]
San Diego Mormon Battalion Historic Site
Sea of Galilee
Southern Kingdom
Tower of Babel
Waters of Mormon
Willie Center at Sixth Crossing
Willie Rescue Site Monument
Winter Quarters
Zion

General Church Funds

8.15 Capitalize the official titles of general Church funds, but lowercase descriptive references to such funds:

General Missionary Fund; the missionary fund [but ward missionary fund]
Humanitarian Aid Fund
Perpetual Education Fund
Perpetual Emigrating Fund [not Perpetual Emigration Fund]
Temple Patron Assistance Fund
Thrasher Research Fund

Church Organizations, Classes, and Programs

8.16 Capitalize official names of general organizational units of the Church, such as councils, departments, and divisions:

Church Board of Education
Church Educational System
Corporation of the President
Correlation Executive Committee
Latter-day Saint Charities
Latter-day Saint Student Association [LDSSA]
Missionary Executive Council
Mormon Tabernacle Choir; Tabernacle Choir
Office of the Presiding Bishopric; Presiding Bishopric’s Office
Priesthood Executive Council
Publishing Services Department
Lowercase such terms when they stand alone or are not part of an official title:

- the Church’s educational system

8.17 Capitalize terms designating local organizational units of the Church (areas, missions, stakes, districts, wards, and branches) when they are part of the official name. Lowercase such terms when they stand alone:

- Georgetown Branch; the branch in Georgetown
- Provo Utah Third Ward; the third ward [but 21st ward (see 9.2)]
- Raleigh North Carolina Stake; the Raleigh stake
- Salt Lake East Millcreek Stake; the East Millcreek stake
- Sweden Stockholm Mission; the Swedish mission

8.18 Lowercase the names of organizations and groups within areas, missions, stakes, districts, wards, and branches except for terms that would otherwise be capitalized:

- area council
- bishopric; Columbia Ward bishopric
- bishopric youth committee
- coordinating council
- elders quorum; the Georgetown Branch elders quorum
- high council
- high priests group leadership
- high priests quorum (stake)
- priesthood executive committee
- public affairs council; public affairs office
- service member group
- single adults [ages 31 and older]
- stake presidency; Centerville Utah North Stake presidency
- ward council
- young single adults [ages 18 through 30]

8.19 The capitalized designations Young Men and Young Women are organizational terms. Do not use them alone to refer to individuals or a group of individuals. They will be most clearly understood if used as modifiers.

- Ward leaders should arrange for the needs of the Young Men and the Young Women organizations.
- The young women of the Church are doing great things. [not The Young Women of the Church are doing great things.]

8.20 Capitalize titles of official Church classes and courses of study, but lowercase words such as class, course, or seminar (see Chicago 8.85):

- Beehive class [or Mia Maid or Laurel class]
- CTR [or CTR 4, 5, 6, or 7] class; CTRs
- Gospel Doctrine class
- Gospel Principles class [not Gospel Essentials class]
- Marriage and Family Relations course
- Sunbeam class; Sunbeams
- Teaching the Gospel course
- Temple and Family History course
- Temple Preparation seminar
- Valiant [or Valiant 8, 9, 10, or 11] class; Valiants

Use initial caps to identify the Teachings for Our Time class or lesson, which is taught on the fourth week of each month in Melchizedek Priesthood quorums and Relief Society meetings. Do not use quotation marks or italics:

- The November issue of the Ensign gives instructions for Teachings for Our Time lessons.

8.21 Lowercase the names of most Church programs except for terms that would otherwise be capitalized:

- addiction recovery program
- basic unit program
- Church activity insurance program
- equalized contribution program [for missionaries]
- family home evening program
- home teaching program
- military relations program
- public affairs program
- Scouting program
- seminary program
- welfare program

To avoid confusion, the names of some Church programs are capitalized except for the word program:

- Duty to God program
- Faith in God program
- Perpetual Education Fund program
- Personal Progress program

### Church Meetings

8.22 Lowercase designations of Church meetings when they are not of a unique historical nature:

- annual (or semiannual) general conference; general conference
- area council meeting
- bishopric meeting
- bishopric youth committee meeting
8.23 Each general conference is given an official name, which should be capitalized:

183rd Annual (or Semiannual) General Conference

Lowercase the word conference when a specific conference is identified without using its official name:

April conference; October conference; April 2009 general conference

Follow these same principles when referring to area conferences, which are no longer held:

Manchester England Area Conference 1971
Manchester area conference; the 1974 Stockholm area conference

8.24 When referring to Church-sponsored pageants, capitalize the word pageant when it is part of the full name of the event:

Hill Cumorah Pageant [but the Cumorah pageant]
Nauvoo Pageant

Awards
8.25 Capitalize the names of awards and prizes (see Chicago 8.82):

Eagle Scout Award
Faith in God Award
Nobel Peace Prize; the Nobel Prize
On My Honor Award
Young Womanhood Recognition [not Young Womanhood Recognition Award]

When referring to certificates, lowercase the word certificate unless it is included on the document as part of the title:

Duty to God certificate

Time Zones
8.26 In running text, spell out references to time zones. Capitalize only those words derived from proper nouns, such as Greenwich, Atlantic, or Pacific. The word saving is not necessary when identifying time zones that use daylight saving time. (See Chicago 8.89.)

The broadcast is scheduled for Sunday, July 22, 2001, at 8:00 p.m. eastern daylight time.
The rebroadcast will begin at 8:00 p.m. Pacific standard time.

In lists, such as on posters or charts, the first letter of the time zone may be capitalized to give a consistent appearance:

Broadcast live via satellite:
9:00 p.m. Atlantic daylight time
8:00 p.m. Eastern daylight time
7:00 p.m. Central daylight time
6:00 p.m. Mountain daylight time
5:00 p.m. Pacific daylight time

Kinship Names
8.27 “Kinship names are lowercased unless they immediately precede a personal name or are used alone, in place of a personal name” (Chicago 8.35):

His father supported him on his mission.
I received a letter from Mother.
We went to Grandma’s house.
When will you be home, Son?
Happy Birthday, Uncle Ed.

but: No, my son, I’m afraid not. [Lowercased after a pronoun.]
8.28 Capitalize the words *brother* and *sister* when they are used in the religious sense and occur before a personal name:

My seminary teacher is Brother Johnson.
We will help you, Sister Frandsen.

Lowercase the words *brother* and *sister* when they appear in direct address with the given name omitted:

We welcome you to our meeting, sister.
Thanks, brother, for your dedicated service.
Brothers and sisters, we welcome you to this session of stake conference.

**Names and Titles of Deity**

8.29 Capitalize names and titles of the members of the Godhead (see *Chicago* 8.90–91). The following list of examples is not exhaustive:

- Adonai
- the Advocate with the Father
- the Almighty [God]
- Alpha and Omega
- the Anointed [One]
- the Author of Salvation
- the Bread of Life
- the Christ
- the Christ child
- the Comforter
- the Creator
- our Elder Brother
- the (Eternal) Father
- Father in Heaven
- the Firstborn [*but* Jesus Christ is the firstborn of all the spirit children of Heavenly Father.]
- the Godhead
- God the Father
- God, the Eternal Father
- the Good Shepherd
- Heavenly Father
- the Holy Ghost
- the Holy One [of Israel]
- the Holy Spirit [of Promise]
- I Am
- Jehovah
- Jesus (the) Christ
- the King of kings
- the Lamb [of God]
- the Light [of Christ]
- the Light [of the World]
- the Light and Life of the World
- the Lord Jesus Christ
- the Lord of Hosts
- the Lord of lords
- Man of Holiness
- the Master
- the Master Healer
- the Mediator
- the Messiah
- the Most High
- the Omnipotent
- the Only Begotten [Son]
- the Prince of Peace
- the Redeemer
- the Resurrection and the Life
- the Savior
- the Savior Jesus Christ
- our Savior, Jesus Christ [in this and the previous example, *Jesus Christ* can be seen as part of the title or as an appositive, depending on the context]
- the Second Comforter
- the Son [of God]
- His Son, Jesus Christ
- the Son of Man
- the Son of Righteousness
- the Spirit [see 8.34]
- the Spirit of Truth [the Holy Ghost]
- the Supreme Being
- the Word

8.30 Lowercase references to members of the Godhead if the reference is not used as a divine title but rather as a general role or class:

- God is the greatest creator. [*but* God is the Creator.]
- Christ was a healer of the sick. [*but* The centurion approached the Healer for help.]
- The Holy Ghost is a comforter, a revelator, and a teacher. [*but* The Holy Ghost is the Comforter.]

Often a limiting adjective indicates a more general reference.

8.31 Capitalize second- and third-person pronouns referring to Deity, as well as intensive and reflexive pronouns:

- Jesus and His disciples
- When God created the earth, He did not create it out of nothing.
- God gives man what He knows he needs.
- We thank Thee, dear Father, for Thy love.
- We can show our love for Heavenly Father and Jesus by speaking Their names with reverence.
The Son of God Himself bore the weight of the sins of all mankind.

The Holy Ghost is known as the Comforter, and He can calm our fears and fill us with hope.

Lowercase the relative pronouns who, whom, and whose in references to Deity:

We trust in a God who never fails to bless His children in the way that is best for them.

Avoid using the second-person pronouns you and your in references to Deity. However, if they are used, lowercase them:

“Heavenly Father, are you there?”

8.32 Do not capitalize most terms, whether adjectives or nouns, derived from the titles of Deity:

(God’s) fatherhood

godlike, godly, godhood

messianic, messiahship

(Jesus’s) sonship

Exceptions:

Christlike, Christian

God-fearing, God-given

8.33 Capitalize the words God and Deity when used as the name or title of members of the Godhead. However, lowercase these words in all other general references and when they refer to non-Christan deities:

Prophets have taught that mortals are gods in embryo.

The god Zeus was supreme among Greek deities.

Olympian gods; the sun god; the god Baal

General references are frequently accompanied by articles (a, an, the), or they appear as plural forms.

8.34 Capitalize the word Spirit in references to the Holy Ghost and the Light of Christ, but lowercase it in references to the spiritual component of the soul (mortal or immortal) or to a feeling, attitude, or influence:

We must live by the Spirit if we are to know the things of God.

The gifts of the Spirit will help each of us achieve our goal of eternal life.

The Spirit of Christ is given to all persons so they can know good from evil.

While His body was in the tomb, the spirit of Christ visited the spirits in paradise.

“The Spirit of God like a fire is burning!”

The spirit of God is clothed in a physical body.

The Spirit of the Most High moved upon the face of the earth, exhorting people to repent.

The spirit of the Most High is composed of the same elements as the spirit of man.

We should abide by the spirit of the law as well as the letter.

She exhibited a bitter spirit when confronted with her wrongdoing.

There was a beautiful spirit at the meeting, and all were benefited by attendance.

The man attributed his insight to the spirit of revelation.

In response to the spirit of Elijah, the hearts of the children are turning to their ancestors.

Religious Persons and Groups

8.35 Lowercase general references to heavenly beings other than the members of the Godhead:

an angel of light

the archangel

a messenger from God

heavenly parents

a heavenly being

the destroying angel

a divine personage

a resurrected being

8.36 Capitalize names and titles of “prophets, apostles, saints, and other revered persons,” as well as the names of religious groups (Chicago 8.92):

Alma the Younger; Alma the Elder

the Ancient of Days [Adam]

the Eight Witnesses

Father Abraham

John the Baptist; the Baptist

John the Beloved; John the Revelator

Joseph the Prophet; the Prophet [Joseph Smith]

[but the young prophet]

King Benjamin; Benjamin the king

the Lawgiver [Moses]

the Mormon Battalion

Mother Eve

the Psalmist

the School of the Prophets

the Sons of Thunder; Boanerges

the Three Nephites

the Three Witnesses

the Wise Men

Zion’s Camp

but: Martin handcart company
Capitalize the term *Apostle*, even when used in apposition or as a title (see 8.5):

- Paul the Apostle
- the Apostle Paul
- the Apostle Peter

When used in apposition with a name (or when used alone), lowercase a generic term that does not necessarily constitute a special title:

- Alma the prophet
- the angel Moroni
- Nephi the disciple
- the prophet Elijah

Lowercase common terms and phrases that do not need to be specially designated:

- the boy prophet
- the brother of Jared
- the children of Israel
- divine personage
- the house of Israel
- the pioneers
- prophet, seer, and revelator
- prophets and apostles [but the Apostles, an Apostle]
- the sons of Helaman
- the sons of Mosiah
- the stripling warriors
- the (lost) ten tribes
- translated being
- the twelve disciples
- the twelve tribes of Israel

Capitalize the term *pharaoh* when it is used alone in place of a name. Lowercase the term when it is preceded by a modifier or used in a generic sense:

- They rejoiced together, and Pharaoh invited Jacob and his family to live in Egypt.
- In Upper Egypt, a pharaoh rose up who drove the Hyksos kings out of Lower Egypt and rejected the descendants of Jacob.
- The pharaohs of the Ramessed Period compose the Twentieth Dynasty.

### Satan and His Followers

8.37 Lowercase references to Satan and his followers, except for personal names:

- the adversary
- the anti-Christ
- the devil

- a false Christ
- the father of lies
- the Gadianton robbers; Gadianton’s band
- Lucifer
- Perdition
- Satan
- a son of perdition
- the son of the morning

#### Saint(s)

8.38 Capitalize the word *Saint(s)* in specific references to members of the Church of Jesus Christ in all dispensations. Lowercase the word in general references to good people who may or may not be members of the Church:

- The Saints left Nauvoo in the winter of 1846.
- Paul wrote to the Saints in Corinth.
- The Saints of all dispensations have endured persecution for their beliefs.
- Her mother was a real saint.

8.39 Capitalize the phrase “Latter-day Saints,” lowering the *d* in the word *day*.

8.40 Do not use the word *Saint* before the names of Apostles and New Testament writers. If a speaker uses the word *Saint* in this context, spell it out and capitalize it.

#### Church

8.41 The official name of the Church is The Church of Jesus Christ of Latter-day Saints. Avoid using the abbreviation *LDS* and the nickname *Mormon* as substitutes for the name of the Church. If the full name is not appropriate in a particular context, use the phrase “the Church” rather than “the LDS Church” or “the Mormon Church.”

- The phrase “Latter-day Saint” may be used in reference to members of the Church or as an adjective, but do not abbreviate it (see 8.39).

8.42 Capitalize *church* when it is used in place of the full name of the Church of Jesus Christ (in this or previous dispensations):

- Paul continually encountered Judaizing influences in the Church.
- The Church has preached the gospel to people throughout the ages.
- This Church has always extolled the virtue of work.
Three thousand members of the Church attended the services.

They were members of the true Church.

We are members of the Lord’s Church.

Joseph Smith was the first President of the restored Church.

The Church of Jesus Christ was restored through the Prophet Joseph Smith.

8.43 Capitalize the word church when using it as an adjective referring to The Church of Jesus Christ of Latter-day Saints:

She presented valuable statistics about Church expansion.

“O My Father” is a popular Church hymn.

Luke was an important Church historian.

Encourage all Church members to participate.

Leaders should conduct Church meetings “as they are led by the Holy Ghost” (D&C 20:45).

8.44 Lowercase the word church when it is used as the equivalent of ecclesiastical, worship service, building, local organization (branch, ward, district, stake, mission, area), or religious organization (in general), rather than as part of an official name:

The president invited church [ecclesiastical] leaders from around the country to attend the meeting at the White House.

We attend church [worship service] regularly.

Our church [building] is located three miles from our house.

A church [religious organization] is important in an individual’s life.

Attendance at church meetings has decreased in many denominations.

Even in references to the Church, lowercase the word church when it is not specifically substituting for the fuller title but carries the broader meaning of religious organization:

The Church is not the only church [religious organization] on the face of the earth.

8.46 Lowercase the word priesthood when it is not part of a formal designation:

the higher (or lesser) priesthood
the holy priesthood
the patriarchal priesthood
the priesthood
priesthood bearers

8.47 Capitalize the word priesthood when it is used as a plural term following the names of more than one priesthood:

the Aaronic and Melchizedek Priesthoods

Religious Writings

8.48 Capitalize and set in roman type the titles of the standard works (see Chicago 8.102):

the Bible; the Holy Bible
the Book of Mormon; the Book of Mormon: Another Testament of Jesus Christ
the (book of) Doctrine and Covenants; the Book of Commandments
the Pearl of Great Price

Do not make references to the Book of Mormon, Doctrine and Covenants, or Pearl of Great Price plural by adding an s. Make these terms plural by adding the phrase “copies of” before the title:

copies of the Book of Mormon [not Books of Mormon or Book of Mormons]

It is acceptable, however, to refer to more than one copy of the Bible as “Bibles.” But when referring to both the Bible and one of the other standard works together, use the phrase “copies of” to include both:

copies of the Bible and the Book of Mormon [not Bibles and copies of the Book of Mormon]

8.49 Lowercase general terms referring to the standard works and derived adjectives (see Chicago 8.102):

biblical
the holy scriptures
the standard works
the triple combination

8.50 Capitalize and set in roman type official designations of versions and translations of the Bible (see Chicago 8.103):

Douay Version
Joseph Smith Translation [not Inspired Version; but: Joseph Smith’s inspired translation]
King James Version of the Bible; King James Version
In references to the King James Version of the Bible, use the term version, not translation.

Latter-day Saint edition of the King James Version of the Bible [shortened: Latter-day Saint edition of the King James Bible or LDS edition of the King James Bible]
Do not use the second shortened reference in text; use it only where abbreviated forms are needed.

New English Bible
Revised Standard Version
Septuagint

8.51 Capitalize and set in roman type the names of books within the standard works (see Chicago 8.104). Capitalize the terms gospel and epistle. Lowercase the word book (even if it is printed in the scriptures as part of the title) to maintain consistency and to avoid confusion between the Book of Mormon and the book of Mormon:

Genesis; the book of Genesis; the first book of Moses
Psalms; the book of Psalms; the 23rd Psalm; Psalm 23:4 [but a psalm]
Ecclesiastes; the book of Ecclesiastes
the Song of Solomon
John; the Gospel of John; the Fourth Gospel; John’s Gospel [not the Gospel According to Saint John]
1 Corinthians; the First Epistle to the Corinthians; Paul’s First Epistle to the Corinthians
3 John; the Third Epistle of John; John’s Third Epistle
Revelation; the book of Revelation; the Apocalypse
Mormon; the book of Mormon
3 Nephi; the book of 3 Nephi
Words of Mormon [the book]; the words of Mormon [the words that Mormon wrote]
Joseph Smith—Matthew [em dash]
Joseph Smith—History [em dash]

8.52 In text references to citations within books of scripture, lowercase terms such as verse, chapter, and section even when they precede a number (see Chicago 8.178). Give any numbers in arabic numerals, even when the original spells out the numbers or uses roman numerals:

Doctrine and Covenants, section 20, verse 14
Matthew, chapter 6, verse 5

If there is a choice, it is preferable to leave out the words chapter and verse:

In Matthew 5:44, Jesus taught that we should love our enemies.

If only a chapter is referred to, the word chapter may be included but is not set off with commas:

In Helaman chapter 5 we read, “Remember that it is upon the rock of our Redeemer, who is Christ, the Son of God, that ye must build your foundation.”

8.53 Lowercase and set in roman type references to the front and back matter in the standard works (see Chicago 8.177):

the title page of the Book of Mormon
the index to the triple combination [or the Book of Mormon]
the introduction to the Book of Mormon [or to the Doctrine and Covenants or to the Pearl of Great Price]

Use initial caps and quotation marks for the following elements within the scriptures:

“A Brief Explanation about the Book of Mormon”
“The Testimony of Three Witnesses”
“The Testimony of Eight Witnesses”

Capitalize and set in roman type references to the following study helps that are published with the scriptures:

the Bible Dictionary in the Latter-day Saint edition of the King James Version of the Bible; the Bible Dictionary
the Topical Guide in the Latter-day Saint edition of the King James Version of the Bible; the Topical Guide
the Guide to the Scriptures [available online at scriptures.lds.org in English and in the triple combination in some non-English languages]

8.54 Capitalize and set in roman type divisions and sections of the Bible (see Chicago 8.105):

the Apocrypha
Epistles; the pastoral Epistles; the general Epistles
the Gospels; the synoptic Gospels
the Law; the Prophets; the Major Prophets; the Minor Prophets
the Old Testament; the New Testament
the Pentateuch

8.55 Capitalize named scripture passages, named prayers in the scriptures, and terms of special importance in the scriptures (see Chicago 8.106):

We are indebted to the original Chicago Manual of Style, 16th edition (Chicago: University of Chicago Press, 2010), for formating, style and grammar guidelines.
the Articles of Faith; the third article of faith; the thirteenth article of faith

Spell out an ordinal number when it precedes one of the Articles of Faith.

the Beatitudes; a beatitude; the fifth beatitude the Decalogue; the Ten Commandments; the first commandment the Golden Rule the Hosanna Shout the Intercessory Prayer; the High Priestly Prayer [John 17] the Lord’s Prayer the Manifesto [Official Declaration 1] the Olive Leaf [D&C 88] the Sermon on the Mount the Word of Wisdom [D&C 89]

8.56 Lowercase terms that refer to parables, miracles, and scripture accounts that have a descriptive name (see Chicago 8.106):

the allegory of the tame and wild olive trees the miracle of the loaves and fishes the parable of the good Samaritan (or of the unjust steward); the good Samaritan the prophecy on war [D&C 87] the vision of the three degrees of glory [D&C 76]

8.57 Capitalize and set in roman type the names of other sacred or highly revered works (see Chicago 8.102):

the Bhagavad Gita the Book of the Dead the Dead Sea Scrolls the Koran the Talmud the Vedas

Lowercase such terms when they are used as common nouns, not as specific titles:

the book of life a book of remembrance a Dead Sea scroll

8.58 Generally, lowercase adjectives derived from the names of sacred books (apocryphal, biblical, scriptural). However, a few derived adjectives retain the initial capital (see Chicago 8.102).

Religious Terms

8.59 Lowercase most religious terms, including references to religious ordinances, principles, doctrines, and events (see Chicago 8.107–10):

apostleship [but an Apostle] baptism battle of Armageddon celestial kingdom city of Enoch confirmation dispensation [of Abraham, of the meridian of time, of the fulness of times] endowment fast Sunday gathering of Israel gift of the Holy Ghost gift(s) of the Spirit the gospel; the restored gospel heaven initiatory ordinances the iron rod the judgment bar kingdom of God latter days the law of consecration the law of the fast the laying on of hands meridian of time Mosaic law; law of Moses new and everlasting covenant oath and covenant of the priesthood ordination paradise patriarchal blessing plan of salvation the promised land; the land of promise Sabbath day the sacrament, the sacrament of the Lord’s Supper savior on Mount Zion scribes and Pharisees spirit world strait and narrow path the united order

8.60 Capitalize “religious events and concepts of major theological importance” to emphasize their unique nature and to avoid ambiguity (see Chicago 8.107):

the Annunciation [of the Savior’s birth] the Apostasy [or the Great Apostasy] the Ascension the Atonement [of Christ]; Christ’s Atonement the Creation the Crucifixion
the Exodus
the Fall [of Adam]; Adam’s Fall
the Feast of Tabernacles
the First Resurrection
the First Vision [of Joseph Smith]; Joseph Smith’s First Vision
the Flood
the (Grand) Council; the (Grand) Council in Heaven
the Judgment; Judgment Day; Final Judgment
the Last Supper; the Lord’s Supper
the Lord’s Prayer
the Millennium
the Nativity
Passover, [Feast of the]
Pentecost, [day of]
the Redemption
the Restoration [of the gospel]
the Resurrection [of the Savior]
the Resurrection
Capitalize Resurrection when it refers to either the event of the Savior’s Resurrection or the event of the Resurrection of humankind. Also capitalize First Resurrection and Second Resurrection.
the Second Coming [of Christ]; Christ’s Second Coming
the Transfiguration [of the Savior]
the War in Heaven

Lowercase such terms when the context indicates that they are being used as a common noun or as a principle (see Chicago 8.107):

The principle of an atonement was taught in the premortal council.
In 1 Corinthians 15, Paul responded to those who claimed there was no resurrection of the dead.
Moses led an exodus of the Israelites out of Egypt.
After the Savior’s Second Coming, the earth will experience a millennium of peace.

Lowercase modifiers formed from such terms:
millennial
pentecostal

8.61 Lowercase “objects of religious use or significance” (Chicago 8.110):
the ark [of Noah]
the ark of the covenant
the brass plates
the brazen serpent
the gold plates [not golden plates]
the golden calf
the large plates of Nephi
the seer stone(s)
the stick of Joseph; the stick of Judah
the tree of knowledge of good and evil

Capitalize such terms when they are used as proper nouns:
the Liahona
the Rameumptom
the Urim and Thummim
Numerals or Words

9.1 In text, spell out the numbers one through nine and generally use numerals for other numbers. (Church style follows Chicago 9.3 rather than 9.2.)

five wards
eight stakes
76 missionaries
101 elders
500
1,200
but: ten tribes

Large round numbers—hundreds, thousands, hundred thousands, and millions—may be spelled out:

The Church has more than 15 million members.
The population of our city is more than two hundred thousand.

9.2 The rules described in 9.1 also apply to ordinal numbers:

third article of faith [but tenth article of faith;
thirteenth article of faith (see 8.55)]
fourth quarter
Ogden Utah 10th Ward
183rd Annual General Conference

9.3 If a sentence begins with a number that is normally expressed in figures, spell out the number. If this is not practical, recast the sentence (see Chicago 9.5).

Sixty or more people were present at the organization of the Church, although only six people were identified as the incorporators of the Church.

9.4 “Where many numbers occur within a paragraph or a series of paragraphs, maintain consistency in the immediate context. If according to rule you must use numerals for one of the numbers in a given category, use them for all in that category. In the same sentence or paragraph, however, items in one category may be given as numerals and items in another spelled out” (Chicago 9.7).

In one block a 103-story office building rises between two old apartment houses that are only 3 and 4 stories high.

Physical Quantities

9.5 When physical quantities are mentioned in non-technical material, follow the general rules for numbers as outlined in 9.1:

The temperature dropped 20 degrees in 30 minutes.
The car was going 80 miles an hour.

Fractions, Percentages, and Decimals

9.6 “Simple fractions are spelled out. For the sake of readability and to lend an appearance of consistency, they are hyphenated in noun, adjective, and adverb forms” (Chicago 9.14):

I have completed almost three-fourths of the work you assigned to me.
Approximately two-thirds of the members of our stake attended stake conference.

If a quantity consists of a whole number and fraction, express the number in figures. Use true fractions (1¾), not numbers joined by a slash (1 3/4). (See Chicago 9.15.)

The 8½-by-11-inch paper is under the printer.

9.7 Use numerals to express percentages. Use the word percent rather than the symbol % (see Chicago 9.18).

Approximately 50 percent of our ward members regularly attend Sunday meetings.

9.8 “Large or complex fractions are expressed as numeric decimal fractions. When a quantity equals less than 1.00, a zero normally appears before the decimal point as an aid to readability” (Chicago 9.19).

The average number of children born to college graduates dropped from 2.3 to 0.95 per couple.

Money

9.9 When amounts of money are mentioned in text, either words or currency symbols can be used.

“Whole amounts expressed numerically should include zeros and a decimal point only when they appear in the same context with fractional amounts” (Chicago 9.21).

75 dollars or $75
nine dollars or $9
The 20 million dollars was quickly spent. Prices ranged from $0.45 to $10.00.

9.10 When the symbol $ may refer to non-U.S. currencies, these currencies should be clearly identified (see Chicago 9.22):

- Can. $200 [$200 in Canadian dollars]
- N.Z. $749 [$749 in New Zealand dollars]

### Parts of a Book

9.11 “Numbers referring to pages, chapters, parts, volumes, and other divisions of a book, as well as numbers referring to illustrations or tables, are set as numerals. Pages of the front matter are usually in lowercase roman numerals; those for the rest of the book in arabic numerals” (Chicago 9.27).

- appendix A
- chapter 8 [but eighth chapter]
- page 41
- pages v–ix [in the preface]
- section 1 of the Doctrine and Covenants
- volume 4

### Dates

9.12 “Years are expressed in numerals” (Chicago 9.30):

- The Church was organized in 1830.

9.13 “In informal contexts, the first two digits of a particular year are often replaced by an apostrophe (not an opening single quotation mark)” (Chicago 9.31):

- the days of ‘47 [not the days of ‘47]
- the spirit of ’76

9.14 In source citations and running text, write dates by month, day, and year. When dates are written this way, “commas must be used to set off the year” (Chicago 6.45).

- On June 28, 2002, he began his missionary service.

9.15 For dates, use cardinal numbers even though they may be pronounced as ordinals. However, when a day is mentioned without the month or year, use an ordinal number. (See Chicago 9.32.)

- On May 6 she celebrated her 100th birthday. The information should be submitted by the 25th of each month.

9.16 Lowercase references to centuries. Spell out references to centuries up through the ninth century, and put references to later centuries into figures:

- the eighth and ninth centuries
- the 21st century
- mid-19th century
- the 1800s; the 19th century

9.17 “Decades are either spelled out (as long as the century is clear) and lowercased or expressed in numerals” (Chicago 9.34). No apostrophe is used between the year and the s.

- the eighties
- the 1980s and 1990s
- the first decade of the 21st century

### Telephone Numbers

9.18 Use hyphens in telephone numbers (see Chicago 6.77). Place a 1 before the area code:

- 1-801-240-2150

### Punctuation of Numbers

9.19 “In most numerals of one thousand or more, commas are used between groups of three digits, counting from the right” (Chicago 9.55):

- 2,413
- 78,989
- 5,001,700

No commas are used in numbers such as page numbers, line numbers in poetry and plays, addresses, and years.

### Inclusive Numbers

9.20 For guidelines on using an en dash with inclusive numbers, see 6.9.

For guidelines on abbreviating inclusive numbers, see Chicago 9.60.

For guidelines on abbreviating inclusive years, see Chicago 9.63.

### Scripture References

9.21 For information about using numerals in scripture references, see 14.18.
10.1 Avoid abbreviations in the running text of most Church publications, with the exception of traditionally accepted abbreviations such as Mr. and Mrs. Do not use abbreviations such as etc. (and so forth), e.g. (for example), and i.e. (that is) in running text. Use the English equivalent of foreign abbreviations.

In some specialized documents that are not intended for general distribution to Church members, abbreviations may be appropriate, but use them clearly and judiciously. Usually the abbreviation should be used only after the words it stands for have been used once with the abbreviation following in parentheses.

For a partial list of abbreviations and the words they stand for, see Chicago 10.43.

Punctuation of Abbreviations

10.2 Use periods with abbreviations that end in a lowercase letter and with abbreviations containing two capital letters (see 10.6 for an exception to this guideline). Use no periods with abbreviations of three or more capital letters:

- p.m.
- B.C.
- U.S. or USA [United States of America]
- BYU [Brigham Young University]
- JSMB [Joseph Smith Memorial Building]
- YMCA [Young Men’s Christian Association]

10.3 Retain the period in an abbreviation used with other punctuation:

Do they really expect us to be there at 4:00 a.m.?

However, when an abbreviation comes at the end of a sentence, use only one period:

Augustus was born in 63 B.C.

Names and Titles

10.4 “Initials standing for given names are followed by a period and a space. A period is normally used even if the middle initial does not stand for a name (as in Harry S. Truman)” (Chicago 10.12):

- W. W. Phelps
- Parley P. Pratt

If a person has a strong preference for omitting the period after an initial in his or her name, honor that preference:

- Stephen L. Richards

10.5 If the abbreviations Jr. or Sr. are used with a person’s name, do not set them off with commas (see Chicago 6.47):

- Joseph Smith Jr. was the first President of the Church.
- Joseph Smith Sr. was the Prophet’s father.

10.6 Omit “periods in abbreviations of academic degrees” (Chicago 10.20):

- BA
- MD
- MBA
- PhD

Geographical Terms

10.7 When place-names contain terms such as Fort, Mount, or Saint, spell out these terms except for Saint, which should be abbreviated:

- Fort Duchesne
- Mount Timpanogos Utah Temple
- St. George
- St. Louis Missouri Temple

Designations of Time

10.8 Set in small caps the abbreviations a.d. and b.c. with no space between the letters. A.D. precedes the year number, and B.C. follows it. (Using small caps and periods is an exception to Chicago 10.39.)

- Lehi left Jerusalem in about 600 B.C.
- Moroni wrote his farewell message in about A.D. 421.

10.9 Set in lowercase letters the abbreviations a.m. and p.m. with no space between the letters (see Chicago 10.42):

- The meeting began at 10:15 a.m. and concluded at 12:30 p.m.

Use the phrases “12:00 midnight” or “12:00 noon” instead of “12:00 p.m.” or “12:00 m.”
10.10 Do not abbreviate references to time zones, such as “mountain standard time.” See 8.26 for further information.

The Standard Works

10.11 In text, do not abbreviate the titles of the Bible, the Book of Mormon, the Doctrine and Covenants, and the Pearl of Great Price.

10.12 In text, spell out references to books of the Bible, the Book of Mormon, and the Pearl of Great Price, as well as references to sections of the Doctrine and Covenants (see Chicago 10.46):

The account of Christ’s appearance to the Nephites is recorded in 3 Nephi.
The flight of the Jews to Egypt is recorded in Jeremiah 43.
The Prophet’s vision of the degrees of glory is recorded in section 76 of the Doctrine and Covenants.
According to Doctrine and Covenants 121:34, not all who are called are chosen.
The Prophet’s account of his First Vision is found in Joseph Smith—History 1:14–20.

10.13 In source citations, whether parenthetical or in endnotes, spell out the names of the books of the Bible, the Book of Mormon, and the Pearl of Great Price:

(1 Thessalonians 1:8)
(Joseph Smith—Matthew 1:46)

In endnotes, spell out references to the Doctrine and Covenants. In parenthetical source citations, abbreviate such references.

1. Doctrine and Covenants 76:10
(D&C 76:10)

10.14 Do not use abbreviations, such as JST, when referring to the Joseph Smith Translation of the Bible, whether in text or in source citations. See 14.22 for examples.

10.15 When space is limited or other conditions preclude spelling out names of books in scripture references, use the following abbreviations:

Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>Gen.</td>
</tr>
<tr>
<td>Exodus</td>
<td>Ex.</td>
</tr>
<tr>
<td>Leviticus</td>
<td>Lev.</td>
</tr>
<tr>
<td>Numbers</td>
<td>Num.</td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Deut.</td>
</tr>
</tbody>
</table>

New Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew</td>
<td>Matt.</td>
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<tr>
<td>Mark</td>
<td>Mark</td>
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<tr>
<td>John</td>
<td>John</td>
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<tr>
<td>Romans</td>
<td>Rom.</td>
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<tr>
<td>1 Corinthians</td>
<td>1 Cor.</td>
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<td>2 Corinthians</td>
<td>2 Cor.</td>
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<tr>
<td>Galatians</td>
<td>Gal.</td>
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<tr>
<td>Ephesians</td>
<td>Eph.</td>
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<tr>
<td>Philippians</td>
<td>Philip.</td>
</tr>
<tr>
<td>Colossians</td>
<td>Col.</td>
</tr>
<tr>
<td>1 Thessalonians</td>
<td>1 Thes.</td>
</tr>
<tr>
<td>2 Thessalonians</td>
<td>2 Thes.</td>
</tr>
<tr>
<td>Joshua</td>
<td>Josh.</td>
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<td>Judges</td>
<td>Judg.</td>
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<td>Ruth</td>
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<td>1 Samuel</td>
<td>1 Sam.</td>
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<td>2 Samuel</td>
<td>2 Sam.</td>
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<td>1 Kings</td>
<td>1 Kgs.</td>
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<td>2 Kings</td>
<td>2 Kgs.</td>
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<td>1 Chronicles</td>
<td>1 Chr.</td>
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<td>2 Chronicles</td>
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<td>Ezra</td>
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<td>Nehemiah</td>
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<td>Esther</td>
<td>Esth.</td>
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<tr>
<td>Job</td>
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<td>Psalms</td>
<td>Ps.</td>
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<td>Proverbs</td>
<td>Prov.</td>
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<td>Ecclesiastes</td>
<td>Eccl.</td>
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<td>Song of Solomon</td>
<td>Song</td>
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<td>Isaiah</td>
<td>Isa.</td>
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<td>Jeremiah</td>
<td>Jer.</td>
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<td>Lamentations</td>
<td>Lam.</td>
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<tr>
<td>Ezekiel</td>
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<td>Daniel</td>
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<td>Hosea</td>
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<td>Joel</td>
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<td>Amos</td>
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<td>Obadiah</td>
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<td>Jonah</td>
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<td>Micah</td>
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<td>Nahum</td>
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<td>Habakkuk</td>
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<td>Zephaniah</td>
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<td>Haggai</td>
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<td>Zechariah</td>
<td>Zech.</td>
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<td>Malachi</td>
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<td>New Testament</td>
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<td>1 Timothy</td>
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<td>2 Timothy</td>
<td>2 Tim.</td>
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<td>Titus</td>
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<td>Philemon</td>
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<td>Hebrews</td>
<td>Heb.</td>
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<tr>
<td>James</td>
<td>James</td>
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<td>1 Peter</td>
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<td>2 Peter</td>
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<td>1 John</td>
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<td>2 John</td>
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<td>3 John</td>
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<tr>
<td>Jude</td>
<td>Jude</td>
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<tr>
<td>Revelation</td>
<td>Rev.</td>
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<tr>
<td><strong>Book of Mormon</strong></td>
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<tr>
<td>1 Nephi</td>
<td>1 Ne.</td>
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<td>2 Nephi</td>
<td>2 Ne.</td>
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<tr>
<td>Jacob</td>
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<td>Enos</td>
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<td>Jarom</td>
<td>Jarom</td>
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<td>Omni</td>
<td>Omni</td>
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<tr>
<td><strong>Doctrine and Covenants</strong></td>
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<tr>
<td>Official Declaration 1</td>
<td>OD 1</td>
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<tr>
<td>Official Declaration 2</td>
<td>OD 2</td>
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<tr>
<td><strong>Pearl of Great Price</strong></td>
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<tr>
<td>Moses</td>
<td>Moses</td>
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<tr>
<td>Abraham</td>
<td>Abr.</td>
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<tr>
<td>Joseph Smith—Matthew</td>
<td>JS—M</td>
</tr>
<tr>
<td>Joseph Smith—History</td>
<td>JS—H</td>
</tr>
<tr>
<td>Articles of Faith</td>
<td>A of F</td>
</tr>
</tbody>
</table>
Italics and Quotation Marks in Titles

11.1 Italicize references to the titles of the following types of works: books, pamphlets, periodicals, newspapers, plays, collections of poems, long poems (generally those of book length), movies, television and radio programs, DVDs, albums (of recordings), paintings (but see 11.11), drawings, statues, pictures, and long musical compositions (such as oratorios and operas). (See Chicago 8.166, 179, 181, 183, 185, 189, 193.)

For the Strength of Youth [pamphlet]
Ensign [magazine]
Teachings of Presidents of the Church: Joseph Smith [manual]
Gospel Doctrine [book]
The Winter’s Tale [play]
The Best Loved Poems of the American People [collection of poems]
Deseret Semi-Weekly News [newspaper]
Music and the Spoken Word [television and radio program]
Mr. Krueger’s Christmas [DVD]
Consider the Lilies [Mormon Tabernacle Choir album title]
Rebekah at the Well [painting]
the Christus [Thorvaldsen’s statue]
the Messiah [Handel’s oratorio]

When titles of magazines and periodicals are mentioned in text, lowercase and set in roman type the initial the, even if it is part of the official title (see Chicago 8.168):

the Ensign
the New Era
the Church News
the Liahona
the Elders’ Journal
the Deseret News

11.2 Set references to the titles of the following types of works in roman type within quotation marks: articles, parts of books (chapters and sections), hymns and songs, most poems, unpublished works (such as speeches and dissertations), and single episodes in television programs. (See Chicago 8.175, 179, 184–85, 189.)

“I Am a Child of God,” Hymns, no. 301
John Smith, “History of My Life,” in John Smith Papers, 1, Church History Library, Salt Lake City

11.3 Treat references to works available online in the same way as printed matter (see Chicago 8.186):

Elder Neil L. Andersen’s talk to young adults, titled “Hold Fast to the Words of the Prophets,” can be found on the Church Educational System’s website.

11.4 Place quotation marks around the titles of short videos created for the web. Italicize the title of the video series:

A new Mormon Messages for Youth video, “I Choose to Be Pure,” features youth from six different faiths.

The Mormon Messages video “Expressions of Love” includes excerpts from a talk by Elder Richard G. Scott.

Show the video “The Baptism of Jesus” from The Life of Jesus Christ Bible Videos.

As needed, make the titles of these short videos match Church style:

Incorrect: “Fathers & Sons”
Correct: “Fathers and Sons”

11.5 Many Church-produced DVDs contain several separate, independent productions. In addition to italicizing the title of the DVD, italicize the title of each film:

The DVD Come unto Me contains several movies, including Man’s Search for Happiness and In His Holy House.

When a DVD has several segments that are listed by number, place the titles of segments in quotation marks:

11.6 For guidelines on capitalizing the names of computer software and programs, see 12.2

11.7 Titles of forms, certificates, recommends, and similar documents are set in roman type with no quotation marks. The titles are capitalized according to the guidelines in 11.9. Lowercase words such as form, report, and recommend when they follow a title unless the word is included on the document as part of the title:

- Recommend to Perform an Ordinance form
- Subscription Order Form
- Baptism and Confirmation Record

However, lowercase the terms temple recommend, limited-use recommend, recommend for living ordinance, pedigree chart, and family group record:

- He went back home to get his temple recommend.
- A young man or young woman who plans to perform baptisms for the dead must have a limited-use recommend.
- Complete the pedigree chart and family group record that are included at the end of this manual.

Do not make the titles of forms plural by adding an s. Create plurals by adding words such as “copies of” before the title or “forms” after the title:

- Make sure that you have ordered enough Career Assessment and Plan forms.

Set references to the titles of the component elements of forms in quotation marks, and follow the capitalization in the original:

- Fill in box 3, “Given name.”
- Fill in the box titled “Your relationship to 3.”
- Fill in the “Date Blessed” column.

11.9 Use the following guidelines for capitalization when referring to titles of works and when capitalizing titles and subtitles in Church documents:

1. “Capitalize the first and last words [and] all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).”

2. “Lowercase the articles the, a, and an.”

3. “Lowercase prepositions, regardless of length, except when they are used adverbially or adjectively (up in Look Up, down in Turn Down, on in The On Button, to in Come To, etc.).”

4. “Lowercase the conjunctions and, but, for, or, and nor.”

5. “Lowercase to not only as a preposition . . . but also as part of an infinitive (to Run, to Hide, etc.), and lowercase as in any grammatical function.”

6. “Lowercase the part of a proper name that would be lowercased in text, such as de or von.”

11.8 When referring to the title of a work, use the title and subtitle shown on the title page, not on the outside cover or spine. If necessary, add to or alter the punctuation of titles as they appear on title pages. Insert commas that are omitted from the ends of lines. Add a colon between the title and subtitle if necessary. However, if the original has a dash between the title and subtitle, retain it. (See Chicago 8.163; see also 6.22 in this style guide.)

Capitalize the first word of a subtitle. Note that a subtitle is separated from a title by a colon:

- I Walked to Zion: True Stories of Young Pioneers on the Mormon Trail

When an em dash is used in a title, “what follows the em dash is not normally considered to be a subtitle, and the first word is not necessarily capitalized” (Chicago 8.162):

- Florence—a City of Beauty

“A quotation used as a book title should be enclosed in quotation marks only if it appears that way in the source (i.e., on the title page or its equivalent)” (Chicago 14.104). If a quotation is only part of the title, use quotation marks to set off the quotation.

If the title of an article or talk is entirely in quotation marks in the original source, only one set of quotation marks is necessary in a citation:

- Incorrect: Ben B. Banks, “’Feed My Sheep,,’” Ensign, Nov. 1999, 10.

Punctuation and Capitalization in Titles
11.10 Use the following rules to determine whether to capitalize hyphenated compounds in titles:

1. “Always capitalize the first element.”
2. “Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor), or such modifiers as flat or sharp following musical key symbols.”
   - English-Speaking People
   - Less-Active Members
   - Medium-Sized Classrooms
   - Twentieth-Century Literature
   - The E-flat Concerto
   - but: Latter-day Saint (see 8.39)
3. “If the first element is merely a prefix or combining form that could not stand by itself as a word (anti, pre, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.”
   - Anti-intellectual Pursuits
   - The New E-book Release (see also 12.1)
4. “Capitalize the second element in a hyphenated spelled-out number (twenty-one or twenty-first, etc.) or hyphenated simple fraction (two-thirds in two-thirds majority).” (Chicago 8.159.)
   - Preparing for the Twenty-First Century

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**Titles of Artwork in Church Publications**

11.11 When artwork is used in a Church publication, include the title of the work and the name of the artist, either with each visual or in a list of visuals:

- *Rebekah at the Well,* by Michael Deas
- *Noah’s Preaching Scorned,* by Harry Anderson

If indicated in the use agreement, also include a copyright notice.

When artwork from the *Gospel Art Book* is used or referred to in a Church publication, set the title in roman type and use initial caps. Titles in the *Gospel Art Book* are typically descriptive titles rather than artists’ titles:

- Prepare to display the picture Jesus Blesses the Nephite Children (*Gospel Art Book* [2009], no. 84).

Do not refer to pictures in the *Gospel Art Picture Kit.* The kit has been discontinued.

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**Titles of Departments in Church Magazines**

11.12 Departments in the Church magazines are capitalized according to the guidelines in 11.9. Magazine department names are not italicized or put in quotation marks:

- In last month’s First Presidency Message, President Monson counseled us to make the most of each day.

- The Visiting Teaching Message is printed in the *Ensign* and *Liahona.*

- Many great stories are included in *Latter-day Saint Voices.*
Spelling of Computer Terms

12.1 Use standard industry spellings for the following computer terms:

- database
- dialog box [but dialogue in any other context]
- double-click [verb]
- drop-down [adjective]
- e-book
- e-learning
- email [an exception to Webster’s]
- ePUB
- file name
- hashtag
- home page
- Internet
- intranet
- offline
- online
- log in [verb]
- log-in [noun or adjective]
- log out [verb]
- log-out [noun or adjective]
- pop-up [adjective]
- pull-down [adjective]
- sign in, sign out [verb]
- sign-in, sign-out [noun or adjective]
- username
- the web
- web browser
- webcast [noun]
- web page
- website [noun and adjective; an exception to Webster’s]
- World Wide Web

Disks using a magnetic medium for recording information are usually spelled with a k. Discs using a nonmagnetic medium for storage and an optical device for reading are spelled with a c.

- floppy disk
- compact disc
- optical disc
- videodisc

In titles, capitalize only the first element in e-book, e-learning, and similar terms (see 11.10, item 3):

The Church’s New E-learning Course

For other terms, follow the spellings in Merriam-Webster’s Collegiate Dictionary or on merriam-webster.com.

Names of Computer Software

12.2 Capitalize the names of computer software and programs, placing those names that are acronyms in all capitals:

- FamilySearch
- Member and Leader Services (MLS) software

File Extensions

12.3 File extensions are the letters at the end of a file name that are used to identify the file type (for example, .docx, .ppt, .txt, .html, .pdf). Because the period can be disruptive to reading, try to avoid using lowercase file extensions alone in running text.

12.4 If the file extension is also a common acronym, write it as an acronym in running text. For example:

- Each chapter is available as a PDF.
- Images should be submitted in JPEG format.
- Most websites are built using HTML files.

12.5 Many file extensions are abbreviations of the software or file type, such as .ppt for PowerPoint and .xls for Excel. Rather than using these extensions in running text, try to name the file type instead:

- She used PowerPoint and Excel files in the presentation.

If you cannot avoid using the file extension in running text, place it in quotation marks:

- As you browse the database, look for files with a “.doc” or “.txt” extension.
Website Addresses

12.6 In running text, normally lowercase a website address (also known as a URL or Uniform Resource Locator). Prefixes such as “http: / /” and “www” are generally not required:

- ensign.lds.org
- store.lds.org
- lds.org/temples
- media.lds.org
- mormon.org
- providentliving.org

*but:* FamilySearch.org

The following are exceptions to the preceding rule:

1. “LDS” is capitalized only when it appears as “LDS.org” in running text or as part of a heading or title (see 12.7) but not in any other instances (such as music.lds.org).

2. In rare instances it is acceptable to include “www” if necessary to alert readers that a website address is being given.

3. In long or complex addresses, it is acceptable to capitalize some letters for ease of reading. Examples include ThomasSMonson.org or FreeBookofMormon.org. In such instances, capitalize letters as you would in a title.

4. If the address contains the name of Deity, capitalize the name, as in lds.org/JesusChrist.

Test all website addresses in a web browser to ensure that they are functional and accurate.

In Church materials, either the subdirectory format (lds.org/temples) or the subdomain format (temples.lds.org) may be used. If possible, be consistent within a document.

Do not underline a website address or use parentheses or angle brackets around it. (However, website addresses that appear online and function as links should be underlined or otherwise clearly distinguished from other nonlinked text.) Do not set a web address in bold type unless it is part of step-by-step instructions on how to access a specific piece of web content (see 12.9).

12.7 If a website address appears as part of a heading or title, capitalize the first letter of the address and any acronyms that appear in the address:

- Church Unveils New Mormon.org Site
- Redesigned BYU.edu Site Launched
- Open House Photos Available on LDS.org

12.8 In running text, if appropriate for the context and audience of a document, it is permissible to give the website name without the three-letter extension. In such cases, the name of the site or section of the site should be set in roman type, and the name should be capitalized as in a title:

- Provident Living website
- Joseph Smith website
- Places to Visit section of LDS.org
- “Leadership and Teaching” in the Resources section of LDS.org [quotation marks are permissible if needed to prevent ambiguity]

Website Navigation Instructions

12.9 Use the following guidelines when describing how to access pages that are several levels inside a website.

Use roman type and initial capitals to refer to the names of computer screens:

When you sign in to the Patriarchal Blessing Submission System, the first screen that appears will always be the Patriarchal Blessing Recommends screen.

Use bold type to indicate (1) text the user needs to enter or (2) links, buttons, boxes, or menus the user needs to select. Bold type provides quick, easily identifiable reference points for people who are reading the printed instructions while using their keyboard:

LDS.org provides many resources to help young women and their leaders with the Personal Progress program. To access these, go to LDS.org and click Resources, then Young Women, then Personal Progress, and then Frequently Asked Questions in the Additional Resources section.

Use these same guidelines in numbered, step-by-step instructions, which is the style often used in computer-related documents:

1. Click Resources, then Young Women, and then Personal Progress.
2. Click Frequently Asked Questions in the Additional Resources section.

Punctuation that immediately follows bold words in website navigation instructions should be set in roman type unless it is part of the command (this is an exception to 6.20). Otherwise, the user might interpret the punctuation to be part of the instructions.
When the use of bold type creates a stylistic problem in a document (for example, there are several different fonts on a page and the bold type competes), quotation marks may be used instead to set off individual elements.

Many websites or sections use short, easy-to-remember URLs, such as PersonalProgress.lds.org or DutytoGod.lds.org. In such cases, it may be preferable to provide this URL rather than listing the steps to arrive at the website or web page.

**Website and Email Addresses in Text**

12.10 A website address may be run in to the text, or if spacing allows, it may be set off on its own line:

The Church’s website can be located at LDS.org.

The following website contains a searchable database of more than 100 cemeteries in Utah: history.utah.gov/research_and_collections/cemeteries/index.html

If an address needs to be run in to the text, avoid following it with punctuation other than a period. Most browsers will accept a period at the end of an address.

*Avoid:* The Chicago Manual of Style sponsors a website at chicagomanualofstyle.org/CMS_FAQ/qatopics.html, which answers frequently asked questions about style.

*Better:* The Chicago Manual of Style sponsors a site that answers common questions about style. To access this site, go to chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

*Preferred:* The Chicago Manual of Style sponsors a site that answers common questions about style. To access this site, go to chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

12.11 Lowercase all elements in an email address unless parts of the address are case sensitive:

Inquiries can be sent to history@quicknet.com.

An unusually long email address may be set off from the text on a separate line.

12.12 When it is necessary to break a web or email address at the end of a line, avoid breaking it at a period, a comma, or a hyphen, or in an unpunctuated string of words or letters. If possible, revise the sentence to avoid these breaks.

When it is necessary to break a web or email address at the end of a line, make the break after the following punctuation marks or symbols: “a single slash (/), . . . a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol” (Chicago 14.12; making the break after these punctuation marks or symbols is an exception to Chicago).

*Avoid:* The Chicago Manual of Style sponsors a site that answers questions at chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

*Better:* The Chicago Manual of Style sponsors a site that answers questions at chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

*Preferred:* The Chicago Manual of Style sponsors a site that answers common questions about style. To access this site, go to chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

Use a hyphen in a web or email address only if it is part of the address. An added hyphen could be misinterpreted as part of the address.

*Incorrect:* The Chicago Manual of Style sponsors a site that answers questions at chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

*Better:* The Chicago Manual of Style sponsors a site that answers questions at chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

*Preferred:* The Chicago Manual of Style sponsors a site that answers common questions about style. To access this site, go to chicagomanualofstyle.org/CMS_FAQ/qatopics.html.

12.13 Social media users often categorize content with hashtags—words prefixed with a hash (#) sign. The following list suggests several hashtags to use in social media discussions about the Church. For other suggested hashtags, see mormonnewsroom.org/article/mormon-hashag-recommendations.

#FamilySearch
#FamilyHistory
#Liahona
#NewEra
#BookofMormon
#MormonChannel
#MormonMessages
#BibleVideos
#ComeFollowMe
#HastenWork
Integrity in Quoting (See Chicago 13.1–6)

13.1 Do not quote material at any great length unless permission is obtained as specified in section 4 of this style guide.

13.2 Whenever words or ideas are taken from another person’s writings, give full credit and identify the specific source, whether the material is quoted verbatim or paraphrased.

13.3 Quotations should appear exactly as the material appears in the original. Retain the words, spelling, and internal capitalization and punctuation of the original. Enclose in brackets any changes that are necessary for syntax or clarity.

If a source is difficult to locate, the writer should include with the manuscript a reproduced copy of the original, including the title page and any other pages necessary to provide a complete source citation.

Permissible Changes (See Chicago 13.7–8)

13.4 The following changes may be made within a quotation “to make a passage fit into the syntax and typography of the surrounding text”:

1. “Single quotation marks may be changed to double, and double to single.”

2. “The initial letter may be changed to a capital or a lowercase letter.”

3. “A final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used.”

4. “Original note reference marks (and the notes to which they refer) may be omitted unless omission would affect the meaning of the quotation.” (See 13.5.)

5. “Obvious typographic errors may be corrected silently (without comment or *sic*; see [Chicago] 13.59), unless the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved. If spelling and punctuation are modernized or altered for clarity, readers must be so informed in a note, in a preface, or elsewhere.” (Chicago 13.7.)

13.5 When quoted material includes a superscript number for an endnote or footnote, delete the number and replace it with brackets that include the note’s source citation information. Use the same text that is in the note unless the length of the note could be distracting, in which case the text may be shortened. In some cases, such as long textual endnotes or footnotes, the note may be omitted altogether (see 13.4, item 4). If a book’s publisher and place of publication are included in a note, they should be omitted.

Regardless of whether the name of a book of scripture is spelled out or abbreviated in an endnote or footnote, it should be spelled out in the bracketed replacement, except for the Doctrine and Covenants, which should be abbreviated.

Punctuate the bracketed material according to the guidelines for parenthetical source citations in 14.14 and 14.15.

Example 1:

*Original published statement:* “Jesus said, ‘Be not afraid, only believe.’ Our faith becomes simple and pure.”

*Correct replacement of a superscript number:* “Jesus said, ‘Be not afraid, only believe’ [Mark 5:36]. Our faith becomes simple and pure.”

Place the endnote material in brackets immediately after the closing quotation mark; place the period after the closing bracket. In the bracketed material, omit the period that is in the endnote or footnote.

Example 2:

*Original published statement:* “The time will come when ‘both limb and joint shall be restored to its proper frame,’ never to be separated again.”

*Correct replacement of a superscript number when it is within a sentence:* The time will come when ‘both limb and joint shall be restored to its proper frame’ [Alma 11:43], never to be separated again.

If a punctuation mark precedes the superscript, move it to come after the bracketed material.

Example 3:

*Original published statement:* “Which prophet returned in the latter days to bestow the keys for the gathering of Israel?”
Correct replacement of a superscript number when the endnote or footnote is a “see” reference: “Which prophet returned in the latter days to bestow the keys for the gathering of Israel? [see D&C 110:11].”

Lowercase see. Abbreviate “Doctrine and Covenants.”

Example 4:

Original published statement: “The Lord sends the Holy Ghost to make it possible to ‘seek, and ye shall find’ in caring for the poor.”

Replacement of a superscript number when the endnote or footnote is long: “The Lord sends the Holy Ghost to make it possible to ‘seek, and ye shall find’ [see Matthew 7:7–8; Luke 11:9–10; 3 Nephi 14:7–8] in caring for the poor.”

If the length of the bracketed material could be distracting, part of it may be omitted. For example, in the bracketed material above, “Matthew 7:7–8” could be retained and the other citations could be omitted.

13.6 When text that is being quoted from the Bible contains italics, do not preserve the italics. Most editions of the King James Bible use italics to indicate words added by the translators to accommodate English grammar or syntax.

When text that is being quoted from the Book of Mormon, Doctrine and Covenants, or Pearl of Great Price contains italics, preserve the italics:

The Prophet Joseph Smith recorded: “I saw two Personages, whose brightness and glory defy all description, standing above me in the air. One of them spake unto me, calling me by name and said, pointing to the other—This is My Beloved Son. Hear Him!” (Joseph Smith—History 1:17).

However, if only the italicized portion of the text is quoted, change it to roman:

The Prophet Joseph Smith recorded that Heavenly Father introduced the Savior by pointing to Him and saying, “This is My Beloved Son. Hear Him!” (Joseph Smith—History 1:17).

13.7 When text that is being quoted from the scriptures contains small capital letters, use lowercase letters in their place:

Incorrect: “These are the generations of the heavens and of the earth when they were created, in the day that the Lord God made the earth and the heavens” (Genesis 2:4).

Correct: “These are the generations of the heavens and of the earth when they were created, in the day that the Lord God made the earth and the heavens” (Genesis 2:4).

Relationship to Text (See Chicago 13.9–12, 30)

13.8 In Church publications, generally make quotations part of the text by enclosing them in quotation marks in a normal paragraph. Block quotations are seldom used in Church publications (see 14.17 and Chicago 13.9–10):

As he was addressing his people, King Benjamin taught, “And behold, I tell you these things that ye may learn wisdom; that ye may learn that when ye are in the service of your fellow beings ye are only in the service of your God” (Mosiah 2:17).

13.9 When more than one paragraph is being quoted, generally follow the paragraphing of the original. “Quotation marks are needed at the beginning of each paragraph but at the end of only the final paragraph” (Chicago 13.30; see also Chicago 13.31).

If a phrase or sentence introduces a quotation of multiple paragraphs, do not combine the phrase or sentence with the first quoted paragraph:

During the depths of Joseph Smith’s imprisonment, the Lord taught him the powerful principles recorded in Doctrine and Covenants 121:

“No power or influence can or ought to be maintained by virtue of the priesthood, only by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned;

“By kindness, and pure knowledge, which shall greatly enlarge the soul without hypocrisy, and without guile—

“Reproving betimes with sharpness, when moved upon by the Holy Ghost; and then showing forth afterwards an increase of love toward him whom thou hast reproved, lest he esteem thee to be his enemy;

“That he may know that thy faithfulness is stronger than the cords of death” (D&C 121:41–44).

13.10 If short portions from several paragraphs are brought together in a run-in quotation (using ellipses), the original paragraphing need not be retained. However, the sense of the original quotation must be maintained.

When scriptures are run together, lowercase the first word of a verse if it is part of the preceding sentence:

Incorrect: As much as possible, we reprove with gentleness and kindness: “No power or influence can or ought to be maintained by virtue of the priesthood, only . . . by gentleness and meekness, and by love unfeigned; By kindness, . . . and without guile—Reproving betimes with sharpness, when moved upon by the Holy Ghost” (D&C 121:41–43).
Correct: As much as possible, we reprove with gentleness and kindness: “No power or influence can or ought to be maintained by virtue of the priesthood, only . . . by gentleness and meekness, and by love unfeigned; by kindness, . . . and without guile—reproving betimes with sharpness, when moved upon by the Holy Ghost” (D&C 121:41–43).

Initial Capital or Lowercase Letter (See Chicago 13.7, 13–16)

13.11 “When a quotation introduced midsentence forms a syntactical part of the sentence, it begins with a lowercase letter even if the original begins with a capital” (Chicago 13.14). No punctuation is required before the quotation:

After explaining why “many are called, but few are chosen,” the Lord taught the Prophet Joseph Smith that “no power or influence can or ought to be maintained by virtue of the priesthood, only by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned” (D&C 121:40–41).

13.12 “If a quotation that is only a part of a sentence in the original forms a complete sentence as quoted, a lowercase letter may be changed to a capital” (Chicago 13.14). (Note that the word but is capitalized below even though it is lowercased in the scriptures.)

After declaring that “the powers of heaven . . . may be conferred upon us,” the Lord warned, “But when we undertake to cover our sins, or to gratify our pride, . . . the Spirit of the Lord is grieved” (D&C 121:36–37).

Introducing Quotations (See Chicago 6.50, 6.63, 13.17–19)

13.13 For a quotation to be most effective, it needs to be well introduced into the context of the passage. An introductory phrase or sentence should create a smooth transition between the text and the quotation and should help the reader understand why the material is being quoted.

A quotation should not be expected to carry the message on its own. The text before and after should provide much of the message, with quotations providing clarification and support.

13.14 Generally, use a comma to introduce quoted material that is brief, such as a one-sentence quotation:

The Prophet Joseph Smith appeared to Brigham Young in vision and said, “Tell the people to be humble and faithful and sure to keep the Spirit of the Lord.”

President Joseph F. Smith taught, “It is not such a difficult thing to learn how to pray.”

Generally, use a comma to introduce spoken dialogue, regardless of the length of the quoted material (see Chicago 6.50, 13.18).

13.15 Use a colon when a quotation is preceded by as follows or similar formal introductory words (see Chicago 13.17):

The handbook describes the Church’s policy on postal regulations as follows: “In the United States and some other countries, it is a violation of postal regulations to place any material without postage in or on mailboxes” (Handbook 2: Administering the Church [2010], 21.1.30).

Generally, use a colon to introduce quoted material that is more than one sentence (see Chicago 13.18):

President Joseph F. Smith taught: “It is not such a difficult thing to learn how to pray. It is not the words we use particularly that constitute prayer. Prayer does not consist of words, altogether. True, faithful, earnest prayer consists more in the feeling that arises from the heart.”

When the introductory statement is a complete sentence, either a colon or a period may be used between it and the quotation. A colon emphasizes the relationship between the introductory statement and the quotation:

Just a few weeks before his death, President Joseph F. Smith had a remarkable experience that taught him about the spirit world: “The eyes of my understanding were opened,” he declared, “and the Spirit of the Lord rested upon me, and I saw the hosts of the dead, both small and great” (D&C 138:11).

13.16 When introducing a quotation from a living General Authority, usually give the title of his current position rather than the title he held at the time he made the statement:

Nearly two decades ago, President Thomas S. Monson examined the significance of our pioneer heritage:

When introducing a quotation from a deceased General Authority, usually give the title of the highest position he held while serving as a General Authority:

Speaking about the importance of giving an honest day’s work, President N. Eldon Tanner explained:
When introducing a quotation from a former member of the Seventy, explain that the person made the statement while serving in that capacity:

While serving as a member of the Seventy, Elder Marion D. Hanks said:

Ellipses (See Chicago 13.48–56)

13.17 Indicate the omission of “a word, phrase, line, paragraph, or more from a quoted passage” by ellipsis points. Ellipsis points are “three spaced periods” (Chicago 13.48):

“The priest’s duty is to . . . administer the sacrament” (D&C 20:46).

If a manuscript uses “the single-glyph three-dot ellipsis character,” these should be replaced “with spaced periods” in print publications (Chicago 13.48).

13.18 Do not place ellipsis points at the beginning or end of a quotation, even if the first part of the first sentence or the last part of the last sentence has been deleted (see Chicago 13.50).

13.19 If the end of one paragraph and the beginning of the next quoted paragraph are both omitted, use ellipsis points “both at the end of one paragraph and at the beginning of the next” (Chicago 13.54):

“Seek not for riches but for wisdom; and, behold, the mysteries of God shall be unfolded unto you, and then shall you be made rich. . . .”

“. . . Even as you desire of me so it shall be done unto you; and if you desire, you shall be the means of doing much good in this generation” (D&C 11:7–8).

Follow this same pattern if one paragraph is quoted completely, then one or more paragraphs are omitted, and then the beginning of the next quoted paragraph is omitted.

13.20 When bracketed material is substituted for a word or group of words in the original, generally do not use ellipsis points. The brackets indicate that something has been added or replaced:

“So, in accordance with this [decision], I retired to the woods to make the attempt” (Joseph Smith—History 1:14).

However, if a substantial amount of material has been replaced by one or two bracketed words, ellipsis points may be used after the closing bracket.

13.21 “Other punctuation appearing in the original text—a comma, a colon, a semicolon, a question mark, or an exclamation point—may precede or follow three (but never four) ellipsis points. Whether to include the additional mark of punctuation depends on whether keeping it aids comprehension or is required for the grammar of the sentence” (Chicago 13.52):

“The priest’s duty is to preach, teach, expound, exhort . . . and visit the house of each member” (D&C 20:46–47).

“And now, Moses, my son, I will speak unto thee . . . ; and thou shalt write the things which I shall speak” (Moses 1:40).

“After that ye have known God, or rather are known of God, how turn ye again to the weak and beggarly elements . . . ? Ye observe days, and months, and times, and years” (Galatians 4:9–10).

13.22 Do not include a space between the opening quotation mark and the ellipsis point in situations such as the third paragraph below:

“The Lord is my shepherd; I shall not want.

“He maketh me to lie down in green pastures: he leadeth me beside the still waters. . . .”

“. . . I will fear no evil: for thou art with me; thy rod and thy staff they comfort me” (Psalm 23:1–2, 4).

Include a space between the closing quotation mark and the ellipsis point in situations such as the sixth line in the following example:

President John Taylor recalled: ‘I heard the Prophet Joseph say, in speaking to the Twelve on one occasion: ‘You will have all kinds of trials to pass through. . . . If you cannot stand it you will not be fit for an inheritance in the Celestial Kingdom of God.’ . . . Joseph Smith never had many months of peace after he received the truth.”

13.23 Capitalization after ellipsis points is governed by the context of each quotation. Capitalize the first word that follows ellipsis points if it begins a complete sentence in the quotation, even if it is not capitalized in the original. Lowercase a word that is capitalized in the original if one or more sentences have been omitted and the resulting material reads like it is continuing a sentence.
Italics Added

13.24 When italics are used to emphasize quoted material that is not italicized in the original, add the phrase “italics added” at the end of the source citation (see Chicago 13.60):

“For we know that it is by grace that we are saved, after all we can do” (2 Nephi 25:23; italics added).

In spoken material such as conference talks, the phrase “emphasis added” may be used.

Phrases Ending with Amen

13.25 When a talk or address ends with the word amen, punctuate the word as part of the preceding phrase:

In the name of Jesus Christ, amen.

The entire clause “in the name of Jesus Christ, amen” may be included with the preceding sentence or may stand alone, depending on the context:

I bear you this testimony in the name of Jesus Christ, amen.

I leave you my witness of the truthfulness of this great work, in the name of Jesus Christ, amen.

We know the goal. We have the example. Now let us put forth the effort and make the decision to follow in that path. In the name of Jesus Christ, amen.
Source Citations, Notes, and Bibliographies

14.1 Provide sources for all quotations and paraphrases, except for brief, frequently quoted phrases that have entered common usage so completely that an original source is not only unnecessary but virtually undiscoverable, such as “in the world but not of the world.” Generally, cite primary sources.

Editions and Printings

14.2 Cite the most recent edition of a book except in special cases, such as when that edition is not reliable. Use the first printing of that edition as the date of publication.

Do not confuse editions with printings. Different printings are reprints of an existing edition. Different editions usually contain differences in text and pagination. (See Chicago 1.26.)

Be aware that in some books, publishers have not maintained the distinction between editions and printings. Such books sometimes refer to new printings as new editions.

The sample citations in this section provide guidance for knowing which edition to cite for books that are most frequently quoted in Church publications (see 14.30–36).

Form of Source Citations

14.3 Either parenthetical citations or endnotes may be used in Church materials. Footnotes are generally not used in Church publications.

14.4 When determining what information to include in source citations, generally follow the pattern shown below. Omit the place of publication and the name of the publisher. Do not use the abbreviations p. and pp. (see Chicago 14.158). If the proximity of other numbers makes it unclear that a number is a page number, add the word page or pages before it.

Parenthetical Source Citations

(Shelley W. Kimball, The Miracle of Forgiveness [1969], 17)


Endnotes


However, include the place of publication and name of the publisher when necessary to identify which edition is being cited:


Specific Source Citation Issues

14.5 When using parenthetical citations, do not repeat information that is already given in the text. For example, if the text said that a quotation came from Heber J. Grant, the source citation might be:

(Grant, Gospel Standards, comp. G. Homer Durham [1941], 17)

When using endnotes, all source citation information should be included in the note, regardless of what is contained in the text (see 14.7 for an exception). For example, if the text said that a quotation came from Heber J. Grant, the endnote might be:


14.6 When a citation includes only a page number, generally spell out the words page or pages:

The January 2009 issue of the Ensign magazine features testimonies of the Prophet Joseph Smith by the First Presidency and Quorum of the Twelve Apostles (see pages 10–15).

14.7 Do not include the name of the author in a source citation when the author’s name appears in the book’s title (see Chicago 14.78):

(The Teachings of Spencer W. Kimball, ed. Edward L. Kimball [1982], 295)

However, retain the author’s name in bibliographic entries.
14.8 Do not include the titles of Church leaders in source citations:

(Henry B. Eyring, *Choose Higher Ground* [2013], 69)

When the name occurs outside the strict citation form, however, use the person’s title:

(For additional insights, see President Henry B. Eyring’s *Choose Higher Ground*, 69.)

14.9 In references to Church materials such as manuals, handbooks, and pamphlets, include a word or brief phrase that describes the type of document if the title does not clearly describe it. If the title includes this information, only the year of publication is needed (see 14.24).

**Parenthetical Source Citations**

(Pure Religion: How Members of the Church of Jesus Christ of Latter-day Saints Reach Out to Those in Need [pamphlet, 2001], 3)

(Preparing for Exaltation [Sunday School teacher’s manual, 1998], 61)

**Endnotes**

2. *Young Women Personal Progress* (booklet, 2009), 30.

14.10 When two authors or editors are listed on the title page, include both names in the citation:

(LeRoy R. Hafen and Ann W. Hafen, *Handcarts to Zion: The Story of a Unique Western Migration* [1960], 12)

When more than two authors or editors are listed, give only the name of the first person, followed by the phrase “and others,” not the abbreviation *et al.*:

(Randolph Quirk and others, *A Grammar of Contemporary English* [1972], 139)

14.11 Place an editor’s or compiler’s name before the book title when a book is a compilation of materials from many different authors. “The abbreviation *ed.* or *eds.*, *comp.* or *comps.*, or *trans.* follows the name” (*Chicago* 14.87).


14.12 In a collection of one author’s works, put the name (or names) of the editor, compiler, or translator after the title, preceded by *ed.*, *comp.*, *sel.*, or *trans.*. These terms mean “edited by,” “compiled by,” and so forth. Do not use the plural forms *eds.* and *comps.* in this position. (See *Chicago* 14.88.)

(Heber J. Grant, *Gospel Standards*, comp. G. Homer Durham [1941], 17)


Because the terms *edited*, *selected*, and *compiled* are often used interchangeably, use the term that appears on the title page of the document. If more than one such term appears, use the first one.

**Full and Shortened Citations**

14.13 Make full reference to a nonscripture source when first noted in each chapter (or similar unit). Use shortened citations for subsequent references in the same chapter rather than *ibid.* If a subsequent reference is far removed from the first citation, you may repeat the full citation as a courtesy to the reader.

Shortened citations should include the last name of the author, a shortened title, and the page number (see *Chicago* 14.24–31). However, if the author is a General Authority or general auxiliary presidency member, his or her full name should be used in shortened citations.

When using parenthetical citations, the name of the author should be omitted if it is mentioned at that point in the text:

President Gordon B. Hinckley declared, “Love is the only force that can erase the differences between people” (*Standing for Something* [2000], 8).

Later in the chapter: We know that “love is the basic essence of goodness” (Gordon B. Hinckley, *Standing for Something*, 9).

In subsequent references to a magazine article, retain the author’s last name, a shortened version of the article title, and a page number (use the full name of a General Authority or general auxiliary presidency member). For example, first and subsequent references would appear similar to the following:

**full:** (Joseph Fielding Smith, “Adam’s Role in Bringing Us Mortality,” *Ensign*, Jan. 2006, 52)

**shortened:** (Joseph Fielding Smith, “Adam’s Role,” 53)

**full:** (Dallin H. Oaks, “Priesthood Authority in the Family and the Church,” *Ensign* or *Liahona*, Nov. 2005, 25)

**shortened:** (Dallin H. Oaks, “Priesthood Authority in the Family and the Church,” 26)
After an initial reference to a Church hymn or song, only the book title and the hymn or page number are needed in subsequent references:

full: ("I Am a Child of God," Hymns, no. 301)
shortened: (Hymns, no. 301)

Punctuation of Parenthetical Source Citations

14.14 Punctuate a parenthetical source citation as though it were part of the final sentence of the quotation. Place the source citation after the closing quotation mark, and place the period after the closing parenthesis (see Chicago 13.66).

Alma told his son Corianton that outer darkness would be filled with “weeping, and wailing, and gnashing of teeth” (Alma 40:13).

The Lord has said: “There are many called, but few are chosen. And why are they not chosen? Because their hearts are set so much upon the things of this world” (D&C 121:34–35).

When a quotation ends with a question mark or an exclamation point, “that punctuation is retained within the quotation marks, and a period is still added after the closing parentheses” (Chicago 13.67):

President Joseph F. Smith said, “How careful we should be to cultivate, through the medium of a prayerful life, a thankful attitude toward God and man!” (Juvenile Instructor, Apr. 15, 1903, 243).

Consider President Thomas S. Monson’s questions: “Do we know of . . . people who once embraced the gospel? If so, what is our responsibility to rescue them?” (“Our Responsibility to Rescue,” Ensign, Oct. 2013, 4).

If a quotation completes a sentence that is a question or an exclamation, place the question mark or exclamation point following the closing quotation marks, and a period after the parenthesis:

How else can we know the truth of things as they really were, “really are, and . . . really will be”? (Jacob 4:13).

Why did President Kimball say that teaching the gospel is “an insistent directive from which we, singly and collectively, cannot escape”? (“When the World Will Be Converted,” Ensign, Oct. 1974, 4).

Cross-References

14.15 When a parenthetical cross-reference pertains primarily to the material in the preceding sentence, include it as part of the sentence:

. . . the eternal nature of the priesthood (see also Discourses of Brigham Young, sel. John A. Widtsoe [1954], 158).

When a parenthetical cross-reference relates to the material in a group of sentences or exists independent of the preceding sentences, treat it as an independent sentence:

. . . the eternal nature of the priesthood. (See also Discourses of Brigham Young, sel. John A. Widtsoe [1954], 158.)

Do not use a see reference when both a paraphrase and a quotation come from the same source; just cite the source of the quotation:

Not having received a fulness at first, Jesus “received grace for grace” (D&C 93:12).

14.16 When a parenthetical cross-reference includes only a page number, generally spell out the words page or pages:

Refer to the “Book of Mormon Time Periods” chart in the appendix (page 241).

Block Quotations

14.17 Block quotations are seldom used in Church publications (see 13.8). If they are used, the source “is given in parentheses at the end of the quotation and in the same type size. The opening parenthesis appears after the final punctuation mark of the quoted material. No period either precedes or follows the closing parenthesis” (Chicago 13.68).

President Ezra Taft Benson taught:

We are required to carry the gospel of Jesus Christ to every nation of the world. The Lord commanded it in these words: “Send forth the elders of my church unto the nations which are afar off; unto the islands of the sea; send forth unto foreign lands; call upon all nations, first upon the Gentiles, and then upon the Jews” (D&C 133:8). (The Teachings of Ezra Taft Benson [1988], 181)

Scripture References

14.18 “Biblical references are given in numerals only; chapter and verse are separated by a colon with no space following it” (Chicago 9.27):

4 Nephi 1:3 [not Fourth Nephi, 4th Nephi, IV Nephi] 2 Corinthians 13:1 3 John 1:11

14.19 Use a colon to separate chapter (or section) and verse in scripture references. Use an en dash to
separate inclusive numbers referring to two or more consecutive verses, chapters, or sections:

John 14:14–15
Daniel 2:18–3:25

To avoid confusion, do not use an en dash to separate consecutive chapters or sections when the reference also includes nonconsecutive verses:

Incorrect: Matthew 7:22, 24–8:13
Correct: Matthew 7:22, 24–29; 8:1–13

Use a comma to separate two or more nonconsecutive verses:

Moses 1:21–22, 24, 33

Use a semicolon to separate two or more nonconsecutive chapters or books of scripture:

Moses 2; 7
Alma 33:23; Doctrine and Covenants 63:23
Alma 34:6; 51:9, 11–13; Mormon 10:4
2 Nephi 5:12–14; 16:1–6; Alma 3–5; 17:5–8

When a book of scripture has only one chapter, or when a chapter or section has only one verse, cite the chapter and verse in the standard way:

Enos 1:18
Doctrine and Covenants 13:1

14.20 If a single chapter or section of a scripture is used extensively in a short passage, with no other references intervening, the word verse (or verses) and the appropriate verse number(s) may be used in subsequent references. For example, if Ether 3 had already been quoted in a passage, a subsequent reference could appear as follows:

The Lord said, as the brother of Jared fell to the ground, “Arise, why hast thou fallen?” (verse 7).

Quoting the Words of Church Presidents

14.21 When quoting the words of Church Presidents, apply the following guidelines to determine which source to cite. These guidelines are presented in order of preferred use and are exceptions to the general guideline of citing primary sources:

1. If a quotation is completely contained in one of the Teachings of Presidents of the Church books, cite the quotation from that book (see the first example in 14.24). However, if only part of a quotation is contained in one of these books, do not cite the partial quote from the book and the rest from another source. Use one of the following guidelines instead.

2. Cite the quotation from:
   a. Conference Reports, if the quotation is from a general conference before 1971.
   b. Official Church periodicals, such as the Ensign, Liahona, Improvement Era, Instructor, Relief Society Magazine, Millennial Star, or Times and Seasons.

3. Cite the quotation from a major published compilation of the words of a Church President (see 14.30).

4. Cite the quotation from an original source other than the official Church publications mentioned in number 2 above.

When quoting the words of the Prophet Joseph Smith, if a quotation is not in Teachings of Presidents of the Church: Joseph Smith, cite the quotation from History of the Church. If the quotation is not in History of the Church, cite it from an original source.

Sample Citations: Scriptures

14.22 (Matthew 7:1)

When verifying quotations from the scriptures, use the 2013 print edition. This edition incorporates a number of corrections and updates that are not in previous editions. The 2013 PDF version, which is available on LDS.org, may also be used to verify quotations. However, do not use the HTML, the ePub, the Gospel Library mobile applications, or any other electronic version for verification.

(Omni 1:14)
(D&C 76:22–24)
(D&C 13:1)

(Matthew 12:28, footnote c)
(Joseph Smith—History 1:71, note)

Use this citation to refer to Oliver Cowdery’s description of receiving the Aaronic Priesthood.

(Joseph Smith Translation, Matthew 7:1 [in Matthew 7:1, footnote a])

Use this format when the Joseph Smith Translation can be found in a Bible footnote and the verse being quoted is numbered the same in the Joseph Smith Translation and the Latter-day Saint edition of the King James Bible.
Sample Citations: Leadership Materials

14.23 (Handbook 1: Stake Presidents and Bishops [2010], 6.14)

Because Handbook 1 is for stake presidents and bishops, it is not normally quoted in other Church publications. Any exceptions require approval from Correlation Evaluation.

(Handbook 2: Administering the Church [2010], 18.2.5)

The text in Handbook 2 may be quoted without approval from Correlation Evaluation.

(Handbook 2, 18.2.9)

After the first full citation to either of these handbooks, this shortened citation may be used.

(First Presidency letter, May 8, 2009)

(Instructions for Curriculum 2010, 2)


The Bulletin is no longer published. If you need to cite an old issue, treat the year as a volume number followed by the issue and page numbers.

Sample Citations: Church-Published Manuals and Books

14.24 (Teachings of Presidents of the Church: Brigham Young [1997], 83)

(Instructions for Curriculum 2010, 2)


The Bulletin is no longer published. If you need to cite an old issue, treat the year as a volume number followed by the issue and page numbers.

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Sample Citations: Church-Published Manuals and Books

14.24 (Teachings of Presidents of the Church: Brigham Young [1997], 83)

(Instructions for Curriculum 2010, 2)


The Bulletin is no longer published. If you need to cite an old issue, treat the year as a volume number followed by the issue and page numbers.
Provide a description of a publication in brackets when the publication’s title does not clearly describe its use.

(Primary 3: Choose the Right B [1994], 147)

(Old Testament Gospel Doctrine Teacher’s Manual [2001], 30)

(Gospel Principles [2009], 59)

(Teaching Guidebook [2001], 10)

(Duties and Blessings of the Priesthood: Basic Manual for Priesthood Holders, Part B [2000], 98–99)


(Marriage and Family Relations Instructor’s Manual [2000], 9)

(Daughters in My Kingdom: The History and Work of Relief Society [2011], 65)

(Teaching the Gospel in the Savior’s Way [a guide to Come, Follow Me: Learning Resources for Youth, 2012], 2)

(Church History in the Fulness of Times Student Manual, 2nd ed. [Church Educational System manual, 2003], 52)

(Old Testament Student Manual: Genesis–2 Samuel, 3rd ed. [Church Educational System manual, 2003], 159)

(Doctrines of the Gospel Student Manual, 2nd ed. [Church Educational System manual, 2004], 51)

(Family Home Evening Resource Book [1997], 120–22)

(Family Home Evening: Love Makes Our House a Home [1974], 75)

When citing family home evening manuals published before 1983, use the title and subtitle (if it exists) that are on the spine of the manual.

(Instructor’s Guide to Temple and Family History Work [2009], 19)

(True to the Faith: A Gospel Reference [2004], 61).

When referring to this book and the following three books, the subtitle may be included in the title or not, depending on how much information the audience needs about the book.


(Teaching, No Greater Call: A Resource Guide for Gospel Teaching [1999], 127)

(Our Heritage: A Brief History of The Church of Jesus Christ of Latter-day Saints [1996], 22)

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Sample Citations: Pamphlets and Booklets

14.25 (Gordon B. Hinckley, Cornerstones of a Happy Home [pamphlet, 1984], 2)

(For the Strength of Youth [booklet, 2011], 14)

(Young Women Personal Progress [booklet, 2009], 14)

(Fulfilling My Duty to God: For Aaronic Priesthood Holders [booklet, 2010], 10)


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Sample Citations: Proclamations


When quoting from “The Family: A Proclamation to the World,” use this reference from the Ensign. In text, this publication may be referred to as the proclamation on the family or the family proclamation.


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Sample Citations: Hymnbooks and Songbooks

14.27 (“I Know That My Redeemer Lives,” Hymns, no. 136)

(“God Loved Us, So He Sent His Son,” Hymns: Simplified Accompaniments, 70–71)

(“A Child’s Prayer,” Children’s Songbook, 12–13)

When citing a hymn from Hymns, refer to the hymn number rather than the page number. Use the abbreviation no. in the source citation. When referencing other collections of Church hymns or the Children’s Songbook, use page numbers.

Do not include names of lyricists or composers in citations for Church hymns or songs.

(“I Am a Child of God,” Hymns, no. 301)

When citing a hymn or song that is found in both Hymns and the Children’s Songbook, cite Hymns unless the publication is for children.
(“I’ll Praise My Maker While I’ve Breath,” *Hymns* [1948], no. 254)

When referring to a hymn that is found only in an edition of *Hymns* that is earlier than 1985, provide the year of publication.

**Sample Citations: Conference Talks**


Use this format for general conference talks given from 2003 forward. Beginning in 2003, the pagination and the text are the same in the general conference issues of the *Ensign* and the English *Liahona*.


Use this format for general conference talks given from 1971 through 2002.

(Marion G. Romney, in Conference Report, Apr. 1961, 117)

Use this format for general conference talks given before 1971.

Do not italicize the term *conference report* in a source citation because it is a descriptive title, not a formal title, such as those that appear on a title page. Identify conference reports by the month and year when the conference was held. When the first day of a general conference was in March or September, use the April or October date only.

(Harold B. Lee, in Conference Report, Munich Germany Area Conference 1973, 112)

**Sample Citations: Worldwide Leadership Training Meetings**


Use this format when a talk is published in a booklet.

(Bonnie D. Parkin, “Parents Have a Sacred Duty,” 17)

After the first full citation to one of these talks, this shortened citation may be used, whether the talk is published in a booklet or a magazine.

(L. Tom Perry, “Basic Unit Program,” *First Worldwide Leadership Training Meeting*, Jan. 11, 2003, 7)

The word *First* is part of the title when citing the booklet for this meeting only.

(Jeffrey R. Holland, “Teaching and Learning in the Church,” *Ensign*, June 2007, 89)

Use this format when a worldwide leadership training talk is published in the Church magazines.

(H. David Burton, “The Welfare Responsibilities of the Bishop,” in *Basic Principles of Welfare and Self-Reliance* [worldwide leadership training meeting, 2009], 8; see also LDS.org)

Use this format for this booklet only. The contents of the booklet come from a worldwide leadership training meeting even though the booklet does not mention this. The booklet was printed and is also available as a PDF on LDS.org.

(Boyd K. Packer, “Priesthood Power in the Home” [worldwide leadership training meeting, Feb. 2012]; lds.org/broadcasts)

Use this format when a worldwide leadership training talk is published only online.

**Sample Citations: Books**

*Compilations of Church Presidents’ Writings*

14.30 Although the following compilations and other similar compilations are secondary sources, you may quote from them (see one exception identified below).

As explained in 14.21, when quoting Church Presidents, it is preferable to cite the *Teachings of Presidents of the Church* books rather than the following compilations when a quotation is entirely within one of those books.

Use the publication dates shown in the examples below. You may check sources from books with later dates if the books are exact reproductions of the editions shown below.


Avoid quoting from this book in Church publications because the scholarship is no longer current. For example, some of the statements attributed to Joseph Smith in the book were not actually made by him. See 14.21 for guidelines on how to quote the teachings of the Prophet Joseph Smith.

(*Discourses of Brigham Young*, sel. John A. Widtsoe [1954], 28)


(*The Discourses of Wilford Woodruff*, sel. G. Homer Durham [1946], 229)
Sources can be checked from the 1986 printing of this book, but the citation should always be to the 1939 edition. But: see the guidelines in 14.21.

(Heber J. Grant, *Gospel Standards*, comp. G. Homer Durham [1941], 17)

(The Teachings of Spencer W. Kimball, ed. Edward L. Kimball [1982], 295)

(The Teachings of Ezra Taft Benson [1988], 123)

(The Teachings of Gordon B. Hinckley [1997], 204)


**Other Books by General Authorities**

14.31 As explained in 14.21, when quoting Church Presidents, it is preferable to cite the Teachings of Presidents of the Church books rather than the following sources (or others) when a quotation is entirely within one of those books.

(Edward L. Kimball, *The Miracle of Forgiveness* [1969], 73)


(Bruce R. McConkie, *Mormon Doctrine*, 2nd ed. [1966], 555)

(Bruce R. McConkie, *The Mortal Messiah*, 4 vols. [1979–81], 2:140)

(The Teachings of Spencer W. Kimball, ed. Edward L. Kimball [1982], 295)

(The Teachings of Ezra Taft Benson [1988], 123)

(The Teachings of Gordon B. Hinckley [1997], 204)

(For these two books by James E. Talmage, use only the editions shown here.)

(John Taylor, *The Mediation and Atonement* [1882], 127)

Do not use the 1950 edition for verification. It has different pagination.


(James E. Talmage, *The Articles of Faith*, 12th ed. [1924], 83)

(James E. Talmage, *Jesus the Christ*, 3rd ed. [1916], 319)

(Cherished Experiences from the Writings of President David O. McKay, comp. Clare Middlemiss, rev. ed. [1976], 89)

(David O. McKay, *Gospel Ideals* [1954], 342)

Because the pagination changed after this book was originally published in 1953, look on the copyright page of the book and make sure that the book being used for verification was printed in 1954 or later. The 1953 edition may be used for verification except for pages 181–88. Do not use the 1957 paperback edition of *Gospel Ideals*, which is abridged, for verification.


Use the version of this book that has the 1938 copyright date.

(LeGrand Richards, *A Marvelous Work and a Wonder*, rev. ed. [1966], 408)

Use only the 1966 edition for verification. Pages 405 through 413 differ in all editions preceding 1966.


(Joseph Fielding Smith, *Essentials in Church History*, 27th ed. [1974], 419)


Use this online version of the original manuscript rather than any book that is based on the manuscript, such as *History of Joseph Smith by His Mother*. The book number and page number are found at the bottom of each online page. If necessary, standardize the spelling, punctuation, and grammar.

The Joseph Smith Papers website also provides the 1845 version of this history. Use the 1845 version only when it contains statements from Lucy Mack Smith that are not included in the 1844–45 version. When quoting from this later version, use page numbers only.

Note that a hyphen, not an en dash, is used between the dates in the URL but not in the title used in the citation.

Reference Works

(Merriam-Webster’s Collegiate Dictionary, 11th ed. [2003], “salvation”)

When citing entries from reference works, follow the capitalization of the entry in the original.

(in John Bartlett, comp., Bartlett’s Familiar Quotations, 17th ed. [2002], 54)

Compilations of quotations can be used as sources when an original source for a quotation is difficult to find.

(Randolph Quirk and others, A Grammar of Contemporary English [1972], 139)

Books of Poetry and Full-Length Plays

14.35 (John Milton, Paradise Lost, book 1, lines 83–86)
(William Shakespeare, The Winter’s Tale, act 3, scene 2, lines 49–50)

Omit edition and facts of publication in citations for most classic English plays and poems that have section and line or stanza numbers.


Compilations of poems can be used as sources when an original source for a poem is difficult to find.

Other Books

14.36 (Lectures on Faith [1985], 17)

Use this edition. Use page numbers rather than lecture and verse numbers. When citing a quotation from Lectures on Faith, do not say that Joseph Smith “taught” or “said” or “wrote” the words. Quotations could be introduced by words such as, “The Lectures on Faith state . . . ”


Sample Citations: Magazines, Newspapers, and Journals

14.37 (Clifford E. Young, “We Will Not Turn Back,” Ensign, July 2011, 47)

Some articles in the Ensign, New Era, and Friend are also in the Liahona. These articles should be cited only to the Ensign, New Era, or Friend except when citing conference talks from 2003 and later. Cite both the Ensign and Liahona for such talks, as shown in 14.28.


(Hugh Nibley, “Since Cumorah,” Improvement Era, Aug. 1966, 711)
(Hugh Nibley, “Since Cumorah,” Improvement Era, Aug. 1966, 711)
(Hugh Nibley, “Since Cumorah,” Improvement Era, Aug. 1966, 711)
(James A. Toronto, "‘Strangers in a Strange Land’: Assessing the Experience of Latter-day Saint Expatriate Families,” *BYU Studies*, vol. 45, no. 4 [2006], 27–28)

(Benson Young Parkinson, “S. Dilworth Young of the First Quorum of the Seventy,” *Journal of Mormon History*, vol. 27 [Spring 2001], 215)

“Seasons, though not capitalized in running text, are capitalized in source citations” (*Chicago* 14:180).

(“Which Is Right?” *Times and Seasons*, Feb. 1, 1845, 791)

As an exception to *Chicago* 14.105 and 14.178, do not put a comma after a title that ends with a question mark or exclamation point.

(Carri P. Jenkins, “He Seeks Winning Game Plan for Peace,” *Church News*, Jan. 9, 1993, 7)

Use the title *Church News*. The title LDS *Church News* appears only on those issues that are delivered as part of the *Deseret News* newspaper.


Use this format if individual newspaper pages are numbered A1, A2, and so on.

Even when newspaper headlines capitalize only the first word and proper nouns in headlines, “Chicago recommends headline style for citing headlines in notes and bibliographies for the sake of consistency with other titles” (*Chicago* 14.204).


Since 1850, the title of the *Deseret News* has changed many times. Until 1920, two editions of the newspaper were sometimes published concurrently, bearing part of the same title (see the first and third examples below). When citing the newspaper, use the title that appears on the masthead:

*Deseret News*, June 15, 1850, to December 26, 1888

*Deseret Weekly*, December 29, 1888, to December 10, 1898

*Deseret News: Semi-Weekly*, October 8, 1865, to January 1, 1889

*Deseret Semi-Weekly News*, January 4, 1889, to June 14, 1920

*Deseret News: Semi-Weekly*, June 17, 1920, to June 12, 1922

*Deseret Evening News*, November 21, 1867, to June 14, 1920

*Deseret News*, June 15, 1920, to March 30, 2003 (although from September 1, 1952, to August 5, 1964, the publication carried the subtitle *Salt Lake Telegram*, use only the main title *Deseret News*)


*Deseret News*, April 13, 2008, to the present

Sample Citations: BYU and Church Educational System Devotionals (See also 14.39)

14.38 (Spencer W. Kimball, “Be Ye Therefore Perfect” [Brigham Young University devotional, Sept. 17, 1974], 4; speeches.byu.edu)

The text for most BYU and Church Educational System devotional is available at speeches.byu.edu. When quoting from these talks, cite that website as shown above rather than books such as *Brigham Young University 2007–2008 Speeches or Speeches of the Year, 1974*.

If a PDF is available on the website, include the page number in the citation. If the text is available in HTML only, cite the talk as shown above without a page number.

The text in brackets should reflect the information the website provides about the talk. The bracketed text above is for midweek devotionals at BYU. For Sunday evening devotionals or firesides, the text should read “Church Educational System devotional” or “Brigham Young University fireside,” depending on the information the website provides about the talk.

(Boyd K. Packer, *Eternal Marriage*, Brigham Young University Speeches of the Year [Apr. 14, 1970], 3)

Use this format for BYU devotionals that are not available on the speeches.byu.edu website.

(Dallin H. Oaks, “Be Wise” [Brigham Young University–Idaho devotional, Nov. 7, 2006]; byui.edu)

Use this format for devotional talks given at Brigham Young University–Idaho. No page number is given unless the text is available as a PDF.

Sample Citations: Documents Published Online (See also 14.38)

14.39 (Thomas S. Monson, “Faith in the Work of Salvation” [address given at a special broadcast, June 23, 2013]; lds.org/broadcasts)

(David A. Bednar, “A Reservoir of Living Water” [Church Educational System fireside for young adults, Feb. 4, 2007], 2–3; si.lds.org)

Use this format for talks that are available online as a PDF with pagination. The text in brackets should reflect the information the website provides about the talk—whether it was described as a fireside or a devotional. Use *Church Educational System* instead of CES.
Sample Citations: Works Not Formally Published

14.40 (Howard W. Hunter, “The Atonement of Jesus Christ” [address given at the seminar for new mission presidents, June 24, 1988], 7, Church History Library, Salt Lake City)

(Mary Goble Pay, Autobiographical sketch, 19, Church History Library, Salt Lake City)

For unpublished, untitled diaries, journals, autobiographies, reminiscences, reports, minutes, and similar items that are in the Church History Library, use the description from the library’s catalog. Use roman type without quotation marks. “Generic names of this kind are capitalized if [they are] part of a formal heading actually appearing on the manuscript, lowercased if merely descriptive” (Chicago 14.234).

(Levi Savage diary, July 24, 1856, L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, Utah)

Sample Bibliographic Entries

14.41 Although few Church publications need a bibliography, bibliographic lists can be useful for such things as reference lists, enrichment materials, and supplementary readings. If a bibliography is used, the entries should follow the format shown below, while following the general guidelines given in this section of the Style Guide. See Chicago 14.56–67 for guidelines about creating a bibliography.

Handbooks and Manuals

Handbook 1: Stake Presidents and Bishops. 2010.


Quotations Frequently Misattributed

14.42 The following quotation is frequently misattributed to President J. Reuben Clark Jr. The statement was actually made by Elder Albert E. Bowen and should be cited as follows:

“Thus it is seen that from the beginning the real long term objective of the Welfare Plan is the building of character in the members of the Church, givers and receivers, rescuing all that is finest down deep in the inside of them, and bringing to flower and fruitage the latent richness of the spirit, which after all is the mission and purpose and reason for being of this Church” (Albert E. Bowen, The Church Welfare Plan [Gospel Doctrine course of study, 1946], 44).

President Heber J. Grant often used the following statement, sometimes with quotation marks and sometimes without. If possible, avoid using the statement. If it is necessary to quote it, use the following attribution:

“That which we persist in doing becomes easier for us to do, not that the nature of the thing itself has changed, but that our power to do is increased” (quoted by Heber J. Grant, author and source unknown).

President David O. McKay often used the following statement as if it were his own. The statement comes from J. E. McCulloch and should be attributed to him as follows:

President David O. McKay taught that “no other success can compensate for failure in the home” (quoted from J. E. McCulloch, Home: The Savior of Civilization [1924], 42; in Conference Report, Apr. 1935, 116).

President David O. McKay taught: “No other success can compensate for failure in the home. The poorest shack in which love prevails over a united family is of greater value to God and future humanity than any other riches” (quoted from J. E. McCulloch, Home: The Savior of Civilization [1924], 42; in Conference Report, Apr. 1964, 5).
Use of Latter-day Saint Titles

15.1 Address members of the First Presidency of the Church and the President (and Acting President) of the Quorum of the Twelve as “President.”

15.2 Address members of the Quorum of the Twelve as “Elder,” not “Apostle.”

15.3 Address members of the Presidency of the Seventy and members of the First Quorum of the Seventy and the Second Quorum of the Seventy as “Elder.”

Members of the Third Quorum of the Seventy (and subsequent quorums) are Area Seventies. Address members of these quorums as “Elder.”

15.4 When referring to members of the Presidency of the Seventy, use the phrase “of the Presidency of the Seventy” or “a member of the Presidency of the Seventy.”

When referring to members of the Quorums of the Seventy, use the phrase “of the Seventy” or “a member of the Seventy.”

15.5 Address members of Area Presidencies as “Elder.” Do not use the term “President.”

15.6 Address members of the Presiding Bishopric as “Bishop.” If an individual is released from the Presiding Bishopric and called to the Seventy or to the Quorum of the Twelve Apostles, address him as “Elder.” If he is released and not called to one of these positions, refer to him as “Bishop.”

Bishop H. David Burton, former Presiding Bishop, spoke about the importance of caring for the poor.

15.7 If past Patriarchs to the Church (not stake patriarchs) are mentioned in text, refer to them as “Elder”:

Elder Eldred G. Smith, former Patriarch to the Church, said that everyone has inherent talents.

15.8 Address emeritus members of the First Quorum of the Seventy as “Elder.” Address released members of other Quorums of the Seventy (including Area Seventies) as “Brother.”

15.9 Address general auxiliary presidents as “Brother” or “Sister.”

15.10 Address members of temple, mission, stake, and district presidencies as “President.”

15.11 Address bishops of wards as “Bishop” and presidents of branches as “President.”

15.12 Address stake patriarchs as “Brother.”

15.13 Address missionaries in the field as “Elder” or “Sister.”

15.14 When there is doubt about how to address someone, use “Elder,” “Brother,” or “Sister.”
### Scouting Terminology

16.1 Capitalize common nouns and adjectives when they refer to a specific Scouting organizational unit or event:

- the East Central Region; the region
- the Great Salt Lake Council; the council
- the Lone Peak District; the district
- Pack 5; the pack
- Den 4; the den
- Troop 10; the troop
- Fox Patrol; the patrol
- Crew 915; the crew
- the 2013 National Scout Jamboree; the jamboree

16.2 Capitalize titles when they precede an individual’s name:

- Assistant Cubmaster George Smith
- Senior Patrol Leader Dave Hill
- Crew President Greg Butler

### Cub Scouting Terms

16.3 activity badge; Aquanaut activity badge

Arrow of Light Award

arrow points

assistant Cubmaster

Bear badge [or rank, requirements, etc.]

Bobcat

Cubber

Cubmaster

Cubmaster’s minute [inspirational message]

Cub Scout; Cub Scouting

Cub Scout Promise

den leader

Gold Arrow Point(s); arrow points

Law of the Pack

pack

Silver Arrow Point(s); arrow points

Webelos

Webelos den [or rank, requirements, etc.]

Wolf badge [or rank, requirements, etc.]

### Terms Relating to Scouts

16.4 assistant patrol leader

assistant Scoutmaster

assistant senior patrol leader

Be Prepared [Scout motto]

Boy Scout

Boy Scouts of America [takes a singular verb]

Boys’ Life [magazine]

Bronze Eagle Palm

committee [troop]

court of honor

Do a Good Turn Daily [Scout Slogan]

Eagle badge [or rank, requirements, service project, etc.]

Eagle Scout

Eagle Scout Award

First Class badge [or rank, requirements, etc.]

First Class Scout

Friends of Scouting

deboree

Gold Eagle Palm

librarian [troop]

Life badge [or rank, requirements, etc.]

Life Scout

merit badge

Morse code

On My Honor Award

Order of the Arrow

palm [Eagle Scout]

patrol

quartermaster [troop]

roundtable; roundtable commissioner

Scout

Scout handclasp

Scouting

Scouting [magazine]

Scout Law

Scoutmaster

Scout Motto [Be Prepared]

Scout Oath [or Scout Promise]
Scout-o-rama
Scout salute
Scout sign
Scout Slogan [Do a Good Turn Daily]
scribe [troop]
Second Class badge [or rank, requirements, etc.]
Second Class Scout
senior patrol leader
Silver Antelope Award [region adult award]
Silver Beaver Award [council adult award]
Silver Buffalo Award [international or national adult award]
Silver Eagle Palm
Star badge [or rank, requirements, etc.]

Star Scout
Tenderfoot badge [or rank, requirements, etc.]
Tenderfoot Scout(s) [not Tenderfoots]
troop
Wood Badge (course) [adult training]

Varsity and Venturing Terms

16.5 Varsity Scout
Venture Scout; Venturers
Venturing crew [or program, etc.]
crew president [or vice president, secretary, quartermaster, etc.]
The following names and terms are no longer current in Church usage, but they may be used in referring to past publications, programs, or activities:

Area Authority Seventy
Area Supervisor [General Authority]
Assistant to the Twelve [General Authority]
bandlo [not bandelo]
bishop’s court
correlation council
Cultural Refinement lesson [Relief Society]
First Council of the Seventy, the
Genealogical Department
gold and green ball
Golden Questions, the
Gospel Essentials class [Sunday School]
Home and Family Education lesson [Relief Society]
homemaking meeting [Relief Society]
Indian student placement service
Inspired Version

International Magazine
junior Primary
junior Sunday School
Mother Education lesson [Relief Society]
personal priesthood interview [but priesthood interview]
Primary Children’s Hospital
regional conference
regional representative
regional representatives’ seminar
sacrament gem [Sunday School]
Senior Aaronic
senior president of the stake seventies quorum
senior Sunday School
servicemen’s group [but service member group]
seventies group
stake correlation council
superintendent [Sunday School, YMMIA]
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