

# Religious Studies Center Style Guide

13 January 2020

Authors who submit manuscripts for potential publication should generally follow the guidelines in *The Chicago Manual of Style*, 17th ed. (Chicago: The University of Chicago Press, 2017) and [Church Style Guide for Editors and Writers](#), 5th ed. (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 2017). This RSC 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 notes. 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 credit 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 each image 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). Once a book or article has been accepted for publication, all images, captions, credit lines, tables, and illustrations must be submitted with the manuscript.

## Headings

3. 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 all words except internal articles (*the*, *a*, and *an*), coordinating conjunctions (*and*, *but*, *for*, *or*, and *nor*), prepositions, and the word *to* in infinitive phrases.

### *Second-level headings*

Second-level headings should be flush left and italicized. Use sentence-style capitalization. (The *Religious Educator* uses headline-style capitalization for this level.)

*Third-level headings.* Try to avoid using third-level headings, but if they are necessary, they should be in italics, followed by a period, and run into the regular paragraph.

## 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 (e.g., 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. Use a colon only at the end of a complete sentence (He gave the following address:).
7. Use hyphens (-) in compound words, en dashes (–) between dates or inclusive numbers, and em dashes (—) for emphatic punctuation.
8. For singular possessives, add an apostrophe and s:

Enos's prayer	Moses's leadership
Jesus's birth	Ramses's tomb

For plural possessives, add an apostrophe to the plural form:

the Joneses' home

## Capitalization and Style

9. Capitalize words according to the *Church Style Guide*, section 8, "Capitalization." **Exception: Do *not* capitalize pronouns referring to Deity (he, him, his).** If you question whether a term should be capitalized, check the index of frequently used names and terms at the end of the *Church Style Guide*. A small sample of capitalization style follows:

AD / BC (no periods: AD 70; 600 BC);  
some projects prefer to use BCE and  
CE

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)

Church of Jesus Christ of Latter-day  
Saints, The; the Church, or the Church  
of Jesus Christ, the restored Church of  
Jesus Christ

Crucifixion of Jesus Christ

Doctrine and Covenants (in text or  
parenthetical)

Fall, the

First Vision	correctly in proper names (e.g., Book of Mormon) or historical expressions (e.g., Mormon Trail)
General Authority	
general conference	Mormonism (avoid); prefer “the restored gospel of Jesus Christ”
gold plates ( <i>also</i> brass plates)	
gospel, the	premortal life
Gospel of Matthew	prophet (general term)
Joseph Smith—History	Prophet, the (honorific title of Joseph Smith)
law of Moses	
Latter-day Saints	Resurrection of Jesus Christ
LDS Church; LDS (avoid)	Resurrection, the
members of The Church of Jesus Christ of Latter-day Saints	sacrament
Mormon Church (avoid)	temple
Mormon(s) (avoid); may be used	visitors’ center

For certain types of projects, it is appropriate to use a more academic, lowercase style in consultation with the project editor.

Capitalize titles of magazines, journals, newspapers, and books as well as articles in such publications according to *Chicago* 8.168–71. Capitalize all words except internal articles (*the*, *a*, and *an*), coordinating conjunctions (*and*, *but*, *for*, *or*, and *nor*), prepositions, and the word *to* in infinitive phrases.

10. Use international style for dates (day-month-year; e.g., 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). An alternative style of month-day-year may be considered in consultation with the project editor.
11. Avoid abbreviations except those used in direct quotations or common abbreviations used in notes.
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. Consult especially *Chicago* 9.60–61 for inclusive numbers.
13. Format notes according to *Chicago*, chapter 14, “Documentation 1: Notes and Bibliography” (follow note directives rather than bibliography directives) and the *Church Style Guide*, section 14, “Source Citations, Notes, and Bibliographies.”

14. Authors are responsible for the accuracy of quotations. If an author would like the RSC to verify the quotations, he or she must provide a copy of the copyright page, title page, and page with the quotation highlighted.
15. Incorporate “short quotations” (fewer than one hundred words) of scriptures and other sources as run-in quotations inside double quotation marks.
16. Use block quotations (indented and no quotation marks) for quoted text of approximately one hundred or more words). A multiparagraph block quotation should generally reflect the paragraph breaks of the original. If the first paragraph quoted includes the beginning of that paragraph, it need not start with a first-line paragraph indentation (see *Chicago* 13.22). Indent all other paragraphs of the block quotation.
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 quotation marks.
18. Reproduce quotations exactly as they occur in the original in wording, spelling, and internal punctuation. One exception: when two or more scriptural 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 the omission of a word, phrase, line, or paragraph from within a quoted passage. Insert a period before the ellipsis if the preceding sentence is complete. An ellipsis is not required at the beginning or end of a quotation.
20. Use brackets to enclose editorial interpolations, corrections, explanations, translations, or comments in quoted material.
21. Cite scriptural sources in parentheses within the text. Include other references in the notes.

## **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:

<b>INSTEAD OF</b>	<b>USE</b>
chairman	presiding officer, convener, coordinator, chair, president
man (noun)	people, human beings, individuals
man (verb)	work, staff, operate, serve
mankind	humanity, humankind, human beings

## **Citing Sources**

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

### **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. Joseph Smith Translation (JST) is an exception and precedes the reference.

(Matthew 15:3 New International Version)

(Matthew 15:4 NIV)

(JST Matthew 9:5)

Spell out the names of scriptural books, including the Doctrine and Covenants, whether they are in parenthetical references or run into the text (unless abbreviated in a quotation).

(2 Nephi 10:12, 14; 11:3)

(3 Nephi 5; Alma 32; Doctrine and Covenants 6)

(Joseph Smith Translation Matthew 7:2)

Cite the Joseph Smith Translation from primary sources, including:

Scott H. Faulring, Kent P. Jackson, and Robert J. Matthews, eds., *Joseph Smith's New Translation of the Bible: Original Manuscripts* (Provo, UT: Religious Studies Center, Brigham Young University, 2004), 42.

Thomas A. Wayment, ed., *The Complete Joseph Smith Translation of the New Testament: A Side-by-Side Comparison with the King James Version* (Salt Lake City: Deseret Book, 2005), 5.

## **2. Parenthetical references for short quotations**

With short scriptural quotations that are run into the text in the paragraph and not preceded by a reference, place the source citation following the closing quotation mark and the terminal punctuation after the closing parenthesis:

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

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

For scriptural quotations of one hundred words or more in length, use a block quotation, indenting verses (except the first) as in the original source (it is also permissible to pull up scriptural verses into one paragraph if the verses are not discussed individually). Place the source citation 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)

## **4. 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 other verses in addition to those that are directly quoted or paraphrased.

# **Books**

## **1. Books with one author**

1. Bruce A. Van Orden, *We'll Sing and We'll Shout: The Life and Times of W. W. Phelps* (Provo, UT: Religious Studies Center, Brigham Young University; Salt Lake City: Deseret Book, 2018).

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.

2. Lawrence R. Flake, *Prophets and Apostles of the Last Dispensation* (Provo, UT: Religious Studies Center, Brigham Young University, 2001).
3. Kent P. Jackson, *From Apostasy to Restoration* (Salt Lake City: Deseret Book, 1996), 45–50.

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

4. Van Orden, *We'll Sing and We'll Shout*, 30–33.
5. Bushman, *Rough Stone Rolling*, 25.
6. Proctor and Proctor, *History of Joseph Smith by His Mother*, 12.

## **2. Books with two authors**

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

## **3. Books with three authors**

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

## **4. Books with more than three authors**

Give first author's name, followed by *et al.*

9. Charlotte Marcus et al., *Investigations into the Phenomenon of Limited-Field Criticism* (Boston: Broadview, 1990), 78.

## **5. Editor, translator, or compile**

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

10. Dean C. Jessee, Mark Ashurst-McGee, and Richard L. Jensen, eds., *Journals, Volume 1: 1832–1839*, vol. 1 of the Journals series of *The Joseph Smith Papers*, ed. Dean C. Jessee, Ronald K. Esplin, and Richard Lyman Bushman (Salt Lake City: Church Historian's Press, 2008).
11. Kent P. Jackson, comp., *Joseph Smith's Commentary on the Bible* (Salt Lake City: Deseret Book, 1994).

## **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.

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

13. *Personal Writings of Joseph Smith*, comp. and ed. Dean C. Jessee, 2nd ed. rev. (Salt Lake City: Deseret Book, 2002). (Note: The 1984 edition is titled *The Personal Writings of Joseph Smith*.)
14. *The Papers of Joseph Smith*, ed. Dean C. Jessee (Salt Lake City: Deseret Book, 1989), 1:46.

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):

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

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

16. Jennifer C. Lane, "Born of God—Partaking of the Fruit," in *Give Ear to My Word: Text and Context of Alma 36–42*, ed. Kerry M. Hull, Nicholas J. Frederick, and Hank R. Smith (Provo, UT: Religious Studies Center, Brigham Young University; Salt Lake City: Deseret Book, 1993), 46–51.

### **8. Multivolume work**

Citing the work as a whole:

17. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints*, 6 vols. (Salt Lake City: Deseret News, 1948–57).
18. *Journal of Discourses*, 26 vols. (London: Latter-day Saints' Book Depot, 1854–86).

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

19. Orson Pratt, in *Journal of Discourses* (London: Latter-day Saints' Book Depot, 1881), 21:132.
20. William F. Orr and James Arthur Walther, *I Corinthians: A New Translation*, vol. 32 of the Anchor Bible Series (Garden City, NY: Doubleday, 1976), 295.
21. Pliny, *Epistulae* 10.96, in *Pliny: Letters and Panegyricus*, trans. Betty Radice, Loeb Classical Library (Cambridge, MA: Harvard University Press, 1969), 285.
22. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints* (Salt Lake City: Deseret News, 1957), 5:63.

NOTE: Please 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 quotation can sometimes come up with the original source.



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

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

### **10. Shortened book references**

24. John Taylor, in *Journal of Discourses*, 5:145.

### **11. No ascertainable publication facts**

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

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

### **12. Reference books**

26. Alan K. Parrish, “Seventy: Overview,” in *Encyclopedia of Mormonism*, ed. Daniel H. Ludlow (New York: Macmillan, 1992), 3:300.
27. Raymond F. Collins, “Ten Commandments,” in *The Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 6:385.
28. Merriam-Webster’s Collegiate Dictionary, 11th ed., s.v. “prophet.”

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

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

### **14. Letters in published collection**

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

### **15. Hymns**

List the lyricist as the author:

31. Eliza R. Snow, “O My Father,” in *Hymns* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1985), no. 292.

### **16. Citing Notes**

32. Bob Smith, *Some Book Title* (Provo, UT: Book Publishers, 2011), 387n3.

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

33. Gordon B. Hinckley, “Standing Strong and Immovable,” *Worldwide Leadership Training Meeting: The Priesthood and the Auxiliaries of the Relief Society, January 10, 2004* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 2004), 21.

## Periodicals

Use month and year for general interest, nonscholarly publications.

34. Gordon B. Hinckley, "The Times in Which We Live," *Ensign*, November 2001, 72.
35. Heber C. Kimball, "To the Editors of the Times and Seasons," *Times and Seasons*, 16 August 1841, 507–11.
36. Howard W. Hunter, in Conference Report, April 1986, 53

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.

37. John L. Sorenson, "The Mulekites," *BYU Studies* 30, no. 3 (Summer 1990): 6–22.

## 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).

#### *A. Manuscript*

38. John Doe, journal, 23 September 1856, holograph, John Doe Papers, MS 12345, box 1, folder 2, Church History Library, Salt Lake City.
39. Paul Doran to Charles B. Taylor, 19 February 1891, Charles B. Taylor Papers, Woodward Family Collection, 1851–1979, Church History Library.
40. Ellen H. Park interview, 4 March 1965, interviewed by Ray Robbins, James H. Moyle Oral History Collection, Church History Library.

#### *B. General Church records*

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

41. Journal History of the Church, 4 January 1892, 3, Church History Library.
42. George A. Smith to Richard Lyman, 30 October 1854, Historian's Office letterpress copybooks, Church History Library.
43. Deceased member records, 1941–88, Church History Library.

### *C. Local Church records*

44. Sunday School minutes, 30 August 1888, Ogden Second Ward, Weber Stake, Church History Library.
45. Sacrament meeting minutes, 2 December 1943, Denver Third Ward, Denver Stake, Church History Library.
46. Record of Members Collection, Form E, 1907–70, Kamas Ward, Summit South Stake, Church History Library.

### *D. Photograph citations*

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

47. James and Jane Smith, ca. 1900, A. W. Compton, photographer, Church History Library.
48. Provo Sixth Ward meetinghouse with a Sunday School class posing in front, ca. 1930, Church History Library.
49. Salt Lake City from Arsenal Hill looking south showing the Salt Lake Tabernacle, ca. 1870, C. W. Carter, photographer, C. W. Carter Collection, Church History Library.

### *E. Audiovisual records*

50. Frederick Salem Williams, address, 1972, audiotape, Church History Library.
51. David O. McKay in Hawaii, 1936, scene numbers 150–55, Henry Castle Hadlock Murphy Collection (ca. 1930–47), motion picture, Church History Library.

### *F. Architectural drawings*

52. West Hills Ward building, 1957–59, architectural drawing, West Hills Ward, Portland Stake, Church History Library.
53. Roanoke Branch meetinghouse, January 1949, architectural drawing, William Frederick Thomas Collection, Church History Library.

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

Use the following pattern for L. Tom Perry Special Collections references: author(s), 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:

54. Samuel Russell, "Isaac Russell," 42, Isaac Russell Family Collection, Vault MSS 497, L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, UT.

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

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

### **5. Oral history**

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

### **6. Internet source**

57. Khalil Gibran, "Khalil Gibran Quotes," *Brainy Quote*, [http://www.brainyquote.com/quotes/authors/k/khalil\\_gibran.html](http://www.brainyquote.com/quotes/authors/k/khalil_gibran.html).

### **7. Email**

58. J. Spencer Fluhman to Reid L. Neilson, email, 5 January 2013.

### **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 in running text: *Manuscript Revelation Books*.
59. Michael Hubbard MacKay, Gerrit J. Dirkmaat, Grant Underwood, Robert J. Woodford, and William G. Hartley, eds., *Documents, Volume 1: July 1828–June 1831*, vol. 1 of the Documents series of *The Joseph Smith Papers*, ed. Dean C. Jessee, Ronald K. Esplin, Richard Lyman Bushman, and Matthew J. Grow (Salt Lake City: Church Historian's Press, 2008), 179.

For short forms in subsequent citations, use the initials *JSP*, an abbreviation for the volume number (e.g., CFM, D, H, MRB, R), and the page number.

Corrill, Brief History, 18, in *JSP*, H2:144–45.

The full set of guidelines can be found here:

<https://www.josephsmithpapers.org/articles/style-guidelines-for-referring-to-the-joseph-smith-papers>