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 *Style Guide for Editors and Writers, 6th ed.* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 2020). 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 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); Church (capitalize as an adjective or a noun referring to the organization itself)
   some projects prefer to use BCE and CE
   a.m. / p.m. (lowercase)
   Church of Jesus Christ of Latter-day Saints, The; the Church, or the Church of Jesus Christ, the restored Church of Jesus Christ
   Atonement of Jesus Christ
   Crucifixion of Jesus Christ
   biblical
   Doctrine and Covenants (in text or parenthetical)
   brother of Jared
   Fall, the
   book of Ruth, book of Alma but Book of Abraham and Book of Moses
   BYU–Hawaii (or BYU–Idaho)
First Vision
General Authority
general conference
gold plates (also brass plates)
gospel, the
Gospel of Matthew
Joseph Smith—History
law of Moses
Latter-day Saints
LDS Church; LDS (avoid)
members of The Church of Jesus Christ of Latter-day Saints
Mormon Church (avoid)
Mormon(s) (avoid); may be used correctly in proper names (e.g., Book of Mormon) or historical expressions (e.g., Mormon Trail)
Mormonism (avoid); prefer “the restored gospel of Jesus Christ”
premort life
prophet (general term)
Prophet, the (honrific title of Joseph Smith)
Resurrection of Jesus Christ
Resurrection, the
sacrament
temple
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. Update: Use US style for dates (April 6, 1830) except for those in direct quotations. Do not use ordinals with the day (April 15 rather than April 15th). An alternative European 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:
INSTEAD OFUSE
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:


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). Note the treatment of joint publications.

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 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.


2. **Books with two authors**


3. **Books with three authors**


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

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


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

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: 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”**


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**

Periodicals

Use month and year for general interest, nonscholarly publications.

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.


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.
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.

F. Architectural drawings
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:

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

5. Oral history

6. Internet source

7. Email

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.

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