REFORMATION HERITAGE BOOKS
STYLE GUIDE

RHB style generally follows *The Chicago Manual of Style* (*CMOS*), 18th edition, and *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th edition, by Kate L. Turabian. Both are published by the University of Chicago Press. The most recent edition of *CMOS* is available online at www.chicagomanualofstyle.org for an annual subscription fee.

We also use *The Christian Writer's Manual of Style* (*CWMOS*), 4th edition, edited by Robert Hudson and published by Zondervan. *CWMOS* is especially helpful for addressing questions specific to religious publications.

THE COPYEDITOR'S RESPONSIBILITIES

The copyeditor is to do both mechanical and substantive editing. See *CMOS* 2.55 and 2.56 for an in-depth explanation of what these types of editing entail. Address queries to the author in comment bubbles in the margin. The following are instances in which the editor should query the author:

- To note, on an electronic manuscript, that a particular global change has been corrected silently after the first instance.

- To point out a discrepancy, as between two spellings in a name, or between a source cited differently in the notes than in the bibliography.

- To point out an apparent omission, such as a missing quotation mark or a missing source citation.

- To point out a possible error in a quotation.

- To point out repetition (e.g., "Repetition intentional?" or "Rephrased to avoid repetition; OK?").

- To ask for verification, as of a name or term whose spelling cannot be easily verified.

- To ask for clarification where the text is ambiguous or garbled.

- To point to the sources an editor has consulted in correcting errors of fact.

1. Guideline on editing time: *CMOS* estimates that a 100,000-word book manuscript might take seventy-five to one hundred hours of work before being sent to the author, plus ten to twenty hours after the author's review.

2. Keep a style sheet, an alphabetical list of words or terms to be capitalized, italicized, hyphenated, spelled, or otherwise treated in a way unique to the manuscript. Changes that are made simply for consistency with house style need not be noted.

3. Edit any front matter that is included with the manuscript. Check any half title, title page, and table of contents against the text.

4. Make sure that headings and subheadings within chapters are treated consistently. See page 6, item 9 for a more detailed explanation regarding subheadings.

5. Check all cross-references to Scripture verses, tables, appendixes, bibliographies, or other chapters within the manuscript.

6. Edit footnotes.

7. Unless the RHB project manager advises you otherwise, use the Word "Track Changes" feature to ensure that your edits are apparent to the author.

ABBREVIATIONS

1. RHB prefers the abbreviation *ca.* for *circa*, meaning "about." Example: As a member of the Westminster Assembly, Jeremiah Burroughs (ca. 1600–1646) sided with the Independents.

2. Avoid using *ff.* and *passim*.

3. Use no periods with abbreviations for academic degrees: PhD, MA, BA, ThM.

4. Note that scholarly abbreviations are discouraged in books for a popular readership. Instead of *e.g.*, use *for example*. Instead of *i.e.*, use *that is*. In academic books, scholarly abbreviations should be confined to parentheses or notes and should not be used in running text.

BIBLE REFERENCES

1. Use full names of Bible books in the body of articles and in reviews/notices. Abbreviate them in parenthetical references and footnotes, using what is called the *general style*:

Old Testament					
Gen.	Ruth	Ezra	Song	Joel	Zeph.
Ex.	1 Sam.	Neh.	Isa.	Amos	Hag.
Lev.	2 Sam.	Est.	Jer.	Obad.	Zech.
Num.	1 Kings	Job	Lam.	Jonah	Mal.
Deut.	2 Kings	Ps. (pl. Pss.)	Ezek.	Mic.	
Josh.	1 Chron.	Prov.	Dan.	Nah.	
Judg.	2 Chron.	Eccl.	Hos.	Hab.	
New Testament					
Matt.	Rom.	Phil.	2 Tim.	1 Peter	Jude
Mark	1 Cor.	Col.	Titus	2 Peter	Rev.
Luke	2 Cor.	1 Thess.	Philem.	1 John	
John	Gal.	2 Thess.	Heb.	2 John	
Acts	Eph.	1 Tim.	James	3 John	

2. Use arabic rather than roman numerals for books of the Bible. Spell out the number if it begins a sentence:

    1 Corinthians, not I Corinthians
    First John 4:7 tells us that we should love one another.

CONFESSION REFERENCES

1. In running text, the names of catechisms and confessions should be spelled out in roman—not italic—type. An abbreviation of the confession's name should be used in parenthetical references; the abbreviation should be introduced in parentheses following the first occurrence: The Westminster Confession of Faith (WCF) is a notable expression in creedal form of the truths of the Bible.

2. Abbreviations for the most commonly cited confessions are the following:

   > Belgic Confession of Faith—BCF
   > Heidelberg Catechism—HC
   > Canons of Dort—CD
   > Westminster Confession of Faith—WCF
   > Westminster Larger Catechism—WLC
   > Westminster Shorter Catechism—WSC

3. Articles of the Belgic Confession of Faith should be cited as Belgic Confession of Faith 8 or (BCF 8), as appropriate.

   > Belgic Confession, article 8, explains the doctrine of the Trinity.

   > The Belgic Confession explains that within the Trinity, "these persons, thus distinct, are neither divided nor fused or mixed together" (art. 8).

4. Questions and answers of the Heidelberg Catechism, Westminster Larger Catechism, and the Westminster Shorter Catechism should be cited by number: Heidelberg Catechism/HC 21; WSC 33; WLC 87. In citing the Heidelberg Catechism, avoid references to Lord's Days as much as possible; rather, cite the numbers of the questions and answers.

5. The Canons of Dort include heads, or main points, of doctrine; articles; and rejections of errors. The head, or point of doctrine, should be cited with an arabic numeral; the article, with an arabic numeral. A rejection of error should be abbreviated *rej.* with an arabic numeral. So the second head of doctrine, article 5, should be cited as such: Canons 2.5 or (CD 2.5), as appropriate. A rejection of errors under the third and fourth heads of doctrine would be cited like this: Canons 3/4, rej. 2 or (CD 3/4, rej. 2), as appropriate.

6. Chapters and sections of the Westminster Confession of Faith should be cited as Westminster Confession of Faith 22.1/ (WCF 22.1).

7. If the context requires spelling out words such as *article*, *chapter*, or *question/answer*, they should begin with a lowercase letter. Examples:

   > In article 8 of the Belgic Confession, de Bres gives an explanation of the Trinity.

   > The Westminster Confession of Faith considers the doctrine of the fall of man in chapter 6.

BIBLE TRANSLATION PREFERENCE

The King James Version (KJV) is RHB's preferred Scripture translation, but on occasion, the project manager may specify the use of the New King James Version (NKJV) of the Bible. In quoting from these translations, the following should be noted:

1. Words in italics in either translation should not be italicized when quoted.

2. Do not include punctuation marks with proper names.

3. In the KJV, do not set verses as separate paragraphs unless the paragraph symbol in the KJV indicates a new paragraph. In quoting the NKJV, paragraphing in quotations should reflect the paragraphing in the translation.

4. In quoting the NKJV, poetry of more than two lines should be set as it is in the source. If only two lines are quoted, the lines should be run in, and the capital letter beginning the second line should be made lowercase. Examples:

   Two lines: "He leads me in the paths of righteousness for His name's sake" (Ps. 23:3).

   More than two lines:

   > The LORD is my shepherd;
   > I shall not want.
   > He makes me to lie down in green pastures;
   > He leads me beside the still waters. (Ps. 23:1–2)

5. The KJV capitalizes the first word of each verse even though it may not be the first word in a sentence. Lowercase capitalized words within sentences when quoting them. Examples:

   In the KJV: ¹And the third day there was a marriage in Cana of Galilee; and the mother of Jesus was there: ²And both Jesus was called, and his disciples, to the marriage.

   Quoted as: "And the third day there was a marriage in Cana of Galilee; and the mother of Jesus was there: and both Jesus was called, and his disciples, to the marriage" (John 2:1–2).

   In the KJV: ¹³And the Jews' passover was at hand, and Jesus went up to Jerusalem, ¹⁴And found in the temple those that sold oxen and sheep and doves, and the changers of money sitting:

   Quoted as: "And the Jews' passover was at hand, and Jesus went up to Jerusalem, and found in the temple those that sold oxen and sheep and doves, and the changers of money sitting" (John 2:13–14).

   Do not capitalize pronouns referring to God in biblical texts quoted from the KJV. Other than the previously mentioned exceptions, quote Bible texts exactly as in the translation, including the caps/small caps LORD, spelling, and punctuation. **Please note that our typesetter prefers that this be indicated with all caps, rather than caps/small caps. She will make the adjustment from all caps to caps/small caps.** So, for example, while Psalm 23:1 looks like this in the actual verse: "The LORD is my shepherd; I shall not want," the manuscript should look like this: "The LORD is my shepherd; I shall not want."

6. Using the a/b/c system of identifying parts of verses is not necessary in books for general readers (e.g., 1 Chron. 29:11a and 1 Chron. 29:11c). It can be useful in academic books where Bible references need to be extremely precise. In a book for lay readership, it is acceptable to reference 1 Chron. 29:11 in a discussion of God's ownership of all things. In an academic book where the idea of God as owner of all things is being discussed, it would be appropriate to reference the same verse as 1 Chron. 29:11b.

CAPITALIZATION

For the most part, in issues of capitalization, please see *CWMOS*, 101–14; and the *Merriam-Webster Dictionary* at Merriam-Webster.com.

1. Capitalize pronouns referring to God: e.g., Me, My, Thou, Thine, Myself, Himself, (the) One (but the one true God or God is the one who…).

2. Capitalize *Trinitarian*.

3. Lowercase the word *gospel* in all contexts and for all uses except when contained in an actual title (The Gospel According to St. Matthew, Matthew's Gospel), when used as a collective title for the four canonical gospels as a whole (the Gospels), or in headings and titles. Examples: the gospel of Christ, preaching the gospel.

4. The word *church* should be capitalized only when used in the actual name of a denomination or a specific congregation's meeting place, as in the Church of England or Saddleback Church. When used to mean believers as a whole, the historical church, or organized religion in general, the term should be lowercased as in "the church in the Middle Ages" or "the worldwide church."

5. Capitalize *Word/Word of God* when it is synonymous with *Bible* (see example 1). Also capitalize this term when it refers to the person of Jesus Christ (see example 2). When referring to God's decrees (His words that cause something to happen), His speech through human lips (as in the prophets of the Old Testament), or His general communication, lowercase *word* (see examples 3 and 4). When in doubt, it is best to leave it lowercase.

    1. Included in the Word of God/God's Word are the Old and New Testaments.
    2. Jesus is the Word made flesh.
    3. Christians hide God's word in their hearts so that they do not sin.
    4. God's word gives us peace in times of grief and sadness.

6. Please note the capitalization of the following, which are different from *CWMOS*:

    Gentile(s)

    northern kingdom

    Psalter as an alternative title for the book of Psalms but psalter when referring to a collection of psalms used in worship

    southern kingdom

    tree of the knowledge of good and evil

    tree of life

    virgin Mary

7. Please note the difference between capitalizing a formal title or name referring to the Deity and using the term in a descriptive sense, when it should be lowercase. Example 1 uses the word "king" as a title for Jesus, and example 2 uses the word in a descriptive sense.

    1. The King reigns in heaven, and all creatures worship Him.
    2. Jesus is the king of all the earth. As king, He rules justly.

8. For conventions of title case (also called headline style), see *CMOS* 8.160. RHB now follows the *CMOS* guidance of capitalizing prepositions of five or more letters in titles. Lowercase prepositions of fewer than five letters except when they are used adverbially or adjectivally. Examples:

> *President Without a Party: The Life of John Tyler*
>
> *Growing Up Amish*

9. In general, most works should have only two (and rarely three) levels of subheadings. An A-level subheading (the first level after a chapter title) should be in boldface type in title case. A B-level subheading should be in italic type in title case. If it is not possible to avoid C-level subheadings, they should be run in to the text, in italic, using sentence capitalization. Older, more complicated works will probably require even more levels of subheadings, and in that situation, the copyeditor should work closely with the editor of the project.

DOCUMENTATION

1. Use abbreviated names of publishing houses in bibliographic citations. An initial *the* is omitted from a publisher's name, as are such abbreviations as *Inc.*, *Ltd.*, *Co.*, *& Co.*, *Publishing Co.* Terms to be retained include *Sons*, *Brothers*, *Books*, and sometimes *Press* if omitting it would cause confusion (e.g., Free Press, New Press). Also, RHB now follows the new guidance of *CMOS* 14.30. No place of publication is required for books published since 1900. For books published before 1900, only the place and date of publication are required. Examples:

> Carol Fisher Saller, *The Subversive Copy Editor* (University of Chicago Press, 2009), 49.
>
> Charles Dickens, *A Tale of Two Cities* (Boston, 1880), 10.

2. In most cases, RHB prefers footnotes to endnotes. In works that (1) have chapters but no bibliography and (2) are an edited compilation, each essay or chapter is treated individually, so that even though a source in, for example, chapter 5 was cited in full in chapter 1, it is cited in full in chapter 5 the first time it is referenced, with subsequent citations in chapter 5 using a short form. In works with a bibliography, a source should be fully cited the first time it is used in the book; subsequent citations to that source should be given a consistent short form throughout the rest of the work.

3. Rather than use the Latin citation term *ibid.* (meaning "in the same place") in footnotes, RHB style is to use a shortened version of the citation. The short form of a title consists of the last name of the author and main title of the work cited, usually shortened if more than four words. An article at the beginning of a title is left off in the shortened form.

> 1. Rosaria Champagne Butterfield, *The Gospel Comes with a House Key* (Crossway, 2018), 37.
>
> > Shortened form: Butterfield, *Gospel Comes*, 113.

4. The following example shows RHB's preferred footnote style for citing a source that has a volume number. Do not include the complete number of volumes in the citation.

> 31. Thomas Goodwin, *The Glory of the Gospel*, in *The Works of Thomas Goodwin*, D.D. (1861–1866; repr., Reformation Heritage Books, 2006), 4:277.

5. The following is the correct form for bibliography entries that include page numbers for chapters or sections of books:

> Phipps, Brendan. "Herrlisheim: Diary of a Battle." In *The Other Side of Time: A Combat Surgeon in World War II*, 117–63. Little, Brown, 1987.

6. Arabic numerals should be used wherever possible in documentation—for volumes, chapters, and other divisions—regardless of the way the numerals appear in the works cited, with the notable exception of pages numbered with roman numerals in the original.

7. If the title of a work that is included in a compilation would be italicized if it were cited by itself apart from the compilation, it should be italicized even though it is part of a compilation.

> John Bunyan, *The Pilgrim's Progress*, in *The Works of John Bunyan*, ed. George Offor (1854; repr., Banner of Truth, 1991), 1:350.

8. A first reference to a work in a compilation should provide full documentation:

> John Bunyan, *The Pilgrim's Progress*, in *The Works of John Bunyan*, ed. George Offor (1854; repr., Banner of Truth, 1991), 1:350.

Subsequent references to this source would be a shortened form:

> Bunyan, *Pilgrim's Progress*, in *Works*, 1:350.

> *Not:* Bunyan, *Works*, 1:350.

> Please note that when a full-length work within a compilation of works is being cited, the title of the work should be included in the citation. If an author fails to provide the title of a work within a compilation, the copyeditor should ask the author to provide it.

9. In citations of either Calvin's *Institutes of the Christian Religion* or Turretin's *Institutes of Elenctic Theology*, RHB preferred style is to use arabic numerals with periods between them: *Institutes*, 4.16.7.

10. Bibliographies should have no more than two categories: primary works and secondary works. They may have only one if the author prefers.

11. Bibliographies may be alphabetized either letter by letter or word by word, but the method adopted must be used consistently.

12. If the author or editor of a work is unknown (i.e., anonymous), the note or bibliography entry should normally begin with the title, not "Anonymous." If a work is explicitly attributed to "Anonymous" on the title page or at the head of the work, it should be cited accordingly.

GRAMMAR AND STYLE, GENERAL PREFERENCES

1. All RHB copyeditors and proofreaders should be familiar with and implement the style rules in *CMOS*, 5.254, "Good Usage Versus Common Usage."

2. In writing that addresses God in the second person, use *Thee*, *Thou*, *Thy*, and *Thine* rather than *You* and *Your*.

3. The decision whether to use gender-neutral language is up to the author and the editor. For those opting to use gender-neutral nouns and pronouns, see the discussions in *CMOS* 5.263–5.266. Note especially

5.266 and the discussion of singular they. Even those authors using gender-neutral language should follow the guidance of Scripture. Where the KJV and NKJV use the masculine, the author should as well, even in alluding to a particular verse.

4. The KJV uses the cap-and-small-cap form I AM, and the NKJV uses all caps for I AM. When quoting verses from either of these translations, the style should be maintained as it is in the source. But when an author is referencing this name of God in running text, and not in a direct quotation, it should appear as I Am.

NUMBERS AND PAGINATION

1. RHB preference for inclusive numbering is the *CMOS* system (see 9.63).

2. Use full inclusive numbers in dates. Example: John Bunyan (1628–1688 [not 1628–88]) is famous for writing *Pilgrim's Progress*.

3. Note the following abbreviations: v. = verse; vv. = verses; p. = page; pp. = pages.

4. In a bibliographical citation in a footnote, do not use the abbreviation *pp.* Indicate pagination as follows:

   a. Article: Abraham Kuyper, "Evolution," *Calvin Theological Journal 31* (1996): 11–50.

   b. Book: William Christian, *George Grant: A Biography* (University of Toronto Press, 1993), 45–52.

5. Spell out numbers under one hundred and round numbers in hundreds, thousands, millions, billions, etc. Extremely large round numbers may be expressed in figures and units of millions and billions. Numerals should be used for all other numbers. Numerals should be used with percentages regardless of the context; for most purposes, the word *percent* should be used with the numeral rather than the percent symbol (%). Numerals should also be used in referencing chapter titles. Examples:

forty-seven	2,675	3.6 billion	article 8 (as in a confession)
three million	178	250,000	
twelve hundred	25 percent	chapter 8	

6. Particular centuries are spelled out and lowercased: the twenty-first century; the eighth and ninth centuries; from the ninth to the eleventh century, the eighteen hundreds. When the phrase functions as an adjective, it should be hyphenated: seventeenth-century theologian; twentieth-century art.

PUNCTUATION, GENERAL RULES

1. Use exclamation points sparingly.

2. Formal introductory phrases to quotations, such as *thus* or *as follows*, are followed by a colon. Do not place a colon directly after a verb. When it is simply a matter of identifying a speaker, a comma is used after *said*, *replied*, *asked*, *commented*, and similar verbs. Colons should be used sparingly in these instances.

3. Do not use more than one pair of dashes in a sentence.

4. Please note the specific appearances and uses of hyphens, en dashes, em dashes, and 3-em dashes (see *CMOS* 6.79–6.100 for a full explanation).

5. For punctuation items in a series, RHB prefers the serial or series comma, also known as the Oxford comma, in which a comma comes before an article, usually *and*, at the end of a list.

   The Christian life is a journey, a race, and a battle.

6. Note *CMOS* 6.67 on lowercase or capital letters after a colon. When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper noun when what follows is an incomplete sentence. When a colon introduces one or more sentences or when it introduces speech in dialogue or a quotation or question, the first word following is capitalized.

QUOTATIONS AND QUOTATION MARKS

1. As a general rule, a short quotation is run into the text (called a *run-in quotation*). A longer quotation is set off from the text (called a *block quotation* or *extract*). A prose quotation of more than eight typed lines (five or six typeset lines) or more than a hundred words should be set as a block quotation. Any quotation shorter than that should be set in block style if it runs to two or more paragraphs. There are, however, exceptions. See *CMOS* 12.10 for an explanation of these.

2. When incorporating a quotation into the text, it is unnecessary to use brackets to indicate a change in capitalization.

SPELLING

1. For general matters of spelling, RHB prefers the dictionaries published by Merriam-Webster. If more than one spelling is given, RHB opts for the first form listed.

2. Preferred spelling: *worshiping/er/ed*.

3. Current style is to hyphenate sparingly. Compound words formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs. See *CMOS* 7.96 for a detailed hyphenation guide, and check spelling in the *Merriam-Webster Dictionary* at Merriam-Webster.com if you are uncertain whether to hyphenate.

   Examples: preeminent, preexistent, coeternal, coexist, nonexistent, fourfold, reedit (but re-cover, re-creation—as distinct from recover, recreation), underemployed

4. The possessive form of most singular nouns, even those ending in *s*, is formed by adding an apostrophe and an *s*.

   Examples: Baynes's, Sibbes's, Perkins's, Edwards's, Jesus's, Moses's