

QuakerPress Style Sheet

Based on a style guide begun by Barbara Hirshkowitz, frequently tweaked, and last updated 29 April 2013. We refer to the *Chicago Manual of Style* for all matters not addressed in this guide. Copies available for loan from David and Chel.

General Rules That May Have Changed Since You Learned Them

(especially if you learned to type on an actual typewriter)

Ellipses: separate the dots with spaces. If your word processing program has a single ellipses character, don't use it.

When you are using ellipses within a single sentence, use three dots. When the original sentence ends and you pick up in a new sentence, use four dots, no space before the first one: the first dot is in the place of a period. (If the original sentence ends with a different kind of punctuation, or if you break off after a comma, substitute that instead.)

We utterly deny all outward wars and strife . . . for any end or under any pretence whatsoever. And this is our testimony to the whole world.

We utterly deny all outward wars and strife and fightings with outward weapons. . . .
And this is our testimony to the whole world.

Do not end or begin a quotation with ellipses, even when the quotation begins or ends midsentence. (Consult CMOS for rare exceptions to this rule—when it would otherwise cause confusion or distort the intention of the original.)

We utterly deny all outward wars and strife and fightings with outward weapons, for any end or under any pretence whatsoever. And this is our testimony.

Double spaces after sentences and colons are no longer the protocol. But don't worry about them if they are an ingrained habit—they are harmless and easily dealt with by using the search-and-replace tool.

Possessives:

Any singular noun is followed by an apostrophe + s, regardless of how it ends:

George Fox's regrets

Rufus Jones's socks

Jesus's sandals

Hyphens and dashes

Hyphens (-) Do not hyphenate prefixes to words except when leaving it out would cause confusion (e.g., re-creation vs. recreation).

Nonviolence
Email, ebooks

Exception: hyphen after "self" as in self-esteem

Use hyphens between adjectives and/or nouns only when together they form a single term that modifies a noun that comes immediately after.

Our decision-making practice stinks. BUT We need to improve our decision making.

She was a three-year-old terror. BUT The terror was a three year old.

Do not hyphenate adverbs modifying adjectives modifying nouns:

a highly concentrated mixture

(General trend note: hyphens are declining in editorial favor; when there is a choice, best to drop it.)

Dashes (em dashes, —) appear between rather than within words and are used as punctuation. Two hyphens make a dash. Do not leave spaces between dashes and adjacent words (exception: email, when the program can't handle double hyphens). Normally a phrase should be set off by dashes on two sides within a sentence (similar to parentheses); occasionally the set-off phrase ends the sentence and there is only one dash. Unless you are Emily Dickenson, never use more than two in a sentence. (Word creates dashes automatically out of double hyphens, but you can insert them from the "symbol" icon at the far right of the "insert" ribbon in Word 2007.)

En dashes (–) are shorter dashes that express continuity or progression, as in:

pages 3–21
January–June, 2011

In casual writing, it is fine to use a hyphen instead of an en dash. (To create an en dash in Word use the “special character” section under the “symbol” icon in the “insert” ribbon in Word.)

Plurals

<u>Singular</u>	<u>Latin Plural</u>	OR	<u>English Plural</u>
medium	media		mediums
curriculum	curricula		curriculums

Feel free to use either Latin or English plurals, but be consistent within a document. Also, please don’t use a plural (e.g. media) as a singular noun, or a singular (criterion, curriculum) as plural.

Superscripts

The numbers for footnotes and endnotes go after any punctuation (comma, period, semicolon, etc.) with two exceptions: they precede dashes, and they go inside a close parenthesis in those unusual cases when the material inside the parentheses is the only part of the text that the note refers to. CMOS advises as a default guideline to put the notational superscript after the next punctuation mark following the material referenced, but occasionally common sense overrides this guideline, as in:

sample exception

William Penn married Gulielma Springett* and Hannah Callowhill.

*Died in 1694

The registered trademark symbol is part of the word that precedes it, and no punctuation should separate it from that word. (There is no legal obligation to insert this symbol.)

Godly Play®, we believe, is a good model for religious education.

FGC Style Specifics

Capitalization

1. Capitalize names of Friends organized bodies and sessions *only* when naming a specific body or session. “Meeting” is lower case except when used as a name for a specific body.

Menomonie Monthly Meeting asked all the monthly meetings in Northern Yearly Meeting to join them for a called meeting for business to address the incarceration of their clerk.

Most years, Friends for Lesbian and Gay Concerns holds meeting for worship daily at the FGC Gathering.

2. Capitalize names of days and months in plain language.

She became ill on First Day while teaching First Day school.

On the twelfth day of Second Month, 1986, they decided to get married in Third Month.

note: it is not necessary to use plain terms

3. Other Quaker capitalization.

- Always capitalize Friend when it is a noun and means a person who a member of the Religious Society of Friends.
- Capitalize words that mean God (Spirit, Inner Spirit, Light), even Truth in cases where the context has that noun standing for God. Use lower case for all pronouns referring to God and Jesus. Don't capitalize terms that are sacred, but don't mean (in some way) “God” in a narrow sense of the term.

Jesus called us to follow him.
Try to remain faithful to the Guide.
Trust divine guidance.

- Capitalize Holy Bible and Holy Koran, but not scripture and not biblical. (Bible and Koran not preceded by “Holy” may be capitalized or not, but be consistent, not only with these terms, but also with other sacred texts, e.g., Torah, Vedas, Upanishads, etc.)
- Capitalize discipline/faith and practice only in the title of a specific book that is named.

“For its discipline, Great Valley YM uses Faith and Practice of New England Yearly Meeting of Friends; most yearly meetings publish their own faith and practice.”

4. In titles and headlines, capitalize the first and last words and all other terms except: articles (the, a, an), conjunctions (and, but, for, or, nor), prepositions of any length except when they are part of a phrase (e.g., “Center Down” or “In Vitro”), “to” when it is part of an infinitive verb, and parts of proper names that are normally in lower case (e.g., “Eduardo da Silva”).

5. Capitalize words designating points of the compass when they indicate definite geographical areas (Far East, North Side) but use lower cases when used as adjectives (northern cities, western sunset, wind blowing from the south).

6. Capitalize governmental, organizational, and academic titles when used in full with the title preceding the name: (King Herod, Senator Scott, Professor Powell) but use lower case in other contexts:

Today King Herod issued a decree, but the king declaimed, or Herod, the king, declaimed.

My advisor, Professor Powell, teaches mathematics, but I am meeting with Ellen Anderson, professor of ecological sciences.

General Secretary Mary Ellen McNish will speak, but that is a question you should take up with the general secretary.

Kate Taylor, clerk of the Religious Education Committee, asked the committee to write a letter to Mary Watson, pastor of West Branch Meeting. As yet, Pastor Watson has not replied.

(See note below on honorifics.)

7. Do not capitalize colors for races (black, white), but generally, the Press prefers to use the unhyphenated capitalized terms: African American, Asian American, European American.

8. Do not capitalize “internet,” except when referring to it as an institution:

We will be using more internet resources in the future.

Is there any information about that on the internet?

China is testing the protocols of the Internet.

Friends as a modifier:

When *Friends* modifies a noun (e.g., Friends schools), treat it as an adjective, not a possessive—no apostrophe. (As a test: if you can replace it with the word *Quaker*, then no apostrophe.)

Punctuation:

1. Serial commas: We prefer to use a comma after the second to last term in a series; sometimes it reduces confusion:

Apples, oranges, or peaches
Faith, hope, and charity

(*General trend note*: the serial comma is making a comeback.)

2. Double quotation marks are used only with quotations that are not indented (extracted). If the quotation contains more than one paragraph, each paragraph begins with quotation marks. Closing quotes, however, are used only at the end of the last paragraph of quoted text.

Quotations of five lines or more are usually extracted (set as indented blocks, first line flush with the rest) and no quotation marks are used. They are set in a reduced type size.

3. Single quotation marks/words used as words. Use single quotation marks only for quotations within quotations. For introducing a specific term (a word used as a word), use italics, not single quotation marks. After introducing the term, use plain roman font.

George Fox wrote “I heard a voice which said “There is one, even Christ Jesus, that can speak to thy condition.””

Early Friends often referred to the struggle toward conviction and conviction as the *Lamb’s War*. Today, the term Lamb’s War appears rarely in the writings of Friends.

4. Commas and periods are always placed inside the quotation marks. *Always*. No exceptions! This is what makes us U.S.-American rather than British or Canadian. [If you were taught something different as a child, it goes back to a time when there were different punctuation rules for cursive and print—aren’t we glad that’s over?]

Just call me “sweetheart.”

5. Question marks or exclamation points go inside the quotation marks when they punctuate the quoted text, outside when they punctuate the larger sentence that contains the quotation:

I could not stop asking myself, “Why me?”

Why does no one answer when I cry “Help”?

6. Italicize titles of books, plays, magazines, newspapers, magazines, films, pamphlets, TV series, epic poems. Enclose roman type in quotation marks for the titles of short pieces within the larger items, e.g., stories, articles, book chapters, specific episodes of a TV series, poems within a longer collection. Also use quotation marks for radio programs, videos, tapes, and CDs.

Hiawatha is my favorite of Longfellow’s poems, and I like “The Compost” best from Whitman’s *Leaves of Grass*.

Calendar dates

When writing of Quaker history, use the Gregorian rather than Julian calendar dates. That means the testimony of peace to Charles II occurred in 1661 (not 1660) , the death of George Fox in 1691 (not 1690). It also means you need to double check before translating months from plain speech to pagan speech—“First Month” may be January or March as Friends were inconsistent about which calendar they used during the seventeenth and early eighteen centuries.

Numbers

1. Always spell out numbers through ten. In general, spell out isolated numbers of fewer than three digits. Use figures for statistical matter (money, dimensions, percents) unless the number starts a sentence. Spell out approximate round numbers.

There were twenty-five committee members present, but over 130 were expected

Friends for three hundred years

2. When a number starts a sentence spell it out.
3. Ordinals below 11 are spelled out (first family) but you can use 15th Street Monthly Meeting. (Numerals below 11 may be used on the website.)
4. Centuries and decades are spelled out (the eighteenth century and the thirties).
5. When writing dates omit st, nd, rd, th from the day of the month except in plain language:

She arrived on February 9.

I met her on Second Month 9th, 1989.

6. Do not use an apostrophe with number chunks, as in the following: When I was in my 20s I liked folk music, and I often visited the clubs in the 1200s and 1300s on Chester Street.
7. On the website, it is OK to use numerals in places where we spell the number out in print.

Vertical lists:

1. For a vertical list using bullets, be sure to use consistent form in the separate items (e.g., same verb tenses). Start each line with a capital letter. Do not use ending punctuation unless the separate items are complete sentences—in which case *every* item should be a full sentence.
2. For a vertical list using numbers, follow the same guidelines. Use numbers only when sequence is important.

When you pack for the FGC Gathering, remember to bring:

- An electric fan
- A nightlight
- Modest PJs
- Ear plugs

When the emergency light flashes, use the following procedure:

1. Unplug the unit.
2. Slide back lever B to open the access panel.
3. Reverse the skipwidget.
4. Close the access panel.
5. Plug in the unit and wait fifteen seconds before pressing the “re-engage” button.

Gender neutrality

Do not use “they” or “them” as a singular, gender neutral pronoun. Where necessary, use “he or she” (not s/he or him/her). Best of all, look for ways to avoid getting caught in this corner.

No: Each guest who arrives at the party should leave their coat at the door.

Yes: When you arrive for the party, please leave your coat at the door.

Upon arriving for the party, one should leave one’s coat at the door.

Party guests should leave their coats at the door.

Coats should be left at the door by guests arriving for the party.

[Some of the examples sound awkward here, but in many circumstances, one of these options—“you,” “one,” plural, or passive verb—can be made to flow smoothly.]

Other Guidelines

Spell out full organizational names when they first appear (Friends General Conference, Fellowship of Reconciliation), followed by the acronym in parentheses (FGC, FOR). Use the acronym in following appearances. If it is a long document and a number of pages pass between references to an organization, repeat the full name when it comes up after a significant gap or a subject change. If the document is divided into chapters or sections that may be read separately, use the full name the first time it appears in each section. If the name is only used once, there is no need to introduce the acronym.

Avoid starting sentences with acronyms. (This is a print rule; you may break it for the website.)

Strive to use full proper names, without honorifics, whenever referring to a person.

Note from Chel: there is a whole minefield of Quaker testimony, tradition, cultural concerns, and reader considerations to be unpacked with this guideline. In writing about Quakers and for Quakers, the tradition is to use the full name the first time and then use the person’s first name subsequently, avoiding “Mr.,” “Mrs.,” etc. But it is also acceptable to use just the last name, and this may be preferable when the document includes both Quakers and others, as in

Bruce Birchard, representing FGC, and Barack Obama, president of our country, met to discuss military service. Birchard and Obama found common ground in . . .
(vs. Bruce and Barack found common ground in . . .)

Whatever you use, just be consistent.

There is a gray area between what is a job role and what is an honorific, e.g., “Dr.,” “Judge,” or “Prof.” Friends have no consistent practice here (or anywhere else for that matter). At minimum, try to confine use of such titles to cases in which the person is acting within the job:

Judge Hilbert ruled on behalf of the plaintiff.

Mary Hilbert, a judge in the county court, presented the plaque to Jenny McPeak.

Note that this leaves out any occasion for the academic “Dr.” or for “Rev.” as a title. The only excuse for them is a situation where you just cannot bear the thought of causing offense and expect omitting these terms would do so. (Early Friends offended with a purpose!)

Finally, if the person is generally known only by the honorific, so that a reader would be confused, provide explanation:

Francis of Assisi is depicted in the stained glass window (not St. Francis)
Mohandas Gandhi is remembered fondly (not Mahatma Gandhi)
But: Eckhart von Hochheim, known to many as “Meister Eckhart,” wrote on the subject of mysticism

URLs may be used as references in print publications, but please accompany them with additional information that may help a reader find the source if the website changes addresses or is taken down.

1. See the transcript of Martin Luther King’s commencement address at Ohio State University, June 14, 1966, posted on the website of the university’s library at www.osu.edu/library/speeches/king-66.pdf.

Specific Word Forms in FGC

Friends Meeting House Fund

Faith & Play, Faith & Play Creations

The Quaker way (don’t cap “way” unless referring to the book)

catalog (this is what our bookstore has – not a catalogue)

the FGC Gathering (not “the Gathering”)

meeting house

worship sharing

QuakerBooks, QuakerPress, QuakerBridge Media, BUT Quaker Quest and Quaker Finder.

AYF (adult young Friends): is singular when refers to a formal group/organization (e.g., the group at FGC gathering). When referring to an informal group of adult young Friends, use AYFs with plural verb. When spelling out words, do not capitalize unless referring to the proper name of a group.

Adult Young Friends is a group of FGC Gathering participants organized to promote the interests of adult young Friends.

AYF is a group of FGC Gathering participants organized to promote the interests of AYFs. All AYFs are welcome to take part.

Extra: Chel's Diatribe on the Overuse of Quotations

There is a fine line between spicing up the text with a few lively quoted lines and weighing it down with too many interjections. The frequent advice in the editing world (I haven't seen any research backing it up, but I've heard it confirmed by a lot of readers) is that many readers simply skip over block quotations in text.

Quaker writers tend to use a lot of quotations (maybe too many of us have been to graduate school). Here is my standard, fallback recommendation.

I am aware of five common reasons people insert quotations:

- (1) Because someone else's language is more evocative, poetic, humorous, or powerful than anything I know how say in my own words
- (2) Because these *particular* words have authority—they have formal weight (e.g., advices in our current faith and practice) or informal weight, by being the words regularly cited on a subject (“answering that of God in everyone”)
- (3) To borrow the speaker's authority—it isn't just me saying this, but a famous Quaker
- (4) To give credit where credit is due (I didn't have this insight by myself—here is where I got the idea)
- (5) The graduate school reason—as a way of demonstrating that I have done my homework on the subject—see all the reading I've done!

Reasons 1 and 2 are often good reasons to quote—so long as it isn't overdone. Reason number 3 has some *very* limited merit if used with disciplined moderation. Reason number 4 is often better satisfied by a simple reference to the person or a paraphrase. Reason number 5 is hardly ever an adequate reason for interrupting the flow of one's own voice. The question worth asking in each case is: “What does this quotation add that I did not—or cannot—say myself?”

A paraphrase is often better than a quotation and a short quotation is almost always better than a long one!