Founders Press
Style Guide

This is a manuscript preparation guideline for manuscript submissions to Founders Press (FP). The project copyeditor will do mechanical and substantive editing as needed, but authors should follow these basic formatting requirements before submitting to FP.

During the editing phase, the copyeditor will use Microsoft Word's "Track Changes" feature to make changes apparent to the author. Queries to the author will be in comments in the margin. The following are some of the instances in which the editor might comment or query:

- To note, on an electronic manuscript, that a particular global change has been corrected silently (i.e., without marking or tracking the change) 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

RECOMMENDED STYLE GUIDES:

The Chicago Manual of Style (CMOS), published by The University of Chicago, also available as an online subscription
The Christian Writer's Manual of Style, by Robert Hudson
Merriam-Webster's Collegiate Dictionary, published by Merriam-Webster, Inc.; also available at https://www.merriam-webster.com
For academic works, refer to *The SBL Handbook of Style*, 2nd edition.

MANUSCRIPT FORMATTING

1. Manuscripts submitted should be in 12-point Times New Roman and double-spaced (including all extracts and lists, footnotes or endnotes, bibliographies or reference lists, and any other material), aligned flush left (do not justify), with margins of at least one inch on all sides.
2. Include a title page.
3. Each chapter should begin on a new page. You may insert "Next Page Section Break" under Microsoft Word's "Layout" tab.

4. Headings should be in headline style. A-level heads should be in boldface type. B-level heads should be in italic type.
5. Avoid extra space or blank lines between paragraphs. If such a break is intended to appear in the printed version, indicate this explicitly with three asterisks set on a line by themselves.
6. Use a single character space, not two spaces, between sentences and after colons used within a sentence.
7. Indents are applied using a word processor's indentation feature, not the Space bar or the Tab key. Never use the Enter key or the Tab key in the middle of a paragraph; let the word processor determine the breaks at the ends of lines. Be sure to eliminate any extra character space or tab after the final punctuation at the end of a paragraph; the hard return should follow the punctuation immediately.
8. The hyphenation function on your word processor should be turned off. The only hyphens that should appear in the manuscript are hyphens that would appear regardless of where they appeared on the page (e.g., in compound forms).

DOCUMENTATION

Place of Publication:

In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city.

> Lake Bluff, Illinois, was incorporated in 1895.

In footnote/endnote/bibliography documentation of the place of publication, however, use the two-letter postal code. If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. When the publisher's name includes the state name, the abbreviation is not needed. It is not necessary to include the state where the city is well known or is a well-known publishing center. If the place of publication is not listed, the abbreviation *n.p.* (or *N.p.* if following a period) may be used before the publisher's name.

> Englewood Cliffs, NJ: Prentice Hall
> Chapel Hill: University of North Carolina Press
> Grand Rapids: Baker Academic
> Chicago: Moody Press
> (n.p.: Windsor, 1910)

State Abbreviations:

AK (Alaska)	KY (Kentucky)	NY (New York)
AL (Alabama)	LA (Louisiana)	OH (Ohio)
AR (Arkansas)	MA (Massachusetts)	OK (Oklahoma)
AZ (Arizona)	MD (Maryland)	OR (Oregon)
CA (California)	ME (Maine)	PA (Pennsylvania)
CO (Colorado)	MI (Michigan)	RI (Rhode Island)
CT (Connecticut)	MN (Minnesota)	SC (South Carolina)
DC (District of Columbia)	MO (Missouri)	SD (South Dakota)
DE (Delaware)	MS (Mississippi)	TN (Tennessee)
FL (Florida)	MT (Montana)	TX (Texas)
GA (Georgia)	NC (North Carolina)	UT (Utah)
HI (Hawaii)	ND (North Dakota)	VA (Virginia)
IA (Iowa)	NE (Nebraska)	VT (Vermont)
ID (Idaho)	NH (New Hampshire)	WA (Washington)
IL (Illinois)	NJ (New Jersey)	WI (Wisconsin)
IN (Indiana)	NM (New Mexico)	WV (West Virginia)
KS (Kansas)	NV (Nevada)	WY (Wyoming)

Footnotes/Endnotes

1. To take advantage of automatic renumbering, create notes that are linked to the text by using the footnote or endnote function on your word processor.
2. The text of the notes should have the same line spacing as the rest of the manuscript; do not insert an extra hard return between notes.
3. Do not mix footnotes and endnotes.
4. FP prefers the shortened form of the citation rather than the abbreviation *ibid*. To avoid repetition, the title of a work just cited may be omitted. See examples below.
5. If the reference is to a generic title such as *introduction*, *preface*, or *afterword*, that term (lowercased unless following a period) is added before the title of the book. If the author of the introduction or other part is someone other than the main author of a book, that author comes first, and the author of the book follows the title. (In a bibliography entry, include the page number range for the part cited.)

Sample footnotes:

[1] John Calvin, *The Institutes of the Christian Religion*, ed. John T. McNeill, trans. Ford Lewis Battles (Philadelphia: Westminster Press, 1977), 1.13.23.
[2] Calvin, 1.14.36.
[3] John Owen, *The True Nature of a Gospel Church and Its Government*, in *The Works of John Owen*, ed. William H. Goold (London: Banner of Truth, 1965), 16:74.
[4] John Owen, *The Mortification of Sin* (London: Banner of Truth, 2004), 140.
[5] Owen, *True Nature*, 16:70.
[6] Carl R. Trueman, foreword to *Christianity and Liberalism*, by J. Gresham Machen (1923; repr., Grand Rapids: Eerdmans, 2009).

6. To cite a source from a secondary source ("quoted in . . .") is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed.

[1] Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

Bibliography

1. Each entry in a bibliography or reference list should begin on a new line. Never use the Tab key to indent runover lines.
2. Use the author name as printed on the book along with the title and subtitle. A colon is used to separate the main title from the subtitle (even if no colon appears in the source itself). A space follows the colon. The subtitle, like the title, always begins with a capital letter.
3. If a work is part a multi-volume set of the same author, then the work in whole is listed in the bibliography with the full number of volumes, unless only a particular volume would be of interest to the readers.

Sample bibliography entries:

Bruce, Robert. *The Mystery of the Lord's Supper*. Translated and edited by Thomas F. Torrance. Richmond, VA: John Knox Press, 1958.
Owen, John. *The Works of John Owen*. 12 vols. Edinburgh: Banner of Truth, 2008.
Trueman, Carl R. Foreword to *Christianity and Liberalism*, by J. Gresham Machen, ix–xv. 1923. Reprint, Grand Rapids: Eerdmans, 2009.

BIBLE REFERENCES

1. Abbreviations of Bible books: Spell out the names of Bible books in the text. Use the *General* style for Bible book abbreviations in citations, including parenthetical notes. For academic works, use SBL style.

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./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	

SBL Style

Old Testament

Gen	Ruth	Ezra	Song	Joel	Zeph
Exod	1 Sam	Neh	Isa	Amos	Hag
Lev	2 Sam	Esth	Jer	Obad	Zech
Num	1 Kgs	Job	Lam	Jonah	Mal
Deut	2 Kgs	Ps/Pss	Ezek	Mic	
Josh	1 Chr	Prov	Dan	Nah	
Judg	2 Chr	Eccl	Hos	Hab	

New Testament

Matt	Rom	Phil	2 Tim	1 Pet	Jude
Mark	1 Cor	Col	Titus	2 Pet	Rev
Luke	2 Cor	1 Thess	Phlm	1 John	
John	Gal	2 Thess	Heb	2 John	
Acts	Eph	1 Tim	Jas	3 John	

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

   2 Corinthians, *not* II Corinthians
   First John 4:7 tells us…

3. A colon separates chapter from verse, and use a semicolon to separate references from different books or to separate chapter-and-verse references within one book:

   Acts 16:31; John 3:3; 10:10.

4. An en dash is used between consecutive verse numbers. A comma separates nonconsecutive numbers of the same chapter:

   John 3:1–6, 15–16; Acts 1:1–8, 13, 16.

5. For run-in quotations that require a chapter-and-verse reference, place the period or other punctuation after the closing parenthesis containing the reference. If the quotation contained a question mark or exclamation point, place it with the quotation and place any other needed punctuation after the closing parenthesis.

> "Here is your king" (John 19:14).
> "Take him away! Take him away! Crucify him!" (John 19:15), was heard through the crowd.

6. Use the abbreviations *v.* (verse) or *vv.* (verses) only in parenthetical references or in text and only when the repetition of the whole book and chapter references would be cumbersome.
7. Distinguishing parts of a single Bible verse by using an *a* or other letter after the reference (for instance, *Job 21:11a* and *Job 21:11b*) is usually not necessary in books for general readers.
8. Only when referring to a section for which no final number can usefully be given should *ff.* ("and the following pages, paragraphs, etc.") be resorted to.
9. Use *cf.* only to mean "compare" or "see, by way of comparison"; otherwise, use *see*.

> 1. For further discussion of this problem, see Jones, Conflict, 49.
> 2. Others disagree with my position; cf. Fisher and Ury, Getting to Yes, 101–3.

BIBLE TRANSLATION PREFERENCE

Authors are responsible to reproduce quotations from the Bible accurately. FP prefers the predominant Scripture translation be English Standard Version (ESV). If an alternate Bible version is used in some passages, that version should be indicated by placing the abbreviation of the alternate version next to the in-text reference:

> "Love is patient and kind; love does not envy or boast; it is not arrogant (1 Cor. 13:4). [No version is cited because the predominant version is the ESV.]
> "Love is patient, love is kind and is not jealous; love does not brag and is not arrogant" (1 Cor. 13:4 NASB).

Please note that the

If the author creates their own translation or paraphrase for occasional passages, the phrase *author's translation* or *author's paraphrase* should be included in the in-text reference.

> "Love is content to wait and is always considerate. It's never envious (1 Cor. 13:4, author's paraphrase).

Quote Bible texts exactly as in the translation, including the caps-and-small caps L*ORD*, spelling, and punctuation. However, when quoting the KJV or NASB, do not italicize the words in italics.

CAPITALIZATION

1. Capitalize all pronouns referring to God (*His*, *Him*, *Me*, *My*, *You*, etc.).
2. Capitalize all commonly accepted names for the persons of the Trinity: Abba, Ancient of Days, the Almighty (*but* almighty God), Alpha and Omega, Anointed One, Creator, Savior, El Shaddai, Father,

Son of Man, Son of God, Comforter, God Most High, God-man, Good Shepherd, Lord of Lords, the Way (*but* the way, the truth, and the life), etc.

3. Capitalize *Word* and *Word of God* when referring to the Christ or the Bible, but lowercase *word of God* when it refers to God's promise or statement.

4. Lowercase *gospel* except when contained in an actual title (*The Gospel According to Saint Matthew*), when used as a collective title for some or all the canonical gospels (*the Gospels*), or in subheadings and titles. Examples: gospel music, the gospel of Christ, preach the gospel, the gospel of John and John's gospel, a gospel writer.

5. Capitalize *Law* when it refers to the Pentateuch, but lowercase *law* (as opposed to grace) or in the *law of Moses.*

6. The word *church* is capitalized when used in the name of a specific denomination or congregation's meeting place, as in *the Church of England*, *the Church of Rome*, or *First Community Church*. When used to mean believers as a whole, the historical church, the body of Christ, the church universal, or organized religion in general, the term should be lowercase: *the church age, church and state, the church in America, the church invisible, the first-century church.*

7. Capitalize words and phrases that are used as alternative titles for the Bible as well as well-known portions of the Bible, and set them in roman type:

the Book	the High Priestly Prayer
Holy Scriptures	the Love Chapter
the Scriptures	the Magnificat
the Word of God	the Pentateuch
the Beatitudes	the Psalms of David
the Decalogue	the Sermon on the Mount
the General Epistles	The Ten Commandments

But *the book of Genesis, the epistle to the Romans, the gospel of John, Paul's letter to the Corinthians*, and so on.

Do not capitalize:

1. Descriptors such as: biblical, christological, canonical, evangelical, godly (*but* Christlike), millennial, pharisaic (attitude), scriptural.

2. Adjectives preceding divine names: almighty God, only begotten Son, a holy God, the creator God, heavenly Father, living God.

3. Relative pronouns referring to God: whom, who, whose.

4. Do not capitalize: heaven, hell, divine, psalmist, a psalm (*but* Psalm 119), pope (unless Pope Frances I, etc.), apostle (apostle Paul), covenant of grace or works, new or old covenant, creation, the atonement, the crucifixion, the resurrection, the incarnation, garden (garden of Eden), day of judgment, judgment day, kingdom of God, kingdom of heaven, the fall, the devil.

QUOTATIONS AND DIALOGUE

1. Authors should check every direct quotation against the original or, if the original is unavailable, against a careful transcription of the passage.

2. In general, a short quotation, especially one that is not a full sentence, should be run in. A hundred words or more can generally be set off as a block quotation.

3. When a quotation introduced midsentence forms a syntactical part of the surrounding sentence, no comma or other mark of punctuation is needed to introduce it, though punctuation may be required for other reasons.

> Donovan made a slight bow and said he was "very glad."

> One of the protesters scrawled "Long live opera!" in huge red letters.

4. When a quotation is introduced by an independent clause (i.e., a grammatically complete sentence), a colon should be used. Such introductions may include a formal introductory phrase such as *the following* or *as follows*.

> The role of the author has been variously described. Henry Fielding, at the beginning of his *History of Tom Jones*, defines it as follows: "An author ought to consider himself, not as a gentleman who gives a private or eleemosynary treat, but rather as one who keeps a public ordinary, at which all persons are welcome for their money."

> Faraday's conclusion was alarming: "Without significant intervention, your home town will have gone the way of Atlantis by century's end."

5. Direct discourse or dialogue is traditionally enclosed in quotation marks. A change in speaker is usually indicated by a new paragraph.
6. An ellipsis is a series of three dots used to signal the omission of a word, phrase, line, paragraph, or more from a quoted passage. If the statement preceding the ellipsis forms a complete sentence, insert a period before the ellipsis (with no intervening space), even if such a period is absent in the original quotation. If the preceding statement is fragmentary, allow the ellipsis to stand alone with a word space on either side. Include all other punctuation from the original quotation as appropriate. The first word after an ellipsis is capitalized if it begins a new grammatical sentence.
    a. In most cases, do not place an ellipsis before or after a quoted Bible verse or a portion of a verse, though an ellipsis should be used whenever an interior portion is not included in the quotation.
    b. Introductory words such as *And*, *Or*, *For*, *Therefore*, *But*, *Verily*, and so on may be omitted from the beginning of any Bible verse without inserting an ellipsis.

> "The more often he feels without acting . . . the less he will be able to feel," wrote Screwtape to Wormwood. [Words omitted within the quotation, which is from C. S. Lewis, *Screwtape Letters*]

> Job focuses on God, not on God's questions. He shows this by beginning his answer by saying, "I know that you . . ." (Job 42:2). [Incomplete sentence with no period]

> "I am cold and weary, ink is bad. . . . The day is dark." [Omission between complete sentences]

> "But now, Lord, what do I look for? . . . Do not make me the scorn of fools" (Ps. 39:7–8). [Question mark with ellipsis]

> "God so loved the world that he gave his one and only Son" (John 3:16). [The word *For* has been omitted without using an ellipsis.]

NUMBERS/DATES

1. Spell out whole numbers from one through one hundred and whole numbers one through one hundred followed by hundred, thousand, hundred thousand, million, billion, and so forth. Numerals should be used with percentages except at the beginning of a sentence; use the word *percent* rather than the symbol *%*.

thirty-two	47,122
ninety-nine	220 billion
103	75 percent
5,406	chapter 2
one thousand	three hundred million
two hundred thousand	

2. Spell out any number beginning a sentence. To avoid awkwardness, a sentence can often be recast. If a year must begin a sentence, spell it out; it is usually preferable, however, to reword.
3. An en dash is used between two numbers to imply *up to and including*, or *through*.
4. Use an en dash between dates (e.g., 1599–1657).
5. Abbreviating, or condensing, inclusive numbers (including dates) follows CMOS guidelines:

First number	*Second number*	*Examples*
Less than 100	Use all digits	3–10; 71–72; 96–117
100 or multiples of 100	Use all digits	100–104; 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8; 808–33; 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28; 498–532; 1087–89; 1496–500; 11564–615; 12991–3001

To avoid ambiguity, inclusive roman numerals are always given in full.

xxv–xxviii; cvi–cix

6. Use the abbreviations *p.* (page) or *pp.* (pages). However, it is not necessary to use *p.* or *pp.* in footnotes or endnotes.
7. In source citations, volume numbers are always given in arabic numerals, even if in the original work they appear in roman numerals or are spelled out. If the volume number is immediately followed by a page number, the abbreviation *vol.* is omitted, and a colon separates the volume number from the page number with no intervening space (e.g., 14:356–57).

PUNCTUATION

1. Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. In a series whose elements are all joined by conjunctions, no commas are needed unless the elements are long and delimiters would be helpful.

She posted pictures of her parents, the president, and the vice president.
Before heading out the door, he took note of the typical outlines of sweet gum, ginkgo, and elm leaves.
Would you prefer Mendelssohn or Schumann or Liszt?

2. Periods and commas precede closing quotation marks, whether double or single.
3. Colons and semicolons follow closing quotation marks; question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.
4. With an interjected phrase of the type *not . . . but* or *not only . . . but also*, commas are usually unnecessary.
5. FP prefers to confine the abbreviations *i.e.* ("that is") and *e.g.* ("for example") to parentheses or notes, where they are followed by a comma.
6. Lists may be either run in to the text or set vertically. Short, simple lists are usually better run in, especially if the introductory text and the items in the list together form a sentence. Lists that require typographic prominence, that are relatively long, or that contain multiple levels should be set vertically.
   a. If numerals or letters are used to mark the divisions in a run-in list, enclose them in parentheses.
   b. A vertical list is best introduced by a grammatically complete sentence, followed by a colon, and if the items are numbered (an ordered list), a period follows the numeral.
7. Do not use single quotation marks unless material consists of a quote within a quote. (Use italics for special terms and double quotations for their definitions.)
8. If a complete sentence follows a colon, capitalize the first word of the sentence; otherwise, use a lowercase letter for the first word.
9. Hyphens and the various dashes all have their specific appearance and uses.

   hyphen -
   en dash –
   em dash —
   2-em dash ——
   3-em dash ———

   - The *hyphen* is used in compound words, names, in word division, to separate numbers that are not inclusive (such as telephone numbers), and to separate letters when a word is spelled out letter by letter.
   - The *en dash* is used to connect numbers and, less often, words. With continuing numbers—such as dates, times, and page numbers—it signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to* or *through* (or *until*), never the en dash, should be used if the word *from* precedes the first element in such a pair; similarly, *and* should be used if *between* precedes the first element. (In Word, press **Ctrl+Minus** [on the numeric keypad] or choose Symbol from the Insert menu, and then select En Dash from the Special Characters tab.)
   - The *em dash*, often simply called the dash, is the most commonly used and most versatile of the dashes. Em dashes are used to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses, commas, or a colon—especially when an abrupt break in thought is called for. An em dash may also be used before expressions such as *that is* or *namely*. (In Word, press **Ctrl+Alt+Minus** [on the numeric keypad] or choose Symbol from the Insert menu, and then select Em Dash from the Special Characters tab.)

- In a bibliography, a *3-em dash* followed by a period represents the same author(s) or editor(s) named in the preceding entry. However, such usage, because it can obscure important information, is best applied by the publisher or manuscript editor rather than by the author.

DISTINCTIVE TREATMENT OF WORDS

1. Use italics for isolated words and phrases from another language unless they appear in Webster's or another standard English-language dictionary. If a word from another language becomes familiar through repeated use throughout a work, it need be italicized only on its first occurrence. If it appears only rarely, however, italics may be retained. Words and phrases from another language that are familiar to most readers and listed in Webster's should appear in roman (*not* italics) if used in an English context.
2. When a word or term is not used functionally but is referred to as the word or term itself, it should be italicized, although quotation marks may be more appropriate in certain contexts.

> The term *critical mass* is more often used metaphorically than literally.
> What is meant by *neurobotics*?
> The Spanish verbs *ser* and *estar* are both rendered by "to be."

3. Key terms in a particular context are often italicized on their first occurrence. Thereafter they are best set in roman.
4. Avoid referring to the church, either historical or contemporary, as *her* or *she*. In contexts in which the church is specifically referred to as "the bride of Christ," the female pronoun may be appropriate, but in other references the church is either *it* (as an institution) or *they* (as the people themselves).

SPELLING

1. As noted above, the recommended dictionary is *Merriam-Webster's Collegiate Dictionary*. If more than one spelling is given, or more than one form of the plural, FP opts for the first form listed.
2. FP uses the American style of spelling (e.g., worshiping, traveling, labor, color, theater, etc.). In quoted material, however, spelling is left unchanged.
3. Preferred spellings: email, internet (*not* capitalized), URLs, online, e-book.
4. Names of persons and other capitalized nouns normally form the plural by adding *s* or *es*.

> Tom, Dick, and Harry; *pl.* Toms, Dicks, and Harrys
> the Jones family, *pl.* the Joneses

5. The possessive of most *singular* nouns is formed by adding an apostrophe and an *s*. The possessive of *plural* nouns (except for a few irregular plurals, like *children*, that do not end in *s*) is formed by adding an apostrophe only. There are a few exceptions to these principles.

> the horse's mouth
> a bass's stripes
> puppies' paws
> children's literature
> a herd of sheep's mysterious disappearance

This general rule extends to the possessives of proper nouns, including names ending in *s*, *x*, or *z*, in both their singular and plural forms, as well as abbreviations and numbers.

Singular forms	*Plural forms*	*Abbreviations and numbers*
Kansas's legislature	the Lincolns' marriage	FDR's legacy
Chicago's lakefront	the Williamses' new house	HP Inc.'s latest offerings
Marx's theories	the Martinezes' daughter	Apollo 11's fiftieth
Jesus's adherents	dinner at the Browns' (*that is, at the Browns' place*)	anniversary

6. In general, CMOS prefers a spare hyphenation style. Check the dictionary if unsure of the spelling. Words that might otherwise be misread, such as *re-creation* or *co-op*, should be hyphenated.