

Publication Standards and Suggestions

21 Rules and Guidelines for Authors

The directives of *The Chicago Manual of Style*, 15th Edition are to be followed except for specific information given below.

1. Italic type is to be used for foreign words, transliterations, and titles of books and periodicals. Italics for emphasis are to be used sparingly, but are preferred to underlining or all caps for emphasis. Quotations are not to be in italics, but in quotation marks.
2. Avoid overcapitalization. Do not capitalize words such as apostle, creation, cross, exodus (except for the book of Exodus), heaven, hell, (the) fall, kingdom, etc. Capitalize pronouns referring to deity, except when quoting a source that does not do so. Always capitalize Bible and Scripture, but not biblical or scriptural.
3. Distinguish between hyphens (-), en dashes (–) and em dashes (—). Hyphens are used only to hyphenate (e.g., first-century author). En dashes are used to express range or duration (e.g., 1991–1995). Em dashes are used to set off a parenthetical thought. Do not put a space on either side of any of these marks.
4. Enter only one space after a period. Typing two spaces is a carry over from typewriter days and causes odd spacing when text is justified for book layout. Use tabs—never multiple spaces—to “line up” columns.
5. Do not include periods with BC and AD. Note that AD precedes the date and BC follows it (e.g., 1224 BC but AD 70).
6. Words and phrases should be spelled out rather than abbreviated. If a lengthy phrase needs to be abbreviated for the sake of space, spell it out on the first reference with the acronym or abbreviation following in a parenthetical. Well-known acronyms (e.g., NASA, SCUBA, etc.) do not need to be spelled out on first reference.
7. Abbreviations that require all caps should be placed in a smaller font than the surrounding text. (See abbreviations in numbers 4 and 5, above.)
8. When citing biblical books, spell out the book if it occurs in a sentence (e.g., “In Genesis 1, we read...”) but abbreviate without punctuation if used in a parenthetical citation [e.g., “...creation (Gen 1)”. Similarly, spell out *verse* and *chapter* if used in a sentence, but abbreviate *verse* (v), *verses* (vv), and *chapter* (ch) without punctuation if used in a parenthetical citation.
9. Use a period to distinguish between chapter and verse (Romans 12.1–2 in a sentence; Rom 12.1–2 in a parenthetical).
10. Place all biblical citations in a parenthetical within the text of the manuscript. Make all nonbiblical citations footnotes or endnotes according to *The Chicago Manual of Style*’s guidelines.
11. Quotations of five lines or more should be printed as a separate indented paragraph in smaller type than that used in the body of the text and without opening and closing quotation marks. If the indented quotation ends with a parenthetical citation, the punctuation is to precede the parenthetical. (In normal text, the punctuation is to follow the parenthetical.)

12. When quoting another author, use ellipsis to indicate deletion of a word or phrase and brackets to any words changed or added. Be careful to avoid deletions that alter the author's intent. If the deletion is across a sentence divide, add the appropriate punctuation mark to end the first sentence before the ellipsis (i.e., period, question mark, exclamation point). Em dashes are to be preferred to ellipses to indicate a pause.
13. If a parenthetical is part of a sentence, the final punctuation mark should follow the closing parenthesis. If the parenthetical is a sentence to itself, the final punctuation mark should go within the parentheses.
14. Place commas and periods inside quotation marks. Put colons and semicolons outside quotation marks. The placement of a question mark in relation to quotation marks depends on whether the quote is interrogative or the sentence of which the quote is part is interrogative.
15. Use exclamation points sparingly! Pretend you've been allotted a limited amount of exclamation points to use during your life; once you've used them all, you die. Use them *that* sparingly.¹ Furthermore, a single punctuation mark is sufficient to indicate that a sentence is exclamatory or interrogative.
16. Be careful to use semicolons properly. Independent clauses should follow a semicolon, although there are some exceptions to this. A good rule of thumb: if you cannot concisely explain what semicolons do, do not use them.
17. Use apostrophes only for contractions and possessives. Apostrophes should never be used to make something plural (e.g., letters: the three Rs; dates: the 1980s; names: the Smiths).
18. The use of contractions should be determined on a case-by-case basis rather than a hard-and-fast rule against them or for them. We encourage their use when your writing sounds stilted and unnatural if they're not used.
19. Spell out cardinal and ordinal numbers through ten (one–ten; first–tenth). Use arabic numerals for ordinal and cardinal numbers from 11 onward. Spell out any number that begins a sentence.
20. Use *who* rather than *that* or *which* as a relative pronoun when referring to a person (e.g., "Judas, the disciple who betrayed, Jesus...").
21. Use *more than* when comparing quantities. *Over* is a preposition that should be used to compare spatial relationships.

Addendum: Most grammatical and some stylistic rules may be broken. In order to break one or more of these rules, three things must apply:

1. You must know that there is a rule.
2. You must understand why it is a rule.
3. You can logically explain why you are breaking the rule.

If you have questions regarding this or any other submission guidelines, please contact Nathan Ward at nathan@dewardpublishing.com.

¹As much as I would like to claim this idea as original, I borrowed it from a Dean Koontz Q&A.

