

Pendle Hill Pamphlets: Style Sheet for Authors
(updated July 2015)

Formatting:

The easiest program for us to work with is Microsoft Word for PCs. We will try to work with whatever you give us, but when you have a choice, the following formatting options would help:

Please set alignment so the text is even on the left side but not squared off (justified) on the right.

Type out ellipses rather than using the ellipses insertion symbol.

Pendle Hill style

In general, we follow the *Chicago Manual of Style* (except where Quaker usage is distinctive). The guidelines below are some of the most common ones we follow. To the extent you can employ them, it will be helpful. But please don't drive yourself crazy making sure you have followed every rule in every instance. That's what copyeditors are for.

Please do go to extremes, however, to make sure that any quotations you use and all bibliographic citations are entirely, meticulously accurate. Many of these cannot be checked by a copyeditor.

Abbreviations

U.S. only when an adjective (the U.S. economy). Otherwise spell out.

Plural of abbreviations like CO — COs (no apostrophe).

American Friends Service Committee— both acceptable: “AFSC” or “the AFSC”

No abbreviations like WWI or WWII.

Capitalization

Lower case favored, if it's a matter of choice.

Titles: upper case for titles of individuals only when followed by name (the director, but Director Mary Jones)

Meetings: capitalize meeting when referring to a specific yearly or monthly meeting, but not when the word is used in a general sense. Examples: Philadelphia Yearly Meeting; Chester Monthly Meeting, but my meeting; meeting for worship; meeting for business

Friend should always be capitalized when used to mean a member of the Religious Society of Friends

Light, Inner/Inward Light, Christ Within, the Inward Teacher, the Eternal--capitalize any terms specifically being used as a metaphor for God, such as "the Divine Presence." Do not capitalize "light" or "divine" in other uses, as in "shed some light on the subject" or "divine inspiration." (There is some slippage in these categories that may require a judgment call.)

City/state

Boston, Massachusetts, is a great city. (Spell out state name; note commas before and after state.)

Dates

Use modern, not Quaker style. (June, not 6th mo., etc.)
Comma: January 16, 1931, is a day to remember. January 1931 is a month to remember.
The 1960s (no apostrophe)

Endnotes and references

Endnotes are preferred to footnotes.

Please take extra care to make sure all quotations and bibliographic citations are word perfect in your final draft, since we can't always double check them in the copyediting stage. See the note under "formatting" above about the footnote/endnote feature in Word.

Follow *Chicago Manual of Style*. Examples:

1. Rufus Jones, *The Testimony of the Soul* (New York: The Macmillan Co., 1936), pp. 29-31.
2. Jones, p. 44.
3. Suzanne G. Farnham, Joseph P. Gill, R. Taylor McLean, and Susan M. Ward, *Listening Hearts: Discerning Call in Community* (Harrisburg, Pennsylvania: Morehouse Publishing, 1991), p. 23.
4. Patricia Loring, *Spiritual Discernment: The Context and Goal of Clearness Committees* (Wallingford, Pennsylvania: Pendle Hill Pamphlet #305, 1992).
5. Hugh Barbour, *The Quakers in Puritan England* (Richmond, Indiana: Friends United Press, 1964), pp. 119-122.

When you aren't sure of the proper format (e.g., a chapter by one author in an anthology edited by someone else), just provide all the citation information you can--when in doubt put it in--and we will figure it out. Please be sure to indicate when the publication is a journal or newsletter.

Format

Indents for every paragraph except: none for first paragraph in a new chapter or a new section after a subheading.

Titles and subheadings: initial letters in upper case except for words like "the, an, and" -- but always capitalize the first letter.

Names

Generally use Quaker style—first and last name on first reference then subsequently just the first name (if referring to an acquaintance) or last name (if referring to a reference person): Examples: "Mark Jordon was an early mentor to me. I remember when Mark . . ." but "Robert Barclay wrote extensively on this subject. Barclay's sixth proposition. . . ." This rule may sometimes be adapted to address inconsistencies.

Numbers

Spell out all numbers except statistics, measurements, years, percentages, very long numbers (for example, 23,476,721 people are said to have voted in Virginia....), or in a series.

Punctuation

In a series consisting of three or more elements, the elements are separated by commas including the one that comes before "and" or "or." Example: every man, woman, and child.

Commas and periods always go inside final quotation marks. Question marks and exclamation points can go inside or outside, depending on whether they are part of the quotation, or part of a larger sentence in which the quotation is used.

Dashes—that one's an "em dash"—should have no spaces between the dash and the letters. Word software can give you an em dash through the insert menu (choose symbol). Or you can use two hyphens to indicate where you want an em dash. (Dashes are used in punctuation of a sentence—sometimes as an alternative to parentheses, as in this example—while hyphens are used within words or to combine words, such as "hard-headed realist.")

Quotations

We prefer not to use "second hand" quotations, such as *Faith and Practice* extracts. Please try to draw your quotations--in context--from the original texts in which they appeared, and double check to be sure they are painstakingly accurate.

Quotations of more than 35 words (approximately) should be set off in separate, indented blocks with an extra line of space above and below.

Ellipsis: Pendle Hill follows the three- and four-dot ellipses form in the *Chicago Manual of Style*. Use three dots when part of a sentence has been omitted; use four when you are picking up again in a new sentence. There is one space separating each dot, and between the dots and words, except when the first dot is a period ending a sentence. Any punctuation preceding the ellipses should be left in, as in: "The humble, meek, . . . and devout souls are everywhere of one religion."

Note: these ellipses rules are complicated. We are glad to work with you on copyediting them, but can't do so, unless we know what part of a quotation was omitted! Please hold on to your originals.

Titles

Italicize: titles of books, newspapers, or pamphlets.

In quotes: titles of articles or chapters in a publication.