

Journal of Markets & Morality

Guide to Style

This *Guide to Style* has been compiled to address certain grammatical and stylistic points especially pertinent to submissions for publication in the *Journal of Markets & Morality*. The following guide has been adapted from *The Chicago Manual of Style*. These guidelines are not comprehensive; on additional questions, the aforementioned book will be considered authoritative.

A. Capitalization

1. Adjectives and adverbs derived from names for the Bible or other sacred writings are lowercased.

biblically, scriptural, apocryphal, talmudic

2. When a title precedes a person's name, it is capitalized. When a title follows a person's name or when it is used in place of the person's name, it is lowercased.

Professor C. S. Lewis; C. S. Lewis, professor of medieval and renaissance literature

Pope Leo XIII; the pope; papacy

Abraham Lincoln, president of the United States; President Lincoln; the president; the presidency

3. Capitalize all names and epithets for the persons of the Trinity, as well as names of deities from other faiths. Also capitalize epithets for revered and viled persons.

Yahweh, Christ, Creator, Redeemer, Alpha and Omega

Saint John the Divine, Virgin Mary, Venerable Bede, Beelzebub, the Devil

4. Pronouns referring to persons of the Trinity are lowercased.

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

5. Names of official denominations and the common adjectives derived from them are capitalized according to denominational usage.

6. The word *church* is lowercased unless it forms part of a formal or official name of a specific denomination. For instance, since there is no official denomination called “the Reformed church,” *church* is lowercased. In “the Christian Reformed Church,” however, it is capitalized as part of the official name of the denomination. *Church* is also lowercased when used in a general sense or to refer to the universal church of all believers.

the church, church and state, Episcopal church

Roman Catholic Church, United Methodist Church

7. Words such as *church*, *chapel*, and *cathedral* are capitalized when they form a part of the official name of a local religious meeting place. Otherwise, as common nouns, they are lowercased.

St. Paul’s Cathedral *but* the cathedral

8. Names of national and international organizations, movements, and political parties are capitalized, but not the words *party*, *movement*, and so forth.

North Atlantic Treaty Organization, Communist party, Communist bloc,
Fascists

9. Nouns and adjectives designating political and economic systems of thought and their proponents are lowercased, unless derived from a proper noun.

communism, socialism, Marxism, fascism, nazism

10. Words for transcendent ideas in the Platonic sense, especially when used in a religious context, are capitalized.

the Good, the True, the Beautiful *but* the good life

11. Common theological words and events are capitalized when used as terms.

Creation (the act) *but* creation (the result)

The Fall *but* the fall of man

The Cross (the event) *but* cross (the wooden object)

12. References to the American Founders are capitalized.

Founding generation, Founding Fathers

13. The names of academic degrees and honors should be capitalized when following a personal name, whether abbreviated or written in full. When academic degrees are referred to in general terms, they are not capitalized.

Abraham Kuyper, D.D.; J. I. Packer, Doctor of Philosophy

Doctorate, master of divinity, bachelor’s degree

14. Unless used as part of a proper noun or to refer to a specific political division, *state* is lowercased.

Michigan State University, Department of State

Washington State *but* the state of Washington

state of nature, church and state, role of the state

15. Capitalize the word *Internet*. Capitalize the word *Web* when referring to things related to the World Wide Web (i.e., Web page, Web browser, Web site). Do not capitalize the word *e-mail*.

16. Nouns and adjectives designating philosophical, literary, musical, and artistic movements, styles, terms, and schools and their adherents are capitalized when they are derived from proper nouns. Others are lowercased unless, in certain contexts, capitalization is needed to distinguish the name of a movement of group from the same word in its general sense.

Department of history, English department, Chicago school of economics,
humanism, Scholasticism, Schoolmen, human capital, consumerism

B. Numbers, Figures, and Dates

1. Whole numbers from one through ninety-nine and any of these followed by *hundred*, *thousand*, *million*, and so forth should be spelled out in ordinary text. For all other numbers, figures are used.

2. Percentages and decimal fractions (including academic grades) are set in figures, and the word *percent* should be spelled out.

For our purposes *pi* will be considered equal to 3.14.

Annual timber growth in the United States exceeds harvest by 37 percent.

3. Isolated references to amounts of money in United States currency follow the general rules for numbers above. When the number is spelled out, so is the unit of currency, and when figures are used, the symbol “\$” precedes them. Fractional amounts over one dollar are set in figures like other decimal fractions.

4. Like other very large round numbers, sums of money that would be cumbersome to express in figures or to spell out in full may be expressed in units of millions or billions, accompanied by figures and a dollar sign.

Annual sales revenue for this year was \$2 million.

5. References to millennia and centuries should be spelled out. Numerals should be used for decades, adding an *s* with no apostrophe.

Second millennium B.C., nineteenth century

The 1970s *not* the ‘70s, 70’s, or the seventies

6. Write complete dates in the following style. Never use the ordinal abbreviations *st*, *d*, *nd*, *rd*, or *th* after figures in dates.

On June 15, 1215, the Magna Carta was signed. (*not* 15 June 1215)

C. Abbreviations

1. Spell out the word *saint* unless part of a person’s proper name.

Saint Thomas Aquinas; Saint Louis, Missouri; Rebecca St. James

2. Books of the Bible are spelled out in text and abbreviated in parenthetical references. Please use the following style of abbreviation:

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.	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	

3. The names of states, provinces, and countries are spelled out in text. In other uses, such as charts, footnotes, and bibliographies, they are abbreviated with the following standard abbreviations. Two-letter postal abbreviations or states should be used only when actual mailing addresses are given.

Ala.	Fla.	La.	Nebr.	Okla.	Vt.
Alaska	Ga.	Maine	Nev.	Oreg.	Va.
Ariz.	Hawaii	Md.	N.H.	Pa.	Wash.
Ark.	Idaho	Mass.	N.J.	R.I.	W.Va.
Calif.	Ill.	Mich.	N.Mex.	S.C.	Wis.
Colo.	Ind.	Minn.	N.Y.	S.Dak.	Wyo.
Conn.	Iowa	Miss.	N.C.	Tenn.	
Del.	Kans.	Mo.	N.Dak.	Tex.	
D.C.	Ky.	Mont.	Ohio	Utah	

4. The title *reverend* is often misused in writing and conversation. In precise writing, it is comparable to the title *honorable*; both words should be accompanied by the article *the*, and neither word should be used with the last name alone. When abbreviating *reverend* to *Rev.*, the same rule applies; most authorities disapprove of the use of *Rev.* with a last name alone and also recommend that the abbreviation be used with the article *the*.

The Reverend Billy Graham *not* the Reverend Graham

The Rev. Billy Graham, the Rev. Mr. Graham *not* Rev. Graham

5. In personal names, two or more initials should be separated by a space. If a person's initials are used as a nickname, then they should be set with no space between the letters.

J. R. R. Tolkein *not* J.R.R. Tolkein

P. J. O'Rourke *but* P.J.

6. When initials are used for the names of agencies and organizations, periods are usually not used. This also applies to famous persons referred to by initials only.

NATO, YMCA, JFK, GKC

D. Punctuation and Usage

1. When using commas in a series, do not omit the one prior to the penultimate item.

Apples, oranges, and bananas

2. Colons and semicolons are always placed outside quotation marks. Commas are always placed inside quotation marks.

3. When using ellipses to separate text in midsentence, place a space before and after the three periods, but do not separate the three periods with spaces.

4. Adjectival compound words with *well-*, *ill-*, *best-*, *little-*, *lesser-*, and the like are hyphenated before the noun (unless the expression carries a modifier) and open after the noun.

Ill-favored girl, well-known man *but* very well known man, he is well known

5. References to words as words or as terms are italicized.

In classical philosophy, the word *earth* is not synonymous with *world*.

The term *oikonomiké* was used by Aristotle to refer to the field of economics.

6. Foreign words and phrases should be set in italics if the word is likely to be unfamiliar to the reader. Familiarity is based on whether the word appears in a standard English dictionary.

Laissez-faire, *a priori*, *e pluribus unam*, *Sitz im Leben*

7. Use *Roman Catholic* in the first reference to the ecclesiastical body that locates its authority in the Bishop of Rome. Most subsequent references may be condensed to *Catholic* unless the context requires a distinction between Roman Catholics and members of other denominations who often describe themselves as Catholic, such as some Anglicans and Eastern Orthodox. Lowercase *catholic* should be used in its generic sense of general or universal.

8. Refer to individual installments of *The Federalist* in this manner: *Federalist* No. 10. Also, refer to the work as a whole as *The Federalist*.

9. It is the hallmark of superior writing to observe the difference in usage between *which* and *that* with restrictive and nonrestrictive clauses. A nonrestrictive (nonessential) clause is a subordinate clause that is not essential to the meaning of a sentence but simply adds an idea to the sentence. A nonrestrictive clause is a subordinate clause that is separated from the main clause by a comma preceded by the relative pronoun *which*. For example:

The house, which has a garage in the back, is for sale.

The basic meaning of this sentence is that the house is for sale; *which has a garage in the back* is a subordinate clause that does not affect the basic meaning of the sentence. Therefore, the phrase *has a garage in the back* is preceded by the word *which* and set off by commas.

A restrictive (essential) clause is a subordinate clause that is essential to the meaning of the sentence; without the clause, the sentence would mean something else. A restrictive clause is generally introduced with *who* or *that*. For example:

The house that has a garage in the back is for sale.

Only the house (not the other houses that do not have a garage in the back) is for sale; therefore, the phrase *has a garage in the back* is preceded by *that* and not set off by commas.

10. The word *toward* is preferred to *towards*.

11. The word *worldview* is preferred to the two words *world view* or the four-word phrase *world-and-life view*.

12. References in text to specific papal encyclicals should be done in the following manner:

The Encyclical Letter *Rerum Novarum* was written to respond to the “new things” in the economic and political orders.

Endnote references to papal encyclicals should follow this example:

Pope John Paul II, Encyclical Letter *Centesimus Annus* (May 1, 1991), no. 34.

13. A question mark should be used at the end of an interrogative element that is part of a sentence. Whether a question should begin with a capital letter is a matter for the author to decide. Generally, the more formal the question, the more usual it is to begin with a capital letter. A comma is frequently necessary to set off a question from the clause that introduces it.

Greg asked himself, what is the meaning of this?

The question before the Founders was, How can a republic temper the spirit of faction?

14. Extreme care should be taken when using words such as *conservative*, *liberal*, and the like—to be sure to distinguish, for example, between a classical liberal and a modern liberal.

15. Works should be documented with endnotes, not footnotes or parenthetical references. Endnote style should follow *The Chicago Manual of Style*, fourteenth edition, chapter 17.