



integratio press

Style and Formatting Guidelines

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In-house Style Guidelines

This list is not meant to be exhaustive. We defer to the most recent edition of the *Chicago Manual of Style* (CMOS) for any issues not addressed by this styleguide. Use Merriam-Webster's to decide other usage issues. What follows is a list of the most common issues we see in manuscripts. The key across all situations is to be consistent in style and usage.

1. **No contractions** unless within a quote.

EXCEPTION: Let's.

EXCEPTION: Use contractions in a book that is more conversational in tone, such as an offering in our devotional series or something in our Innovators and Practitioner's series. Whether your work fits this more conversational tone will be set by the editor-in-chief ahead of time.

2. **United States versus U.S.** United States is usually only spelled out when part of a proper name or quote. Same situation with "plural" cities and companies: North Hills's mayor, United Airlines's flights. Of course, if United States is spelled out in a quote or a bibliographic citation, leave it "as is."

3. Use **versus** *not* **vs.**

EXCEPTION: A court case would be Smith v. Jones. See CMOS for proper court case citation format.

4. **Capitalization.**

A. Capitalize **Internet** when it refers to the infrastructure that hosts the World Wide Web, but this is a matter of choice. Do not capitalize "internet" when using it as a noun adjunct to modify another noun (e.g., "internet users" or "internet browser"). Do not capitalize "internet" when referring to internetworking in general.

B. **evangelical** *not* Evangelical unless proper noun, like Evangelical Lutheran Church.

C. The **Academy** refers to higher education and should be capitalized.

D. The word **church** should be lowercased unless referring to a particular local church or is in the title of a denomination.

WRONG: The purpose of the Church is to be the Church; United Methodist church.

CORRECT: The purpose of the church is to be the church; United Methodist Church.

E. Capitalize **Divine** when referring to God.

F. Do *not* capitalize the **adjectival forms of capitalized terms**, except in the case of proper names.

CORRECT: “Scripture,” “scriptural”; “Bible,” “biblical”; “Christology,” “christological”; Trinity,” “trinitarian.”

EXCEPTION: “Augustine,” “Augustinian”; “Yoder,” “Yoderian”

G. **Pronouns for the Godhead.** Avoid using gender-specific pronouns in reference to the Godhead. If they must be used, they should not be capitalized

WRONG: God sent His son into the world; Jesus calls us to Himself

CORRECT: God sent his son into the world; Jesus calls us to himself

EXCEPTION: If the author’s tradition maintains capitalization of the Godhead for pronouns. This needs to be approved ahead of time with the editor.

5. **First and last names of authors.** So, “According to John Smith, . . .”, *not* “According to Smith . . .”. If more than two authors, then “According to Smith and colleagues. . .”.

EXCEPTION: this only applies to the first time a name is used in a chapter. All other times use only last name *unless* the previous mention is so far removed that reader may get confused.

6. **Replace mankind with humankind** unless mankind in quotes. Do not add [sic].

7. **Numbers.** 10 and above use numbers. If nine or below, spell out. Unless:

- (a) in percentages (3%)
- (b) in reference to a chapter (Chapter 3)
- (c) in reference to age (3-year-old boy)

8. **Do not spell out percent** unless in quote (3%, not 3 percent or three percent).

9. **Block quote.** If 5 or more lines in a quote, add block marks: <BLOCK> (flush left, on its own line, above the block) and </BLOCK> (flush left, on its own line, below the block)

10. **Hyphenated words.** Nonprofit noun, non-profit adjective. Follow the same rule for noun, adjective presentation with other hyphenated words. However, words like “overbenefitted” and “underbenefitted,” “cohabitation,” and “lifelong,” even when in adjectival form, are acceptable/common use. Do searches for some of the most common: co-, non-, sub-, anti-, inter-. Be consistent in your approach and what makes sense. Begin with Merriam-Webster’s.

Second word in hyphenated word should not be capitalized with titles or headings.

WRONG: Faith-Learning Integration

CORRECT: Faith-learning Integration

11. Don't use "**etc.**" unless it is obvious what the etc. refers to, or if it is in a quote. It is very rare we will use etc.

12. Don't use **and/or**. Select one.

13. Don't use **him/her**. Select one. Rotate between gender expressions. Do not use other gender expressions like they/them to refer to gender unless they appear in a quote.

14. If **forward slashes** are used, no space between the slashes.

WRONG: love / peace / joy

CORRECT: love/peace/joy

15. **Italics after other italicized items** (e.g., book title, journal, film) should *not* be italicized.

Example: "According to *Habits of the High Tech Heart*, we should . . ."

EXCEPTION: If a comma or other punctuation is part of a bibliographic citation, then the comma is italicized (e.g., According to *Truth and Consequences: Fake News, Fake Living, in a Post-truth Culture*, we should . . .).

16. **Capitalize theories.**

WRONG: social judgement theory or Social Judgment theory

CORRECT: Social Judgment Theory

17. **e.g. and i.e. in parentheses.** When e.g or i.e. is used in parentheses, no need to add "and" before last item.

WRONG: (e.g., food, clothes, and shelter)

CORRECT: (e.g., food, clothes, shelter)

18. **Comma in a series.** Use serial or Oxford commas. So, "A sculptor, painter, and craftsman," not "A sculptor, painter and craftsman . . ."

EXCEPTION: if the serial or Oxford comma is missing in a quote then leave it as is.

19. Comma before “but” or before “and” in a sentence. A comma is used before “but” and “and” if the following phrase includes a subject and verb. If only a verb, a comma is not needed, unless the following phrase is long enough that a comma is needed to avoid confusion.

20. Use of quotes around words in text. If the author uses “so-called” then do not put the word in quotes. So-called is the same thing as adding quotes. If the author uses quotes around a word to indicate so-called, then leave it as is.

WRONG: so-called “styleguides”

CORRECT: so-called styleguides; “styleguides”

21. Placement of endnote numbers in text. Endnote numbers should go at the end of a sentence. If there is an endnote mid-sentence, the citation should be combined with the endnote at the end of the sentence.

22. Placement of quotes:

WRONG: “quote”, OR “quote”?

CORRECT: “quote,” OR “quote?”

23. All single and double quotes should be “curly,” not 'straight.'

24. An ellipsis should have three periods beginning, followed by, and separated by single spaces. Do not use autoformatted ellipses.

WRONG: period-period-period (...)

CORRECT: space-period-space-period-space-period (. . .)

25. Em dash. An em dash should be inserted between words or phrases and before the source of an epigraph, rather than using single or double hyphens. There should be no spaces separating the em dash from the words or phrases on either side of it.

WRONG: My friends--that is, my former friends – ganged up on me.

CORRECT: My friends—that is, my former friends—ganged up on me.

AND: —Herman Melville, *Moby Dick*

(—, keyed with SHIFT+OPTION+HYPHEN on a Mac; ATL+CTRL+HYPHEN or MINUS KEY on a PC.)

26. En dash. Use an en dash between numbers and page ranges, not a hyphen.

WRONG: Johnson, *She Who Is*, 123-30; John 6:35-51

CORRECT: Johnson, *She Who Is*, 123–30; John 6:35–51

(–, keyed with OPTION+HYPHEN on a Mac; CTRL+HYPHEN or MINUS KEY on a PC.)

27. Use of colons, semicolons, and em dashes.

A. **Colons** are used (1) to set off an element or set of elements that illustrates or amplifies what precedes it (unless the series is introduced by a verb or preposition); (2) at the end of a sentence that introduces a series of related sentences (replacing the period); (3) to set off speech when it comprises an independent clause or clauses.

- The watch came with a choice of three bands: stainless steel, plastic, or leather.
- They even relied on a chronological analogy: just as the Year II had overshadowed 1789, so the October Revolution had eclipsed that of February.
- Yolanda faced a conundrum: She could finish the soup, pretending not to care that what she had thought until a moment ago was a vegetable broth was in fact made from chicken. She could feign satiety and thank the host for a good meal. Or she could use this opportunity to assert her preference for a vegan diet.

B. **Semicolons** are “stronger than a comma but weaker than a period,” but can be used in place of either where appropriate. In regular prose, a semicolon is most commonly used between two *independent clauses* not joined by a conjunction to signal a closer connection between them than a period would.

- She spent much of her free time immersed in the ocean; no mere water-*resistant* watch would do.
- Though a gifted writer, Miqueas has never bothered to master the semicolon; he insists that half a colon is no colon at all.

You will often see a semi-colon before an adverb (such as “however,” “therefore,” and “indeed”) that separates independent clauses; sometimes before a conjunction (usually “but,” “yet” “although,” and similar) or formula (such as “that is”) that introduces an independent clause; and to separate elements in a series when one or more elements contains internal punctuation.

C. **Em dashes** are used to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses (second and third examples), commas (fourth and fifth examples), or a colon (first example)—especially when an abrupt break in thought is called for. Many authors overuse em dashes. It can become an unnecessary affectation that distracts your reader and makes your writing clunky.

- It was a revival of the most potent image in modern democracy—the revolutionary idea.

- The influence of three impressionists—Monet, Sisley, and Degas—is obvious in her work.
- The chancellor—he had been awake half the night—came down in an angry mood.
- She outlined the strategy—a strategy that would, she hoped, secure the peace.
- My friends—that is, my former friends—ganged up on me.

28. Number and percentage ranges. When a number range is introduced with the word “from” or the like, do not use a dash in place of the word “to” except in the case of page numbers.

WRONG: From 1920-1940; from 1996-1999

CORRECT: From 1920 to 1940; from 1996 to 1999

WRONG: From 40–50%

CORRECT: From 40 to 50%

29. Centuries should be spelled out.

WRONG: 21st century; 8th century, 1st century

CORRECT: twenty-first century; eighth century; first century

Centuries should not include an apostrophe.

WRONG: 1900’s, 1990’s

CORRECT: 1900s, 1990s

Decades should be spelled out.

WRONG: 50’s, 50s, 80’s, 80s

CORRECT: fifties, eighties

30. Era abbreviations. Era abbreviations should not have periods.

WRONG: B.C. & A.D.; B.C.E. & C.E.

CORRECT: BC & AD; BCE & CE

31. Abbreviations.

States and Provinces. Except in bibliographic citations, do not use abbreviations for the names of states and provinces in the main text.

WRONG: Eugene, OR; Chicago, IL; Vancouver, BC

CORRECT: Eugene, Oregon; Chicago, Illinois; Vancouver, British Columbia

EXCEPTION: Washington, DC

Abbreviations for degrees should not have periods.

WRONG: Ph.D., D.Min., M.Div., Th.M., M.A., B.A., M.D.

CORRECT: PhD, DMin, MDiv, ThM, MA, BA, MD

Abbreviations for religious orders do not need periods but should be set off with a comma.

WRONG: Henri de Lubac S.J., Herbert McCabe O.P.

CORRECT: Henri de Lubac, SJ, Herbert McCabe, OP

Abbreviations for organizations, institutions or professional societies should be spelled out in full the first time they appear followed by the abbreviation in parentheses. The abbreviation should be used for all other occurrences throughout unless the abbreviation occurs at the beginning of the sentence, in which case it should be spelled out.

CORRECT: National Communication Association (NCA)

CORRECT: Christianity and Communication Studies Network (CCSN)

32. **Suffixes.** Suffixes such as Jr. should have a period but should not be set off with a comma.

WRONG: Martin Luther King, Jr.

CORRECT: Martin Luther King Jr.

33. **Possessives ending in “s”.** Possessive forms for names ending in “s” should include an apostrophe plus another “s.”

WRONG: Davis’; Williams’; Myers’

CORRECT: Davis’s; Williams’s; Myers’s

Possessive Jesus and Moses.

The possessive forms for Jesus and Moses can either include or not include a second “s.” EITHER Jesus’ and Moses’ or Jesus’s and Moses’s. CMOS prefers to include the ending “s,” but we allow for either, so long as the author is consistent throughout the manuscript and

there is not confusion to the reader. As a default, we use Jesus's and Moses's unless otherwise agreed upon in advance by the editor-in-chief.

34. i.e., e.g., viz., cf., et al. The abbreviations “i.e.,” “e.g.,” and “viz.,” are preceded by a punctuation mark (e.g., commas, semicolons, dashes, or parentheses) and are always followed by commas.

WRONG: . . . biblical “hermeneutics” i.e. interpretation, . . .

CORRECT: . . . biblical “hermeneutics,” i.e., interpretation, . . .

The abbreviation “cf.” should be used only where “see, by way of comparison” is meant, not where “see” suffices. It is not followed by a comma.

WRONG: For further discussion of the issue (cf., Spinks, Meaning, 61).

CORRECT: Others disagree with my position (cf. Spinks, Meaning, 61).

The use of et al. The abbreviation “et al.” is not preceded by a comma except in bibliographies when it immediately follows a name in last, first order. Note that “et” is not an abbreviated word and so is not followed by a period.

WRONG: Robert N. Bellah, et. al. *Habits of the Heart*

CORRECT: Robert N. Bellah et al., *Habits of the Heart*

The use of f., ff. passim. Do not use the abbreviations “f.” or “ff.” or the term *passim*. If possible, always specify the ending page or section number of citations.

WRONG: Rom. 12:1f; Reed, *Active Faith*, 78ff.

CORRECT: Rom. 12:1–2; Reed, *Active Faith*, 78–102.

35. Bibliography. Shortening Publisher names. When listing publisher names within bibliographic entries, please omit descriptors such as “Press,” “Publishers,” “Publishing Company,” and the like. However, keep words like “Press” when listing university presses or for publishers with short names to avoid confusion.

WRONG: Wipf & Stock Publishers; Baker Books; Fortress Press; Integratio

CORRECT: Wipf & Stock; Baker; Fortress; Integratio

EXCEPTION: University of Notre Dame Press; Free Press; New Press

36. That versus which. “That” is used with phrases that are necessary in a sentence and would cause the sentence to not make sense if absent. “Which” is used with phrases that are supplementary information and would allow the sentence to still make sense if absent.

WRONG: The social reality of family diverges from God’s ideal that creates tension.

The fact that divergence from God’s ideal creates tension is a supplementary addition to the sentence. The tension is a secondary fact happening as a result of divergence from God’s ideal. Therefore, it makes more sense to say: “The social reality of family diverges from God’s ideal, which creates tension.”

CORRECT: Our own views on biblical hermeneutics are informed by works like Howard G. and William D. Hendricks’s *Living by the Book* or Kay Arthur’s text *How to Study Your Bible*, which lays out an inductive Bible study method.

CORRECT: We strive to weave together concepts that are just as relevant to the church pulpit as they are to the university pupil.

Which concepts? Concepts that are just as relevant . . . The point of this sentence is not to simply communicate that the book strives to weave together concepts, but specifically concepts that are just as relevant . . .

37. If, then. When a sentence starts with a phrase “If . . .,” the phrase following the comma should begin with “then . . .” Exceptions may include when the second phrase is very short and including “then” would be distracting, or when a particular phrase/slang is being used and “then” would be unnecessary.

38. Split infinitives. Avoid split infinitives.

WRONG: to quickly go

CORRECT: to go quickly, quickly to go

39. Insertion of both. “Both” may be inserted into a sentence for emphasis or clarity when two contraries are joined by “and.”

Example: This text analyzes **both** ancient and modern examples of evangelization.

40. Capitalization of “chapter.” “Chapter” should be capitalized (even when in parentheses) when referring to a specific chapter and lowercase when writing about chapters in general.

WRONG: We discuss Christian symbols in chapter 4.

CORRECT: We discuss Christian symbols in Chapter 4.

WRONG: Technology affects the way we communicate (see our discussion of media ecology in chapter 4).

CORRECT: Technology affects the way we communicate (see our discussion of media ecology in Chapter 4).

CORRECT: Genesis (Chapter 1) discusses the sin of Adam and Eve.

41. “Data” and “media” are plural words that require plural verbs.

CORRECT: The data show that ...

CORRECT: Media affect us.

42. “**Whether**” should not include “**or not**,” unless the sentence is clarifying the same result for multiple conditions. “Whether or not” is usually an unnecessary affectation.

Example: “Publishers may require editors to indicate on the manuscript where Roman page numbers are to end and Arabic numbers begin—**whether or not** the number will actually appear” (CMOS).

43. **As a rule of thumb, do not add a comma after “so” at the beginning of a sentence.** If your book has adopted a more casual or conversational style, you can use a comma after so, especially if you hear a significant pause. Such a pause may be caused by indignation, hesitation, etc. The key is to be consistent.

44. For emphasis, use *italics*, **not bold**, nor ALL CAPS.

45. **Specific words**

- “Cohabit” is the verb form, while “cohabitation” is the noun form.

46. **Integratio Press** is always listed by full name.

47. **When listing numbers in a page range**, 101–19 is formatted 101–9, not 101–09 (this is consistent with Chicago).

48. **All tenses** are allowed to be used by authors.

- a. If the author is consistent, go with the tenses used by the author.
- b. If the author is inconsistent, follow these rules:
 - i. Discussing a text: present tense
 - ii. Discussing an actual event, historical artifact: past

49. **Remove** “in order” before “to.”

50. [*italics in original*] or [*italics mine*] should appear at end of quote, after endnote number.

51. Greek terms such as “ethos,” “logos,” and “pathos” are common, well-established terms in English and should not be italicized

52. **Single quotes** should not be used for emphasis.

53. **No single sentence paragraphs** are to be used as an affectation. Either the sentence belongs at the end of the paragraph above it, or as the topic sentence or opening sentence of the paragraph below it. Of course, the single sentence could be, depending on the circumstances, developed into a paragraph of its own.

54. **The Bible.** Every Scripture quotation needs to include the translation used even if all Scripture is quoted from the same translation. (e.g., Gen. 1:1, NIV). Do not create an endnote for Scripture you are quoting in the text. When abbreviating the Bible, use the following:

Scripture abbreviations (include period after each whenever abbreviated within parentheses)

Hebrew Bible / Old Testament:

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

New Testament:

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

Apocryphal / Deuterocanonical Books:

Tob	Wis	1–3 Esd	Sg	Three Bel	3–4 Macc
Jdt	Sir	Ep Jer	Sus	1–2 Macc	Pr Man
Add Esth	Bar				

Author's Document Style and Formatting Checklist Before Submission

1. Format the whole document.
 - a. Only Times New Roman font throughout the document
 - b. 12-point, black font only, 1-inch margins all around
 - c. Single spaced paragraphs, indent new paragraphs one tab indent, with double-space between paragraphs
 - d. Each page should have a page number, bottom of the page and centered
 - e. Block quotes. If over 5 lines, you can block it. Do not indent or format the block. Simply add `<BLOCK>` just above the paragraph on its own line, then double space, and then add the block quote. After the block, double space and add `</BLOCK>` just below the paragraph.
 - f. Section headings all flush left, not centered
 - i. `<LEVEL A>Main Heading`, is bolded with *double space after it*
 - ii. `<LEVEL B>Sub-heading`, is also bolded, with *double space after it*
 - iii. `<LEVEL C>Sub-subheading`, is bolded, italicized, followed by a period. The sentence begins on the same line as the sub-subheading. Instead of `<LEVEL C>` headings, consider using numbered and bulleted lists `<BULLETED LIST>`, `</BULLETED LIST>` or `<NUMBERED LIST>`, `</NUMBERED LIST>`
2. Check the references.
 - a. Do not prepare a separate bibliography for your references. The full reference should appear in the endnotes.
 - b. All references should adhere to Integratio Press' citation format style, which follows *CMOS* closely with a few exceptions. If a particular source type is not addressed by the sample entries at the end of this styleguide, then use the most current version of *CMOS* note style to cite your source.
 - c. Make sure that every citation in the text is included in the endnotes at the end of the book, and that every entry in the endnotes section is included in the text.
 - d. Endnotes should not run continuously but be separated by chapter headings, i.e., each chapter should begin with endnote no. 1. This is accomplished by inserting section breaks at the end of each chapter.

- e. Make sure that you use shortened citations not *ibid.* (See Integratio Press' sample citation at the end of this document, and *CMOS* 14.34 for more explanation).
- f. Cite all references. Make sure there are page numbers.
 - i. Any direct quote must be written verbatim from the text (or include ellipses for any omitted text) and include a specific page number for the quote, or paragraph marker if the source is electronic
 - ii. If several quotes from the same source are included in a single paragraph, then include an endnote at the end of a sentence (not paragraph) to provide the full reference with specific page numbers.
 - iii. Any non-English words or phrases that are not translated in the text must have an endnote.
 - iv. Ensure consistent referencing: direct quotes, non-English phrases, pop cultural references, etc.
- 3. Do a quick search of common errors before reading straight through the text.
 - a. Spacing
 - i. Remove double spaces after periods in a sentence. There should be one space, not two, between sentences. (Find and Replace □ Search for two spaces “ ” □ Replace all with one “ ”)
 - ii. Remove extra spaces at the end of paragraphs. (Use the “Show/Hide ¶ ” button. If you see any dots at the end of paragraphs, delete them.”
 - iii. Remove double spaces after colons. There should be one space after the colon and the next character.
 - iv. Check that ellipses are formatted correctly.
 - b. Spelling
 - i. No “s” on the word “toward.”
 - ii. Check the word “too.” Sometimes it uses commas, sometimes not.
 - 1. She, too, loves pizza. (Too is like saying also here, so commas are used).

2. There is too much cheese on this pizza. (Too is an adjective here, so no commas are used).
- c. Punctuation (Optional. This may be easier to fix as you read through the text.)
- i. Check that all dashes are correct.
 1. Hyphen (-) used in between words (e.g., a fast-paced schedule)
 2. En-dash (–) used between ranges, could replace the word “to” (e.g., in-text citations use 98–99)
 3. Em-dashes (—) used for parenthetical breaks in a sentence or at the end of a sentence, no spaces in between words and dash.
 - ii. Commas
 1. Commas between two independent clauses.
 2. Commas around titles and names: Commas are needed around titles/names if you could remove the title from the sentence and the reader would still know what you are talking about. If you couldn’t remove the title/name without the sentence making sense, then commas are NOT needed.
 - a. Commas needed: “John Smith, the NBA director, is a great man.”
 - i. “the NBA director” goes in commas because it is additional information. The sentence would still make sense without it.
 - b. Commas needed: “My first book, *My Diary*, will be published in 2024.”
 - i. “*My Diary*” goes in commas because there is only one first book, so even if you didn’t include the name, the reader could know which book is being referred to.
 - c. Commas NOT needed: My sister Allison is a great lady.
 - i. I have multiple sisters, so the name “Allison” is not additional information. If you didn’t include the name, then the reader would not know which sister

is being talked about. Therefore, no commas.

d. Commas NOT needed: MacIntyre's book *A Short History of Ethics* is a great read.

i. No commas here because the title is essential information. MacIntyre has multiple books so if the name wasn't included, we wouldn't know which book is being talked about.

4. Read through the entire text, checking for spelling and grammar mistakes as you go.

- a. As you go, make a list of unique terminology, and check that each word is spelled/used consistently throughout the whole document.
- b. Paragraphs: If a paragraph seems too long, see if there is a natural breaking point. If you split a paragraph, indicate it with a "comment."
- c. Contractions
- d. Numbers
- e. Dashes
- f. Commas
- g. Tenses: Present tense is usually used for an author's writing, even if they are no longer living, but if it is directly historical, past tense is okay. Use your judgement.

Author's Proofreading Double-Check Before Submission of Manuscript

FORMATTING

1. Table of Contents titles should match chapter titles, subheadings, and page numbers.
2. Author names (first, last, middle, etc.) should be consistent throughout. So, if Douglas Kelley in one place, then it should not be Doug Kelley or Douglas E. Kelly in another place.
3. Cite all references. Make sure there are page numbers.
 - Any direct quote must be written verbatim from the text (or include an ellipses for any omitted text)
 - Include an endnote at the end of the sentence (not paragraph) to provide the full reference with a specific page number.
 - Any non-English words or phrases that are not translated in the text must have an endnote.
 - Ensure consistent referencing: direct quotes, non-English phrases, pop cultural references, etc.
4. Use endnotes at the end of the book, not footnotes. Endnotes at the end of the book should match endnotes in the text. Check for total number, matching numbers and order, and missing endnotes for each section/chapter.
5. Do not use *Ibid*. Use short citations. See samples at the end of this document and *CMOS* 14.34.
 - Ex: Muller, "Darwin's Philosophy," 183.
6. Hyperlinks: Make sure URLs go to the correct place.
7. In bulleted or numbered lists, periods can be used with complete sentences. If words or phrases, do not use periods.

GRAMMAR & PUNCTUATION

8. Use hyphens, en dashes, and em dashes appropriately. The hyphen is used to create compound words, the en dash indicates range, and the em dash is used to break up sentences.
 - Hyphen: high-tech
 - En dash: 45–48
 - Em dash: She lived—so she thought—on the edge.

9. Do not overuse the exclamation point and ellipses. If you are removing text from a quote make sure to use ellipses; otherwise limit use.
 - Do: . . .
 - Don't: ...
10. Thoroughly revise homophones (words that sound the same but have different spellings and meanings). The most common are their/they're/there, but also consider discrete/discreet, persecute/prosecute, and farther/further.
 - This applies to sayings like: just deserts NOT just desserts, or, err on the side of NOT air on the side of.
11. Be aware of comma splices and split infinitives.
 - CMOS 6.19 for commas.
 - An **infinitive** is a verb preceded by the word **to**: (**to write, to examine, to take, to cooperate**). When an adverb appears between **to** and the verb itself, we get a **split infinitive**.
 - Incorrect: She decided to instantly quit her job.
 - Correct: She decided to quit her job instantly.
12. Check for faulty parallelism (series of like sentence elements):
 - Poor: The candidate is a former county judge, state, senator, and served two terms as attorney general.
 - Better: The candidate is a former county judge, state senator, and two-term attorney general.
13. Be aware of misplaced modifiers:
 - Limiting modifiers such as *almost, even, hardly, just, nearly, only* (misplaced most often), and *simply*.
 - Incorrect: Richard has *nearly* wrecked every car he's had.
 - Correct: Richard has wrecked *nearly* every car he's had.
 - Dangling modifiers:
 - Incorrect: *Long ears dropping on the floor*, Julie wondered how the dog could walk.
 - Correct: Julie wondered how the dog could walk with its *long ears dropping on the floor*.

- Squinting modifiers (two-way modifiers, words that can modify or describe something on either side of them):
 - Incorrect: The instructor said *after the semester* ended that Keevie and Vonda were eligible to retake the test.
 - Correct: *After the semester* ended, the instructor said that Keevie and Vonda were eligible to retake the test.
 - Correct: The instructor said that Keevie and Vonda were eligible to retake the test *after the semester* ended.

Sample Note Citations

Book with Single Author or Editor

1. Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred a. Knopf, 2012), 87–88.

Shortened Citation

2. Strayed, *Wild*, 261, 265.

Book with Multiple Authors

1. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 188.

Shortened Citation

2. Grazer and Fishman, *Curious Mind*, 190.

Chapter in an Edited Book

1. Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage Books, 1984), 310.

Shortened Citation

2. Gould, “Streisand as Schwarzkopf,” 309.

Editor in Place of Author

1. Jennifer Egan, ed., *The Best American Short Stories, 2014* (Boston: Houghton Mifflin Harcourt, 2014), 100.

Shortened Citation

2. Egan, *Best American Short Stories*, 301–2.

Editor or Translator in Addition to Author

1. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).

Occasionally, when an editor or a translator is more important to a discussion than the original author, a book may be listed under the editor’s name.

2. T. S. Eliot, ed. *Literary Essays*. By Ezra Pound. (New York: New Directions, 1953).

Journal Article

1. Benjamin Bagley, “Loving Someone in Particular,” *Ethics* 125, no. 2 (January 2015): 484–85.

2. Bagley, “Loving Someone in Particular,” 501.

Multivolume Work

1. Aristotle, *Complete Works of Aristotle: The Revised Oxford Translation*, ed. J. Barnes, 2 vols., Bollingen Series (Princeton, NJ: Princeton University Press, 1983).

Citing a particular volume from a multivolume work

1. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981) 4:243.

Shortened Citation

2. Byrne, *Lisle Letters*, 4:245.

Scripture

1. Luke 19:41–2, NRSV