An

ABBREVIATED GUIDE

to

Chicago

and

Religion & Literature

Style

Prepared by
Katie Bascom and Vienna Wagner

2015
A Note on this Guide

Here you’ll find helpful excerpts from The Chicago Manual of Style as well as discussion of the Religion & Literature House Style sheet, which should provide the necessary foundation to begin editorial work on the journal. While you’ll, no doubt, find it necessary to frequently consult the online style guide, this abbreviation covers some of the problem areas for those new to Chicago style and the R&L style sheet.

Though The Chicago Manual of Style includes treatments of general usage issues, its citation and documentation system proves most daunting to new editors. Further, Religion & Literature modifies Chicago documentation practices with an eye toward brevity, concision, and aesthetic appeal. Consequently, this guide devotes most of its attention to practices such as the shortened endnote plus bibliography citation style. In general, Chicago style considers the documentation of material cited in-text the primary function of the endnote system because endnotes can provide documentation without interfering with the reading experience. Therefore, Chicago discourages discursive endnotes. Every system has its drawbacks, of course, but, properly executed, the Chicago/R&L style creates clean, well-documented essays free from cumbersome in-text apparatus. Basically, the reader shouldn’t need to read the endnotes unless the reader needs to track down the sources, and the citation system makes it clear, early on, that little more than such information will be found there.

In addition to the endnote/bibliography citation style, Chicago downstyle consistently proves confusing to new editors. In short, Chicago’s preference is for sparing use of capital letters, and you’re about to discover that the typical academic writer tends to use capital letters quite liberally.
**R&L House Style**

*Religion and Literature* uses American English spelling as given in *Merriam Webster’s Dictionary* and follows the specifications for American English punctuation, abbreviations, numbers, translations, idioms, syntax, and vocabulary given in the *Chicago Manual of Style* (*CMS*). For the most part, we also follow *CMS* for citations, endnotes (rather than footnotes), and capitalization. We would like to highlight a few specifications and modifications:

- Articles should include a full alphabetized bibliography of all works cited or mentioned under the heading “BIBLIOGRAPHY,” formatted as specified in *CMS* 14.16-18 (for more details, see 14.68-317).

- **All** endnoted citations should use the shorted citation form, not the full citation form, as explained in *CMS* 14.14 (for details, see 14.24-31). In the case of consecutive entries from the same source, subsequent entries should be labeled “Ibid.”
  
  (e.g.) 8. Minow and LaMay, *Presidential Debates*, 138.  
  9. Ibid., 142-43.

- Articles that deal primarily with one specific text may cite page or line numbers from that text parenthetically after the first citation. The first citation’s endnote should contain the phrase “Hereafter cited by [page/line] number” at the end of the note.

- For capitalization, we follow the *CMS* with a preference for down style. For capitalization of religious words, we follow the *Liturgical Press Style Guide* ([http://www.csbsju.edu/Documents/SOT/admissions/style_guide.pdf](http://www.csbsju.edu/Documents/SOT/admissions/style_guide.pdf)), with the exception that we do not capitalize “scripture.”
In-Text Quotation Formatting

“Quoted text may be either run in to the surrounding text and enclosed in quotation marks, “like this,” or set off as a block quotation, or extract. Block quotations, which are not enclosed in quotation marks, always start a new line. They are further distinguished from the surrounding text by being indented (from the left and sometimes from the right) or set in smaller type or a different font from the text. These matters are normally decided by the publisher’s designer or by journal style. Authors preparing block quotations should simply use the indentation feature of their word processors” (13.9).

“In deciding whether to run in or set off a quotation, length is usually the deciding factor. In general, a short quotation, especially one that is not a full sentence, should be run in. A hundred words or more (at least six to eight lines of text in a typical manuscript) can generally be set off as a block quotation. Other criteria apply, however. A quotation of two or more paragraphs is best set off, as are quoted correspondence (if salutations, signatures, and such are included), lists, and any material that requires special formatting. If many quotations of varying length occur close together, running them all in may make for easier reading. But where quotations are being compared or otherwise used as entities in themselves, it may be better to set them all as block quotations, however short. Poetry is set off far more often than prose” (13.10).

“Quoted material of more than a paragraph, even if very brief, is best set off as a block quotation. A multiparagraph block quotation should generally reflect the paragraph breaks of the original. But if the first paragraph quoted includes the beginning of that paragraph, it need not start with a first-line paragraph indentation. Subsequent paragraphs in the quotation should be indicated either by first-line paragraph indentation or (less desirably) by extra line space between the paragraphs. The following example, from Jane Austen’s Pride and Prejudice, includes four full paragraphs:

He began to wish to know more of her, and as a step towards conversing with her himself, attended to her conversation with others. His doing so drew her notice. It was at Sir William Lucas’s, where a large party were assembled.

“What does Mr. Darcy mean,” said she to Charlotte, “by listening to my conversation with Colonel Forster?”

“That is a question which Mr. Darcy only can answer.”

“But if he does it any more I shall certainly let him know that I see what he is about. He has a very satirical eye, and if I do not begin by being impertinent myself, I shall soon grow afraid of him.”

If the first part of the opening paragraph were to be omitted, it would still begin flush left” (13.20).

“A long quotation may begin with a few words run in to the text. This device should be used only when text intervenes between the quoted matter in the text and its continuation” (13.21).
“If the text following a block quotation is a continuation of the paragraph that introduces the quotation, it begins flush left. If the resuming text begins a new paragraph, it receives a paragraph indentation. In works where all new paragraphs appear flush left, however, it may be necessary to impose extra line spacing before new paragraphs following block quotations” (13.22).

“Two or more lines of verse are best set off as a block quotation (cf. 14.33). A poetry quotation, if isolated, is often visually centered on the page between the left and right margins (usually relative to the longest line), but if two or more stanzas of the same poem appear on the same page, a uniform indentation from the left may work better (see 13.24). A half line to a full line of space should appear between stanzas. Within each piece or stanza, the indentation pattern of the original should be reproduced” (13.23).

“Where all or most poetic quotations consist of blank verse (as in studies of Shakespeare) or are very long, uniform indentation from the left margin usually works best (e.g., a left indentation that matches the one, if any, used for prose extracts)” (13.24).

“Runover lines (the remainder of lines too long to appear as a single line) are usually indented one em from the line above, as in the following quotation from Walt Whitman’s ‘Song of Myself’:

My tongue, every atom of my blood, form’d from this soil, this air,
Born here of parents born here from parents the same,
and their parents the same,
I, now thirty-seven years old in perfect health begin,
Hoping to cease not till death.

Runover lines, although indented, should be distinct from new lines deliberately indented by the poet. Generally, a unique and uniform indent for runovers will be enough to accomplish this” (13.25).
Shortened Citations

The short form usually consists of the author’s last name, the main title of the work (shortened if more than four words), and the page numbers referenced. (14.25)

A shortened title consists of key words from the main title, omitting any initial “A” or “The” and leaving the words in their original order. (14.28)

Multiple consecutive references to the same work can be marked by “Ibid.,” acting as a placeholder for the name(s) of the author(s) and editor(s), the title of the work, and as much of the following information as is identical. (14.29)

Examples taken from 14.25:

1. Morley, Poverty and Inequality, 24–25.
4. Morley, Poverty and Inequality, 43.

Parenthetical Citations

If the source of a direct quotation is not given in a note or in the introductory text to the quotation, it is placed following the quotation in parentheses.

Full in-text citation includes all information usually given in endnotes. This can either be in the style of an entire bibliography entry or supplementing information given in the text. (13.63)

Multiple consecutive references to the same work can be marked by “ibid.,” following the same rules applied to endnotes. If consecutive references occur in an extended discussion of a single work, only the page number is necessary. If quotations of other sources have intervened, a shortened reference may be used (again, following the same rules as endnotes). (13.64)

The source should follow the closing quotation mark and come before the rest of the surrounding sentence, including any punctuation. The citation may be located elsewhere, as long as it is clear what quotation it is referring to. (13.66)

If a quotation comes at the end of a sentence and ends in a question mark or an exclamation point, the original punctuation is retained, and a period is added following the citation. (13.67)
Bibliography Entries

Bibliography entries differ from notes in that elements are separated by periods rather than commas, facts of publication are not enclosed in parentheses, and the author’s name is listed last-first rather than first-last. (14.16)

See the following examples taken from 14.18:

(single author)

(single editor)

(multiple authors)

(author plus editor or translator)

(chapter in an edited book)

(journal article)
Chicago Downstyle

“Proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns. For the latter, Chicago’s preference is for sparing use of capitals—what is sometimes referred to as a “down” style. Although Brussels (the Belgian city) is capitalized, Chicago prefers brussels sprouts—which are not necessarily from Brussels (see 8.60). Likewise, President Obama is capitalized, but the president is not (see 8.18–32). (In certain nonacademic contexts—e.g., a press release—such terms as president may be capitalized.)” (8.1)

“Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (typically replacing the title holder’s first name). In formal prose and other generic text (as opposed to promotional or ceremonial contexts or a heading), titles are normally lowercased when following a name or used in place of a name” (8.18).

“Words denoting political divisions—from empire, republic, and state down to ward and precinct—are capitalized when they follow a name and are used as an accepted part of the name. When preceding the name, such terms are usually capitalized in names of countries but lowercased in entities below the national level. Used alone, they are usually lowercased” (8.50).

“Some names of periods are capitalized, either by tradition or to avoid ambiguity” (8.72).

Examples taken from 8.72:

- the Augustan Age
- the Common Era
- the Counter-Reformation
- the Dark Ages
- the Enlightenment
- the Gay Nineties
- the Gilded Age
- the Grand Siècle
- the High Middle Ages (but the early Middle Ages, the late Middle Ages)
- the High Renaissance
- the Jazz Age
- the Mauve Decade
- the Middle Ages (but the medieval era)
- the Old Kingdom (ancient Egypt)
- the Old Regime (but the ancien régime)
- the Progressive Era
- the Reformation
- the Renaissance
- the Restoration
- the Roaring Twenties

“Names of prehistoric cultural periods are capitalized. Similar terms for modern periods are often lowercased” (8.73).
Examples taken from 8.73:
   the Bronze Age
   the Ice Age
   the Iron Age
   the Stone Age
   the age of reason
   the age of steam
   the information age
   the nuclear age

“Nouns and adjectives designating cultural styles, movements, and schools—artistic,
architectural, musical, and so forth—and their adherents are capitalized if derived from proper
nouns. (The word school remains lowercased.) Others may be lowercased, though a few (e.g.,
Cynic, Scholastic, New Criticism) are capitalized to distinguish them from the generic words used
in everyday speech. Some of the terms lowercased below may appropriately be capitalized in
certain works if done consistently—especially those that include the designation “often
capitalized” in Webster's. (But if, for example, impressionism is capitalized in a work about art, other
art movements must also be capitalized—which could result in an undesirable profusion of
capitals.)” (8.78)

Examples taken from 8.78:
   abstract expressionism
   Aristotelian
   art deco
   art nouveau
   baroque
   Beaux-Arts (derived from École des
   Beaux-Arts)
   camp
   Cartesian
   Chicago school (of architecture, of
economics, of literary criticism)
   classicism, classical
   conceptualism
   cubism
   Cynicism; Cynic
   Dadaism; Dada
   deconstruction
   Doric
   Epicurean (see text below)
   existentialism
   fauvism
   formalism
   Gothic (but gothic fiction)
   Gregorian chant
   Hellenism
   Hudson River school
   humanism
   idealism
   imagism
   impressionism
   Keynesianism
   mannerism
   miracle play
   modernism
   mysticism; mystic
   naturalism
   neoclassicism; neoclassical
   Neoplatonism
   New Criticism
   nominalism
   op art
   Peripatetic (see text below)
philosophe (French)  
Platonism  
pop art  
postimpressionism  
postmodernism  
Pre-Raphaelite  
Reaganomics  
realism  
rococo  
Romanesque  
romanticism; romantic  
Scholasticism; Scholastic; Schoolmen  
scientific rationalism  
Sophist (see text below)  
Stoicism; Stoic (see text below)  
structuralism  
Sturm und Drang (but storm and stress)  
surrealism  
symbolism  
theater of the absurd  
transcendentalism

“Some words capitalized when used in reference to a school of thought are lowercased when used metaphorically” (8.78).

Examples taken from 8.78:

epicurean tastes
peripatetic families
she’s a sophist, not a logician
a stoic attitude

Index of capitalization standards for religious terms (Liturgical Press Style Guide):

abba, amma  
Abba Moses  
abbey, abbot, abbess  
AD (Anno Domini)  
ad limina  
Advent season  
Advocate, the (Holy Spirit)  
agape (Greek: agapē)  
aggiornamento  
Agnus Dei  
agony in the garden, the  
Alexandrine Rite  
Alleluia (before gospel)  
All Saints, feast of  
All Saints’ Day  
All Souls’ Day  
almighty God Almighty, the  
Alpha and Omega (Christ)  
am., p.m.  
Ambrosian Rite, Missal, chant  
Amendment, First, etc.  
anamnesis  
anaphora  
anient Near East  
angel Gabriel, the  
Angelus  
Anglican Church  
Anglican orders  
Annunciation, the (feast of)  
anunciation, the (to Mary)  
Anointed One (Christ)  
anointing, sacrament of  
ante-Nicene  
Antichrist
Antiochene Rite
antiphon
Antiphonary, the
Apocalypse, the
Apocrypha, apocryphal
apostle Paul, the
apostles, the
Apostles’ Creed
Apostle to the Gentiles
apostolic
apostolic age
apostolic blessing
apostolic church
apostolic constitution
apostolic exhortation (by a pope)
Apostolic Fathers
Apostolic See
archabbot
archangel Michael, the
archdiocese
Archdiocese of Seattle
archimandrite
ark (Noah’s)
ark of the covenant
Armenian Rite
Ascension, the (feast of)
ascension of Christ, the
Asperges
Assumption, the (feast of)
assumption, the (of Mary)
Athanasian Creed
auxiliary bishop
Ave Maria
Babylonian captivity
bachelor’s degree (BA)
baptism, sacrament of
Baptist Church
baptistery (also baptistry)
BC (see CE or BCE)
beatific vision
Beatitudes, the
Being (God)
Beloved Disciple
Benediction (of the Blessed Sacrament)
Benedictus
berakah (pl.: berakoth)
Bible, biblical
bishop(s)
Bishop of Rome (the pope)
Blessed Mother
Blessed Sacrament
Blessed Trinity
Blessed Virgin
blessing of palms, the
Body and Blood of Christ (the Eucharist)
Body of Christ (the church)
book of Genesis, etc.
Book of Hours
Book of Mormon
Book of the Covenant
Bread of Life (Christ)
breviary, a
Breviary, the
brief, papal
brother, lay brother (religious)
Buddhism, Buddhist
bull, papal
Byzantine (or: Greek) Rite
Canaan, Canaanite
canon (of the Code or of a council) (abbr.: c. 748 §2; pl.: cc.)
Canon (of the Mass)
canonical Hours
canon law
canon of Scripture, the
canticle
Canticle of Zechariah, the
captivity, the
Captivity Epistles, the
captivity of the Jews, the
cardinal
cardinal-bishop
cathedreal
Catholic Church, the
Catholic Epistles
Catholicism
Catholic Worker Movement
CE or BCE (Common Era or Before the
Common Era; use in material dealing with
Judaism or JewishChristian relations)
Cenacle, the
censor deputatus
censor librorum
Chair of Peter
Chaldean Rite
chapter (abbr.: chap., chaps.)
chapter house
charismatic renewal
cherubim
Chi-Rho
chosen people, the
chrism Mass
Christ Child
Christendom
Christian
Christian Era
christianize*
Christlike
Christmas Day
Christmas Eve
Christmas season
christological*
Christology
Christ the King
Chronicler, the
church, the (universal)
church and state
church fathers
church of Antioch, the (local)
church year, the
City of David
coadjutor bishop
coauthor
Code, the (1917; 1983)
Code of Canon Law
Code of the Covenant, the
Codex Sinaiticus, Vaticanus, etc.
collect
college of bishops
College of Cardinals
Comforter, the (Holy Spirit)
commandments, the (but: the Ten
Commandments, the first commandment)
Common of the Blessed Virgin
Common of the Saints
communal penance service
Communion, Holy (when referring to the
sacrament; Eucharist)
communion antiphon
communion of saints
Compline concordat
Confession of Augsburg
confirmation, sacrament of
Confiteor
congregation (religious)
consecration (of the Mass)
consistory
Constitution, the (U.S.)
constitutions, papal or religious
contrition, act of
Coptic Rite
council, the (Vatican II)
council fathers
Council of Jerusalem
Council of Nicea
Counter-Reformation
covenant creation, the (of the world, etc.)
creation, the (unmodified)
Creator, the (God)
Creed, the (Nicene, Athanasian)
cross (wooden object)
cross, the (the event)
cross-bearer
crucifix
crucifixion, the (of Jesus)
Crusades, Crusaders
Curia, the Roman; curial
Day of Atonement (Yom Kippur)
Day of Judgment
Day of the Lord
Daytime Prayer
Dead Sea Scrolls
Decalogue
Deluge, the (the Flood)
De profundis
Desert Fathers or Mothers
deuterocanonical
Deutero-Isaiah (Second Isaiah)
Deuteronomic
Deuteronomic Code, the
devil, the
Diaspora (the event or the dispersed Jewish community)
Diatessaron (Tatian’s)
Dies Irae
diocesan see
diocese
Diocese of Duluth
disciples
dissmissal (at Mass)
Divine Liturgy, the (Eastern churches)
Divine Office
Divine Persons (the Trinity)
Divine Praises, the
Divine Providence (God)
Divinity (personified)
divinity, the (of Christ)
Docetism
Doctor of the Church
doctor’s degree (PhD)
doctorate
dominations
Dormition, the (feast of)
dormition, the (of Mary)
doxology (greater, lesser)
eary church
east, eastern (direction)
East, Eastern, Easterner (region)
Eastern church
Eastern Rite
Eastern-rite (adj.)
Easter season
Easter Vigil
East Syrian Rite
ecumenical council
ecumenical movement
editio typica
Elohim
Elohist
Ember Days
embolism
Emmanuel (in Matthew)
Emperor Nero (but: the emperor Nero)
empire, the (but: the Persian/ Roman Empire)
Encratites
encyclical
end time, the
end-time (adj.)
entrance antiphon, song
Enuma Elish
Ephphetha
epiclesis
Epiphany, the feast of
Episcopal Church
episcopal conference
Epistle, the (of Jude, etc.)
Epistles, Pastoral epistle(s), the
eschatology, eschatological
Essene(s)
Ethiopian Rite
Eucharist, sacrament of
eucharistic
Eucharistic Prayer I, II, etc. (but: the
eucharistic prayer)
Euchologion, Euchology
Evangelary Evangelical, an (member of an
Evangelical Church)
evangelical counsels
evangelist (writer of a gospel)
Evening Prayer
ex cathedra
exile, the (Babylonian)
exile of the Jews, the
exodus, the (from Egypt)
exodus of the Jews, the
ex opere operantis
ex opere operato
Exsultet faith, the (Catholic)
Fall, the (Adam)
fall of Adam, the
Father Smith (abbr.: Fr.)
Father, the (God)
fathers (of the church)
fathers of the council
feast day
feast of Booths (Sukkot or Sukkoth)
feast of Epiphany
feast of the Immaculate Conception
feast of Pentecost (Weeks)
feast of Purim (Lots)
feast of Tabernacles (Booths or Ingathering)
feast of the Ascension
feast of the Incarnation
feast of the Nativity
feast of Unleavened Bread (Passover)
feria, ferial
Fertile Crescent
filioque
First Communion
First Friday
First Letter of John, the
First Person (of the Trinity)
firstborn
firstfruits
Flood, the
footwashing, the
Forty Hours Devotion
Fourth Evangelist, the (John)
Fourth Gospel, the (John)
Franciscan Order
free will
fundamentalism
funeral Mass
Garden of Eden
Garden of Gethsemane (but: the Abbey of
Gethsemani)
Gelasian Sacramentary
general absolution
general chapter
general intercessions (of Mass)
Gentile (n. and adj.)
Gethsemane, Garden of (but: the Abbey of
Gethsemani)
Gloria (of Mass)
Glorious Mysteries (of the rosary)
Glory to God (of Mass)
gnosis (Greek: gnōsis)
Gnosticism, Gnostic
Godhead
God-Man
Good News, the
Good Samaritan, the
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Gospel of Matthew, etc. (title)
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penance, sacrament of
penitential
psalm(s)
penitential rite
Pentateuch
Pentecostal movement
people of God, the
pericope
peritus, periti
Person (First, Second, Third)
Persons, Divine
Pesach (Passover)
petitions (at Mass)
pharaoh, the (general)
Pharaoh (used as name without article)
Pharisees, Pharisaic
phylacteries (tephillim)
plainchant
Plain of Esdraelon
plainsong
plègeoma
pneuma
pontiff
pontificate
pope, a (general)
pope, the (specific)
Pope Benedict XVI
postconciliar
postexilic
post-Nicene
post–Nicene Fathers
post–Vatican II
power of the keys
powers
prayer after Communion
prayer book
prayer of the faithful (of Mass)
prayer over the gifts
Preacher, the (Qoheleth)
pre-Christian
Precursor, the (John the Baptist)
preexilic
preexistence
preface (of Mass)
preface of Epiphany, the
Presbyterian Church
Presentation, the (feast of)
presentation of Jesus, the
prie-dieu(s)
priesthood of Christ
Priestly Code, the
Priestly writer, the
Prime
Prince of Peace (Christ)
principalities
prior, prioress
Prodigal Son, the
profession (solemn, simple)
profession of faith
Promised Land, the
Promised One, the (Christ)
Proper of the Saints, the
Proper of the Season, the
prophet, a
prophet Isaiah, the
Prophetic Books, the
protocanonical
Protoevangelium
Providence (God)
psalm(s)
psalmist, the
psalmody
Psalms, the (OT book)
Psalter, the (the Psalms)
pseudepigrapha
publican(s)
purgatory
Purim
Puritans
Queen of Heaven
Qur’an (not Koran)
rabbi(s), rabbinic(al)
Rapture, the
RCIA
RCIC
reading (first, second of Mass)
Real Presence
Received Text, the
reconciliation, sacrament of
Redeemer, the (Christ)
redemption
Red Mass
Reform Judaism
Reformation
Reformed Reformers, the
Regina Coeli
reign of God, the
religious, a (monk, nun, etc.)
religious order(s)
remnant, a
Reproaches, the
responsorial psalm
responsory
Resurrection, the (feast of)
resurrection, the (of Christ)
retreat house
retreat master
revelation
Revised Standard Version
risen Lord, the
Rite (Latin, Roman, etc.)
ritual Mass
Rogation Days
Roman Breviary
Roman Canon
Roman Catholic Church (when referring to
the church of the Latin Rite)
Roman Empire, the (but: the empire)
Roman Martyrology
Roman Missal
Roman Pontifical
Roman Rite
Roman Ritual (book)
Roman Rota
Roman See, the
rosary
Rosh Hashana (preferred spelling for Jewish
new year)
rule, a monastic
Rule, the (specific)
Rule of St. Augustine
Rule of St. Basil
Rule of St. Benedict
Rule of St. Francis
Rule of the Master
Ruler (Christ)
Sabbath
Sacramentary, the (pl.: sacramentaries)
sacrament(s)
sacramental(s)
Sacred Heart
Sacred Host
Sacred Scripture
Sadducee(s)
saint (abbr.: St., Sts.)
salvation history
Sanctus (of Mass)
Sanhedrin
Satan, satanic
Savior (Christ)
Schism, the Great
scola cantorum
scholasticism, scholastic(s)*
scribe(s), the
Scripture(s), scriptural
Scripture, Holy
scrutinies, the
season (of Advent, etc.)
Second Coming, the
second coming of Christ, the
Second Isaiah (DeuteroIsaiah)
Second Person (of the Trinity)
Second Vatican Council (first mention)
Second World War
Seder (meal)
see, diocesan
semi-Pelagianism
Semite, Semitic
Septuagint (LXX)
sequence (of Mass)
seraphim
Sermon on the Mount
Servant (Christ)
Servant, the (in Isaiah)
Servant Songs (Isaiah)
Session IV, Council of Trent
Seven Sorrows of Our Lady
Seventh-day Adventist Church
Sext Shavuot (Jewish feast of Weeks)
Shekinah
Shema
Sheol
Shoah
sign of peace
sign of the cross
sister (religious; use with article; abbr.: Sr.)
Slavonic Rite
solemn blessing
song of ascents (Pss 120–34)
Son of David
Son of God
Son of Man
son of Mary (Jesus)
sonship (Jesus’)
Sorrowful Mysteries (of the rosary)
soteriology, soteriological
south (direction)
South, the (region)
southern kingdom (Judah)
Spirit, Holy
Star of David
Stations of the Cross
Stoic(ism)
subprior, subprioress
Sukkot or Sukkoth (feast of Tabernacles)
Suffering Servant, the (in Isaiah)
suffragan bishop
Summa Theologiae II-II, q. 83, a. 13 (abbr.: ST II-II, q. 83, a. 13)
Sunday in Ordinary Time, Twenty-Second, etc.
Sunday School
Supreme Being, the
supreme council (Sanhedrin)
Symbol, the (Creed)
synagogue
synod
Synoptic Gospels
Synoptic Problem, the
Synoptics, the
Syrian Rite
tabernacle, the (desert sanctuary)
Tabernacles, feast of (Sukkot or Sukkoth)
Talmud, Talmudic
Tanak (or: Tanakh)
Targum (of Onkelos, etc.)
Teacher (Christ)
Te Deum
temple (of Jerusalem; Solomon’s temple)
Temple Mount
temptation, the
temptation of Christ, the
Ten Commandments, the
Terce
Tetragrammaton
Textus Receptus
Theodosian Code
Third Isaiah (Trito-Isaiah)
Third Person (of the Trinity)
Thomism, Thomistic
thrones
Thummim
titular see, bishop, church
Torah
tower of Babel
tradition
tradiio symboli
Transfiguration, the (feast of)
transfiguration, the (of Christ)
Transjordan
transubstantiation
tree of life
tribes, the twelve
Triduum, Sacred
Trinity
trinitarian
triune God
Twelve, the
twelve apostles, the
unchristian
Upper Room, the
Urim
Valley of Jehoshaphat
Vatican II (second mention)
veneration of the Cross
versicle
Vespers
Viaticum
vicar general*
Vicar of Christ (Pope)
Victim, the (Christ)
Victor, the (Christ)
vigil
Vigil of Pentecost, the
Vine, the (Christ)
Virgin, the (Mary)
virgin birth
Virgin Mary, the
virtues (angels)
Visitation, the (feast of)
visitation, the (of Mary)
votive Mass
Vulgate (Bible), the
wadi
Wadi Qumran
wake service
washing of feet, the
Way, the (Christ)
Way, the Truth, and the Life, the (Christ)
Way of the Cross
web site*
west, western (direction)
West, Western (region)
Western church
Western Rites
West Syrian Rite
Wisdom literature
Word Incarnate, the
Word made flesh, the
Word, the (Christ)
Word, the (Scripture; but: “The word of God came to me.”)
worldview
worshiping*
Yad Vashem
Yahwist, the
Year A, B, C
Year I, II
Yhwh
Yom Kippur (Day of Atonement)
Proofreader's Marks

**Delete and Insert**
- Delete, take it out
- Delete and close up
- Delete extra space
- Insert space
- Insert text
- Correct letter

**Punctuation marks**
(use caret to show point of insertion)
- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert quotation marks
- Insert single quotes
- Insert apostrophe
- Insert question mark
- Insert exclamation point
- Insert hyphen
- Insert parentheses
- Insert dash

**Style of Type**
- Wrong font
- Make lower case
- Set in LOWER CASE
- Capital letter
- SET IN capitals
- Set in Lower case with Initial Caps
- Set in Roman type
- Set in italic type
- Set in light face type
- Set in bold face type

**Paragraph and Position**
- Move to right
- Move to left
- Center
- Move up
- Move down
- Flush left
- Flush right
- Align horizontally
- Align vertically
- Break, start new line
- New paragraph
- No new paragraph run on
- No paragraph indentation
- Transpose letters, words or