

An

ABBREVIATED GUIDE

to

Chicago

and

Religion & Literature

Style

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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.
But never: Newton N. Minow and Craig L. LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future* (Chicago: University of Chicago Press, 2008), 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), 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.
2. Schwartz, "Nationals and Nationalism," 131–32.
3. Kaiser, "Literature of Harlem," 75–88.
4. Morley, *Poverty and Inequality*, 43.
5. Schwartz, "Nationals and Nationalism," 138.
6. Kaiser, "Literature of Harlem," 189–90.

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)

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

(single editor)

Greenberg, Joel, ed. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: U of Chicago P, 2008.

(multiple authors)

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

(author plus editor or translator)

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

(chapter in an edited book)

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage, 1984.

(journal article)

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331–49.

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 Jazz Age
the Common Era	the Mauve Decade
the Counter-Reformation	the Middle Ages (<i>but</i> the medieval era)
the Dark Ages	the Old Kingdom (ancient Egypt)
the Enlightenment	the Old Regime (<i>but</i> the ancien régime)
the Gay Nineties	the Progressive Era
the Gilded Age	the Reformation
the Grand Siècle	the Renaissance
the High Middle Ages (<i>but</i> the early Middle Ages, the late Middle Ages)	the Restoration
the High Renaissance	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	formalism
Aristotelian	Gothic (<i>but</i> gothic fiction)
art deco	Gregorian chant
art nouveau	Hellenism
baroque	Hudson River school
Beaux-Arts (derived from École des Beaux-Arts)	humanism
camp	idealism
Cartesian	imagism
Chicago school (of architecture, of economics, of literary criticism)	impressionism
classicism, classical	Keynesianism
conceptualism	mannerism
cubism	miracle play
Cynicism; Cynic	modernism
Dadaism; Dada	mysticism; mystic
deconstruction	naturalism
Doric	neoclassicism; neoclassical
Epicurean (see text below)	Neoplatonism
existentialism	New Criticism
fauvism	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)
a.m., p.m.
Ambrosian Rite, Missal, chant
Amendment, First, etc.
anamnesis
anaphora
ancient Near East
angel Gabriel, the
Angelus
Anglican Church
Anglican orders
Annunciation, the (feast of)
annunciation, 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
 cathedral
 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 Jewish-Christian 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)	doctorate
cross, the (the event)	dominations
cross-bearer	Dormition, the (feast of)
crucifix	dormition, the (of Mary)
crucifixion, the (of Jesus)	doxology (greater, lesser)
Crusades, Crusaders	early church
Curia, the Roman; curial	east, eastern (direction)
Day of Atonement (Yom Kippur)	East, Eastern, Easterner (region)
Day of Judgment	Eastern church
Day of the Lord	Eastern Rite
Daytime Prayer	Eastern-rite (adj.)
Dead Sea Scrolls	Easter season
Decalogue	Easter Vigil
Deluge, the (the Flood)	East Syrian Rite
De profundis	ecumenical council
Desert Fathers or Mothers	ecumenical movement
deuterocanonical	editio typica
Deutero-Isaiah (Second Isaiah)	Elohim
Deuteronomic	Elohists
Deuteronomic Code, the	Ember Days
devil, the	embolism
Diaspora (the event or the dispersed Jewish community)	Emmanuel (in Matthew)
Diatessaron (Tatian's)	Emperor Nero (but: the emperor Nero)
Dies Irae	empire, the (but: the Persian/ Roman Empire)
diocesan see	Encratites
diocese	encyclical
Diocese of Duluth	end time, the
disciples	end-time (adj.)
dismissal (at Mass)	entrance antiphon, song
Divine Liturgy, the (Eastern churches)	Enuma Elish
Divine Office	Ephphetha
Divine Persons (the Trinity)	epiclesis
Divine Praises, the	Epiphany, the feast of
Divine Providence (God)	Episcopal Church
Divinity (personified)	episcopal conference
divinity, the (of Christ)	Epistle, the (of Jude, etc.)
Docetism	Epistles, Pastoral epistle(s), the
Doctor of the Church	eschatology, eschatological
doctor's degree (PhD)	Essene(s)

Ethiopian Rite
 Eucharist, sacrament of
 eucharistic
 Eucharistic Prayer I, II, etc. (but: the
 eucharistic prayer)
 Euchologion, Euchology
 Evangeliary 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
 Good Shepherd, the
 Good Thief, the
 gospel music
 gospel (of the Mass; one of the four)
 Gospel of Matthew, etc. (title)
 Gospel (Good News)
 Gospel, the Fourth (John)

government, the (federal, etc.)	holy day
gradual psalms (Pss 120–34)	holy day of obligation
Great Commandment, the (Matt 28:19)	Holy Eucharist
Great Schism, the	Holy Family
Greco-Roman	Holy Father (pope)
Greek Rite	Holy, Holy, Holy (of Mass)
Gregorian chant (plainsong or plainchant)	Holy Hour
Gregorian Sacramentary	Holy Land
guardian angel	Holy Mass
Hades	holy of holies
Haggadah, haggadic	holy orders, sacrament of
Hail Mary (pl.: Hail Marys)	holy place, the (of the temple)
Halakah, Halakic	holy places, the
Hanukkah	Holy Scripture
Hasidean	Holy See, the
Hasmonean	Holy Sepulcher
Heart of Jesus	Holy Shroud, the
Heart of Mary	Holy Spirit
heaven	Holy Week
hell	holy year
Hellenism, Hellenistic	homily
hellenize	Host (consecrated)
Hemisphere, Western	Hours, the (Divine Office)
hermeneutics (sing.)	hypostatic union
hesychasm	Immaculate Conception, the (feast of)
Hexapla	immaculate conception, the (of Mary)
Hexateuch	Immanuel (in Isaiah)
High Church	imprimatur
High Mass	incarnate Word
High Middle Ages	incarnation, the (of Christ)
high places (Heb.: bamoth)	infancy narratives
high priest	infant Jesus, the
High Priest (Christ)	institutes (religious or secular)
High Priestly Prayer, the	instruction (by Holy See)
Historical Books, the	internet*
Holiness Code, the	intratrinitarian
Holy Bible	invitatory
Holy Child	Jerusalem Bible
Holy City, the (Jerusalem)	Jesus Prayer, the
Holy Communion	Johannine

Jordan River Valley	Lectionary, the (pl.: lectionaries)
Joyful Mysteries (of the rosary)	Lent, Lenten
Judea, Judeo-Christian	Lenten season
Judge, the (Christ)	Leonine Sacramentary
judgment (general, particular)	letters of St. Paul
Judgment Day	letter to the Romans, the (but: the Letter of Paul to the Romans)
Justinian Code	Levites, Levitical
Kaddish	liberation theology
kenosis, kenotic	Light (Christ)
kerygma	Light of the World, the (Christ)
Kiddush	Litany of the Saints Little Hours, the
King James Version	liturgical movement
King of Glory	liturgical year
King of Kings	liturgy
King of the Jews	Liturgy, Divine (Eastern Rites)
kingdom, northern (Israel)	Liturgy of St. Basil, etc.
kingdom, southern (Judah)	Liturgy of the Eucharist
kingdom of God, the	Liturgy of the Hours
kingdom of heaven, the	Liturgy of the Word
kingdom of Israel	living God
kingdom of Judah	logion (pl.: logia)
kingship of Christ	Logos, the (Christ)
kiss of peace	Lord, Have Mercy (of Mass)
koinē	Lord of Hosts
Kyrie (of Mass)	Lord of Lords
Kyrios Lamb (Christ)	Lord's Day, the
Lamb of God (of Mass)	Lord's Prayer, the
Last Judgment	Lord's Supper, the
Last Supper, the	lordship of Christ
last things, the	Loreto, Our Lady of
Latin Rite	Low Church
Latter-day Saints (Mormons)	Low Mass
Lauds	Lucifer
law, the (Mosaic)	Lukan
law of Holiness, the	Luminous Mysteries (of the rosary)
law of Moses	Maccabees, Maccabean
Law, the Prophets, the Writings, the	magi
Law, the (Pentateuch)	magisterium
layperson (pl.: laypeople)	Magna Carta
lectio divina	

Magnificat, the
 major orders
 Major Prophets, the
 Malabarese Rite
 mammon
 Manichean, Manicheanism
 Manual of Discipline, the
 Markan
 Maronite Rite
 marriage, sacrament of
 Masorete, Masoretic
 Mass
 Mass at Dawn (Christmas)
 Master (Christ)
 master of ceremonies
 master's degree (MA)
 Mater Dolorosa
 Matins
 matrimony, sacrament of
 Matthean
 Mediator (Christ)
 Melchizedek
 Melkite Rite
 mercy seat
 messiah, a
 Messiah, the (Christ)
 messiahship
 messianic
 metanoia
 metropolitan see
 Midafternoon Prayer
 Midday Prayer
 Middle Ages
 Midnight Mass
 midrash (pl.: midrashim)
 millenarianism
 millennial/ism/ist
 millennium
 ministry of the Word
 minor orders
 minor prophet, a
 Minor Prophets, the
 Miraculous Medal
 Miserere
 Mishnah, the
 missal, a
 Missal, the (Roman, etc.)
 Missale Romanum
 modernism
 monastic Office
 Monophysitism
 monsignor
 Morning Prayer
 Mosaic Law
 Most High, the
 Most Holy Trinity
 motherhood of Mary
 motherhouse
 Mother of God
 motu proprio
 Mount of Olives (Mount Olivet)
 Mount Sinai, Carmel, Zion, etc.
 Mozarabic Rite
 Muhammad
 Muslim(s), not Moslem(s)
 Mystical Body
 name of Christ, the
 name (of God), the
 Native American
 nativity, the (of Christ)
 natural family planning
 nature, divine
 Near East
 Negev (or Negeb)
 Neo-Babylonian Empire
 neoconservatism
 neo-Pentecostalism
 neoplatonism*
 neoscholastic(ism)*
 New Adam (Christ)

New American Bible	Only-Begotten, the
New City (part of Jerusalem)	only-begotten Son, the
New English Bible	opening prayer (of Mass)
new Jerusalem	oration
New Revised Standard Version	Order, Benedictine, etc.
New Testament	Order of Mass, New
New World, the	orders, holy (sacrament of)
New Year's Day	order(s), religious
Nicea (or: Nicaea)	ordinal
Nicene Creed	ordinary (bishop)
Nicene Fathers	Ordinary of the Mass
Night Prayer	Ordinary Time
nihil obstat	ordination ordo (pl.: ordines)
Noah's ark	Orient
non-Catholic	Orthodox Church
non-Christian (n. and adj.)	Our Father, the
nondenominational	our Lady
None	our Lord
nonsectarian	Oxford Movement
north (direction)	papal nuncio
North, the (region)	Papal States
northern kingdom (Israel)	parable (of the Prodigal Son, etc.)
novice master	Paraclete, the (Holy Spirit)
Nunc Dimittis	paradise (heaven)
nuptial blessing	Paradise (Garden of Eden)
nuptial Mass	Parousia
"O" antiphons	Pasch, the
octave	paschal
offering of gifts	paschal candle
offertory	paschal lamb (Exodus)
offertory hymn	Paschal Lamb (Christ)
offertory procession	paschal mystery
Office, the (Divine)	Paschaltide
Office of Readings	Paschal Vigil
Office of the Dead	passion, death, and resurrection of Jesus, the
oil of catechumens	Passion Sunday
oil of the sick	passion narratives, the
Old City (part of Jerusalem)	passion of Christ, the
Old Testament	Passiontide
Omega, the	Passover

Pastoral Epistles, the
 pastoral letter(s) (from hierarchy)
 Pastoral Letters, the (in Bible)
 Pater Noster
 patriarch(s)
 patriarchate
 patristic(s)
 patrology
 Pauline letters
 Paul the Apostle
 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
 plēroma
 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	Rite (Latin, Roman, etc.)
psalmody	ritual Mass
Psalms, the (OT book)	Rogation Days
Psalter, the (the Psalms)	Roman Breviary
pseudepigrapha	Roman Canon
publican(s)	Roman Catholic Church (when referring to the church of the Latin Rite)
purgatory	Roman Empire, the (but: the empire)
Purim	Roman Martyrology
Puritans	Roman Missal
Queen of Heaven	Roman Pontifical
Qur'an (not Koran)	Roman Rite
rabbi(s), rabbinic(al)	Roman Ritual (book)
Rapture, the	Roman Rota
RCIA	Roman See, the
RCIC	rosary
reading (first, second of Mass)	Rosh Hashana (preferred spelling for Jewish new year)
Real Presence	rule, a monastic
Received Text, the	Rule, the (specific)
reconciliation, sacrament of	Rule of St. Augustine
Redeemer, the (Christ)	Rule of St. Basil
redemption	Rule of St. Benedict
Red Mass	Rule of St. Francis
Reform Judaism	Rule of the Master
Reformation	Ruler (Christ)
Reformed Reformers, the	Sabbath
Regina Coeli	Sacramentary, the (pl.: sacramentaries)
reign of God, the	sacrament(s)
religious, a (monk, nun, etc.)	sacramental(s)
religious order(s)	Sacred Heart
remnant, a	Sacred Host
Reproaches, the	Sacred Scripture
responsorial psalm	Sadducee(s)
responsory	saint (abbr.: St., Sts.)
Resurrection, the (feast of)	salvation history
resurrection, the (of Christ)	Sanctus (of Mass)
retreat house	Sanhedrin
retreat master	Satan, satanic
revelation	Savior (Christ)
Revised Standard Version	
risen Lord, the	

Schism, the Great
 schola 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	Victim, the (Christ)
temptation of Christ, the	Victor, the (Christ)
Ten Commandments, the	vigil
Terce	Vigil of Pentecost, the
Tetragrammaton	Vine, the (Christ)
Textus Receptus	Virgin, the (Mary)
Theodosian Code	virgin birth
Third Isaiah (Trito-Isaiah)	Virgin Mary, the
Third Person (of the Trinity)	virtues (angels)
Thomism, Thomistic	Visitation, the (feast of)
thrones	visitation, the (of Mary)
Thummim	votive Mass
titular see, bishop, church	Vulgate (Bible), the
Torah	wadi
tower of Babel	Wadi Qumran
tradition	wake service
traditio symboli	washing of feet, the
Transfiguration, the (feast of)	Way, the (Christ)
transfiguration, the (of Christ)	Way, the Truth, and the Life, the (Christ)
Transjordan	Way of the Cross
transubstantiation	web site*
tree of life	west, western (direction)
tribes, the twelve	West, Western (region)
Triduum, Sacred	Western church
Trinity	Western Rites
trinitarian	West Syrian Rite
triune God	Wisdom literature
Twelve, the	Word Incarnate, the
twelve apostles, the	Word made flesh, the
unchristian	Word, the (Christ)
Upper Room, the	Word, the (Scripture; but: "The word of God came to me.")
Urim	worldview
Valley of Jehoshaphat	worshiping*
Vatican II (second mention)	Yad Vashem
veneration of the Cross	Yahwist, the
versicle	Year A, B, C
Vespers	Year I, II
Viaticum	Yhwh
vicar general*	Yom Kippur (Day of Atonement)
Vicar of Christ (Pope)	













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


















Other

-  Spell out abbrev.
-  Check spelling
-  Let it stand
-  OK "with corrections"
-  or "as corrected"

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 lightface type
-  Set in boldface 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
-  flush ¶ ← No paragraph indentation
-  Transpose letters words or