

ANGLICAN AND EPISCOPAL HISTORY
Style Sheet for Journal Authors – March 2021

The journal follows the *Chicago Manual of Style* (2020) and uses the English spelling and punctuation of the United States throughout. Articles which do not conform may take longer to get into print.

Spacing of copy, font, and footnotes

Please double-space throughout, with approximately one-inch margins. Paragraphs are indented three spaces, without additional spaces between paragraphs. Please submit articles in 12 pt. Times New Roman with footnotes (10 pt), not endnotes. Footnotes are numbered with Arabic numerals. **Please do not include hard returns in your review.**

First and subsequent references to persons

When referring to a person, avoid the use of titles. On the first mention of the person, use their first name (and/or initials) and surname, and on all subsequent references use the surname alone.

Quotations

Quotations are set off using double quotation marks (“ ”); quotations within quotations use single quotation marks (‘ ’). Avoid multiple block quotations (longer than 10 lines) on a single page. **Quotations marks should conform to U.S. style.**

Numbers

In general, numbers zero through one hundred are spelled out, as are whole numbers such followed by *hundred, thousand, million, etc.* We use numerals for numbers larger than one hundred and complex large numbers.

Capitalization

The journal uses capitalization sparingly, also known as the “down” style. Proper nouns are capitalized. For example, “Church” is capitalized only when it is a proper noun, such as “the Church,” or the “Episcopal Church.” The “Bible” is capitalized, but the adjective “biblical” is not. When referring to “the Gospel” it is capitalized, otherwise use the lower case “gospel.” The word “diocese” is lower case unless a proper name, such as the “Diocese of Los Angeles.” Titles such as “king,” “queen,” “rector,” “pope,” are lower case unless part of a proper name, “Queen Elizabeth II.” The Book of Common Prayer is capitalized, but when repeated throughout the article “prayer book” is used and is lower case. Typically, church parties are lower case, such as “evangelical,” “anglo-catholic,” “broad church.”

Abbreviations and Acronyms

Keep the number of abbreviations to a minimum, as they are difficult for readers to track while reading the text. Spell out the less common abbreviations; if used throughout the text, follow the first instance of the full term with the abbreviation in parenthesis. For example: World Council of Churches (WCC).

Italics

Book titles within the text are italicized, with the full citation in the corresponding footnote.

Illustrations

The journal publishes a limited number of photographs, mostly black and white, if integral to an article. It is the responsibility of the author to obtain all permissions, and cover the cost if there is a fee, before publication.

Thank you for your contribution to *Anglican and Episcopal History*! Submissions should be emailed to Sheryl A. Kujawa-Holbrook, AEHeditor@gmail.com.