

ANGLICAN AND EPISCOPAL HISTORY
Style Sheet for Journal Authors – January 2022

The journal follows the latest edition *Chicago Manual of Style* 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 single-space footnotes (10 pt), not endnotes. Footnotes are numbered with Arabic numerals. Generally, articles should be in the range of 20-30 pages.

First and subsequent references to persons

When referring to a person, avoid the use of ecclesiastical and other 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. For example, the preferred style is Barbara C. Harris, suffragan bishop of the Diocese of Massachusetts, thereafter Harris. The birth and death dates should follow the names of lesser known persons, when critical to an article. For example, Mary Astell (1666-1741).

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.

Quotation marks should conform to U.S. style.

Numbers

In general, numbers zero through one hundred should be spelled out, as should whole numbers have followed by *hundred, thousand, million, etc.* We use numerals for numbers larger than one hundred and complex large numbers. Dates should be listed in the following format: January 1, 2022.

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 and referring to the universal, such as “the Church,” or the “Episcopal Church,” but not as an adjective, such as “church meetings.” The “Bible” is capitalized, but the adjective “biblical” is not, nor is scripture. 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,” “bishop,” “pope,” are lower case unless part of a proper name, “Queen Elizabeth II.” The Book of Common Prayer is capitalized and not italicized, but when repeated throughout the article “prayer book” is used and is lower case.

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 will publish 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. Authors must provide the editor with a .jpeg file and with the photo caption.

Digital Sources

Online encyclopedias are fine for reference use, but should not be cited as sources. When digital sources are used in footnotes, the access date should be noted as part of the citation, for example: *The Book of Common Prayer, 1549*, Project Canterbury, justus.anglican.org/resources/bcp/1549/BCP_1549.htm. Accessed January 7, 2022.