American Catholic Studies
Style Guide

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Contents

Introduction

American Catholic Studies is a double-blind refereed journal that publishes high quality studies and book reviews for academics, opinion leaders, and informed general readers. We welcome submissions in the fields of US Roman Catholic history, sociology, theology, architecture, art, cinema, music, popular movements, and related areas at the journal staff's discretion. Email manuscripts for consideration to americancatholicstudies@villanova.edu.

The *American Catholic Studies* journal follows the most recent edition of *The Chicago Manual of Style* (currently the 18th edition, published in 2024). The purpose of this style guide is to highlight specific *Chicago*-style guidelines for use in manuscripts submitted to the journal, deviations from *Chicago*, and additional style rules for elements not covered by *Chicago*. Because we receive some submissions from students, authors whose first language is not English, and scholars educated outside the United States, some of these rules may be more detailed than many authors might find necessary. Nonetheless, we hope they are helpful to all our valued contributors.

Where these style guidelines are inadequate to address the needs of a specific submission, please make a judicious style decision and implement it consistently.

Preparing Your Manuscript

Use Microsoft Word to prepare your manuscript for possible publication. The text should be double-spaced, in 12 pt. Times New Roman, with 1"-margins. The length should run approximately 7,000 to 10,000 words, including footnotes.

- Page 1: Include the title, the name(s) of author(s), institutional affiliation, department and/or home address, and current email address.
- Page 2: Insert your abstract (no more than 200 words) and a brief bio (no more than 80 words).
- Page 3: Begin your text. Follow this style guide, the current edition of *The Chicago Manual of Style*, and Merriam-Webster Online for all matters regarding style, capitalization, numbers, punctuation, and so on. Please include subheadings throughout your manuscript.
- Footnotes: All citations should be footnotes, rather than endnotes or parenthetical citations. This guide provides general guidelines for citing common types of sources; for specifics or special cases, consult the current edition of *The Chicago Manual of Style*.

Chapter 1

Copyright and Permission

WHO HOLDS COPYRIGHT?   The copyright on journal materials is held by the American Catholic Historical Society of Philadelphia, Pennsylvania. Authors grant *American Catholic Studies* the right of first publication of their contributions and attest that they have submitted an original work that has not been published previously in any form.

RESPONSIBLE SHARING   *American Catholic Studies* encourages our authors and readers to share content with others in a responsible fashion. We recognize the need for authors and readers to disseminate research and share findings with various publics. At the same time, the journal does not permit authors or readers to post articles, reviews, or other content on personal or institutional websites, or to distribute journal content publicly over social media without express permission. As much as we may wish all scholarship to be freely available, the ongoing work of the journal is dependent on subscriptions and database revenue.

Those wishing to share materials are encouraged to share or post links to journal content as found in Project Muse or JSTOR. Sharing these links enables others to view abstracts and preview content, while encouraging them to download content legally through their own institutional provider. It also helps the journal track usage and provide authors with readership data and statistics.

AUTHORS' PERMISSION TO REPUBLISH   *American Catholic Studies* automatically grants its published authors the right to reuse or republish parts or all of their work for the following purposes: submission of theses and dissertations; inclusion in books, ebooks, anthologies, or edited volumes; and republication in another journal or periodical. Any republished materials should include the following: "This article was originally published in *American Catholic Studies* [date of issue] and is reprinted with permission."

Quoting Outside Material

FAIR USE AND SCHOLARSHIP   Fair use doctrine usually governs our materials because they are intended for research and scholarship. Per the website of the Library of Congress: "The fair use doctrine allows you to use a copyrighted item for a limited purpose 'such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.'"[1]

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[1]   Library of Congress, "Using Items from the Library's Website: Understanding Copyright," updated February 7, 2020, https://www.loc.gov/legal/understanding-copyright/#fair_use.

WHEN PERMISSION IS WARRANTED   The following instances warrant more careful handling and scrutiny. When in doubt, we may ask authors to request permission or revise/rewrite to avoid any questions:

- Song lyrics, poetry, and prayers (in whole or in part) that are under copyright
- Images (especially those provided by archives, taken specially by photographers, or appearing in published materials under copyright)—note, however, that we use images of book or periodical covers under fair use doctrine

Chapter 2

Sources and Documentation

Preferred Editions

BIBLE   *ACS* does not prefer a specific translation for the Bible. Be sure to fully cite the translation on first reference, as with any other cited source.

Please specify any exceptions: e.g., if you generally use the New Revised Standard Version (NRSV) but quote one passage from the King James Version (KJV), indicate as much in your citations. When citing a Bible passage as quoted by a secondary source, clarify the source in the footnotes (e.g., "Mark 1:1, quoted in [source]").

OTHER CHURCH SOURCES   You may cite whatever editions or translations you prefer, so long as you fully document these like any other source.

Quotations: General Guidelines

IDENTIFYING CHANGES IN QUOTATIONS   Direct quotations must be verbatim and follow the style of the source material (even where they conflict with the journal's style). Clearly identify changes to the wording or intention of the quoted material.

a. Use brackets to note *additions* ([/]). If you have added emphasis, be sure to note this as well.
b. Use ellipses to note *deletions* (. . .). The standard ellipsis is three periods and four spaces (including one before and after the ellipsis). If the omission includes the end of a sentence, use a four-period ellipsis with no space between the last word and the first period. Do not bracket ellipses.

> *Examples:*   *[original quote]* "Casino studies the complex questions surrounding the attitudes and responses of German Catholic clergy to the demands of citizenship in the United States in a time of war. Casino focuses on the tactics employed by these clergy to avoid military service and complicity in bloodshed" (Rademacher, "In This Issue," Summer 2025).
>
> *[altered quote]* "Casino studies the . . . attitudes and responses of German Catholic clergy to the demands of citizenship in the United States in a time of war."

[altered quote] "Casino studies the . . . attitudes and responses of German Catholic clergy to the demands of [US] citizenship . . . in a time of war."

[altered quote] "Casino studies . . . the attitudes and responses of German Catholic clergy . . . in a time of war. . . . [and] focuses on the tactics employed by these clergy to avoid military service and complicity in bloodshed."

PERMISSIBLE SILENT CHANGES   Make the following changes to quoted material without identifying the changes with ellipses and/or brackets:

a. Do not use brackets when changing the first letter of a quotation to capital or lowercase.
b. Do not use ellipses at the beginning or end of quotations.
c. You may change terminal punctuation.
d. You may omit punctuation where ellipses are used.
e. You may correct an indisputable typographic error without identifying the change, especially when quoting contemporary material. ("*Sic*," meaning "thus," is rarely used unless you are faithfully replicating an error for research purposes, especially when quoting historical or archival material.)

PARAPHRASING VS. QUOTING   "Paraphrase" goes beyond changing a word or two. True paraphrase bears little resemblance to the wording or sentence structure of the original passage. If a paraphrased passage resembles the original material enough that a reader could clearly identify it as coming from that source, simply quote directly and follow the source word for word. Most paraphrases of others' work should be cited even if the wording is entirely your own.

CITATION PLACEMENT   In articles (including cover essays) for *ACS*, use Word's built-in footnotes function. Note reference numbers should follow (not precede) punctuation.

Book reviews may cite page numbers of the reviewed book in parenthetical citations in the text; insert these between the quotation mark and the ending punctuation.

Example: In her article, Sarah C. Luginbill examines the World War I–era chaplain's Eucharist kit: a black suitcase that "included all the requisite liturgical items and vestments needed for the celebration of the Eucharist."[1]

[1]Sarah C. Luginbill, "The Eucharist in a Suitcase: The Chaplains' Aid Association and Catholic Material Culture in World War I," *American Catholic Studies* 136, no. 2 (Summer 2026): 26.

> *Example:*   In their book *Recovering Their Stories: US Catholic Women in the Twentieth Century*, Nicholas K. Rademacher and Sandra Yocum recognize that "Catholic laywomen have made important, significant, and lasting contributions to the Catholic Church and US society and culture" (1).

Formatting Different Kinds of Quotes

GENERAL RULES   Set off quoted material of one hundred words or more as a block quotation (see below). Integrate all shorter quotations into (or "run into") the text, with double quotation marks.

Do not use ellipses to begin or end quotations. Do not bracket case changes that start quotations.

Run-In Quotes

INTRODUCING QUOTES   When integrating a quotation within the narrative grammatically, use no introductory punctuation, and do not capitalize the first word of the quote. If you introduce the quotation (e.g., "The Council said"), precede the quotation with a comma or colon and capitalize the first word of the quote.

> *Correct:*   The Second Vatican Council said that "the griefs and the anxieties [of today] are . . . the griefs and anxieties of the followers of Christ." ["That" makes the quote a grammatical part of the sentence.]

> *Correct:*   The Second Vatican Council said, "The griefs and the anxieties [of today] are . . . the griefs and anxieties of the followers of Christ."

END PUNCTUATION   A closing quotation mark goes outside a period or comma; it precedes any semicolon or colon. The placement of an exclamation point or question mark depends on whether the punctuation is part of the quote.

Block Quotes

BLOCK FORMAT   Start block quotations of one hundred words or longer as new paragraphs, indented 0.5 inch on the left margin. Omit quotation marks. Do not reduce the type size or add other styles (such as italics not found in the original).

CITATION PLACEMENT   Note numbers follow the final punctuation of a block quote.

Sense Lines (Verse)

DEFINITION   "Sense lines" are text formatted with line breaks (plus any indents), as in poetry, prayers, songs, or verse. Because these line breaks and indents are intentional, they are considered part of the quotation.

FORMATTING   When quoting from text formatted in sense lines, choose from two options to preserve the sense lines:

a.   Copy the format exactly. Format like a block quote, and break and indent the lines exactly as shown in the original source. (As with a block quote, this situation does not use quotation marks, and the citation follows the end punctuation.)

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah:

> The Spirit of the Lord is upon me,
>   because he has anointed me
>   to bring glad tidings to the poor. (Lk 4:18)

b.   Use slashes (/), with a space on either side, to show line breaks. Choose this option if you want to "run in" the quote with the paragraph, rather than set it off as a block quote, perhaps for reasons of space or easier reading. (Note that when the quotation is run-in, the citation precedes the end punctuation.)

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah: "The Spirit of the Lord is upon me, / because he has anointed me / to bring glad tidings to the poor" (Lk 4:18).

Epigraphs

FORMATTING   Set off epigraphs by centering them and indenting 0.5 inch on both sides. Do not use quotation marks to set off an epigraph, but do retain any internal quotation marks for the quoted message.

CITING   Cite epigraph sources on a separate line under the epigraph, aligned right or at the halfway point of the page, set off with a dash and no spaces (—). Epigraphs typically need minimal attribution: the name of the author, the title of the source, and perhaps a date.

> Praised be You, my Lord, with all your creatures.
>   —St. Francis, "Canticle of the Sun"

Documentation and Citation

FIRST CITATION OF A SOURCE   For each first citation of a source, provide a complete citation, with all publication information, including for online sources. (Note that a URL by itself is insufficient as a citation.)

>   *Example:*   Barbara K. Sain, "Shifting Moods and Shifting Discourses: Hopelessness at the Intersection of American Catholicism and Psychology," *American Catholic Studies* 135, no. 2 (Summer 2024): 1–22.

SUBSEQUENT CITATIONS   For subsequent references, use shortened citations: that is, give the author's last name and a shortened title. For the journal's purposes, a shortened title is generally the main title without subtitle; leading articles may be omitted, and very long main titles may be further shortened at the author's discretion. Do not use "ibid.," "idem," "op. cit.," or "loc. cit."

>   *Example:*   Luginbill, "Eucharist in a Suitcase," 25.

Identifying Exact Location

PAGE NUMBERS   When citing page numbers, do not label "page" or "p./pp."—simply give the number.

PARAGRAPH NUMBERS   When a source has numbered paragraphs, cite by paragraph number. Use "no." or "nos." to cite one or more paragraph numbers. Do not use the paragraph symbol (¶), "para./paras.," or "n./nn."

>   *Example:*   [1]*GS*, nos. 4-6; see *GS*, no. 26.

BIBLE CITATIONS   Use a colon to separate chapter and verse, with no space on either side. Use a comma to separate non-consecutive verses. In both the text and footnotes, always spell out the book of the Bible (do not abbreviate).

>   *Example:*   In the Gospel of Matthew, Jesus gives the Beatitudes and tells us to love our enemies (5:3–12, 44).

CANON LAW CITATIONS   In citations of canon law, use "c." or "cc." to cite one or more canons. (Otherwise spell out "canon" in running text.) Include "§" for a section or "°" for a subsection of a cited canon. For multiple sections, double the "§" symbol; for multiple subsections ("°") repeat the symbol. See the examples below, especially for spacing and punctuation guidance.

>   *Examples:*   [1]See *Code of Canon Law* (*CIC*), cc. 253 §1; 254 §§1-2; 1091 §§1, 3; 1095 1°, 3°.

[2]*CIC*, c. 190 1°-2°.

Citation Formats

Follow the most recent *Chicago Manual of Style* guidelines for documentation of sources, except where this style guide specifically departs from those guidelines. This section provides general guidelines about sources most commonly cited by *ACS* authors, but consult the *Chicago Manual* for special cases.

IN GENERAL: THREE REQUIRED ELEMENTS   In general, documentation of sources must specify three elements in some way, depending on the type of source: *author*, *title*, and *publication information*. Note that online sources must also be cited completely in this way; do not provide a URL by itself.

BOOKS, BOOKLETS, AND BROCHURES   Cite a book or similar standalone publication as follows.

> Author [or Editor or Translator], *Book Title* (Publisher, Year), Page [or Paragraph].

Provide authors' names (if individuals) first-name first. Be sure to provide the page or paragraph number of the material cited, unless the note is a general suggestion to "see" a source.

Note that with the 18th edition, the *Chicago Manual of Style* has dropped city of publication from book citations.

> *Examples:*   [1]Nathaniel Millett and Charles H. Parker, eds., *Jesuits and Race: A Global History of Continuity and Change, 1530–2020* (University of New Mexico Press, 2022), 10.
>
> [2]See Nick Ripatrazone, *The Habit of Poetry: The Literary Lives of Nuns in Mid-Century America* (Fortress Press, 2023).

PARTS OF BOOKS   Cite an essay or chapter in a single-author book as follows:

> Author, "Chapter or Essay Title," in *Book Title* (Publisher, Year), Page.

Cite an essay or chapter in an edited multi-author book as follows:

> Author, "Chapter or Essay Title," in *Book Title*, ed. Editor (Publisher, Year), Page.

Provide authors' names (if individuals) first-name first. Be sure to provide the page or paragraph number of the material cited, unless the note is a general suggestion to "see" a source.

ARTICLES IN SCHOLARLY PERIODICALS   Cite an article in a scholarly journal as follows:

> Author, "Article Title," *Periodical Title* Volume, no. Issue
> (Month/Season Year): Pages, DOI or URL [optional].

Provide authors' names (if individuals) first-name first. Be sure to provide the page(s) of the material cited. If the note is a general suggestion to "see" a source, provide the full page range.

Journal articles increasingly have digital object identifiers, or DOIs, in lieu of URLs (even if the article also appears in print). DOIs or URLs are only required for a source that only appears online; in such cases, DOIs are preferred.

> *Example:*   [1]Suvi Salmenniemi, Inna Perheentupa, and Hanna Ylöstalo, "Political Imagination and Social Change," *Sociological Research Online* 30, no. 2 (2025), https://doi.org/10.1177/13607804251334020.

ARTICLES IN MAGAZINES/NEWSPAPERS   Cite an article in a magazine or newspaper as follows:

> Author, "Article Title," *Periodical Title*, Publication Date, Page or URL.

Provide authors' names (if individuals) first-name first. Article titles should be given in title case, not sentence case, regardless of how the article was published in the original source.

When citing an online edition, include the complete URL (even if paywalled). When citing a print edition, be sure to note the page of the material quoted. If the note is a general suggestion to "see" a source (or if the source is online), omit any page range.

> *Examples:*   [1]"Wall Street Journal Poll Ranks Benedictine College Among Top 10 Most Highly Recommended Colleges," *The Leaven*, September 18, 2024, https://theleaven.org/wall-street-journal-poll-ranks-benedictine-college-among-top-10-most-highly-recommended-colleges/.
>
> [2]Gerard O'Connell, "Years of Hope: The History and Meaning of the Christian Jubilee," *America*, March 2025, 18.

PERSONAL COMMUNICATIONS   For personal communications—including original interviews—the source of the communication or interviewee is the "author" for the citation. Because these sources do not have titles, describe them without quotation marks or italics. Do not provide contact information without individuals' written permission.

Examples: ¹Catherine Smith, email message to author, January 29, 2024.

²John Doe, conversation with the author, July 5, 2025.

WEBPAGES AND ONLINE SOURCES   Online sources include pages from institutional websites, blog posts, and other digital resources. The footnote format for citing an online source is as follows. (To cite articles found online, see previous sections.)

> [Author, if different from site owner,] "Webpage Title," Website Name, Published/Updated/Accessed Date [as appropriate], URL.

Do not cite the URL by itself; be sure to cite with full publication information, as with any other online or print source. When the author and website are the same, omit the author and begin the citation with the page title.

Do not include a date of access unless either (1) no publication date appears or (2) a given web page seems subject to change; in such cases, the access date fixes the source at a specific moment in time. An alternate approach is to cite an "updated" date for pages that are updated occasionally.

Examples: ¹"Our Catholic Identity," Catholic Relief Services, accessed February 21, 2025, https://www.crs.org/about/catholic-identity.

²Laura Silver et al., "Comparing Levels of Religious Nationalism Around the World," Pew Research Center, January 28, 2025, https://www.pewresearch.org/global/2025/01/28/comparing-levels-of-religious-nationalism-around-the-world/.

Citing Papal and Vatican Sources

INCIPITS **(LATIN TITLES)**   A Latin "title" of a church document is not strictly a title—it comprises the first few words of the Vatican or papal text in Latin, called the *incipit*. Such sources warrant special treatment in citations.

TITLE CASE   *ACS* styles *incipits* in title case: that is, capitalizing all words except articles and prepositions (of fewer than four letters), as with other source titles.

Example: ¹See Second Vatican Council, *Gaudium et Spes* (*Pastoral Constitution on the Church in the Modern World*), no. 1.

PLACEMENT WITH ENGLISH TITLES   Give the Latin first, followed by the English in parentheses.

Example: ¹See John Paul II, Encyclical *Ut Unum Sint* (*On Commitment to Ecumenism*), nos. 3–4.

CITING DOCUMENT TYPE/GENRE Specify the genre of Vatican and papal sources ("encyclical," "apostolic exhortation," etc.), when the document type is not already part of the title. See preceding examples.

ABBREVIATIONS For the journal, do not abbreviate Latin incipits in subsequent citations; give the Latin title in full each time (English translations may be omitted).

Common Abbreviations and Notations

The following notations are commonly encountered in citations. Other than "see," these are rarely used today; rewrite to avoid them.

Notation	Meaning
Cf.	Avoid using; instead, write "compare to" or "contrast with." (Does not mean "see.")
See	"For more information, consult." Distinct from "cf."
Ibid.	"See source just cited." Usually only used in notes, not in parenthetical citations. Do not use "ibid." because it can easily be separated from the antecedent source during drafting, revision, and editing.
Idem	"The same," usually referring to author. Do not use. Rather, repeat the author's last name and a shortened title for each citation.
f./ff.	"And following." Often used when citing Bible verses or lines of poetry. Do include the ending period.
loc. cit. / op. cit.	"In the place cited" and "in the work cited," respectively. Do not use. Rather, repeat the author's last name and a shortened title for each citation.

Chapter 3

Words, Names, and Titles

Capitalization

General Rules

PROPER NOUNS   Capitalize the official titles of organizations, groups, and similar. Common nouns should be lowercased, as should truncated proper names used after first reference.

> *Examples:*   The Washburn University Department of Social Work made its archives available for this research.
>
> The social work department of Washburn University permitted me to review documentation from its early years.

NOT USED TO SIGNIFY IMPORTANCE   Lowercase the names of positions, areas of study, majors, departments, schools of thought, and other such labels used as common nouns, not proper nouns (including when used in apposition). Do not capitalize merely to emphasize importance.

> *Examples:*   Nelson J. Pérez was appointed the archbishop of Philadelphia in January 2020.
>
> Nelson J. Pérez, archbishop of Philadelphia, was appointed in January 2020.
>
> Department chairs with questions about the new policies should consult the dean.
>
> She received master's degrees in architecture and fine arts and now teaches in the art department.

"THE" STARTING NAMES/TITLES   When a legal or official name begins with "the," capitalize the article when using it in a sentence.

> *Examples:*   I read it in *The Washington Post*.
> She graduated from The Catholic University of America.

- Capitalize the first word in any title. Otherwise, do not capitalize articles.
- Capitalize all verbs, regardless of length. For infinitives, capitalize the base verb but not "to."
- Capitalize prepositions of five letters or longer (e.g., "between," "after"). Lowercase shorter prepositions (e.g., "upon," "over").
- Capitalize all parts of a hyphenated word in a title except prepositions and articles (e.g., "Up-to-Date Contact Information").

IN LISTS   In bulleted or numbered lists, capitalize the first word (even if the item is not a complete sentence).

ADDITIONAL GUIDANCE   See table at the end of this chapter for capitalization of specific words. For secular capitalization questions not otherwise addressed in this guide, refer to the current edition of *The Chicago Manual of Style*.

Principles Governing Church Terms

TITLES

- Always capitalize titles of God and Persons of the Trinity. Lowercase pronouns for God.
- Capitalize titles of commonly known prayers and parts of the Mass.

   Examples: Our Father, Hail Mary, Liturgy of the Eucharist, *Gloria*, Doxology

SCRIPTURE, SACRAMENTS, MYSTERIES

- Capitalize nouns relating to the Bible. When used as adjectives (or in an adjectival form), they are lowercased.

   Examples: Scripture, Gospels, Gospel; *but* scriptural study, gospel values

- Capitalize the names of sacraments as sacraments. Sacraments mentioned in a general sense may be lowercased.

   Examples: The priest celebrated the Sacrament of Baptism.

   Some families celebrate the anniversary of a child's baptism instead of the child's birthday.

THE CHURCH AND TRADITION

- Lowercase "church" as a noun, but capitalize as part of the proper name of a parish, church, or denomination: e.g., "Catholic Church," "Presbyterian

Church (U.S.A.)." Always lowercase "church" as an adjective: e.g., "church teaching," "church leaders." Lowercase "church" when referring to the church building: e.g., "they went to church."

- Ecumenical references lowercase "church" and "churches" when referring to them generically, not specifically.
- Capitalize "Tradition" when referring to church teaching and practice, oral and written. Lowercase "tradition" when referring to general practices neither apostolic nor inspired.

Abbreviations

ACRONYMS AND ABBREVIATIONS   Spell out all names and sources upon first reference. Then note the desired initialism (that is, the acronym or abbreviation) in parentheses. The abbreviation may be used thereafter.

> *Example:*   The Consejo Episcopal Latinoamericano y Caribeño (CELAM) comprises the bishops' conferences of the countries of Latin America and the Caribbean. CELAM is headquartered in Colombia.

INITIALS IN NAMES   For given names abbreviated by initials, separate each initial with a space: e.g., "G. K. Chesterton," "J. R. R. Tolkien."

BOOKS OF THE BIBLE   Spell out the full name of books of the Bible with no italics; do not abbreviate in text or citations.

COMMON CHURCH SOURCES   Citations for papal and curial church sources may abbreviate the source name using commonly known abbreviations, provided that the full name is spelled out upon first reference.

RELIGIOUS ORDERS   Use abbreviations for religious orders sparingly, recognizing that some readers may not be well versed in religious orders. Thus, when introducing a member of a religious order in running text, indicate the full name of the order: e.g., "John Doe, a member of the Society of Jesus." Elsewhere, omit periods in abbreviations for religious orders after an individual's name (e.g., SJ, SSND). For guidance on abbreviating a specific religious order, consult the website of that order.

DEGREES   Omit periods in abbreviations for ecclesiastical and academic degrees.

MONTHS   Spell out the names of months; do not abbreviate.

UNITED STATES VS. US   Use "United States" for the noun form. Use "US" only as an adjective. Do not abbreviate "US" with periods (following "UK" and "UN").

STATE NAMES   In running text, spell out the name of a state. In citations, use postal, or zip, abbreviations for states.

DISTRICT OF COLUMBIA   For the District of Columbia, provide the full name when it stands alone without "Washington." With "Washington," it is abbreviated "DC" in both text and citations, and no comma is used.

> *Examples:*   The coalition visited nine states and the District of Columbia.
>
> The tourists flock to Washington DC in the spring.

Do not use periods to abbreviate the four quadrants of the District of Columbia (NE, NW, SE, SW).

Hyphenation

GENERAL GUIDE   Follow Merriam-Webster Online first. Where it is unclear or does not include a word, see the most recent edition of *The Chicago Manual of Style* for excellent general hyphenation guidelines. See also the table at the end of this chapter for hyphenation of specific words (church and secular)

PREFIXES   Generally, do not hyphenate most words formed with prefixes. Prefixes are usually connected directly to the base word, as with "hypersensitive," "antiwar," "infrastructure."

anti	intra	re
co	macro	semi
de	micro	sub
hyper	supra	non
hypo	trans	post
infra	un	pre

EN-DASH VS. HYPHEN   Use an en-dash (–) instead of a hyphen to form a compound word when one part consists of two words or a hyphenated word (e.g., "United States–Mexico border").

Names

LAST NAME ON SUBSEQUENT REFERENCE   Give an individual's full name on first mention. On subsequent mentions, give the last name only. (If more than one individual has the same last name, repeat the first name as needed to clarify who is being discussed.)

SECULAR TITLES   Do not include "Dr.," "Mr.," "Ms.," and so on when referring to individuals except in quoted material or a source title.

Styling Church Names and Titles

LAST NAMES WITH RELIGIOUS TITLES   When a saint, priest, or other individual with a title is mentioned multiple times, you need not repeat the title on subsequent mentions.

> *Examples:*   St. Elizabeth Ann Seton was raised Episcopalian. Seton converted to Catholicism after the death of her husband.
>
> Father Mychal Judge, OFM, served as a chaplain to the New York City Fire Department. Judge was killed in the North Tower of the World Trade Center on September 11, 2001.

SAINTS   Use the abbreviation "St." preceding a name, unless a proper noun of a place uses "Saint" (e.g., "Saint Joseph's Church"). Spell out "saint" as a common noun or in apposition.

BLESSEDS AND OTHERS   Capitalize "Blessed," "Venerable," or "Servant of God" preceding a name. Lowercase "blessed," "venerable," or "servant of God" as a common noun or in apposition.

POPES   Popes should be identified as such on first mention of the pope; don't assume all readers will recognize a figure as a pope. When referring to "His Holiness" or "Holy Father," ensure that the identity of the pope in question is clear. Lowercase "the pope" as a common noun or in apposition. Refer to papal saints by the names they used in life: e.g., "Pope John Paul II."

CARDINALS   "Cardinal" precedes the name in US usage: "Cardinal Joseph Bernardin," not "Joseph Cardinal Bernardin."

BISHOPS   Capitalize "Bishop" or "Archbishop" before the name; lowercase in apposition.

THE VERY REVEREND, THE RIGHT REVEREND   "The Very Reverend" is an honorific sometimes given to (arch)diocesan vicars. "The Right Reverend" is sometimes given to an abbot. These may be used in formal cases. Note that both honorifics include the definite article "the."

CLERGY AND RELIGIOUS   Spell out and capitalize "Monsignor," "Father," "Sister," and "Brother" before a name. Do not abbreviate "Abbot," "Abbess," or "Mother." On subsequent mention, omit the religious title and use just the surname (except in cases where the religious person did not have or use a surname, especially in historical records—in which case use the name by which the person was known in life).

DEACONS   Use "Deacon," not "Rev. Mr."

Other Forms of Address

A comprehensive guide to civil, military, and professional titles may be found in the current edition of *The Chicago Manual of Style*.

Sacred Texts

TRADITIONAL PRAYERS   Treat the titles of traditional prayers as proper nouns, not as titles of creative works. Italicize prayer titles in other languages only.

> *Examples:*   Our Father, Hail Mary, Prayer of St. Francis, the *Salve Regina*

NEW/ORIGINAL PRAYERS   Prayers that are more recent original works are styled with quotation marks, like any other title of a short work: e.g., "Litany of the Way," "Prayer for Healing."

SCRIPTURES AND SIMILAR PRINCIPAL TEXTS   Like the Bible, the principal texts of other religions are typically treated as proper nouns, not as titles of works.

> *Examples:*   Bible, Torah, Talmud, Qur'an, Hadith, Bhagavad Gita

Sensitivity in Language

CAPITALIZATION   Capitalize terms pertaining to specific cultures, races, ethnicities, and nationalities. Lowercase terms not referring to a specific culture, race, ethnicity, or nationality.

African, African American	Indigenous
Asian, Asian American	Irish American
Black, Black American	Latinos
brown	Native, Native American
European Americans	Pacific Islander
Hispanics	people of color
Hispanic/Latino	white

NO HYPHENS   As the table shows, do not hyphenate African American, Asian American, Native American, and so forth.

HISPANIC/LATINO   In the United States, "Hispanic" and "Latino" are often used interchangeably (or combined with a slash) to refer to those with either cultural heritage. Separately, "Hispanic" sometimes refers specifically to someone from a Spanish-speaking country (including Spain), and "Latino" describes someone from Latin America (including a Brazilian, who likely speaks Portuguese). Where relevant, consider referring more precisely to "Cuban Americans," "Mexican Americans," and so on. "Latinx," "Latine," and regional terms like "Hispano" may be used at the discretion of the author.

FIRST PERSON   Use "I" when referring to your own research. Reserve "we" for multiauthored articles only. Do not refer to yourself in the third person.

INCLUSIVE LANGUAGE   Avoid defaulting to "he" when referring to people in general, both men and women. Instead, either use "he or she" (not "s/he") in the singular, or change all references to plural and use the plural "they."

NON-GENDERED NOUNS   Use words such as "lay person" instead of "lay woman," "chair" or "chairperson" instead of "chairman," and so on.

LGBTQ+ TERMS   Follow the guidance of the current edition of *The Chicago Manual of Style*.

PERSON FIRST VS. IDENTITY FIRST   In general, when writing about disabilities, place the person before the disability to show that the individual is more than the characteristic. Note, however, that some people with disabilities prefer identity-first terminology, and some capitalize terms indicating community affiliation (e.g., someone may be deaf and also be part of the Deaf community; some autistic people prefer "autistic person" to "person with autism"). When in doubt, call individuals what they call themselves.

Working with Words and Language

WORDS AS WORDS   Put words in double (not single) quotation marks when they are used as words. Do not italicize for this purpose. Only combine quotation marks with italics if the word is also in a different language (see next item).

> *Example:*   I don't know what you mean by the word "efficient."

WORDS IN OTHER LANGUAGES   In general, italicize words in a different language. Exceptions include common abbreviations like "e.g." and "ibid." or any word found in Merriam-Webster Online (such as words English has borrowed from other languages).
When a foreign word is treated as a word, the word—which is already italicized—also appears in quotation marks.

> *Example:*   I don't know what you mean by "*ex cathedra*."

NAMES IN OTHER LANGUAGES   Do not italicize proper nouns that happen to be in another language.

> *Example:*   The Consejo Episcopal Latinoamericano y Caribeño comprises the episcopal conferences of the countries in Latin America and the Caribbean.

BRAND NAMES AND TRADEMARKS Capitalize brand names. Whenever possible, however, use the general term for something, not the trademarked term (e.g., "photocopy" instead of "Xerox," "tissue" instead of "Kleenex"). Do not use the symbols denoting trademark, service mark, or registered trademark.

Misused Words

COMPRISE "Comprise" is often confused with "compose." The whole comprises the parts, and the parts compose the whole.

Incorrect:	The legislative branch is comprised of the House and the Senate.
Correct:	The legislative branch is composed of the House and the Senate.
Correct:	The legislative branch comprises the House and the Senate.
Correct:	The House and Senate compose the legislative branch.

AFFECT, EFFECT When referring to the impact something has on something else, "effect" is a noun, and "affect" is a verb.

Effect (n.):	The attack on Pearl Harbor had a tremendous *effect* on the world.
Affect (v.):	The attack on Pearl Harbor *affected* the world tremendously by bringing the United States into the war.

The verb "effect" means "to accomplish or bring about."

Effect (v.):	The attack on Pearl Harbor *effected* great changes in the theater of World War II. *[I.e., "brought about," not "had an impact on."]*

The noun "affect" refers to the ability to feel emotion.

Affect (n.):	The teenager manifested a distinct lack of *affect*, illustrated by her sullenness in response to the movie.

You may use "impact" as a verb to describe a powerful effect, taking care to avoid hyperbole.

Impact (v.):	The sudden death of her mother impacted the saint's decision to profess vows.

Impact (n.): The sudden death of her mother had an impact on the saint's decision to profess vows.

MORE THAN/OVER AND FEWER THAN/UNDER Use "more than" and "fewer than" to describe countable nouns. Use "over" and "under" for percentages and noncountable nouns.

Incorrect: Over 333 million people live in the United States. Under 66 million of them live in rural areas, according to the US Census Bureau.

Correct: More than 333 million people live in the United States. Fewer than 66 million live in rural areas.

Correct: Over 20 percent of the US population lives in a census-defined rural area.

E.G. VS. I.E. Knowing what these terms abbreviate clarifies their usage. Note that both are followed by a comma: e.g., like this.

	Latin	**English Usage**
e.g.	*exempli gratia*	for example
i.e.	*id est*	that is [usually with a comma]

Letters of the Alphabet

LETTERS AS LETTERS Italicize letters and their combinations, when referring to them as letters, to make your intention clear: e.g., the letter *m*, a capital *Q*.

PLURALS OF LETTERS Letters referred to as letters are pluralized with an apostrophe-*s*. (This is a rare exception to the general rule not to use apostrophes to pluralize.)

Example: Sign your name by the two *X*'s.

Treatment of Specific Words

This list of preferred spelling, hyphenation, and capitalization (as well as italics, as needed) is by no means exhaustive. You may extrapolate from these examples to meet the specific needs of your manuscript.

acknowledgment
ad limina visit

African American (n. or adj.)
afterword (to a book)

angels

Anointing of the Sick, Sacrament of

antipoverty

antisemitism, antisemitic

antiwar

Apostles, the; *but* apostolic

archbishop, the archbishop (but cap as title, e.g., Archbishop Pérez)

archdiocese, the archdiocese (but cap as part of proper name, e.g., Archdiocese of Philadelphia)

Asian American (n. or adj.)

baptism; *but* Baptism, Sacrament of (cap as name of sacrament)

baptized

Beatitudes, the

Bible, the (n.)

biblical (adj.)

bishop, the bishop (but cap as title, e.g., Bishop McIntyre)

Blessed (not Bl., as title, but lowercase as common noun)

Blood of Christ

Body of Christ

Brother (not Br., as title, but lowercase as common noun)

canon law (unless part of book title)

cardinal, the cardinal (but cap as title, e.g., Cardinal Rigali); title appears before name (Cardinal Justin Rigali), not in the middle (Justin Cardinal Rigali)

chancery

child care (n.), child-care (adj.)

church (adj.; also lowercase referring to the building)

church (n.), *but* Catholic Church, Methodist Church

Church Doctors

Church Fathers

civil rights movement

co-author, co-editor

communion of saints

Communion, Holy

communist, communism (except in proper name of political party)

confession

Confirmation, Sacrament of

Council (First or Second Vatican only)

Council Fathers (First or Second Vatican only)

co-worker

Creed, Nicene or Apostles' (no italics)

cross

Crucifixion, the

Crusades, the

Curia, Roman; the Curia

curial

decision making, decision maker (n.), decision-making (adj.)

deposit of faith

diocese, the diocese (but cap as part of proper name, e.g., Diocese of Arlington)

Divine Office, the

Eastern Rite (n.), Eastern-rite (adj.)

ebook, *but* ePub

ecumenical council

email

émigré

Encuentro (as proper n.)

eparchy, the eparchy (but cap as part of proper name, e.g., Eparchy of Newton of the Melkites)
episcopate, episcopacy
Eucharist, Holy
eucharistic
ex cathedra
extreme unction
farmworker
Father (not Fr., as title, but lowercase as common noun)
feast day
federal
fieldwork
firsthand
foreword (to a book)
forward (not forwards)
full-time (adj./adv.)
fund raising (n.), fundraising (adj.)
gospel (adj. or generic)
gospel music
Gospel, the; four Gospels
Hail Mary (no italics)
health care (n.), health-care (adj.)
heaven
hell
Holocaust
holy day, holy day of obligation
Holy Father (*but* pope)
Holy Orders, Sacrament of
imprimatur
internet
interreligious
Irish American (n. or adj.)
Italian American (n. or adj.)
Jesus' (irregular possessive)
Judeo-Christian
judgment
Know-Nothings
koinonia
laity, lay person, lay people

Last Supper, the
Latin Rite (n.), Latin-rite (adj.)
Lefebvrites
Left, the; Far Left (but left-wing, on the left)
Liturgy of the Eucharist
Liturgy of the Hours
Liturgy of the Word
liturgy, the liturgy, liturgies (generic)
long-standing
longtime
Lord's Prayer (no italics)
low-income (adj.)
magisterium
Mass
Matrimony, Sacrament of (or Marriage)
metanoia
Moses' (irregular possessive)
Mother (as title); mother (common n.)
Monsignor (not Msgr., as title, but lowercase as common noun)
natural family planning (*but* NFP)
neo-Scholastic, neo-Scholasticism
new evangelization
online
onsite
ordination; *but* Ordination, Sacrament of
Our Father
Pacific Islander
parish (lc as common noun); Parish (cap as part of proper noun)
paschal
Passion, Christ's
Penance, Sacrament of (or Penance and Reconciliation)
people of God
Polish American (n. or adj.)

pope, popes, the pope (but Pope Francis)

pro-life

psalter (generic)

purgatory

Real Presence, the (of Jesus Christ in the Eucharist)

Reconciliation, Sacrament of

resume (*not* résumé)

Resurrection, Christ's; *but* resurrection (generic)

Right, the; Far Right (but right-wing, on the right)

rite, rites

rosary (item or prayer)

sacrament, sacraments (but capitalize names of specific sacraments)

saint (as common noun; see below for "St.")

Scripture, Sacred; Scripture (n.) but scripture, scriptural (adj.)

secondhand

sic (use sparingly)

Sister (not Sr., as title, but lowercase as common noun)

social doctrine, Catholic

social teaching, Catholic (CST, if necessary)

Society of St. Pius X (SSPX)

socioeconomic

St. (not Saint, unless part of a proper name of a parish or institution)

Stations of the Cross

timeline

toward (*not* towards)

Tradition, Church or Sacred

Tridentine Mass

Trinity, *but* trinitarian, triune

Unitarian, Unitarian Universalist

United Kingdom (n.), UK (adj.)

United Nations (n.), UN (adj.)

United States (n.), US (adj., no periods), USA (in proper nouns only)

universal church

US-Mexican border

USSR (n. or adj.)

Venerable (not Ven.)

versus (in running text)

viaticum

Virgin of Guadalupe

vs. (in court decisions only, e.g., *Roe vs. Wade*)

Washington DC (no comma)

website, webpage

well-being

Word of God (*Logos*, the Second Person of the Trinity)

word of God (Scripture)

worshiping, worshiper, worshiped

Chapter 4

Mechanics and Formatting

This chapter does not purport to detail all rules of grammar, punctuation, and formatting. Rather, here we note specific style preferences for *American Catholic Studies*.

Bulleted and Numbered Lists

RUN-IN LISTS   When a numbered or lettered list appears sequentially in the running text, surround each number or letter with parentheses. Do not use periods or a single parenthesis.

> *Example:*   Her academic experience included (1) chairing the search committee for a new professor of African American studies, (2) serving as department chair for five years, and (3) co-authoring a book on gospel music in the Church.

INTRODUCING WITH A COLON   When introducing a list with a complete sentence, you may use a colon. If the introducing sentence is incomplete, then do not use a colon.

> *Incorrect:*   Her academic experience included: (1) chairing the search committee for a new professor of African American studies, (2) serving as department chair for five years, and (3) co-authoring a book on gospel music in the Church.

> *Correct:*   Her academic experience included the following: (1) chairing the search committee for a new professor of African American studies, (2) serving as department chair for five years, and (3) co-authoring a book on gospel music in the Church.

PARALLEL CONSTRUCTION   Ensure that each item in a list (whether vertical or run-in) is the same grammatical type and construction. See "Parallel Construction" later in this chapter.

Formatting Vertical Lists

CAPITALIZING   Capitalize the first word of each item.

HANGING INDENTS   Set a hanging indent in your word processing software. Do not insert a hard return and a tab for subsequent lines.

PUNCTUATING If each item is a complete sentence, end it with a period.

Correct: Her academic experience included the following:

- She chaired the search committee for a new professor of African American studies.
- She served as department chair for five years.

If the items are not complete sentences, do not punctuate them as a series; the act of bulleting or numbering makes serial punctuation redundant.

Incorrect: Her academic experience included the following:

- Chairing the search committee for a new professor of African American studies,
- Serving as department chair for five years, and
- Co-authoring a book on gospel music in the Church.

Correct: Her academic experience included

- Chairing the search committee for a new professor of African American studies
- Serving as department chair for five years
- Co-authoring a book on gospel music in the Church

NUMBERS/LETTERS For a numbered (or lettered) vertical list, place a period after the number or letter. Omit parentheses on either side of the letter.

Example: Her academic experience included the following:

1. She chaired the search committee for a new professor.
2. She served as department chair for five years.

Grammar Notes

Active and Passive Voice

USE OF ACTIVE VOICE   In general, strive for active voice, because it flows more quickly and reads more directly. Passive voice can make for convoluted and tedious reading when used unnecessarily or excessively.

EFFECTIVE USE OF PASSIVE VOICE   Use passive voice under certain circumstances:

a. When responsibility is or needs to be obscure

Examples: The money was stolen.

The money was stolen by me.

b. When the action or the thing acted upon is more important than who did the action (as in scientific or statistical writing)

Examples: The survey was administered to 2,600 Catholics (by CARA).

Passive voice may sometimes be used.

Parallel Construction

DEFINITION   In any series, ensure each item is parallel to (grammatically the same as) the rest.

Incorrect: The bishop was soft-spoken, bilingual, and from Prussia.

Correct: The bishop was soft-spoken and bilingual and came from Prussia.

VERTICAL LISTS   In bulleted or numbered lists, be sure to make each item parallel.

Incorrect: Her academic experience included

- Chairing the search committee for a new professor of African American studies *[gerund verb]*
- Serving as department chair for five years *[gerund verb]*
- A book on gospel music in the Church *[noun]*

Correct:	Her academic experience included

- Chairing the search committee for a new professor of African American studies *[gerund verb]*
- Serving as department chair for five years *[gerund verb]*
- Co-authoring a book on gospel music in the Church *[noun]*

Common Questions

SPLIT INFINITIVES   Splitting an infinitive (e.g., "to boldly go") is a legitimate construction. Sometimes it is even necessary for clarity and direct expression. However, the editors prefer that infinitives not be split, where feasible.

ENDING SENTENCES WITH PREPOSITIONS   You may end a sentence with a preposition, especially when complex sentence construction makes the "correct" phrasing more convoluted than the "incorrect" phrasing.

CONTRACTIONS   Avoid contractions unless part of a direct quotation.

Conjunctions

TO BEGIN SENTENCES   Conjunctions may begin sentences, sparingly, for well-chosen reasons.

ADVERBS ARE NOT CONJUNCTIONS   Some adverbs are mistakenly used instead of conjunctions, creating run-on sentences. Rather than using a comma with such adverbs to join independent clauses, use a semicolon.

Incorrect:	I won't be able to attend the party, however, I send my best wishes. *[Run-on: "However" is not a conjunction.]*
Correct:	I won't be able to attend the party; however, I send my best wishes. [The semicolon joins two complete sentences without a conjunction.]

Plurals

DO NOT USE APOSTROPHES   In general, do not use an apostrophe to form plurals.

Incorrect:	The McClain's settled in northeast Kansas.
Correct:	The McClains settled in northeast Kansas.

An exception is forming the plural of letters ("mind your *P*'s and *Q*'s); also include an apostrophe for "do's" when part of "do's and don'ts."

ABBREVIATIONS, NUMBERS   Do not use apostrophes to pluralize abbreviations or numbers. Simply add an *-s* in the usual way.

> *Incorrect:*   50's, 1970's, RSVP's

> *Correct:*   50s, 1970s, RSVPs

Punctuation

Sentence-Ending Punctuation

SPACES AFTER SENTENCES   Type only one space, not two, after sentences.

Periods (and Ellipses)

ABBREVIATIONS   Use periods after many abbreviations. Exceptions include initialisms and acronyms (IRS, CELAM). Also use periods after initials, with a space between two initials (e.g., A. B. Smith). Avoid periods for "US," "DC," "UK," and "UN."

ELLIPSES   Type ellipses as three periods with a space between each and a space in front and behind: "he did this . . . and that." Three-point ellipses are used in the middle of a sentence. Four-point ellipses are used at the end of a sentence, with no space between the last word and the first period.

Exclamation Points

USE RARELY   In general, make sparing use of the exclamation point, reserving it for true exclamations. Avoid using exclamation points to "punch up" or draw attention to key statements. Exclamation points in direct quotations are, of course, permitted.

Question Mark

NON-QUESTIONS   Do not use a question mark when a question is indirect or implied, because the sentence is not grammatically a question.

> *Incorrect:*   They wondered whether they should take soil samples at more
>   than one location?

> *Correct:*   They wondered whether they should take soil samples at more
>   than one location.

QUESTIONS WITHIN SENTENCES   When a sentence introduces a question (one that is not a quotation or dialogue), set off with a comma but no quotation marks.

> *Example:*   The question is, What was the saint doing during those years?

WITH QUOTE MARKS   If the question mark is not part of the quoted phrase, place it outside the quotation marks. If the quoted phrase includes a question, place the question mark inside the quotation marks.

> *Examples:*   Do you know what it means to "read the signs of the times"?
>
> She asked, "Do you know what it means to 'read the signs of the times'?"

Comma

SERIAL COMMA   *American Catholic Studies* uses the serial comma (e.g., "bread, milk, and eggs").

COMPOUND VERB   In general, do not use a comma to separate a compound verb. (An exception may be made when a long or complex compound verb warrants a comma for readability.)

> *Example:*   The professor emeritus reviewed the first draft of the text and agreed to write a blurb. *[No comma between "text" and "and."]*

COMPOUND SENTENCE   Use a comma and a conjunction (not an adverb) to join the two independent clauses.

> *Example:*   The committee voted on two items, and they raised a number of issues to be discussed later.

JR. AND SR.   Do not use a comma before or after "Jr." and "Sr." That is, treat them as part of the name, not as appositives (just as one does with "III," as in Richard III).

> *Example:*   Martin Luther King Jr. joined the march.

DATES   Do not use a comma between a month and a year (e.g., April 1995). If the day is added, place commas on both sides of the year, which is treated as an appositive.

> *Example:*   Our Lady of Fatima first appeared to children in Portugal on May 13, 1917, and told them she was sent by God.

LOCATIONS   When identifying a location by city and state, use a comma before and after the state (and country, if applicable), which is treated as an appositive.

Incorrect: He is flying to Omaha, Nebraska for a conference.

Correct: He is flying to Omaha, Nebraska, for a conference.

Semicolon

FUNCTION   Semicolons have two functions:

1. To join two complete sentences
2. To separate main elements in a complex series where one or more elements include a comma

Awkward: The meeting was attended by the US Departments of Health, Education, and Welfare, Housing and Urban Development, and Energy.

Clearer: The meeting was attended by the US Departments of Health, Education, and Welfare; Housing and Urban Development; and Energy.

Colon

SEMICOLON VS. COLON   Use a colon, not a semicolon, to introduce an idea, series, or example (preceded by a complete sentence).

Incorrect: The journal considered two new cover design options; one with a vertical layout and one with a horizontal banner.

Correct: The journal considered two new cover design options: one with a vertical layout and one with a horizontal banner.

Parentheses and Brackets

PARENTHESES   Use parentheses sparingly to set off supplemental or digressive information within the sentence.

BRACKETS WITH PARENTHESES   Use brackets ([/]) as subordinated parentheses within parentheses. If a sentence has only one parenthetical expression, use parentheses.

BRACKETS WITHIN QUOTATIONS   Use brackets within quotes to insert or change quoted material.

> *Example:*   "This [guide] complements the encyclical very well."

Dashes

USE   Like parentheses, dashes set off supplemental or digressive information within the sentence. Dashes attract more attention to what they set off.

FORMAT AND SPACES   Use the actual dash (—), called an em-dash, in word processing documents, vs. a single hyphen (with or without spaces). As an alternative, type two consecutive hyphens (--), and the journal staff can correct this at typesetting. In either case, omit any spaces before or after a dash.

EM-DASH   "Em-dash" is the technical term for the basic dash (—), as it is the width of the letter *m*.

EN-DASH   Use an en-dash (–), which is the width of a letter *n*, to form a compound word (instead of a hyphen) when one part of the compound itself consists of two words or a hyphenated word (e.g., United States–Mexico border, fifty-seven–story building).
Also use an en-dash instead of a hyphen to denote a regular range of numbers. (See also chapter 5, "Numbers.")

Quotation Marks: Double, Single, and Guillemets

WITH PUNCTUATION   Place periods and commas inside the quotation marks (assuming no citation follows the quote). If exclamation marks or question marks are part of the quoted material, they also go inside the quotation marks, and a period follows any citation ending the sentence (otherwise it is not needed). Place colons and semicolons outside quotation marks.

> *Examples:*   The Second Vatican Council said, "The joys and the hopes, the griefs and the anxieties [of today] are the joys and hopes, the griefs and anxieties of the followers of Christ."
>
> The Second Vatican Council said, "The joys and the hopes, the griefs and the anxieties [of today] are the joys and hopes, the griefs and anxieties of the followers of Christ"; with these words they began their pastoral constitution *Gaudium et spes*.
>
> "What does the Church think of man?" asked the Second Vatican Council (*GS,* no. 11).
>
> Why the Second Vatican Council discuss reading "the signs of the times"?

DOUBLE VS. SINGLE   Double quotation marks are primary. Single quotation marks are secondary: use them for quotes within quotes. (When quoting from sources following British or another European style that reverses this convention, conform the quotation instead to US style. This is an acceptable silent change to quotations.)

Both follow the same punctuation rules. If the two appear together, do not insert either punctuation or any space between them.

> *Incorrect:*   "It follows that 'the deterioration of nature is closely connected to the culture which shapes human coexistence'," Pope Francis wrote in *Laudato Si'* (no. 6).
>
> "It follows that 'the deterioration of nature is closely connected to the culture which shapes human coexistence,' " Pope Francis wrote in *Laudato Si'* (no. 6).
>
> *Correct:*   "It follows that 'the deterioration of nature is closely connected to the culture which shapes human coexistence,'" Pope Francis wrote in *Laudato Si'* (no. 6).

Do not use single quotation marks (''') for any other uses, including words used as words, emphasis, names of concepts, partial uncited quotes, etc.

BLOCK QUOTES   Do not use quotation marks around block-indented quotes. For quotations that begin and end within block quotes, use double quotation marks rather than single quotation marks. (See chapter 2, "Sources and Documentation," for more discussion of block quotes and related conventions.)

GUILLEMETS (EUROPEAN QUOTES)   Non-US texts and sources, such as Vatican documents, sometimes use European quotation marks («/») instead of US quotation marks. When quoting from such texts, always replace European marks with US marks and follow US punctuation rules.

TITLES WITHIN TITLES   For titles within titles, when both would be italicized individually, retain italics for all and put the internal title in quotation marks.

> *Example:*   *A History of the "American Catholic Studies" Journal*

NOT USED FOR EMPHASIS   Do not use quotation marks for emphasis.

Apostrophe

POSSESSIVES   For singular possessives, append apostrophe-*s* (even for words or names ending in sibilants). Irregular exceptions are "Jesus'" and "Moses'." For plural possessives ending in *s*, append just an apostrophe; for irregular plurals that do not end in *s*, add apostrophe-*s* (e.g., "boys'" but "children's").

PLURALS   In general, do not use an apostrophe to form plurals. To avoid confusion, however, use an apostrophe when pluralizing letters (e.g., *x*'s, *y*'s, all *A*'s).

OMITTED FIGURES AND CONTRACTIONS   Use an apostrophe (not an open single-quote) in place of an omitted figure or letter, as in contractions (e.g., the '30s, don't), primarily in quoted material. Spelling out is preferred in running text (e.g., 1930s, do not).

Hyphen

SPELLING   See the last section of chapter 3, "Words, Names, and Titles," for specific guidelines. When in doubt about spelling, open compounds, and hyphenation, consult Merriam-Webster Online and the most recent edition of *The Chicago Manual of Style*.

LINE BREAKS   In your manuscript, do not hyphenate words to break lines (either manually or using your word-processing settings). Journal staff will manage line breaks in typesetting.

HYPHENS VS. DASHES   Do not use a hyphen in place of a regular dash or vice versa, with or without spaces. (See discussion of dashes, above.)
Replace hyphens with en-dashes for two specific purposes:

1. To give inclusive numbers (e.g., 400–403)
2. To form a compound word (instead of a hyphen) when one part of the compound consists of two words or a hyphenated word (e.g., United States–Mexico border)

Slash

NO SPACES   Do not surround a slash with spaces in ordinary usage.

QUOTING VERSE   When quoting verse, to run-in the lines instead of following the line breaks, use slashes—in this use, with one space on either side—to show where the lines were broken by the original writer. Retain all punctuation.

> *Example:*   Jesus first preached in the synagogue by reading a prophetic passage from Isaiah: "The Spirit of the Lord is upon me, / because he has anointed me / to bring glad tidings to the poor" (Lk 4:18).

Other Punctuation

AMPERSAND (&)   Do not use ampersands. Change to "and" when referring to businesses that include the ampersand in their name.

HASHTAG/POUND SIGN (#)   Avoid using the pound sign to denote a number or other abbreviations. The pound sign may be used when describing a hashtag (e.g., "#MeToo movement"). If a number needs to be labeled, use "no."

DIACRITICALS   Use diacriticals as needed when spelling people's names (e.g., Karol Józef Wojtyła, Archbishop Nelson J. Pérez of Philadelphia).

Italics, Boldface, and Others

Italics

TITLES   Italicize proper names of books, journals, works of art, movies, and albums. Do not put these in quotation marks. Exceptions are sacred texts, such as the Bible and the Qur'an, and the names of traditional prayers; in both cases, give the title in plain text. Latin titles (*incipits*) are also italicized. Abbreviations of italicized titles are also italicized.

TITLES WITHIN TITLES   For titles within titles, when both would be italicized according to the above rule, italicize the full title and put the internal title in quotation marks.

> *Example:*   *A History of the "American Catholic Studies" Journal*

FOREIGN WORDS   In general, italicize words in a different language. Exceptions include common abbreviations like "e.g." and "ibid." or any word found in Merriam-Webster Online (such as words English has borrowed from other languages).

When referring a foreign word as a word, put the word—already italicized—into quotation marks.

Do not italicize proper nouns that happen to be in another language.

EMPHASIS   Italics may be used to emphasize a word or phrase, but this should be done sparingly. Try to convey emphasis through the phrasing itself, not through visual weight.

VS. UNDERLINING   In general, use italics and avoid underlining, as the two are redundant. (Note that journal style does not underline hyperlinks.)

QUOTATIONS   Do not italicize quotations to identify them as such—regardless of whether the quotations are run-in or are set off as block quotes. (However, do retain italics that appear in the source material.)

Boldfacing

EMPHASIS   To emphasize a word, use italics rather than boldfacing. As mentioned above, try to avoid the need to visually emphasize a word or phrase.

Underlining

VS. ITALICS   In general, use italics instead of underlining. See above for discussion of italics versus underlining.

URLS AND EMAILS   Do not underline URLs. (Microsoft Word's automated setting can be turned off to prevent this.)

All Caps and Small Caps

EMPHASIS   To emphasize a word, use italics rather than all caps.

SMALL CAPS   Do not use small-cap formatting to style AD/BC or a.m./p.m.

Chapter 5

Numbers

General Guidelines

WHEN TO SPELL OUT   In general, spell out numbers (rather than using numerals) in the following cases:

   a. Whole numbers one through one hundred
   b. Round numbers ("two hundred," "thirty thousand," "seventy million," and so on)
   c. Numbers at the beginning of a sentence (e.g., "Two hundred eleven people attended the conference")
   d. Decades ("the sixties"; but "the 1960s")

WHEN TO USE NUMERALS   Use numerals in the following cases:

   a. Numbers above one hundred (not including round numbers)
   b. Percentages (e.g., 12 percent)
   c. Decimals (e.g., 20.5)
   d. Dates, addresses, phone numbers
   e. Money (e.g., $3 million or $325,254)

ORDINALS   Ordinal numbers (e.g., "first," "ninety-ninth," "223rd") follow the same rules as above: e.g., "nineteenth century," "twenty-first birthday," "250th anniversary." Do not superscript the suffixes.

PERCENTAGES   Spell out "percent" in regular usage, separated by a space. But express the number as a numeral: 15 percent. An article that makes heavy use of statistics may use the percent symbol, with no space in front: 15%.

OVER AND UNDER   Use "more than" and "fewer than" with quantifiable or countable amounts. Use "over" and "under" with noncountable amounts (typically percentages or some fractions).

CONSISTENCY AND FLEXIBILITY   In general, if a group of numbers in a paragraph includes one that should be given in numerals, consider providing all numbers in the same category as numerals for the sake of consistency.

> *Example:*   The archives included 33 file boxes, 462 loose pieces of correspondence, and 8 audiotapes.

If the paragraph includes more than one category of numbers—that is, more than one type of thing being enumerated—apply this rule only to the categories meeting this rule, not to the entire paragraph.

Example: In all, almost 500 men and women religious attended: 115 women from each of the two conferences of women religious, and more than 150 total from the Conference of Major Superiors of Men.

Special Numbers

DATES   When the date is just month and year, do not use a comma:

Correct: In April 1917, the United States entered World War I.

When the date includes the day, use two commas to set off the year:

Incorrect: On April 2, 1917 President Woodrow Wilson asked Congress to declare war against Germany.

Correct: On April 2, 1917, President Woodrow Wilson asked Congress to declare war against Germany.

TIME   Lowercase "a.m." and "p.m." with periods between. For 12 p.m., use "noon"; for 12 a.m., use "midnight." You can also spell out general time references in the text (e.g., "Mass is at eight o'clock"). Use numerals for times that are more specific (e.g., "the 1:30 flight").

UNITS OF MEASURE   Measurements follow the same rules as above in nontechnical texts.

Chapter 6

Images

REQUIRED?   Images are not required (except for cover essays), but we certainly welcome one to three images to add visual interest to your submission. Please wait to submit images until after your article has been accepted for publication, unless images are vital to understanding your text (e.g., if you are analyzing drawings in a prayer book from the nineteenth century).

FORMAT   Send image files separately, in JPG or TIF format, 300 dpi or higher resolution, at least 5" wide for interior images (8" wide for front cover images).

You may also insert the images into your manuscript as a guide to help us know where to place them in typesetting. Once your submission is accepted, we do need separate, high-resolution image files for typesetting.

You may submit color photos. Our staff has a system to convert images to high-quality grayscale (black/white) for printing inside the journal.

PERMISSION   You are responsible for requesting, obtaining, and transmitting to us written permission from any third parties to use their images (including archives, libraries, private collections, and photographers). Contact us if you need help knowing how to word the permission or need details about the journal.

CAPTIONS   Be sure to submit a caption for each image (with a note to the editors tying it to the image filename) that includes (1) a description and (2) any credit line required for using the image in the journal. You may submit these captions in a separate Word file along with thumbnails of the image, or you may place the captions in the file between paragraphs where the image should appear, approximately, clearly labeled.

ALT TEXT   Project MUSE and other digital databases are beginning to embed alt text for images that appear in journals. "Alt text" is a detailed caption describing what the image actually shows, so that materials are more accessible for Project MUSE subscribers who use screen readers.

Accordingly, for each image, provide a separate, detailed description that explains what the image literally shows. For more help writing alt text, search the internet for articles explaining best practices.

See next page for example.

Caption: Detail of painting of St. Elizabeth Ann Seton from the website of SetonShrine.org.

Alt Text: Prayer card of St. Elizabeth Ann Seton showing a light-skinned woman wearing a black bonnet with a ruffled black brim, tied under her chin with black ribbons. The woman's face is shown in profile. She has dark eyebrows and a pointed chin. Around her neck is a white collar covered by a black collar.