

LOGIA

Style Guidelines

This is a style guide for your critical use. This guide does not provide the writer or editor examples to cover every usage. Therefore, the writer or editor is encouraged to become familiar with and use religiously the standard form texts referred to below. Please presume that you do not know what the correct form ought to be—look it up. Only in that way will *LOGIA* have the uniformity and accuracy for which the editors are striving. Thanks for your help.

STANDARD GUIDES FOR FORM AND STYLE

Follett, Wilson. *Modern American Usage*. New York: Hill and Wang, 1970.

Follett helps with questions about punctuation, such as when to use commas, colons, and semicolons in text. It helps with questions about hyphenation, dashes and other jots and tittles. Follett will help with fine points of grammar such as, may/might, shall/will, conditional sentences, and so forth.

Strunk, William, Jr. *The Elements of Style*. 3rd ed. New York: Macmillan Publishing Co., 1979.

Turabian, Kate L. *A Manual for Writers*. 6th ed. Chicago: The University of Chicago Press, 1996.

Virtually any form issue and many style issues can be cleared up by Turabian. Occasionally, it does take some dogged determination to find the precise dictum that applies to the particular problem with which you are wrestling. Note that whatever is underlined in Turabian would be in italics in LOGIA Do not use any previous edition of Turabian or the Chicago Manual, because the changes from edition to edition are considerable.

University of Chicago. *Chicago Manual of Style*. 14th ed. Chicago: The University of Chicago Press, 1993.

MANUSCRIPTS

Articles are usually submitted as attached files sent over the internet, on CD, or on diskette. The accompanying message should specify the Platform (Mac/PC, the word processor & version used. If the article contains Greek, Hebrew, or graphics, it is helpful to send the article ALSO as a .pdf file so that the languages or graphics can be compared. A hard copy of the submission should be sent by regular mail.

Abstract

Manuscripts should be accompanied by an abstract, 300 words or less. It may be printed on a separate page, or at the top of the first page of the submission.

Heading

The manuscript should be headed:

Title

Author

a brief description of author:

Pastor, Lake Woebegone Lutheran Church, Lake Woebegone, Minnesota.

DOCUMENTATION—ENDNOTES

For documentation, *LOGIA* uses endnotes. Most word processors with a documentation apparatus, permit the writer to designate footnotes or endnotes. When preparing the manuscript and hard copy for submission, the word processor should be set for endnotes.

Some special documentation may appear in the text—Bible references, certain common theological works, hymn references, etc.; see the list of frequently used abbreviations inside the front cover of *LOGIA*.

Sample book reference

1. David Stafford, *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 90.
short form: note:
2. Stafford, 90. – in text: (Stafford, 90).

Sample Journal reference

3. James F. Powers, "Frontier Municipal Baths and Social Interaction in Thirteenth-Century Spain," *American Historical Review* 84 (June 1979): 655.
short form:
4. Powers, 655.
5. *LOGIA* 4, no. 1 (Holy Trinity 1995):18.

Writers are kindly asked to double-check documentation, ascertaining that bibliographical data and page numbers are correct before submitting the manuscript.

- (1) Every work requires a bibliographically complete first reference, except for those works listed near the front of *LOGIA*. Subsequent references are abbreviated, usually by the author's last name + page number (which is preferable to *Ibid.* and *Idem.* *Op. cit.* and *loc. cit.* are never used).
- (2) The two most common editions of Luther's works are abbreviated (unless there is a compelling academic reason not to abbreviate): *WA*, *WBr*, *WTr*, *WB* and *AE* (*LOGIA* does not use *LW* for the American edition of Luther's Works).
- (3) After a first complete reference, references to journals are abbreviated (unless there is compelling academic reason not to abbreviate). *Wisconsin Lutheran Quarterly* becomes *WLQ*.
- (4) References to Scripture, the Lutheran Confessional writings, and the standard editions of Luther's works will be in parentheses in the text. All other documentation is in the endnotes.
Text commenting or explaining material in the body of the article should not be placed in the endnotes, but included in the text.
Writers are encouraged to combine documentation when possible. For example, several references to the same source in one paragraph should be combined.
- (5) Avoid the use of "f." and "ff." The page reference "82f." is correctly "82-83"; be precise in citing page numbers.
- (6) Please do not use "p." and "pp." – unless clarity requires.
- (7) Please avoid the common confusion between "cf." and "see" in notes. "Cf." is *confer*, which means "compare." So, for example, when the American edition of Luther's works is referred to along with the Weimar edition, "cf." would only be used if there is some significant discrepancy between *WA* and *AE* (see Turabian 2.26).

ABBREVIATIONS

Books of the Bible

Use abbreviations when documenting a specific chapter and verse parenthetically in the text or notes. When the reference is integrated into the text, spell the name of the book in full.

Old Testament

Gn	1 Kgs	Eccl	Ob
Ex	2 Kgs	SS	Jon
Lv	1 Chr	Is	Mi
Nm	2 Chr	Jer	Na
Dt	Ezr	Lam	Hb
Jos	Neh	Ez	Zep
Jgs	Est	Dn	Hg
Ru	Job	Hos	Zec
1 Sm	Ps (Pss, pl.)	Joel	Mal
2 Sm	Prov	Amos	

New Testament

Mt	Gal	Ti	1 Jn
Mk	Eph	Phlm	2 Jn
Lk	Phil	Heb	3 Jn
Jn	Col	Jas	Jude
Acts	1 Th	1 Pt	Rv
Rom	2 Th	2 Pt	
1 Cor	1Tim		
2 Cor	2 Tim		

References to Book of Concord

The Book of Concord may be referred to in the Concordia Triglotta (*Triglotta*), the Tappert edition (*Tappert*), the Kolb-Wengert edition *Kolb-Wengert*, or the Göttingen edition (*BSLK*). Please be clear and specific in making such references.

Documentation should include the specific confessional writing and the paragraph number, followed by the edition quoted where necessary.

The full name of the confession or a standard form should be used in narrative and an abbreviation should be used in documentation.

Normally, references to the confessional writings will appear in parentheses in the text and not in endnotes.

Abbreviations:

AC	Augsburg Confession
Ap	Apology of the Augsburg Confession
Ep	Epitome of the Formula of Concord
FC	Formula of Concord
LC	Large Catechism
SA	Smalcald Articles
SC	Small Catechism
SD	Solid Declaration
Tr	Treatise on the Power and Primacy of the Pope
RN	Rule and Norm of the Formula of Concord

If an article has many references to the Formula of Concord, Ep., SD and RN may stand alone. Where there are only occasional references to the Formula of Concord, however, use FC Ep., FC SD and FC RN.

Examples:

SA III, III, 2 (Smalcald Articles, Part 3, Article 3, paragraph 2)

AC IV, 3 (Augsburg Confession, Article IV, paragraph 3)

BIBLE TRANSLATIONS

When it is necessary to indicate which Bible translation is being cited, the following abbreviations may be used:

AAT-An American Translation (Beck)	King James Version (KJV)
New American Standard Bible (NASB)	New English Bible (NEB)
New Evangelical Translation (NET)	New International Version (NIV)
New King James Version (NKJV)	Revised Standard Version (RSV)
	etc.

References to books of the Bible

(Mt 12:13) or Matthew 12:13 (Mt 12:13,14)

(Mt 12:13-16; 18:12-14) (Mt 12:13-16; Mk 10:9-11)

Do not subdivide verse references – (Mt 12:13, not Mt 12:13a)

Hymnbooks

The following abbreviations may be used to refer to hymnals (note italics in abbreviations):

The Evangelical Lutheran Hymnary (ELH)

The Lutheran Hymnal (TLH)

The Lutheran Hymnary (LHy)

Service Book and Hymnal (SBH)

Lutheran Book of Worship (LBW)

Lutheran Worship (LW)

Christian Worship (CW)

References to Hymns

(*TLH* 350:1), (*TLH* 350:1-4), (*TLH* 350:1, 2, 4)

Months of the year

(Use abbreviations only in parentheses; spell out otherwise)

Jan.	July
Feb.	Aug.
Mar.	Sept.
Apr.	Oct.
May	Nov.
June	Dec.

PUNCTUATION

- (1) *LOGIA* uses standard rules of punctuation (see *Modern American Usage*). Commas should be kept at a minimum.
- (2) Use “smart quotes,” if you have the capability on your PC.
- (3) Ellipses are *usually* not needed at the beginning or end of a quotation (the quotation marks imply ellipses – the ellipses are only needed in cases where omission produces an ungrammatical sentence).

GRAMMAR

- (1) Do not confuse “which” for “that” (see Turabian, 51 ; Strunk & White, 59)
The lawn mower that is broken is in the garage (tells which one).
The lawn mower, which is broken, is in the garage (adds a fact about the only mower in question).
- (2) Avoid “split infinitives.” However, since grammarians are themselves split – infinitely – on the value of this rule (see Bill Bryson, *The Mother Tongue* New York: William Morrow and Company, 1990, 143-44), there are some cases where the split infinitive would be permissible, especially where a split infinitive would improve clarity or flow of the sentence.
- (3) Be sure that conditional sentences are constructed with verbs of the correct mood.

STYLE

- (1) Try to divide sentences that are too long. Avoid the use of too many coordinating conjunctions.
- (2) Write in the active voice.
- (3) Avoid the use of the first person, especially the so-called editorial “we.”

- (4) Vary sentence construction. Avoid starting sentences with the same word like “the” or “avoid.”
- (5) Do not use slash “/” or ampersand “&” except in quotations, or in publishers’ names. However, be consistent throughout the notes so that you always choose either “Houghton and Mifflin” or “Houghton & Mifflin.”
- (6) Do not capitalize whole words, except the tetragrammaton.
- (7) Avoid incomplete sentences.
- (8) Use italics in English language text sparingly. Avoid using quotation marks to set off jargon or slang.
- (9) Avoid abbreviations except personal titles, Mr., “Mr.,” “Mrs.,” “Pr.,” and so forth, except in parentheses or notes.
- (10) Use an acronym only after explicitly defining its meaning. “Evangelical Lutheran Church in America” (ELCA).
(note: Lutheran Church—Missouri Synod, but LCMS (no dash).
- (11) Be consistent in the use of tenses. Generally, the past tense is used to refer to historical events and persons, including writers of published materials. The present tense is used to present arguments, interact with opinions and view points, and cite extant texts.
- (12) Avoid one-sentence paragraphs.
- (13) Avoid clichés, archaisms, and neologisms.
- (14) Avoid the use of Ibid.

SOME EXAMPLES – Capitalization

A.D.

age division (noun); age-division (adjective)

A.M.

apostles, the apostle Paul, the great apostle; but: Apostle to the Gentiles

ark of the covenant

articles of faith, (the)

ascension, the

baptism

B.C.

Beatitude (one of the Beatitudes)

biblical, the biblical revelation

board of trustees, the board

Board for Higher Education, as title of organization

Book of Exodus, ...of Psalms, ...of Revelation

books of the Law (Pentateuch, Torah)

children of Israel

Christ

Christ child

Christology, but christological

church (the); the una sancta; lowercase when not used as part of the name of local congregation or denomination. For example: He is a member of Wrath of God Lutheran Church. That church has an effective ministry in the community. The Christian church has proclaimed the gospel in all generations.

Church (capitalize when referring to a denominational name, Roman Catholic Church, United Methodist Church).

Do not use “Catholic” for Roman Catholic

church committee

church council, church leader training; church member training

City of David

city of Nashville

city-wide

Commandments (ref. to the Ten Commandments); the First Commandment, the Second Commandment (but: first commandment when referring to Jesus’ love commandment); the first four Commandments

Commission, the (ref. to a specific Commission, such as the Commission on Theology and Church Relations)

committee; Committee (only when used in a title or in place of the title of a permanent committee,

e.g., the Executive Committee)

conference, as a Bible conference; but: Bible Conference (ref. to a specific one)

Confessions when referring to the Lutheran Confessional writings; but confessional, as an adjective
 crucifixion, the
 Decalogue, the
 degrees, academic. Abbreviations should be set with periods but no spaces. For example: B.S. or B.Mus.
 devil, the devil, tempter (never capitalize); compare Satan (always capitalize)
 divine service (no caps unless used as the title of a liturgical service).
 East, the (geographical area; Wise Men from the East)
 e.g. (abbreviation meaning "for example"). Many readers do not understand this abbreviation. If it is used at all, it
 should be only in parentheses; otherwise say, "for example."
 end time
 ensure (make sure, certain, or safe; closely akin to guarantee); compare *insure* which is used primarily with insurance
 Epistles, the (the whole group in the New Testament); also, the First Epistle of John; the Epistle of Paul to the
 Romans; General Epistles; Pauline Epistles; but: this epistle
 etc. - use "and so forth" in text (see Turabian 2.26)
 Eucharist, eucharistic
 Executive Secretary of the CTCR
 Exile, the (ref. to the captivity of the Jews in Babylon); post-Exilic writings
 Exodus, the (ref. to the going out of the Israelites from Egypt)
 Far East, Far Eastern lands
 Feast of the Passover, of Tabernacles, etc.; but: Passover feast, Passover supper
 First Commandment (of Ten Commandments); but: first commandment (ref. to Jesus' love commandment)
 Forerunner (when used as a title for John the Baptizer)
 for example (spell out in body of text; use abbreviation e.g. only in parentheses, and notes)
 four- and five-year-old children (hyphenate the adjective)
 Gentile (noun and adjective)
 gnosticism; gnostic (adjective); but: Gnostic, Gnostics (noun)
 God's Word only when referring to Jesus
 Golden Rule
 gospel (good news)
 Gospel, the (referring to one of the four Gospels by name or to the liturgical reading).
 hades
 heaven
 hell
 him (use lower case in references to God; *LOGIA* does not capitalize divine pronouns)
 Holy Spirit; the Spirit when referring to the Holy Spirit
 Holy Week
 i.e. (abbreviation meaning "that is"). Many readers do not understand this abbreviation. If it is used at all, it should
 be only in parentheses or notes; otherwise write, "that is."
 Jesus' - possessive (the only other cases would be Moses' and those outlined in Turabian 3.7ff.)
 Jordan River; but Jordan valley
 judgment day
 king, the or a (any general use)
 King (preceding name, as, King David; but: David, king of Israel)
 kingdom of heaven, of God
 Law, the; capitalize only when referring to one or more of the first five books of the Bible. For example:
 Deuteronomy is part of the Old Testament called the Law. It contains many of the statutes of the Mosaic law.
 Letter of James, Paul's Letter to the Romans (cf. Epistles); but: this letter
 Lord's Prayer
 Lord's Supper; but: Lord's table
 Major Prophets (division of Old Testament, certain books) but, major prophet
 Messiah, the (ref. to Jesus); *Messiah* (ref. to Handel's oratorio; there is no definite article in the title)
 Mount of Olives; but: mount of transfiguration
 Mr. and Mrs. (never &)
 Near East
 New Covenant (when referring to New Testament)
 New Testament, not N.T.
 Northern Kingdom (Israel)
 Paradise (ref. to heaven); otherwise: paradise

passion (ref. to Christ's passion)
 Passover supper, the; Passover meal
 pastoral ministry
 Promised Land (Canaan)
 Prophets (when ref. to the section of books in the Bible); but, prophets, the prophet Isaiah
 psalmist
 Psalm 2; but: a praise psalm, Psalms or the Psalms (when ref. to the entire book); psalms (when ref. to several psalms)
 resurrection, the (when ref. to Christ's and others')
 Revelation (last book of the Bible); but: biblical revelation
 sacrament of the altar
 sacrament (the)
 Scriptures, the; but scriptural
 second coming of Christ; the second coming (meaning same)
 Septuagint (LXX may be used in technical context)
 Southern Kingdom (Judah)
 Spirit (only when referring to the Holy Spirit)
 star of Bethlehem
 Synod only when a part of a name
 Synoptic Gospels
 tabernacle, the
 Ten Commandments (First, Second, etc.)
 ten tribes
 throne of grace
 Tower of Babel
 transfiguration, the
 Twelve, the (ref. to Jesus' apostles); twelve apostles; twelve tribes
 upper room
 virgin birth
 virgin Mary, the
 Vulgate (always spell out)
 Wisdom Literature
 Wise Men, (Magi from the East who visited Jesus); but: shepherds
 Word of God (capitalize only when it refers to the Logos)

For computer-generated manuscripts

Always specify on the disk label:

- a. author
- b. Name of file
- c. Platform (Mac, Dos, OS2 etc.)
- d. Word processor and version

Do not use bold type?

Do not double-space between sentences. One space only.

Do not insert a blank line between paragraphs.

Indent by using formatting (paragraph: first line indent: .25"). Do not use the space bar to indent at beginning of paragraph.

Instead of hyphens in number series, use en dashes – no space before or after the dash. (on Mac, option+hyphen; PC, check your manual for En Dash or special character). Not *Luke 12:1-10* but *Luke 12:1–10*, or "Turabian, 33–35. Note the length: longer than hyphen, shorter than em dash.

Format notes as endnotes. Do not use footnotes.

If possible, use *printer's quotes* ("smart quotes" or "curly quotes")