

## ***Reading Religion House Style Guidelines***

Last Updated: 21 May 2019

For all matters not specifically addressed here, please follow the *Chicago Manual of Style*, 17<sup>th</sup> Ed.: <https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>

### **GENERAL**

- Plural possessives are formed with only an apostrophe (Jesus', not Jesus's)
- Use double quotes (single quotes only within double quotes)
- Use serial (Oxford) comma
- Use gender-neutral language (they, their)
- No space between initials in names (E.B. White, not E. B. White)
- List the full name of all individuals at the first reference; use only last name thereafter
- Use *which* versus *that*
- Omit ellipses at the beginning and end of quotes (with a possible exception for dialogue)
- Silently capitalize or lowercase initial letter of quote
- Spell out acronyms once, use (almost) exclusively thereafter
- Italicize all uncommon foreign words at every instance
- Set words used as words in italics if they are not in double quotes
- Do not italicize punctuation with italicized words
- Do not leave two spaces after a period
- *Exempli gratia* and *Idi est* should be abbreviated only in parentheses, and with a comma following (e.g., or i.e.,)

### **NUMBERS**

- Write out all numbers one to ninety-nine, except as percentages (16%, not sixteen percent)
- Write out large, round whole numbers
- Use ordinals for centuries (19<sup>th</sup> century, not nineteenth century)

### **WORDS**

- Use “down” style, lowercasing generally, particularly official titles standing alone (the president), traditional casing in actual titles (President Lincoln); marxist, biblical, religious studies, Islamic studies, history of religions
- Capitalize/italicize titles of book series, do not put in double quotes
- Use American spelling, not British (analyze, not analyse)
- For example, *not* e.g. (except in parentheses)

- That is, *not* i.e. (except in parentheses)
- Lowercase book parts/use numerals and complete terms for book parts: part 2, chapter 11 (not Part I, Chapter XI, chap.)
- Common terms not capitalized (internet, web, website, e-mail, www.aaanet.org)
- Numbered lists in text should be rendered with Arabic numerals in parentheses, and semicolons between clauses (e.g., we will (1) copy edit the text; (2) return it to the author; (3) wait for author approval; and (4) post the review to the website)
- Western, the West when referring to the Occident (*except* westernization; otherwise lowercase)
- Orient, Eastern, the East when referring to the Orient (*except* oriental and orientalism; otherwise lowercase)
- Other (capitalized) only when used as specific reference to those seen as different (the Other)

## CITATIONS

- Use page numbers in parentheses for references to the reviewed text
- For citations to other works—which should be kept to a minimum—put the entire citation in parentheses before the period that closes the sentence, as this example: (Karen Armstrong, *Fields of Blood: Religion and the History of Violence*, Anchor, 2015). (Note: city of publication and page number are not included)

## HYPERLINKS

- Insert direct hyperlinks when referencing other titles in RR inventory or specific website content referenced