EDITORIAL STYLE GUIDE

FairMormon Editorial Style Guide

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Introduction

Thank you for your interest in writing for FairMormon. We have prepared this style guide to help you understand what we expect from your writing, as well as what you can expect of our editing. Please read this style guide thoroughly; failure to follow these guidelines can result in a delay when publishing your material, or may result in your material being returned to you for reworking.

If some element of style is not covered within this guide, you should defer to the *Chicago Manual of Style*. (This reference can be found in any library or bookstore.) Where style issues are covered in that book and in this guide, this guide takes precedence.

General Writing Advice

As you are writing your document, you need to be concerned with the overall impact of what you are writing, as well as how you go about the craft of putting words on paper. Specifically, you need to be concerned with items such as level, organization, person and voice, documentation and attribution, and tone. These items are discussed in the following sections.

Level

Every document always has an intended audience. Before you begin to write your document you should always have your intended audience clearly in mind, and then write to that person. You should understand their educational, spiritual, and social level, and make sure whatever you write is applicable to a person with those attributes.

Whenever you submit a paper to FairMormon, please include an introductory paragraph that clearly spells out the audience you hoped to reach with your writing. Depending on the purpose and final format of the paper, this "audience definition" may or may not be included in the published paper. However, the definition will help both you and your editor to create the best paper possible.

Organization

If your document is over two pages long, organize it into sections. The easiest way to do this is to examine your document, and outline it on a separate piece of paper. The outline will help you organize your thoughts. Each heading in the outline becomes a major point that you are discussing. This outline then becomes the headings within your document. The text under that heading supports the point at hand.

Person and Voice

Avoid first person wherever possible. Do not use references such as I, we, us, or our, except in recounting personal experiences. If you are one of multiple authors on a particular article or paper, and if you determine you must use first person, it must be first person plural, not first person singular. This avoids confusion, as saying I or me would only confuse the reader as to which I or me was actually speaking. Instead use we, us, or our.

Tone

Your writing should be, wherever possible, light and interesting to read, without being flippant or disrespectful. Humor should be used sparingly, if at all. All instances of humor or irony should be clearly worded (and explicitly pointed out, if necessary) so they cannot be misunderstood.

Avoid talking over the heads of your audience (see *Level*). Never be snide or condescending to anyone, Mormon or anti-Mormon. When writing scholarly papers, it is easy to come across as arrogant without any intention of doing so. Readers cannot read your intentions, so great care should be taken to make sure that your prose does not fall into this literary trap.

Wherever possible, avoid incendiary terms. Apologists often get weary with anti-Mormons who consistently and repeatedly recycle the same old, tired arguments over and over again. The motives of anti-Mormons are transparent to those who choose to study their works and fight them in the arena of ideas and discourse. However, those motives and that tiredness do not give license to use words that can be interpreted by a disinterested reader as attacking the messenger instead of the message. You do nothing but appear hateful, defensive and reactionary if you use barbed terms that detract from the message you are trying to convey. In other words: Keep a level tone—convey your message passionately, but without words that throw gasoline on the fire instead of encouraging discourse. Show your passion through your knowledge and your logic.

Do not "raise your voice" as you talk. This means you should only use exclamation points sparingly and never use more than one at a time. Also, do not write in all capital letters, even for emphasis—it appears as shouting to the reader.

Documentation and Attribution

As you are writing, document what you write. In the work of apologetics, people are always concerned with providing references for arguments and assertions made. If you make a point, back it up with references. It is much easier to document your work as you are first writing than it is to go back and do it later. (See the *Citations* section for information on how to implement your documentation.)

The cardinal rule of writing is to never, ever (not even once) plagiarize the text of others. This means you should never use someone else's text and attribute it to yourself. (If you do not provide a citation to someone else, then you are in effect attributing the text to yourself—you are plagiarizing.) Doing so ruins the reputation of both individuals and organizations. You can do a much stronger job if you read other's materials and, if appropriate, synthesize and summarize their words into your own voice. Then you can use their information as documentation for citations for the arguments you are making.

As you are doing your research, you should understand the difference between primary and secondary sources of documentation. (There are research guides available that can provide you with a refresher course, if necessary.) Your goal, whenever possible, is to use primary sources. In short, this means that you should not rely on another person's research to save you from doing your own. You must determine if you want to base your credibility and your arguments on the work done by the other person. In most instances the answer should be "No."

One good way to protect your credibility is to make sure that you check all citations to make sure that the source actually says what someone else says it does. In other words, if John Doe quotes Martin Luther as saying such and such, then you should look up John Doe's sources and make sure he didn't misuse those sources and that Martin Luther really did say what Doe said he did.

Because of the transitory nature of information on the Internet, you should not rely extensively on information found on Web pages. In most cases information on the Web is secondary in nature. You can look up the references cited on the Web site and use them in preference. If you do use a Web site as documentation, make sure you print a copy of the site. This will save you the frustration and potential embarrassment of building a refutation that is based on a site that is later moved or removed.

Word Usage

There are many terms that can be used to describe the same person, place, or thing. Some terms, however, are preferred to other terms.

The Church

When referring to the institutional Church (as it now exists), use "The Church of Jesus Christ of Latter-day Saints." Use of the terms "Mormon Church," "LDS Church" or "the Church of the Latter-day Saints" should be avoided. When a shortened reference is needed, use "the Church."

When referring to Church members, use the terms "Latter-day Saints," "LDS" or "Mormons." (The terms are noted here in order of preference.) The term "Mormonism" can be used to describe the combination of doctrine, culture and lifestyle unique to the Church.

When referring to offshoots of the Church, using "Mormon" or "Mormons" in reference to them is incorrect.

More information can be found at http://www.lds.org/

The Reorganized Church

The legal and historical name of the institutional church is the "Reorganized Church of Jesus Christ of Latter Day Saints." The name is often abbreviated as the Reorganized Church or RLDS. The common name of the church changed on 6 April 2001 to "Community of Christ."

More information can be found at http://www.cofchrist.org/

Capitalization

In general, proper nouns should be capitalized. The following is an incomplete list of accepted capitalization of terms. These are provided for clarification and as exceptions to the general rule.

Aaronic Priesthood	bishop (when referring to the priesthood office, as in "the bishop is the judge")	Celestial Kingdom
anti-Mormon		Christian
apocryphal	Bishop (when used as a title, as in "Bishop Partridge")	church (when referring to any other church, unless the word is part of a proper title, such as Catholic Church)
apostle		
Bible	Book of Life	
biblical	Book of Mormon	
	Brighamite	Church (when referring to The Church of Jesus

Christ of Latter-day Saints)

deacon (when referring to the priesthood office, as in "the deacon's quorum")

Deacon (when used as a title, as in "Deacon Carver")

Doctrine and Covenants

Earth

elder (when referring to the priesthood office, as in "an elder of the Church" or "the elder's quorum")

Elder (when used as a title, as in "Elder Smoot")

fall (the event triggered by the disobedience of Adam and Eve)

First Presidency

Foundation for Apologetic Information & Research

General Conference (when part of the title of an actual conference session, as in the "171st Semi-annual General Conference")

general conference (when referring collectively to the periodic gathering of the Saints)

god (when referring to any god not a member of the

Godhead; see *Members of the Godhead*)

gospel

Heaven (proper noun describing a physical place)

Hell (proper noun describing a physical place)

high priest

Internet

Melchizedek Priesthood

Mishnaic

Net (when referring to the Internet)

New Testament

Old Testament

Pearl of Great Price

president (when referring to the office, in general)

President (when used as a title, as in "President Grant" or "the President of the Church")

priest

prophet (when referring to the office, in general, or when used as a general term for a class of individual)

Prophet (when used as a title, as in "the Prophet Joseph Smith")

Quorum of the Twelve

Quorum of the Twelve Apostles

Qur'anic

Relief Society

scriptural

seventy

sacrament

Sacrament Meeting

Strangite

Sunday School

talmudic

teacher (when referring to the priesthood office, as in "the teacher's quorum")

Telestial Kingdom

Terrestrial Kingdom

testimony

The Church of Jesus Christ of Latter-day Saints

Tree of Knowledge of Good and Evil (proper noun describing a particular tree)

Tree of Life (proper noun describing a particular tree)

Web

Word of Wisdom

World Wide Web

Members of the Godhead

Nouns and names, or pronouns referring to members of the Godhead, either singularly or collectively, are always capitalized. The following are a few examples:

Christ

Elohim

God

God, the Father

Holy Ghost

Jehovah

Jesus

Jesus Christ

Lamb of God

Son of Man

Spirit of God

It is optional whether pronouns referring to members of the Godhead, either singularly or collectively, are capitalized. The only rule is that capitalization should be consistent throughout the document.

Initials and Abbreviations

It is not uncommon for people to use abbreviations in their names. Initials or abbreviations should not be used for names unless that is the common appearance of the person's name. When this is done, the abbreviated name is always followed by a period and a space, as in "J. Golden Kimball" or "Hugh B. Brown" or "Wm. Johnson."

If two single-character initials are used in a row, then each initial should be followed by a period, but there should be no space after the first period, as in "W.W. Phelps" or "T.J. Cinnamon." If there are multi-letter abbreviations, then a space is included, as in "Ed. K. Baron" or "Wm. Q. Harper."

Whenever possible, titles or positions should be spelled out (not abbreviated), with the following exceptions:

Dr.	Mr.	Ms.
Fr.	Mrs.	Rev.

The following are common and accepted abbreviations and acronyms:

A.D. (with periods; see *Dates*)	FARMS (no periods)	M.A.
	LDS (no periods)	B.A.
B.C. (with periods, see *Dates*)	D&C (no spaces or italics)	
FAIR (no periods)	Ph.D.	

Numbers

Spell out numbers from zero through ninety-nine. Use digits for larger numbers, unless the number is an even hundred or thousand beginning with one through ninety-nine. Thus, you would refer to "ninety" or "fifteen hundred" or "five thousand" in words, but use digits for numbers such as "123" or "1,234" or "13,274."

Always include commas as thousands separators on any number greater than 999, unless referring to dates or parts of a book (volumes or page numbers).

When providing a range of numbers (such as page numbers or verse ranges), the range is separated only by an en-dash. (In Microsoft Word you can produce an en-dash by holding down the Alt key as you press 0150 on the numeric keypad.) Both page numbers in the range should be provided entirely, as in "423–429" or "342–351."

It is preferable to spell out ordinals, whenever possible. For instance, use "first" instead of "1st." In names of Church units, spell out ordinals. In other words, you would refer to the "Cincinnati First Ward" instead of the "Cincinnati 1st Ward." When the ordinal represents a number larger than nineteen, then you should use digits and common ordinal

designations, such as st, nd, rd, and th. For instance, you would refer to the "171st Semi-annual General Conference."

Dates

Spell out references to particular centuries or decades, in lowercase letters (for instance "second century" or "the eighties"). However, if decade references require the use of a century in order to avoid confusion, then use numbers (as in "the 1880s"). In this case, since the decade is not possessive of anything, there is no apostrophe in the reference.

Use A.D. or B.C. (with punctuation) in preference to C.E. or B.C.E. The initials should follow the year reference, as in "the sixth century B.C." or "365 A.D."

Quoting Source Material

In general, verbatim quotes pulled from other material should be included directly within the flow of body text if they are less than a sentence or two in length and fit well with the general tone of the material being presented. When included in this manner, quote marks should surround the quote. Double quote marks ("like this") should only be used if the material is a direct quote. If it is a paraphrase, then single quote marks ('like this') should be used. In addition, single quote marks are used to enclose quotations within quotations.

Longer quotes should be placed into their own paragraph and offset from the main text. If using the Microsoft Word template provided by FairMormon, you should use Quote (Last) style for paragraph-length quotations. If more than one paragraph is included in the quotation, then the Quote style is used for all paragraphs except the final one, which is formatted using Quote (Last). Paragraph-length quotations do not need to have quote marks around them. Any quoted matter within paragraph-length quotations should be enclosed in double quote marks, even if the source quoted uses single quote marks.

In all instances, quotations should include a footnote with a complete citation as to the source of the quote.

Quotations should not be italicized. Quotations should be transcribed exactly from the source, without changes to spelling, grammar, or punctuation. (The only exception is the appearance of quote marks in paragraph-length quotations, as previously noted.) If text in the source is italicized or boldface, then it should be in the quotation, as well. In such a case, the phrase "Emphasis in original" should be added to the citation for the quotation.

If a quotation uses pronouns that might be confusing to the reader outside of the complete context of the source, the pronoun can be replaced by the noun to which it refers, within brackets. For instance "when [the elders] gathered in Nauvoo, they were told to attend to their families." In this example, the word replaced by "[the elders]" was "they."

When ending a quotation, any final punctuation should always appear inside the final quote mark.

Use of Ellipses

Ellipses marks are used to indicate that material within the source has been skipped over when compiling a quotation. It is implicitly understood that the material thus skipped would not materially change the nature of the quotation, were the material not skipped.

Ellipses marks do not need to be used at the beginning of a quotation, even if the quotation begins in the middle of a sentence in the source. Likewise, ellipses marks do not need to be used at the end of a quotation.

Use of [sic]

Often the term [sic] (within brackets) is used within text to indicate that spelling, punctuation or grammar are incorrect in a verbatim quote. Occasional use is appropriate, but overuse can be disruptive to text. If use of the term might be distracting to the reader or make the reader think you are being condescending to the original author, then you should not use the term. If leaving the term out might make the reader think you are deliberately misspelling original text or that it might otherwise reflect poorly on you, as the author, then you should use the term. In many cases it will be difficult to strike a balance between these two general rules.

In no instance should you use [sic] to correct spelling, punctuation, or grammar to modern standards. In other words, if the original text was correct in all three areas according to standards at the time written, then it is not incorrect, even if it doesn't match standards followed today. In such instances, it will be of more use to the reader to explain the changing standards within your text so they can understand the original.

Footnotes

Footnotes should be used to help document sources (see *Citations*) or to provide ancillary information in which the reader may be interested. If at all possible, footnotes should never be over one paragraph in length.

When your paper is published, your footnotes may be converted to endnotes, depending on the needs of the publication. When writing, however, always use footnotes, not endnotes.

Footnote references should be placed outside of any punctuation, and (wherever possible) at the end of a clause, phrase, or sentence. Footnote references should consist of regular Arabic numerals, numbered from the beginning of a paper until the end. You can use Microsoft Word's footnote feature to insert your footnotes.

Citations

Citations are used extensively to provide attribution for information included in FairMormon papers. Exactly how citations should be constructed can vary widely, depending on the standards of a publishing house or periodical. For instance, some publishers allow parenthetical citations within the body of the text, as well as footnote and bibliographic citations.

When writing for FairMormon, you should not use parenthetical citations. Such citations tend to disrupt the flow of reading. Instead, use footnote citations liberally, as needed.

In the following sections you will discover how citations should be treated in FairMormon publications.

Scriptural References

Make sure you spell out the names of all books in both the Bible and the Book of Mormon. For instance, you would not refer to Rom. 8:19, but to Romans 8:19.

Scriptural citations should be in footnotes, not included as parenthetical remarks in the text. In other words, the following is incorrect style for FairMormon documents:

> For instance, why not ask the prophet Ezekiel, who described his vision of God by saying he saw "high above all, upon the throne, a form in human likeness?" (Ezekiel 1:26, *New English Bible.*) Why not ask Stephen, whose last words were, "Behold, I see the heavens opened, and the Son of man standing on the right hand of God?" (Acts 7:56.) What about John, who saw God sitting on the throne in heaven (Revelation 4:22)?

Instead, the scriptural references should be pulled from the parentheses and placed in a series of footnotes. This renders main text that is much more readable:

> For instance, why not ask the prophet Ezekiel, who described his vision of God by saying he saw "high above all, upon the throne, a form in human likeness?"[1] Why not ask Stephen, whose last words were, "Behold, I see the heavens opened, and the Son of man standing on the right hand of God?"[2] What about John, who saw God sitting on the throne in heaven?[3]

If the scripture cited is from a specific edition or translation of the scriptures, that should be noted in the citation as well:

> Matthew 3:4, NIV

> Ezekiel 1:26, New English Bible

> 2 Nephi 2:25, 1830 Edition

If the verse is from the King James Version of the bible, no version notation is generally necessary.

Citations to Books

How you construct citations to books depends on if you are putting the citations within footnotes or in a bibliography. See Table 1 for the elements that go into footnote citations to book materials.

Table 1. Footnote citations to books.

Citation Element	Comments
Author's full name	Name should be in normal order, first name first. If there are multiple authors, they are listed as they would be in a regular in-line text list (using "and" and commas, if necessary). A comma should follow this element.
Title of the article	If the citation is to an article in a book, enclose the article's title in quotation marks. A comma should follow this element, within the quotation marks.
Complete title of the book	Title should be italicized. If the book has a subtitle, it should be included only if it clarifies the title of the book and helps differentiate it from other similarly titled works. Subtitles should always be separated from titles by a colon. If a subtitle is included, it is also italicized.
Editor, compiler, or translator	Include verbiage such as "edited by John Doe" or "translated by Jane Smith." If this element is included, separate it from the title of the book by a comma.
Series and volume	If this element is included, separate it from the foregoing element by a period.
Facts of publication	This information is always included in parentheses. Consists of the city of publication (and state or country, if necessary for clarification), a colon, publishing company, comma, and year of publication.
Page number or range	Separate from the forgoing elements by a comma and follow with a period. Do not include prefixes such as "p." or "pp."

The following are examples of properly formatted citations for books:

Hugh Nibley, *The Prophetic Book of Mormon* (Salt Lake City: Deseret Book Company, 1989), 87.

John G. Davies, *The Early Christian Church* (New York: Anchor Books, 1965), 86.

Jean Daniélou, *The Lord of History: Reflections on the Inner Meaning of History*, translated by N. Abercrombie (Chicago: Henry Regnery, 1958), 1.

W.L. Reed, "Asherah," *The Interpreter's Dictionary of the Bible* (Nashville: Abingdon, 1982), 1:251.

D.S. Russell, "Apocalyptic Literature," *The Oxford Companion to the Bible* (New York: Oxford University Press, 1993), 34.

Brigham Young, "True Testimony, Etc.," *Journal of Discourses,* reported by G.D. Watt 6 April 1861, Vol. 9 (London: Latter-Day Saint's Book Depot, 1862), 5.

In bibliographic information at the end of a document (such as a formal bibliography or a "Further Reading" section), citations to a book should follow the construction guidelines presented in Table 2.

Table 2. Bibliographic citations to books.

Citation Element	Comments
Author's full name	Name should be in the format of last name, comma, given names. A period should follow this element.
Title of the article	If the citation is to an article in a book, enclose the article's title in quotation marks. A comma should follow this element, within the quotation marks.
Complete title of the book	Title should be italicized. If the book has a subtitle, it should be included only if it clarifies the title of the book and helps differentiate it from other similarly titled works. Subtitles should always be separated from titles by a colon. If a subtitle is included, it is also italicized. A period should follow this element.
Editor, compiler, or translator	Include verbiage such as "edited by John Doe" or "translated by Jane Smith." If this element is included, separate it from the title of the book by a comma.
Series and volume	If this element is included, separate it from the foregoing element by a period.
Facts of publication	Consists of the city of publication (and state or country, if necessary for clarification), a colon, publishing company, comma, and year of publication. A period should follow this element.

The following are examples of properly formatted citations for books:

Daniélou, Jean. *The Lord of History: Reflections on the Inner Meaning of History*, translated by N. Abercrombie. Chicago: Henry Regnery, 1958.

Davies, John G. *The Early Christian Church*. New York: Anchor Books, 1965.

Nibley, Hugh. *The Prophetic Book of Mormon*. Salt Lake City: Deseret Book Company, 1989.

Reed, W.L. "Asherah," *The Interpreter's Dictionary of the Bible*. Nashville: Abingdon, 1982.

Russell, D.S. "Apocalyptic Literature," *The Oxford Companion to the Bible*. New York: Oxford University Press, 1993.

Young, Brigham. "True Testimony, Etc.," *Journal of Discourses,* reported by G.D. Watt 6 April 1861, Vol. 9. London: Latter-Day Saint's Book Depot, 1862.

Citations to Periodicals

How you construct citations to an article or periodical (magazine, journal, etc.) depends on if you are putting the citation within a footnote or in a bibliography. If you are putting together a footnote citation to an article in a periodical, then use the guidelines provided in Table 3.

Table 3. Footnote citations to periodicals.

Citation Element	Comments
Author's full name	Name should be in normal order, first name first. If there are multiple authors, they are listed as they would be in a regular in-line text list (using "and" and commas, if necessary). A comma should follow this element.
Title of the article	Enclose the article's title in quotation marks. A comma should follow this element, within the quotation marks.
Official publication title	The title should be italicized.
Volume and number of the issue	No punctuation around this element, unless it is part of the volume:number combination.
Issue date	Enclose the issue date within parentheses.
Page number or range	Separate from the forgoing elements by a colon and follow with a period. Do not include prefixes such as "p." or "pp."

The following are examples of properly formatted citations for periodicals:

> Wilford Woodruff, "Discourse," *Millennial Star* 56 (April 1894): 229.

> Gordon B. Hinckley, "Daughters of God," *Ensign* 21 (November 1991): 100.

> Elaine H. Pagels, "What Became of God the Mother? Conflicting Images of God in Early Christianity," *Signs* (Winter 1976): 293–303.

If you are putting together a bibliographic citation to an article in a periodical, then use the information in Table 4 to guide you.

Table 4. Bibliographic citations to periodicals.

Citation Element	Comments
Author's full name	Name should be in the format of last name, comma, given names. A period should follow this element.
Title of the article	Enclose the article's title in quotation marks. A comma should follow this element, within the quotation marks.
Official publication title	The title should be italicized.
Volume and number of the issue	No punctuation around this element, unless it is part of the volume:number combination.
Issue date	Enclose the issue date within parentheses.
Page number or range	Separate from the forgoing elements by a colon and follow with a period. Do not include prefixes such as "p." or "pp."

The following are examples of properly formatted citations for periodicals:

> Woodruff, Wilford. "Discourse," *Millennial Star* 56 (April 1894): 229.

> Hinckley, Gordon B. "Daughters of God," *Ensign* 21 (November 1991): 100.

> Pagels, Elaine H. "What Became of God the Mother? Conflicting Images of God in Early Christianity," *Signs* (Winter 1976): 293–303.

Citations to Web Sites

If you are putting together a footnote citation to an article on a Web site, then use the guidelines provided in Table 5.

Table 5. Footnote citations to Web sites.

Citation Element	Comments

Citation Element	Comments
Author's full name	Name should be in normal order, first name first. If there are multiple authors, they are listed as they would be in a regular in-line text list (using "and" and commas, if necessary). A comma should follow this element.
Title of the article	Enclose the article's title in quotation marks. A comma should follow this element, within the quotation marks.
Web site location	URLs, if accurate, should begin with www. If the URL does not begin with www, then it should begin with http://. (In other words, only include http:// in the URL if the first thing that follows http:// is not www.) Surround the URL with angle brackets (< >) and spaces.
Viewing date	Specify the date you last viewed the citation at the Web site. The date should be within parentheses.

The following are examples of properly formatted citations for Web sites:

Mike Ash, "No Scriptures to be Added," < www.mormonfortress.com/scrips1.html > (18 August 2001).

Jerald and Sandra Tanner, "Fall of the Book of Abraham," < www.utlm.org/onlineresources/fallofbookabraham.htm > (16 January 2001).

James White, "A Test of Scholarship," < http://aomin.org/Offenders1.html > (15 March 2001).

It is important to note that proper footnote citations to Web sites do not contain page number references. The reason for this is quite simple: there is no such thing as a static page number when it comes to Web sites, as there is with books or other printed matter. Web text pagination can vary dramatically depending on the type of device used to display the text. For instance, if you print a Web page on one printer, the pagination will likely vary when you print it on a different type of printer.

If you are putting together a bibliographic citation to an article on a Web site, then use the guidelines provided in Table 6.

Table 6. Bibliographic citations to Web sites.

Citation Element	Comments
Author's full name	Name should be in the format of last name, comma, given names. A period should follow this element.
Title of the article	Enclose the article's title in quotation marks. A

Citation Element	Comments
	comma should follow this element, within the quotation marks.
Web site location	URLs, if accurate, should begin with www. If the URL does not begin with www, then it should begin with http://. (In other words, only include http:// in the URL if the first thing that follows http:// is not www.) Surround the URL with angle brackets (< >) and spaces.
Viewing date	Specify the date you last viewed the citation at the Web site. The date should be within parentheses.

The following are examples of properly formatted bibliographic citations for Web sites:

> Ash, Mike. "No Scriptures to be Added," < www.mormonfortress.com/scrips1.html > (18 August 2001).

> Tanner, Jerald and Sandra. "Fall of the Book of Abraham," < www.utlm.org/onlineresources/fallofbookabraham.htm > (16 January 2001).

> White, James, "A Test of Scholarship," < http://aomin.org/Offenders1.html > (15 March 2001).

Citations to Personal Correspondence

References to interviews, conversations, letters, e-mail, or other correspondence are best treated as part of the text:

> During the course of a personal e-mail exchange with John Davis, he stated on 15 June 2001 that the Church…

If necessary, the reference can be informally done within a footnote:

> John Davis, personal e-mail with author, 15 June 2001.

Citations to personal correspondence are never included in bibliographies.

General Citation Considerations

When constructing citations, do not include such words or abbreviations as Company, Co., Inc., or Press, unless omitting the words would lead to confusion with a different company or institution. For example, you would cite "Cambridge University Press" since omitting "Press" would lead to confusion. Likewise, you would cite "Deseret Book Company" since omitting "Company" would lead to confusion with the retail Deseret Book stores.

In footnotes, subsequent citations from the same work should be given a shortened form consisting of the author's last name, a short title of the book or article, and page, volume, and edition number as necessary to make the reference unambiguous.

Ibid. (no italics, but capitalized and punctuated as shown) may be used if a subsequent citation immediately follows a reference to the same work. Ibid. takes the place of the author's name, the title, and as much of the succeeding material as is identical. Ibid. should only be used in footnote citations, never in bibliographic citations.

Lists

Lists are used to itemize information for the reader. Selective use of lists can even help to break up your text so that it does not appear as dense or overwhelming. There are several types of lists you can use, each described in the following sections.

Lists in Text

In lists used within text (as a part of a sentence), you should separate each list item with a comma, except before the final conjunction ("and" or "or"). For example:

> Issues of importance include approach, tone, level and documentation.

If the items within the list use conjunctions within them, then there should be a comma before the final conjunction that starts the final list item. For example:

> Issues of importance include level, organization, person and voice, documentation and attribution, and tone.

If there are commas within the list items, then use semicolons to separate list items. For example:

> Issues of importance include level, organization, and person; voice; documentation and attribution; and tone.

Bulleted Lists

Bulleted lists are used to itemize a series of list items. Each item should be relatively short, no more than five or six lines. You should use a bulleted list only if there are at least three items in the list. (If there are only one or two items, then the list should be reworded to be part of normal text.) If you are using Microsoft Word and the FairMormon document template, you should use the Bulleted List style for all list items except the last one—for that one you should use the Bulleted List (Last) style.

Numbered Lists

Numbered lists are only used if describing a sequence of steps that must be completed in a specific order. (If the steps can be done in any order, then you should use a bulleted list.) You should use a numbered list only if there are three or more items in list. (If there are only one or two items, then the list should be reworded to be part of normal text.) If you are using Microsoft Word and the FairMormon document template, you should use the Numbered List style for all list items except the last one—for that one you should use the Numbered List (Last) style. Before creating any numbered lists in Word, you should turn off Word's feature that automatically numbers lists for you.

Tables

Tabular material can be used to great effect in some prose. If you feel that tables are appropriate for your document, you should feel free to use them. In general, you should not place anything within a table that is better discussed directly within text. Tables should be reserved for reference material that is easily understandable and appropriate for terse treatment within a table layout. In general, tables should never be more than a page long.

When your document is finally laid out, your table is typically free to float according to the pagination demands of the moment. For this reason, you should always refer to a table by number, and never with a colon lead-in. For instance, the following usage would be incorrect:

> These essential elements of a true religion can be easily understood by reviewing the following:

Instead, the table should be referenced by number, as shown here:

> These essential elements of a true religion can be easily understood by reviewing the information in Table 3.

Tables should be consecutively numbered beginning with Table 1. Notice, as well, that "table" should be initially capitalized when referring to a specific table number.

You can format your tables using the table features of Microsoft Word. Tables should include a heading row. Tables should also include a formal number and caption.

For examples of how tables should appear, refer to the examples in the *Citations* section of this document.

Figures

An old saying states "a picture is worth a thousand words." If you want to include images with your paper, you should feel free to do so. Images should be submitted in a final form, suitable for publication. Images should be submitted as graphic files (preferably TIF or PCX format), so you may need to have them scanned if you are working from photographs or some other hard-copy original.

Do not place your images in your document file. Image files should be submitted separately, and only referenced within your document. When your document is finally laid out, your figure is free to float according to pagination needs. For this reason, you should always refer to a figure by number. (All figures must be referenced in text.) Figures should be consecutively numbered beginning with Figure 1. Notice, as well, that "figure" should be initially capitalized when referring to a specific figure number.

Figures should include a formal number and caption. When a document is finally laid out, the graphic image you provide will be placed right after the caption you provide.

General Formatting

When you are initially writing your material, you should not be overly concerned about formatting or appearance of your text. Many mundane elements related to formatting can be easily handled by simply using the Microsoft Word template available from FairMormon. It includes paragraph styles to properly format most types of textual elements that you may encounter.

The following sections discuss when and how you should use both italics and boldface type within your text.

Use of Italics

Book titles should be italicized, with the exception of canonized scripture (Bible, Book of Mormon, Doctrine and Covenants, Pearl of Great Price).

Italics should be used for additional and occasional emphasis in verbatim quotes.

Italics should be used to highlight terms at their first introduction:

> The Council of Nicaea defined the Son as *homoousis* (of the same substance) with the Father, and thus fully God.

Use of Boldface

With rare exception, bold type should not be used in text. Instead, italics should be used for emphasis, as needed.