

FAIR Editorial Style Guide



FAIR

Faithful Answers, Informed Response.

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I. Introduction

Thank you for writing for publication with FAIR, we are very excited to have your voice!

A style guide isn't the most exciting thing. We know this. In all likelihood, most people that download this document aren't even going to read the sentence that I'm typing right now. But what might seem to many like a dry prescriptive list of rules, we view as an aid to consistency, clarity, and readability — essential ingredients for enhancing the reading experience and preserving the sanity of myself and other editors.

By adhering to these guidelines, we ensure that your compelling content flows smoothly and that our publications have a consistent “feel,” raising the overall quality of what FAIR publishes.

Please read this style guide thoroughly. As said, we know that style rules can feel cumbersome, but applying them early makes the entire publishing process, from writing and submission to source checking and typesetting, happen with many less bumps in the road.

Failure to follow these guidelines can result in a delay when publishing your material, or may result in it being returned to you repeatedly for reworking. If you find yourself struggling with these guidelines, please remember that the editing team is here to help apply the standards, allowing you to focus on your knowledge and logic.

If some element of style is not covered within this guide, you should defer to **The Chicago Manual of Style, 17th edition** (or later, as applicable). Where style issues are covered in that manual and in this guide, this guide takes precedence.

For further questions, concerns, or general life inquiries, contact Jared Riddick (jriddick@fairlatterdaysaints.org) or Sarah Allen (sallen@fairlatterdaysaints.org).

Happy writing!

II. General Manuscript Structure & Organization

This section is about shaping your knowledge into a framework that effectively carries your message.

General Writing Advice

As you are writing your article, you should be concerned with the overall impact of what you are writing, concerning items such as level, organization, person and voice, tone, and documentation and attribution.

Level and Audience

Every item always has an intended audience. Before you begin to write, you should always have your intended audience in mind and write to them directly: understand their educational, spiritual, and social level, and make sure whatever you write is applicable to them.

Manuscript Order

The overall organizational flow for an article should include the following elements: Title, Subtitle (where applicable), Author Byline, Abstract, Article Body (including headings, subheadings, and footnotes/tables/figures), Endnotes (or footnotes), Bibliography (where applicable), and a short author bio (where requested).

Abstract

Every article must include a short abstract. This serves as an overview and a “teaser” to invite your reader to read the entire article. It should not be a straight duplication of text already within the article.

Organization and Headings

If your document is over two pages long, organize it into sections using clear headings derived from an outline.

- **Start of Article:** It is not necessary to include an “Introduction” or “Background” heading at the beginning of an article, however, it is permitted, especially if it is titled beyond the simple “Introduction.” Generally, it is presumed that the first portion of a paper serves as an introduction.
- **Heading Levels:** Do not use more than two heading levels within an article. The title is not considered a heading level.
- **Primary Headings:** **First level headings** will be capitalized in **title case** and will appear in **semibold type**.

- **Secondary Headings:** *Second level headings* will be capitalized in *sentence case* and will appear in *italics* in line with the text.
- **Lone Headings:** Do not use “lone headings” at any heading level. Use a subheading for a section only if you will have at least two of the same-level heading.
- **Sequential Headings:** Ensure there is **text following every heading**; you should have no instance of two sequential headings without text between them.

Person, Voice, and Tone

Your personal touch, knowledge, and passion are what make your writing valuable to us. This section simply offers advice on how to convey that message most effectively to a broad audience:

- **Person:** Avoid first person wherever possible. While there are exceptions, generally, do not use references such as *I, we, us, or our*, except when recounting personal experiences. If you are one of multiple authors and must use first person, it must be the first person plural (*we, us, or our*).
- **Tone Things Down:** We are committed to fostering discourse, not conflict. Avoid being snide, condescending, arrogant, hateful, defensive, or reactionary toward anyone, either Latter-day Saint or critic. **Avoid incendiary terms.** Convey your message passionately through your knowledge and your logic.
- **Avoid Arrogance:** When writing scholarly papers, great care should be taken to make sure that your prose does not fall into the literary trap of seeming arrogant.
- **Humor:** 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. Many will take offense where none has ever been intended, so be cautious.
- **Maintain an Even Volume:** Do not “raise your voice” as you talk. Use exclamation points sparingly and never use more than one at a time. Do not write in all capital letters for emphasis, as this appears as shouting to the reader.

Documentation and Attribution

- Your credibility is paramount. These rules are in place to ensure you (and FAIR) maintain the highest ethical and scholarly standing:
- **Plagiarism: *Never, ever plagiarize.*** You do a much stronger job if you read others’ materials and synthesize and summarize their words into your own voice, using their information as documentation for citations. If plagiarism is detected in an item, it will be rejected and/or retracted.

- **Primary Sources:** Whenever possible, rely on **primary sources** of documentation over secondary sources. You must determine if you want to base your credibility and your arguments on the work done by others.
- **Check Everything:** One good way to protect your credibility is to make sure that you **check all citations** to ensure that the source actually says what someone else says it does.
- **Online Sources:** Due to the transitory nature of the Internet, do not rely extensively on Web pages. Electronic content without formal ties to a publisher has the authority equivalent to that of unpublished or self-published material in other media. URLs provided should always lead to resources that are **freely available**. It is advisable to download or print a copy of the material cited while you are first writing your article.

III. Language, Spelling, and Punctuation

This section covers general English usage, abbreviations, and formatting for dates and numbers.

American English and Style

Use American English for spelling, punctuation, and grammar. The standard reference for spelling and meaning is the latest edition of **Webster's Third New International Dictionary** and its chief abridgment, **Merriam Webster's Collegiate Dictionary**.

Punctuation and Mechanics

- **Oxford Comma:** Use the **Oxford comma**, separating all items in lists of three or more.
 - *Example:* Our leaders are prophets, seers, and revelators.
- **Colons:** If the material that follows a colon consists of more than one sentence or is a formal statement, then it should begin with a capital letter.
- **Em Dashes:** An em dash (—) should **be surrounded by single spaces**.
- **Nonbreaking Spaces:** Nonbreaking spaces should be used between numbers and words that together form the title of a book of scripture (1 Nephi). They should also be used between a person's first name and middle initial, and the day and month in a date.
- **Possessives:** Possessives of proper names ending in s are formed by adding an apostrophe plus s (Enos's prayer, Moses's leadership).
- **Punctuation and Font:** Generally, punctuation marks should appear in the **same font — roman or italic — as the main or surrounding text**. Exceptions are made for Hebrew fonts, since there can be difficulties with quotation marks when displaying from right-to-left.
- **Internal Lists:** If there are internal conjunctions or commas within the list items, use **semicolons** to separate the list items.
- **Quotation marks:** Use smart or typographer's quotes " " instead of straight quotes.

Initials and Abbreviations

To aid readability, abbreviations are to be largely avoided.

- **Scholarly Abbreviations:** Scholarly abbreviations should be confined to notes or replaced in running text:
 - for example, not e.g.
 - that is, not i.e.

- compare or see, not cf. (permissible in footnotes)
- and so on or and so forth, not etc.
- **Scripture:** Do not abbreviate or shorten the names of books of scripture in text or notes.
 - Doctrine and Covenants should always be spelled out. The abbreviation D&C should not be used.
- **Titles:** Titles or positions should be spelled out (not abbreviated), with exceptions for common social titles (Dr., Mr., Mrs., Ms., Rev., Fr.). **Jr. and Sr. need not be set off with commas** from the names they accompany.
- **Name Initials:** If using initials in a name, use a period and a space after the initial (J. Golden Kimball). If two single-character initials are used in a row, include periods and space after the first period (W. W. Phelps).
- **Common Terms:** The words **internet** or **web** are not capitalized, unless they begin a sentence. Use **email** in preference to e-mail.
- **Acronyms:** With periods, with the exception of era references such as AD/CE and BC/BCE.

Numbers

- **Spell out numbers one through one hundred.** Use digits for larger numbers.
- **Commas:** 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).
- **Sentence Start:** Numbers beginning a sentence should always be spelled out.
- **Ordinals:** Use digits and common ordinal designations (st, nd, rd, th) for numbers larger than nineteen (such as 171st). The letters should not appear as superscripts.
- **Ranges:** The range is separated by an **en-dash** (5–7). Do not shorten ranges, as in 542–59. It should appear 542–559. If page range is in the thousands, do not use a comma, it should appear 1042–1054.

Dates

- **Format:** Full dates should use the **day-month-year format** in both text and notes (for example, 22 January 1835). **Do not abbreviate months** in citations.
- **Era Designations:** Use **AD or BC** (without punctuation). AD and AH properly precede the year number, while other eras follow the year number (for example, “365 AD” or “the sixth century BC”). Era designations should be used consistently within an article (use BC/AD or BCE/CE, not a mix).
- **Decades/Centuries:** Spell out references to centuries or decades in lowercase letters (“second century” or “the eighties”). When referring to decades using numbers, do not use an apostrophe (the 1880s).

IV. Names, Titles, and Terminology

Church Terminology and Usage

- **The Church:** 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, unless necessary for historical reasons. Use uppercase for the shortened reference **“the Church”**.
- **Members:** Refer to members as “Latter-day Saints,” “LDS,” or “Mormons” (in order of preference). The term **“Mormonism” is inaccurate and should not be used.** Use the phrase **“the restored gospel of Jesus Christ”** instead.
- **Sensitive Language:** It is preferred to refer to **“less-active members”** rather than “inactives,” and **“friends and neighbors”** rather than “nonmembers” or “non-Mormons”.
- **Saints:** Use uppercase for the word **Saint(s)** when referring to members of the Church.
- **Reorganized Church:** The common name changed to **“Community of Christ”** on 6 April 2001.
- **Godhead Pronouns:** Pronouns referring to members of the Godhead (He, Him, His) are generally **lowercased**. However, capitalization is optional if the author strongly prefers it to express reverence, provided that **capitalization is consistent throughout the document**.

Capitalization of Titles and Offices

- **Titles with Names:** Titles of officers in the Church (local or General Authorities) are capitalized when they immediately precede a personal name (for example, President Russell M. Nelson; Bishop Ammons).
- **General Use:** In most other instances, titles are lowercased (for example, Mary Smith, ward Primary president; apostles and prophets).
- **Exceptions:** Capitalization is used when it offers a simple way to avoid ambiguity. Examples include: **General Authorities, First Presidency, and the Brethren.**
- **Academic Titles:** Academic titles are usually capitalized only when used as part of the name. The full names of academic departments are capitalized (for example, the Department of Asian and Near Eastern Languages).

Scriptural and Sacred Texts

The names of sacred books are capitalized but not usually italicized (for instance, Bible, Book of Mormon).

- **"Book":** The word **book** is usually lowercased in scripture references (for example, the book of Alma). However, **Book** is capitalized in reference to the **Book of Abraham** and the **Book of Moses**.
- **Parts of Standard Works:** Specific formal parts often referenced, such as the **Topical Guide** and the **Bible Dictionary**, are generally capitalized to avoid confusion. References to other parts are generally not capitalized (for example, the title page of the Book of Mormon).
- **Manuscripts:** Names of prepublication manuscripts of the Book of Mormon (for example, original manuscript, printer's manuscript) are generally **lowercased**.

V. Handling Source Material (Quoting and Editing)

Quoting Format

- **Run-in Quotes:** Verbatim quotes under 45 words should be included directly within the flow of body text, surrounded by **double quote marks** (“like this”).
- **Paraphrases:** If the material is a paraphrase, then single quote marks (‘like this’) should be used.
- **Block Quotes:** Longer quotes (45–50 words or longer than four lines for articles) should generally appear as blocked text, offset from the main text. Block quotations do not require quotation marks.
- **Accuracy:** Quotations should be transcribed **exactly** from the source, without changes to spelling, grammar, or punctuation. If necessary, use [sic] to indicate certain distracting misspellings. See below.

Editorial Changes

- **Brackets:** Use square brackets [] for editorial comments added within a quotation, such as clarifying a pronoun (such as, “when [the elders] gathered ...”). When changing part of a word (such as its verb tense), put brackets around **the entire word** instead of just around the changed part (for example, “[wrestled] ... before God,” not “wrestle[d] ... before God”).
- **Original Formatting:** If text in the source is italicized or boldface, it should be retained in the quotation.
- **Added Emphasis:** If you introduce italics for emphasis, include **“emphasis added”** in the citation. This phrase is not necessary for quotations from the Book of Mormon, Doctrine and Covenants, or Pearl of Great Price.
- **Original Emphasis:** The phrase **“emphasis in original”** need not be appended to a source citation unless confusion might result without it.
- **Silent Correction (Modern Works):** In quotations from a modern work, obvious typographical errors may be silently corrected unless such correction would introduce ambiguity.

Punctuation Placement

- **Run-in Quotes:** When ending a run-in quotation, any final punctuation should always appear **inside the final quote mark**.
- **Block Quotes:** At the end of a block quotation, the terminal punctuation for the quotation precedes the citation.

Use of Ellipses

Ellipses marks are used to indicate that material within the source has been skipped over.

- **Formatting:** Use the automatic Microsoft Word ellipsis character. Single spaces should appear on either side of the ellipsis.
- **Placement:** Ellipses marks are **not required** at the beginning or end of a quotation.
- **Between Sentences:** When an ellipsis appears between two complete sentences, use the period (or end punctuation in the original) plus the ellipsis, maintaining the spaces.
 - *Example:* “For the natural man is an enemy to God. . . . And moreover, I say unto you, that the time shall come when the knowledge of a Savior shall spread” (Mosiah 3:19–20).

Use of [sic]

The term [sic] (within brackets) is used to indicate that spelling, punctuation, or grammar are incorrect in a verbatim quote. Use is appropriate but should be **sparingly applied, and only in the first instance of a repeated error**.

In no instance should you use [sic] to correct spelling, punctuation, or grammar to modern standards if the original text was correct at the time written. The reader may generally assume that a quotation is accurate.

VI. Documentation Structure (Notes and Bibliography)

Footnotes and Endnotes

Notes should be used to document sources or to provide ancillary information. They should never be over one paragraph in length, as it will generally lead to weeping, wailing, and gnashing of teeth on the part of the editors. Dental insurance is expensive these days, so please help us save in that regard.

When writing, always use **footnotes**, not endnotes.

- **Numbering:** Footnote references should consist of regular Arabic numerals, numbered consecutively from the beginning of a paper until the end.
- **Placement:** Footnote references should be placed outside of any punctuation and, wherever possible, at the end of a clause, phrase, or sentence. Note reference numbers should follow any punctuation mark except the dash and should, with rare exceptions, be placed outside a closing parenthesis.
- **Latin Abbreviations: Do not use *ibid.*, *idem*, or other Latin abbreviations.** Subsequent citations should use a shortened form.

Documentation Distinction (Notes vs. Bibliography)

- **Endnotes/Footnotes:** Any works **directly quoted** in the text must be cited in the notes.
- **Bibliography:** Where applicable, works referenced but **not directly quoted** should appear **only in the bibliography**. The bibliography should list all works referenced alphabetically by authors' last names. Bibliography entries are general and do not include specific page numbers.

General Citation Considerations

- **Shortened Form:** Subsequent citations from the same work should be given a **shortened form** consisting of the author's last name, a short title of the work, and the page reference. The short title contains the key word or words from the main title and need contain only as many words as will, in combination with the author's surname, uniquely identify the work.
- **Publisher Names:** Omit words or abbreviations such as Company, Co., Inc., Ltd., or S.A. from publisher names, unless omitting the words would lead to confusion with a different company or institution. Retain "Press" for "Cambridge University Press" or "Scholars Press."
- **Location:** For publisher locations, cities that are widely known (such as London, New York, Salt Lake City) **do not require state or country designations**. Places in

the United States should include the city and two-letter postal abbreviation of the state if the city is not widely known or ambiguous (There are 41 cities and towns named Springfield in the United States, as an example).

- **Print Preference:** When source material is available in multiple formats (such as print or online), references should generally cite the print versions.

VII. Citation Models (Specific Examples)

When writing for FAIR, follow the *Chicago Manual of Style*, 17th edition. You should not use parenthetical citations within the body of the text, as they tend to disrupt the flow of reading, unless citing scripture.

Use footnote citations liberally, as needed.

Documentation Distinction (Notes vs. Bibliography)

- **Endnotes/Footnotes:** Any works **directly quoted** in the text should be cited in notes.
- **Bibliography:** Works referenced but **not directly quoted** should appear **only in the bibliography**. The bibliography should list all referenced works alphabetically by authors' last names. Bibliography entries are general and do not include specific page numbers

Scripture References

Citations follow the format: Book chapter:verse(s). **Do not abbreviate the names of books of scripture.**

- **Punctuation:** Separate verses in the same chapter with a comma, and verses in different chapters or books with a semicolon. Repeat the name of the book each time when changing chapters
 - *Example:* Joshua 1:1–3, 5; Joshua 23:2.
- **In-Text Citations:** The only time in-text citations should be used is when citing scripture. Otherwise they are verboten in our eyes.
- **Version:** Specify in parentheses the version of scripture being referenced if any version other than the King James (e.g., Psalm 23:1–4 (NIV)).

Books

Footnote Format (First Citation): Author First Name Last Name, *Title* (Place of Publication: Publisher, Year), Page Number(s) Cited.

- *Example 1:* Elaine Cannon and Ed J. Pinegar, *The Mighty Change* (Salt Lake City: Deseret Book, 1978), 50–52.
- *Example 2 (Multivolume):* Ernest L. Wilkinson, ed., *Brigham Young University: The First One Hundred Years*, 4 vols. (Provo, UT: Brigham Young University Press, 1975–76), 1:261.

- *Example 3 (Handbook)*: General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 2023), 17.1.1.

Bibliography Format: Author Last Name, First Name. *Title*. Place of Publication: Publisher, Year.

- *Example 1*: Cannon, Elaine, and Ed J. Pinegar. *The Mighty Change*. Salt Lake City: Deseret Book, 1978.
- *Example 2 (Edited Volume)*: Nyman, Monte S. and Charles D. Tate Jr., eds. *The Book of Mormon: First Nephi, the Doctrinal Foundation*. Provo, UT: Religious Studies Center, Brigham Young University, 1988.

Chapters in Books (Edited Volumes)

Footnote Format (First Citation): Author First and Last Name, “Title of Chapter,” in *Title of Book*, ed. Editors’ First and Last Names (Place of Publication: Publisher, year), page number(s) cited.

- *Example*: S. Kent Brown, “Alma’s Conversion: Reminiscences in His Sermons,” in *The Book of Mormon: Alma, The Testimony of the Word*, ed. Monte S. Nyman and Charles D. Tate Jr. (Provo, UT: Religious Studies Center, Brigham Young University, 1992), 141.

Bibliography Format: Author Last Name, First Name. “Title of Chapter.” In *Title of Book*, edited by Editors’ First and Last Names. Place of Publication: Publisher, year, first–last page of article.

- *Example 1*: Brown, S. Kent. “Alma’s Conversion: Reminiscences in His Sermons.” In *The Book of Mormon: Alma, The Testimony of the Word*, edited by Monte S. Nyman and Charles D. Tate Jr. Provo, UT: Religious Studies Center, Brigham Young University, 1992, 137–152.
- *Example 2 (No Editor)*: Aston, Warren P. “‘The Place Which Was Called Nahom.’” In *Lehi and Sariah in Arabia: The Old World Setting of the Book of Mormon*. San Diego, CA: Xlibris, 2015, 87–110.

Journal Articles

Even if the name of the journal has changed since an article’s publication, such as *Interpreter: A Journal of Mormon Scripture* versus *Interpreter: A Journal of Latter-day Saint Faith and Scholarship*, the name of the journal — as it stood when the article was published — should be used.

Footnote Format (First Citation): Author First and Last Name, “Title of Article,” *Title of Journal* volume number, issue number (year): page number(s) cited.

- *Example 1:* Kent P. Jackson, “Joseph Smith’s Cooperstown Bible: The Historical Context of the Bible Used in the Joseph Smith Translation,” *BYU Studies Quarterly* 40, no. 1 (2001): 55.
- *Example 2:* Clifford P. Jones, “Understanding the Lamanite Mark,” *Interpreter: A Journal of Latter-day Saint Faith and Scholarship* 56 (2023): 201–202

Bibliography Format: Author Last Name, First Name. “Title of Article.” *Title of Journal* volume number, issue number (year): first–last page of article.

- *Example:* Jackson, Kent P. “Joseph Smith’s Cooperstown Bible: The Historical Context of the Bible Used in the Joseph Smith Translation.” *BYU Studies Quarterly* 40, no. 1 (2001): 41–70.

Websites and Online Resources

For print, URLs should only be included if the resource is not widely known or easily accessible. Otherwise, they should be listed as “online at [main URL or subdomain of the website].” For online and publishing, the URL is permitted.

Unless the page is likely to have experienced significant edits, access dates should not be included.

Footnote Format: Author First and Last Name (if available), “Title of Page,” Website Name, publication date (if available), URL.

- *Example 1 (Print):* Jeff Lindsay, “Was a Rare Book on the Hindu Religion a Source for the Book of Ether?,” Interpreter Foundation Blog, December 9, 2020, online at interpreterfoundation.org.
- *Example 2 (Digital):* Jeff Lindsay, “Was a Rare Book on the Hindu Religion a Source for the Book of Ether?,” Interpreter Foundation Blog, December 9, 2020, <https://interpreterfoundation.org/blog-was-a-rare-book-on-the-hindu-religion-a-source-for-the-book-of-ether/>.
- *Example 3 (No Author, Print):* Gospel Topics, “Spaulding Manuscript,” online at churchofjesuschrist.org.
- *Example 4 (No Author, Digital):* Gospel Topics, “Spaulding Manuscript,” <https://churchofjesuschrist.org/study/manual/gospel-topics/spaulding-manuscript>.

Bibliography Format: Author Last Name, First Name (if available). “Title of Page.” Website Name, publication date (if available). URL. *Note: If the page being cited has no author, the owner of the site can be listed in the author’s place.*

- *Example:* The Church of Jesus Christ of Latter-day Saints. “Spaulding Manuscript.” Gospel Topics. <https://churchofjesuschrist.org/study/manual/gospel-topics/spaulding-manuscript>.

Note on URLs: Leave off the http:// or https:// designation. URLs may also be edited to remove a leading www. notation, provided the link still works. Do not use URL shortener services such as bit.ly.

Citations to Personal Correspondence

References to interviews, conversations, letters, or e-mail are best treated as part of the text, or informally done within a footnote.

- *Example (Footnote):* John Davis, personal e-mail with author, 15 June 2001.
- Citations to personal correspondence should **never be included in bibliographies**.

Specialized Citation Rules

- **Anonymized Review:** *Example:* I am indebted to an anonymous peer reviewer for this suggestion, 12 September 2023.
- **The Joseph Smith Papers:** When citing a printed version of materials found on *The Joseph Smith Papers* website, treat it as any other book citation. When citing a specific document entry, include the title, page number, project name, and URL.
- **Book Review:** When citing a book review not specifically titled, include the author of the review, the title and author of the book, and the publication where the review appeared.

VIII. Visual Elements and Lists

Tables

Tabular material should be reserved for reference material that is easily understandable and appropriate for terse treatment. Tables should generally never be more than a page long.

Tables should be consecutively numbered, beginning with Table 1. Always refer to a table by number (e.g., Table 3). **“Table” should be initially capitalized** when referring to a specific table number. Tables should include a formal number and caption.

Figures and Images

If images are included, especially in print, they must be useful to the article in question and not purely illustrative or decorative. They should be kept to a minimum where possible. For print, unless special circumstances with the publication allows it, images will be in grayscale. It is generally the responsibility of the author to obtain necessary permissions for images and artwork used.

Figures and images must also be submitted separately as graphic files (preferably TIFF or PNG format), and not simply placed directly in the document file. These should be at least 300 dpi, for best results in print.

Figures should be consecutively numbered beginning with Figure 1. **“Figure” should be initially capitalized** when referring to a specific figure number. Figures must be referenced in the text and include a formal number and caption.

Lists

Lists are used to itemize information for the reader.

Lists in Text

In lists used within text, separate each item with a comma, and use a comma before the final conjunction (**Oxford comma rule**).

If there are internal conjunctions or commas within the list items, use **semicolons** to separate the list items.

Bulleted Lists

Bulleted lists are used to itemize a series of list items. Each item should be relatively short. You should use a bulleted list only if there are at least three items in the list.

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 a bulleted list should be used. You should use a numbered list only if there are three or more items in the list.

IX. General Formatting Guidelines

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:

1. Additional and occasional emphasis in verbatim quotes.
2. To highlight a word, term, or phrase when it is referred to in running text as the word, term, or phrase itself (For example, The words *correct* and *just* are not synonyms).
3. To highlight terms at their first introduction.

Use of Boldface

With rare exception, bold type should not be used in text. It should be used primarily for **First Level Headings**. Italics should be used for emphasis in text, not boldface.

Punctuation Formatting

Punctuation marks should generally appear in the **same font — roman or italic — as the main or surrounding text**.

Em dashes should be surrounded by single spaces.

Nonbreaking Spaces

Nonbreaking spaces should be used between numbers and words that together form the title of a book of scripture (such as 1 Nephi). Nonbreaking spaces should also be used between a person's first name and middle initial, and between the day and month in a date.