InterVarsity Press Style Guide

Version 3.2

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Contents

Preface

Welcome to the latest edition of the InterVarsity Press Style Guide. This guide is a reference for anyone copyediting or proofreading for IVP.

This edition of the style guide contains much in common with its predecessors, including a desire for concision and increased conformity with *The Chicago Manual of Style*. In order to facilitate ease of use with *CMS*, we have highlighted areas where IVP differs from this standard reference as well as sections we recommend for review.

We value your input and welcome suggestions for improvement.

Ben McCoy
Managing Editor and Production Manager

Standard References

IVP style is based on *The Chicago Manual of Style,* 16th edition (*CMS*). Familiarity with *CMS* is assumed. We have flagged several major areas of departure from *CMS* throughout this style guide.

1.1   For specific questions not answered in this guide, use *The American Heritage Dictionary,* 5th edition (*AHD*) as the standard for spelling, capitalization, hyphenation, and usage (where notes are given). This edition is accessible at ahdictionary.com. Where *AHD* supplies spelling variations, the first spelling listed is preferred. For questions of usage not answered by *AHD* and for notes and bibliography format not covered in our sample guidelines, use *CMS*. For questions related to biblical and theological references, see *The SBL Handbook of Style,* 2nd edition.

1.2   Please note that while all edited files should be run through a spell-check program, most programs allow for a variety of spellings and cannot be relied on for consistency. Any books edited for InterVarsity Press should use American spelling and punctuation (British spellings should be retained in quotations). See appendix F for preferred treatment of words and terms.

1.3   The standard references listed above will be strictly followed except (1) in cases covered by an individual manuscript style sheet (created by the editor) listing variants to the standard references and cases not covered by the standard references involved in the particular manuscript, (2) in cases covered by this guide, and (3) in cases where the standard references are not strict but allow certain freedoms, as indicated by the use of such words as *may* or *generally*.

In summary, the following is the order of priority of reference:

1. the manuscript style sheet
2. the IVP Style Guide
3. *AHD* (see 5.1)
4. *CMS* for usage questions not answered by *AHD*

Basic IVP Style for Parts of a Book

Epigraphs

2.1   Omit quotation marks around the epigraph. Only the name or the name and the source are required, not full bibliographic information (see *CMS* 1.36, 13.34). If the epigraph is a Scripture quote, spell out the book of the Bible, even if names of Bible books are abbreviated in parentheses in the text. Note numbers (footnote or endnote) should not be attached to epigraphs. If annotation is necessary, it should be included in an unnumbered note (see 12.4).

Contra *CMS* 1.36, IVP does not prefix epigraph sources with a dash.

Tables and Figures

2.2 Table captions appear above tables while figure captions fall below figures. Both use sentence-style capitalization without terminal punctuation. When referred to in the text, the words *figure* and *table* should both be lowercase (e.g., The positions are summarized in table 5.4.). For more information on captions, see **CMS 3.21-23, 3.53**.

Caption numbers appear in bold followed by a period.

> *Thus:* **Table 7.3.** Distribution of income among Maryland's counties
> **Figure 4.** The lamppost on Benton Avenue

In nonacademic books avoid using *table* and *figure* in captions where possible, particularly if a book has few of those elements. For example, if such a book has only two figures, omit *figure*, but include unnumbered descriptive captions if needed.

Subheads

2.3 IVP preference is for only up to two levels of subheads: the A-level, or principal, subhead and the B-level, or subordinate, subhead. There should never be just one subhead at a given level.

A-level subheads should use headline-style capitalization and copyeditors should apply the IVP subhead style (see 5.15).

B-level subheads should be bold and italic, include terminal punctuation, and run in to the beginning of the paragraph. B-level subheads should use sentence-style capitalization and copyeditors should apply IVP body style.

If the manuscript contains three levels of subheads, C-level subheads should be the same as B-level subheads, except in nonbold italic rather than boldface italic.

Manuscript Order

2.4 The parts of a book should follow the order given in **CMS 1.4**. For academic books, we prefer that acknowledgments appear in the front matter, while acknowledgments for nonacademic books should appear in the back. Our preferred order of indexes is: name/author index, subject index, Scripture index, ancient writings index.

Foreword and Afterword Author Names

2.5 The name of a foreword or afterword author should appear at the beginning of the section following the chapter title.

> Contra *CMS* 1.39, IVP places foreword and afterword author names (without a title, affiliation, or date) at the beginning of the chapter in all cases.

Running Heads in Notes Section

2.6 For books with five or more pages of endnotes, running heads in the notes sections should supply page ranges. Running heads should follow the format of "Notes to Pages 226-229." Note that these running heads do not use inclusive numbering. See **CMS 1.13, 14.42, figure 14.2**.

Grammar

3.1   See chapter 5 in *CMS* for questions related to grammar.

3.2   Avoid the tendency to turn "first," "second," "third," etc., into adverbs when they're used to order contents, instructions, or the like.

> **Thus:**   First, we must acknowledge our need for help.
> Second, we must ask someone to help us.
>
> **Not:**   Firstly, we need to stretch for a few minutes.
> Secondly, we need to start with a slow jog.

3.3   Avoid using book or chapter titles as the object of a preposition.

> **Thus:**   See the chapter "A Better Way."
> **Or:**   See the chapter on a better way.
>
> **Not:**   See the chapter on "A Better Way."

3.4   The use of *who* and *whom* has changed over time (see the usage note for *who* in *AHD* and the *who; whom* glossary entry in *CMS* 5.220). Our preferences are as follows:

- For nonacademic books, avoid all use of *whom* except when directly following a preposition. Avoidance of *whom* can usually be achieved through rewriting.
- For academic books, if the author has used *whom* correctly then it may remain (see *CMS* 5.52-56, 63). For long or complicated arrangements, however, follow the sound of your ear. The goal is effective communication.

3.5   As part of IVP's commitment to gender-inclusive language (see 10.1-2) *they*, *them*, and *themselves* are sometimes acceptable as gender-neutral singular pronouns if used sparingly (see the usage note for *they* in *AHD*). When possible, however, please rewrite to avoid the use of *they*, *them*, or *themselves* as singular pronouns (see *CMS* 5.225 for helpful suggestions). If the passage cannot be rewritten then you may assign gender, as long as the gender is logical and consistent within the context and the gender usage varies in the manuscript. As an alternative, *he or she* and *him or her* may occasionally be used.

Punctuation

4.1   Punctuation should be logical, making the sense of the passage immediately obvious. Dashes, exclamation points, italics, and words in quotation marks should all be used sparingly.

Commas
4.2   Use the serial comma in a series of three or more (*CMS* 6.18).

Ellipses

4.3   Use three spaced periods (not the ellipsis symbol) to indicate the omission of material from direct quotations. They may also be used in dialogue to suggest a voice trailing off.

Ellipsis points are not needed at either the beginning or the end of quoted materials, but only *within* quotations. Remove any unnecessary ellipsis points.

For guidance on the use of ellipses with adjoining punctuation, see **CMS 13.51-52**.

Quotation Marks

4.4   Omit quotation marks around *so-called* (e.g., the so-called left wing of the party). (See also 5.18, 21.)

4.5   Quotations should be reproduced exactly, even when differing from IVP's spelling or style. If something within the quotation is in error, [*sic*] may be placed immediately after the error. Errors in quoted material should be brought to the attention of the author for clarification.

Three exceptions to the quotation rule are as follows:

- change initial letters to lower and uppercase as needed without the addition of brackets
- change British use of quotation marks to match American style
- change final punctuation to match the sentence structure of the text

Hyphens and Dashes

4.6   For the use of hyphens with compound words, see **CMS chapter 7**, especially the table in **7.85**. We join most prefixes without a hyphen (*coworker*, *multiethnic*) unless the word begins with a capital letter (*non-Christian*), or unless the addition of the prefix would result in a confusing cluster of vowels (*intra-arterial*, *neo-orthodox*), or the word would likely be misread (*re-create* versus *recreate*).

We tend to avoid hyphens when possible (*crosscultural*) but sometimes need to include them for clarity (*pray-er* versus *prayer*).

    ⊘ CMS   IVP prefers to use hyphens (not en dashes) in page ranges and verse ranges (e.g., pages 7-8, Rom 5:12-13).

4.7   Use en dashes in date ranges (1993–2000) and in chapter or book ranges in Scripture references (Romans 5:12–6:3; Romans 6–8; 1–2 Kings; 1–3 John). See **CMS 6.78**.

4.8   En dashes should be used with compound adjectives where the adjective is a term that's typically open. See **CMS 6.80**.

> *Thus:*   post–Civil War conditions
> Pulitzer Prize–winning book

4.9   Em dashes are used in text to set off explanatory information or further descriptive information. For proper use of em dashes see **CMS 6.82-87**.

Punctuating Scripture References

4.10 For Scripture references across chapters that go through the end of a chapter, include the number of the last verse to avoid confusion.

> *Thus:* Exodus 29:25–30:38
> *Not:* Exodus 29:25–30

4.11 Arabic numerals are used for book, chapter, and verse numbers. (In some typefaces, an arabic numeral 1 looks very similar to a capital I. In those instances, the arabic numeral should be left to stand.)

> *Thus:* 1 John 1:3
> *Not:* I John 1:3

4.12 Series of references from within the same chapter should be separated by commas. Two or more consecutive verses are separated by a hyphen. A series of references that span chapters or books are separated by a semicolon.

> *Thus:* Ex 15:24; Ps 4:5, 8, 10; Jn 3:16-17; 4:2-12; Acts 1:3-4, 7-10; 2:20–3:3
> *Not:* Jn 3:16, 17

4.13 References to the five books of Scripture consisting of only one chapter should not include chapter numbers.

> *Thus:* Obadiah 15; Philemon 4-7; 2 John 10; 3 John 2; Jude 17
> *Not:* Obadiah 1:15; Philemon 1:4-7; 2 John 1:10; 3 John 1:2; Jude 1:17

4.14 References in a series in the body of the text (not in parentheses) follow the normal rule for items in a series.

> *Thus:* Reread Genesis 8:2-6, Psalm 55:4, and Romans 7:5–8:16.
> *And:* These same words are found in Genesis 8:2-6, 9-10; Psalm 55:4, 7; Romans 7:5–8:16; and Philippians 2:3.

4.15 All references in a series should be in canonical order unless the author or the context dictates otherwise. For example, the most important references might be listed first.

4.16 For Scripture quoted in the text, terminal punctuation follows the parenthetical reference. If a Scripture quotation concludes with a question or exclamation, the question mark or exclamation point may remain inside the quotation marks and a period follow the reference.

> *Thus:* "God so loved the world" (Jn 3:16).
> *And:* "Where can I go from your Spirit?" (Ps 139:7).

4.17 For Scripture that is blocked, terminal punctuation precedes the reference.

> *Thus:* God so loved the world. (Jn 3:16)

4.18 Use Psalm 110 but Psalms 110–112. When abbreviated, Ps 110 and Ps 110–112.

4.19   Multiple lines of poetic Scripture should be blocked and indented to match the translation's style, though some academic books may quote poetic Scripture without blocks and use slashes to mark line breaks.

4.20   Scripture references should not be relegated to a note but rather should appear in parentheses following the appropriate phrase or clause in a paragraph.

Lists

4.21   See *CMS 6.121-26*. It is preferable that a vertical list be introduced by a complete sentence followed by a colon (*CMS 6.124*), but IVP allows for occasional exceptions. When preparing lists, please keep in mind the following principles:

- All items in a list should be constructed of parallel elements and formatted consistently.
- When multiple lists appear close together, consistent treatment is essential.
- Only use the list format when it is helpful to the reader; short, simple lists are usually better when run in to the text to form a complete sentence.

Punctuation Formatting in Relation to Surrounding Text

4.22   For instructions on how to format punctuation, parentheses, and brackets in relation to surrounding text (roman, italic, bold), see *CMS 6.2-3, 6.5-6*.

Spelling and Word Treatment

5.1   For words not included on the project style sheet or in the word list of this style guide (appendix F), use the first form in *AHD*. Don't vary from *AHD* except for good reason, such as accepted usage within the book's discipline. If exceptions are made, the copyeditor should include a query at the first instance in the manuscript and mention these changes in a note to the editor.

Possessives

5.2   Follow *CMS 7.15*.

But contrary to *CMS*, IVP makes an exception to the rule of adding *'s* for the names *Jesus* and *Moses:* Jesus' parable, Moses' staff.

Capitalization

5.3   No page of type looks good if it contains a large number of words beginning with capital letters. The aim is to relate the use of capitals carefully to the meaning of the words involved. The IVP word list (appendix F) clarifies many words commonly found in our books. The following examples are general principles.

5.4   *Nouns*. Capitalize proper nouns. This rule will often settle cases that seem ambiguous. (Is it the word of God or the Word of God? It depends on whether *word* is a common noun for communication or a synonym for the Bible or Jesus.)

5.5 *Adjectives*. Usually lowercase is used for *divine, messianic, biblical, scriptural, godly,* and so on. Exceptions include adjectives derived from proper names such as *Jewish, Mosaic, Davidic, Galilean, Levitical,* and *Christlike*. An exception to the exceptions is the word *satanic,* which often is used of profound evil without thought to the proper noun *Satan*.

5.6 *Brand names as verbs*. When used as verbs, lowercase words such as *google*, *xerox*, and *photoshop*.

5.7 *Synonyms for the Bible*. Capitalize *Scripture, Word* of God, and God's *Word,* but use lowercase spelling when they have a limited meaning such as God's *word* to Moses.

5.8 Capitalize *Law* (meaning *the Pentateuch*), *Psalms, Prophets, Writings, Epistles,* and so on when they refer to the general divisions of the Old or New Testament, but use lowercase for the *law* of Moses, the *psalmist,* the *prophet* Isaiah, the *apostle* Paul, the *epistles* of Paul, the *book* of Acts, and so on.

5.9 Capitalize *Gospel* of Mark but use lowercase for the *gospel* message.

5.10 *Names and personal pronouns referring to deity*. Do not capitalize *he, him, his,* and so on. The exception is when quoting Scripture. Quote exactly the version of the Scripture being used, including the capitalization of pronouns for the deity if the version being quoted does so. For example, when the New American Standard Bible is quoted, capitalize the pronouns for the deity as the NASB does.

5.11 *The major events of our Lord's life*. Use lowercase for virgin birth, incarnation, transfiguration, passion, death, cross, resurrection, ascension, second coming, and so on. (There may be instances where exceptions are appropriate; the copyeditor should query IVP if they come across a questionable situation. Variants should be noted on the project style sheet.)

5.12 *Theological terms*. Use lowercase for justification, atonement, faith, love, truth, lordship, and so on.

5.13 *Church*. Capitalize *church* when referring to the name of a specific church (*Westmont Baptist Church*) or denomination (*Presbyterian Church, USA*). Use lowercase in phrases such as *the Methodist church on the corner* (a specific church but not its name) and when referring to the global church.

5.14 Capitals (or boldface or underlining) should not be used for emphasis. Use italics instead (see 5.21).

5.15 Use headline-style capitalization for titles, chapter titles, chapter subtitles, and A-level subheads. See *CMS 8.157-59*.

Note that unlike *CMS*, IVP capitalizes prepositions of five or more letters in titles and headlines, including book titles, regardless of the original publisher's capitalization (e.g., we use *Evangelism After Christendom* even though Baker has *Evangelism after Christendom*). The exception to this rule is in the instance of older (eighteenth century or earlier) titles and very long titles; see *CMS 14.106* for these exceptions.

5.16   *InterVarsity Press* for IVP/USA. No space or hyphen between *Inter* and *Varsity*. Note the capital *V.*

   Inter-Varsity Press (England): retain hyphen
   InterVarsity Christian Fellowship: no hyphen

5.17   The parts of a book should be lowercase when referred to in the text, such as *chapter one, appendix A, part two, the foreword, the table of contents, figure 3* (see **CMS 8.177**).

Italics

5.18   When a word or term is referred to as the word or term itself, it should be set in italics (e.g., the word *golf*). Concepts, however, should not be italicized (e.g., the concept of justification).

5.19   Use italics for uncommon foreign words and phrases and for transliterations. Current theological terms taken from Greek words (such as parousia, koinonia, kerygma) are to be in roman type unless they are specialized uses or direct transliterations.

5.20   Foreign words and phrases included in **AHD** such as per se, telos, laissez faire, and sine qua non should not be italicized. Neither should foreign terms likely to be familiar with a book's audience, such as lectio divina. Check **AHD** when determining whether a term should be italicized or roman.

5.21   Use italics rather than quotation marks or bold type for emphasis (He is a *remarkably* tall man).

5.22   When translations of foreign terms are discussed, the foreign word is put in italics and the English translation is put within quotation marks: The Greek word *logos* is translated as "word."

5.23   Italicize inner dialogue.

   Contrary to CMS 13.41, dialogue that is thought rather than spoken should be italicized without quotation marks.

   Thus: She wondered, *How am I going to do this?*
   And: *Father,* he prayed, *help me.*

5.24   On formatting punctuation adjacent to italic text, see 4.22.

Numbers

6.1 Spell out numbers zero through one hundred. Treatment of inclusive numbers should follow **CMS 9.60**.

> **CMS** IVP does not abbreviate date ranges as recommended in *CMS* 9.63.

> *Thus:* 1993–2001
> 1914–1918
> *Not:* 1914–18

6.2 In parts of books:

> **CMS** Contra *CMS* 8.178, IVP spells out numbers in parts of books in body text. (It is acceptable to use arabic numerals in notes.)

> *Thus:* chapter one, part two
> *Not:* chapter 1, part 2

6.3 See **chapter nine of CMS** for other issues regarding numbers.

Abbreviations

7.1 When a biblical reference is given in parentheses, we may decide to use the abbreviated form of the book name—copyeditors and proofreaders should check a book's style sheet to verify whether Scripture references in parentheses should be spelled out or abbreviated. If a book is going to have a Scripture index, the book name (full or abbreviated) must be used with all Scripture references. When abbreviations are called for, use the following.

> **CMS** These abbreviations differ from those in *CMS* and *SBL*.

Gen	2 Kings	Is	Nahum	Rom	Tit
Ex	1 Chron	Jer	Hab	1 Cor	Philem
Lev	2 Chron	Lam	Zeph	2 Cor	Heb
Num	Ezra	Ezek	Hag	Gal	Jas
Deut	Neh	Dan	Zech	Eph	1 Pet
Josh	Esther	Hos	Mal	Phil	2 Pet
Judg	Job	Joel	Mt	Col	1 Jn
Ruth	Ps	Amos	Mk	1 Thess	2 Jn
1 Sam	Prov	Obad	Lk	2 Thess	3 Jn
2 Sam	Eccles	Jon	Jn	1 Tim	Jude
1 Kings	Song	Mic	Acts	2 Tim	Rev

Apocrypha

1 Esdr	Jdt	Sir	Pr Azar	Pr Man	3 Macc
2 Esdr	Add Esth	Bar	Sus	1 Macc	4 Macc
Tob	Wis	Ep Jer	Bel	2 Macc	Ps 151

7.2   Abbreviations for versions of the Bible may be used in parentheses, including the following:

ASV—American Standard Version (1901)
BHQ—Biblia Hebraica Quinta
BHS—Biblia Hebraica Stuttgartensia
CEB—Common English Bible
CEV—Contemporary English Version
ESV—English Standard Version
Gk—Greek (academic and reference works)
Goodspeed—*The Complete Bible: An American Translation,* E. J. Goodspeed
HB—Hebrew Bible
HCSB—Holman Christian Standard Bible
Heb—Hebrew (academic and reference works)
JB—Jerusalem Bible
JPS—*The Holy Scriptures,* Jewish Publication Society (1917)
KJV—King James Version
LB—Living Bible
LXX—Septuagint
The Message—contemporary language version by Eugene Peterson
Moffatt—*The New Testament: A New Translation,* James Moffatt
MT—Masoretic Text
NA^{28}—Novum Testamentum Graece, twenty-eighth edition (Nestle-Aland)
NAB—New American Bible
NASB—New American Standard Bible
NCV—New Century Version
NEB—New English Bible
NET—New English Translation (the NET Bible)
NETS—New English Translation of the Septuagint
NIRV—New International Readers Version
NIV—New International Version (2011)
NIV 1984—New International Version (1984)
NIVI—New International Version, Inclusive Language Edition
NJB—New Jerusalem Bible
NJPS—*The Holy Scriptures: The New JPS Translation According to the Traditional Hebrew Text*
NKJV—New King James Version
NLT—New Living Translation
NRSV—New Revised Standard Version
NT—New Testament
OT—Old Testament
Phillips—J. B. Phillips Modern English Version
REB—Revised English Bible
RSV—Revised Standard Version
RV—Revised Version (1885)
TEV—Today's English Version (Good News Bible)
TNIV—Today's New International Version
UBS^{5}—Greek New Testament, fifth edition (United Bible Societies)
The Voice—dynamic equivalence translation published by Thomas Nelson
Weymouth—*The New Testament in Modern Speech,* R. F. Weymouth

7.3   Abbreviations, unlike initials, are generally written together without space. Note the absence of periods in abbreviations for degrees, states, and country references (see **CMS 10.4, 32-33**).

> *Thus:*   a.m., p.m., US, USA, UK, MD, BA, NM, PhD, LLD, BC, AD, BCE, CE

7.4   Abbreviations that involve a frequent use of capital letters should be avoided. For example, the words *Old Testament* and *New Testament* should be spelled in full. (If editing a reference book, consult with the in-house editor and indicate any deviations on the style sheet.)

7.5   The words *verse(s), page(s)*, and *chapter(s)* are not abbreviated in the text but may be abbreviated in parentheses or notes. For *verse(s)* use *v.* or *vv.;* for *page(s)* use *p.* or *pp.;* for *chapter(s)* use *chap.* or *chaps.* Note that IVP does not include *p.* or *pp.* in citations (see 12.1).

7.6   IVP's preference is to avoid use of *passim* or the abbreviation *ff.* to indicate additional verses or pages. Unless the style sheet notes that use of *passim* or *ff.* is okay, ask the author to trace the exact reference if possible and insert this information. Never use *f.*

> *Wrong:*   vv. 12f.
> *Right:*   vv. 12-13

7.7   Except in some academic texts, Scripture references should be to entire verses (*Mark 1:6,* not *Mark 1:6a*) even if the author is discussing only a portion of a verse. If necessary, say "the first part of Mark 1:6."

7.8   Avoid Latinate abbreviations in the text of books (especially in nonacademic books):

> e.g.—for example; i.e.—that is; etc.—and so on; cf.—compare; vs.—versus

They may be used in parentheses, notes, or bibliographic data. When "e.g." or "i.e." is used, a comma follows. (Be sure they are used correctly and not confused with each other. See the list in **CMS 10.43**.)

7.9   Contrary to *CMS*, always spell out month and season names in citations and bibliographies.

7.10   In notes and bibliographic references, use the postal code abbreviations listed below. (In text, state names should be spelled out; see **CMS 10.28**.)

AK	FL	LA	NC	OK	VA
AL	GA	MA	ND	OR	VT
AR	HI	MD	NE	PA	WA
AZ	IA	ME	NH	RI	WI
CA	ID	MI	NJ	SC	WV
CO	IL	MN	NM	SD	WY
CT	IN	MO	NV	TN	
DC	KS	MS	NY	TX	
DE	KY	MT	OH	UT	

Quotations

8.1   It is the copyeditor's responsibility to check all Scripture references and quotations. Mark any references other than the standard version with abbreviations of the title in parentheses following the Scripture quotation—for example, John 3:2 (NEB), (Jn 3:2 NEB), (Ex 18:4 *The Message*).

If the version of Scripture or the source of other quoted material is not provided, the copyeditor should ask the author to supply it.

8.2   As a rule of thumb, all prose quotations over 500 words (or a series of quotes from one source that add up to more than 500 words) require written permission from the copyright holder. Quotations exceeding 500 words should be noted by the copyeditor.

8.3   Poetry quotations and song lyrics exceeding four lines (or, for shorter works such as haikus, encompassing the entire work) of copyrighted material require written permission from the copyright holder—the copyeditor should note all occurrences. (Epigraphs are an exception—see *CMS 4.80*.)

8.4   Quotations running four or more lines or two or more paragraphs should be blocked. (For quotations of poetic Scripture, see 4.19.)

8.5   British spellings should be retained in quotations but not in running text.

Alphabetization

9.1   Alphabetize word by word and not letter by letter (see *CMS 16.58-61*).

9.2   Occasionally there may be uncertainty about how to alphabetize personal names in lists such as bibliographies or indexes, especially with surnames containing particles. We defer to the Library of Congress for treatment of names in these instances (catalog.loc.gov). (See appendix G.)

Equal Treatment of Sex and Race

10.1   Men and women should be treated primarily as people and not primarily as members of sexes. Shared humanity and common attributes should be stressed—not gender difference. Women and men should be portrayed as active participants in the same proportion in stories, examples, and discussion questions.

10.2   Members of both sexes should be represented as whole human beings with human strengths and weaknesses, not masculine or feminine ones. Women and men should be shown as having the same abilities, interests, and ambitions. Stereotypes of the logical, objective male and the emotional, subjective female are to be avoided.

10.3   Avoid terminology that uses black as a symbol of evil, such as "black sheep of the family" or "blackball."

10.4   If the usage of *black* and *white* to refer to races seems awkward when using *Asian, Hispanic*, and so forth, use *African American* and *Anglo* or *Caucasian* instead. Normally we do not capitalize *black* and *white* in referring to races, but we make exceptions in some books that focus on race issues.

10.5   See section 3.5 regarding the use of gender-neutral pronouns. Refer to *CMS 5.221-30* for more guidelines on bias-free language.

Editor's Preference

11.1   There are many cases of capitalization and punctuation that are perfectly acceptable in a number of forms. In cases that differ from this style guide or *AHD*, the editor may use discretion to determine the most appropriate form for the particular context. These preferences will be noted on the manuscript style sheet. Proofreaders should concern themselves primarily with whether a term has been handled consistently.

11.2   While suggestions may be made during proofreading to conform a manuscript to a certain style, IVP takes into account the expense of correcting a typeset manuscript against the gravity of the error. *Proofreaders should consult the freelance coordinator during proofreading if a recurring question arises.*

Documentation

12.1   Most IVP books follow the style outlined in *CMS* **chapter 14** for documentation.

Unlike *CMS*, IVP's preference is to delete all unambiguous usages of *p.* and *pp.*, *even if the author has used them consistently*. (Contrast with *CMS* 14.158.)

    Thus: Ronald Osborn, *Death Before the Fall* (Downers Grove, IL: IVP Academic, 2014), 3-4.

    And: Duane Litfin, *Paul's Theology of Preaching* (Downers Grove, IL: IVP Academic, 2015), 25n17, 43nn20-23.

    And: Hugh Matlack, "The Play of Wisdom," *Currents in Theology and Mission* 15 (1988): 426.

    And: P. Marone, "Constantine III, emperor," in Angelo Di Berardino, ed., *Encyclopedia of Ancient Christianity*, trans. Joseph T. Papa, Erik A. Koenke and Eric E. Hewett (Downers Grove, IL: InterVarsity Press, 2014), 1:594.

12.2   The first time a source is used in each chapter the full reference must be given in the notes. Shortened references or ibid. are used thereafter within the same chapter.

12.3   Whenever possible, multiple note references within one paragraph should be conflated into one note. This will save space on the page. Scripture references should not be relegated to a note but rather should appear in parentheses following the appropriate phrase or clause in a paragraph. For academic books, see appendix A§10.

12.4   Unnumbered notes should precede any numbered notes for a given chapter. Unnumbered notes are often used to supply information about an epigraph or a section ("This chapter appeared previously in . . . "). Chapter title, subtitles, and epigraphs should not contain note numbers. For more on unnumbered notes, see *CMS* **14.47-50, 1.36**.

12.5   IVP's preference is to spell out the first names of authors unless they are commonly known by their initials (e.g., C. S. Lewis). The exception to this is books that follow APA format for references.

12.6   For books that have been published abroad (usually in the United Kingdom) and in the United States, include only US publication information, unless the author is British or living outside the United States. (Compare *CMS* **14.135**.)

12.7   See *CMS* 14.136 for guidance on when to include state, province, or territory references with the city of publication.

Omit the state of publication for large cities such as San Francisco, New York, Chicago, and Atlanta. The state of publication should be included when the city of publication for a book is not widely known (Downers Grove, IL; Maryknoll, NY), or when it shares the name of another city (Portland, OR; Portland, ME).

Do include the state of publication for cities such as Princeton, Cambridge (Massachusetts, to differentiate from Cambridge, England), Syracuse, Louisville, and New Haven; include DC with Washington. But if the name of the state is included in the name of the publisher, the state abbreviation should be omitted (Chapel Hill: University of North Carolina Press).

CMS   Do not include "MI" when the city of publication is Grand Rapids.

12.8   See *CMS* 14.140 for treatment of publisher names. The list below includes IVP's preference for how to treat some commonly cited publisher names:

Baker Academic	InterVarsity Press (Downers	P&R
Baker Books	Grove, IL)	Rowman & Littlefield
Basic Books	Inter-Varsity Press	Scholars Press
Cambridge University Press	(Nottingham, UK)	SCM Press
Eerdmans	Johns Hopkins University	Sheffield Academic Press
Fortress	Press	SPCK
Harper & Row	JSOT Press	St. Martin's Press
HarperCollins	Little, Brown	T&T Clark
HarperOne	Macmillan	Westminster John Knox
HarperSanFrancisco	Oxford University Press	

12.9   Over time publishers sometimes change their name or the way they style their name (such as Harper, Scribner, and BasicBooks). In such cases follow the style supplied by the author, unless you know better.

12.10 When documenting the work of an ancient author, there should be a comma after the name of the author (*CMS* 14.259).

> ***Thus:***   Josephus, *Ant.* 18.3.3.
> ***Not:***   Josephus *Ant.* 18.3.3.

ABA Notes

12.11 Many of our nonacademic trade books use a form of notation we refer to as ABA (American Booksellers Association) notes. Like endnotes, these notes go at the back of a book, but instead of using note numbers to tie the note to the text, they use page numbers and text excerpts or references. Include the first few words of the quotation or information being referenced in italics, followed by a colon.

> *Thus:*   109   *The best crepes are at*: Taryn Bullis, *Brunch in Chicagoland* (Chicago: John R. Smith Publishing, 2008), 12.
>
> *And:*   273   *Wrigley Field*: Johnny Baseball, *The Greatest Place on Earth* (Chicago: Banks Books, 2013), 32.

For more on ABA-style endnotes, see **CMS 14.48, figure 14.6**.

Other Formats

12.12 Some authors prefer a social science format. In such cases the project editor and author will decide what style should be followed and indicate this on the manuscript style sheet. For guidelines on APA style, refer to appendix A§11.

Electronic References

12.13 A note or citation should never consist of just a URL; full publication information should still be included due to the high probability of URLs changing.

12.14 Only include an access date if the date of publication cannot be determined from the source.

12.15 Omit "http" when it occurs before "www."

12.16 Omit "www" in general references to websites in running text (such as ivpress.com), but not in notes.

12.17 In typeset manuscripts, URLs that flow onto a second line should be broken before the punctuation (period, hyphen, etc.) where possible. When broken between or within words, no hyphen should be inserted at the break.

12.18 Refer to **CMS 14.166-69** for more guidelines on citing ebooks and books consulted online. See **CMS 14.243-46** for how to handle citations from websites and blogs.

Permissions and Credits

12.19 Credit information for work such as illustrations, photographs, images, tables, charts, and book excerpts should be provided on the copyright page if there is room. Books with a substantial amount of credit information may have a separate credit page in the back matter.

Notes in Sidebars, Tables, and Images

12.20 Notes that apply to elements such as sidebars, tables, and images should follow the principles of **CMS 3.76-78**. Superscript letters are the preferred method of annotation, but where these are not practical symbols may be used. These notes should be grouped with the element they annotate and should be distinct from regular arabic numbered notes in the main body text. For examples of how to treat notes, see **CMS figure 3.14, figure 3.15, figure 3.22**.

Appendix A
Copyediting Instructions

1 Manuscripts are copyedited in Microsoft Word, following IVP's styling instructions (available as a separate document).

The following procedures and checks should produce a cleanly edited file:

a. Chapters should carry an arabic numeral (1, 2, . . .) without the word *chapter*.

b. IVP preference is for only up to two levels of subheads (see 2.3 for proper styling). If the text is closely argued in academic style, it may be that four subhead levels are needed. If you think this is a possibility and guidelines are not noted on the style sheet, please contact the freelance coordinator.

c. Quotations running four or more typed lines, as well as quotations that consist of two or more paragraphs, should be blocked.

d. Charts, graphs, and illustrations should be removed from the text file and saved in a separate file. Their approximate placement in the text file should be marked for the book layout team—"**[Insert figure 1.1 about here]**." Figures and tables should not be referred to by location in the text (such as above, below, following) but rather by label or number so that the designer can move them as necessary. If the number of charts or figures is not more than one per chapter, they may be labeled sequentially *figure 1, figure 2,* and *figure 3*. Otherwise, label the figures *figure 1.1, figure 1.2, figure 4.1,* and so forth.

> *Thus:* As you can see from the chart in figure 1.1 . . .
> *Not:* As you can see from the following chart . . .

e. Section breaks (not merely page breaks) should be inserted between chapters.

f. Note numbering should restart with each section. In nonacademic books, any explanatory notes (i.e., anything other than citations) should be removed or incorporated into the body text.

g. Page numbers should be in the upper right corner and should be numbered continuously.

h. Internal cross-references should be verified and should direct readers to sections of text rather than specific pages. See *CMS 2.32*.

i. All proper names, technical and scientific words, references, quotations, and figures that appear in the manuscript should have been verified by the author before submitting the manuscript. If copyeditors discover inconsistencies or suspected errors, they should first attempt to verify the correct spelling or treatment. Missing bibliographic information can often be found by looking a book up on WorldCat or the Library of Congress website. Defer to the Library of Congress for spelling and treatment of personal names (catalog.loc.gov). Some quotations can be verified by searching Google Books or Amazon, though these sources are not failsafe and can be unreliable for bibliographic information (there may be multiple versions of a given publication). In cases where information cannot be verified, the author should be queried. Correctness is imperative.

2   Flag foreign language text for review by an in-house editor. For instance, for Greek and Hebrew text mark the text using a comment in the margin with "Gk" or "Heb."

3   Flag any potentially offensive language—anything that could be construed as profanity, obscenity, or hate speech—for review by the project editor.

4   Scripture quotations should be checked by the copyeditor. Poetic scripture should be rendered as such in the manuscript, not run in as prose (see 4.19, 8.1).

5   Permissions: The project editor should make a list of materials requiring permission and note them on the style sheet. *Often they will miss some, so copyeditors should look for additional items needing permission.* Flag any additional items requiring permission and note them in your copyeditor's note. The general rule is that a prose quotation of more than 500 words or more than four lines of a poem or song requires permission (see 8.2-3, including the exception for epigraphs).

6   When returning a project, the copyeditor should include a memo summarizing the types of changes and queries made along with issues observed, highlighting any major items that need to be addressed. Many projects need a word list that specifies particular word treatments (capitalization, spelling, hyphenation, etc.). If there are comments or concerns about a project that are not appropriate for manuscript queries, the copyeditor note is the place to share them. After copyediting, editors often base their feedback to the author on the copyeditor's note, so inclusion of material that could help in that process is appreciated.

7   Use the comment feature in Microsoft Word to raise queries. Word does not allow users to insert comments in notes, so for issues in footnotes make your queries by adding a comment bubble to the relevant note number in the main body (for example, "Please supply page range for reference").

8   On queries, see *The Copyeditor's Handbook*, 3rd edition, 39-45 (**CMS 2.66** is also helpful, but it includes less instruction). Resolve as many issues as you are able on your own, reserving queries for when you are unable to solve a problem, the author needs to supply information, or you need confirmation regarding a change. All queries are assumed to be directed to the author unless otherwise indicated (such as prefacing with "Editor:" or "Ed:").

If you are positive about a correction, make the change. If you are somewhat confident but lack certainty, make the change and query for confirmation ("Changed from X to Y, okay?"). If you are uncertain whether there is a problem or don't know how to fix something, raise a query.

Queries should be clear and concise. Succinctly address issues, keeping the author from having to revisit larger sections of the manuscript for context.

The tone of queries should be professional and courteous. Avoid language that could be perceived as offensive, obstinate, pedantic, sarcastic, embarrassing, or condescending.

9   All notes should be prepared as footnotes at the copyediting stage. For books that call for endnotes or ABA-style notes, IVP will convert the notes after copyediting.

In manuscripts calling for ABA-style notes, for each note copyeditors should supply an italicized short quotation or term from the text followed by a colon and then the note information. (See 12.11.)

Copyediting IVP Academic Books

10 In academic books, which often contain technical and nuanced language, copyeditors should use special caution while still engaging in all aspects of the copyediting process. Copyeditors should check with the freelance coordinator if they feel a book needs more extensive editing than normal, or than is mandated on the project style sheet.

Always query the author when recommending a substantive change or correction, or when a sentence, term, or phrase is unclear (queries should include a suggested revision).

In cases where a minor change has been addressed throughout a manuscript, mark only the first instance in the manuscript or note it in the copyeditor memo. Typical corrections (spelling, grammar, punctuation, conforming to style, tightening prose) need not be noted.

We often use abbreviations in academic books in which repeatedly printing a name (such as the name of an ancient Near Eastern text or the name of a series of biblical commentaries) would be cumbersome and space consuming. See **CMS 10.3, 10.43** for general thoughts on abbreviations. Please check with the freelance coordinator if you are working on a book for which it seems necessary to use abbreviations (and be sure to create an abbreviations list for the front matter). *The SBL Handbook of Style* includes a number of abbreviations related to ancient Near Eastern, biblical, and early Christian studies; if an abbreviation is listed in the *SBL Handbook*, please use that form rather than creating your own abbreviation.

APA Style

11 IVP publishes a number of psychology books each year, most of which follow APA style. When a style sheet calls for APA style, follow IVP's usual style for setting up the manuscript (e.g., treatment of subheads) and for running text (e.g., usage of hyphens). Note that in discussions involving statistical data, the percent symbol is acceptable (see **CMS 9.18**).

For reference citations, follow the APA Style Manual, with the following exceptions:

- Use IVP's preferred format for inclusive numbers: 129-34 (rather than 129-134).
- Spell out ordinals in text.

Appendix B
Copyediting Checklist

_____ Manuscript is in proper order (see 2.4)

_____ Table of contents reflects contents of text

_____ Chapter numbers on TOC and chapter title pages use arabic numerals without the word *chapter*

_____ Formatting has been standardized; hierarchy of subheads is correct (see 2.3)

_____ Appropriate questions raised about permissions (see 8.2-3)

_____ Notes and references use inclusive numbering for page numbers

_____ All Scripture references checked against version indicated on style sheet; different translations are noted with proper abbreviations after references (see 4.19, 7.2, 8.1)

_____ URLs checked for accuracy and formatting

_____ Internal cross-references verified and point to sections rather than pages (see A§1.h)

_____ Figures and tables labeled and moved to separate document; placement indicated in text (see 2.2, A§1.d)

_____ Shortened references and ibid. are appropriately used in notes, with the full reference given at the beginning of each chapter and shortened references thereafter

_____ Extra spaces have been removed (double spaces between words and sentences; any space between text and a note number; any space between a note number and the contents of the note)

_____ Foreign words flagged for editorial review

_____ Note summarizing the copyediting is included with the manuscript (see A§6)

Appendix C
Proofreading Instructions

1   After the manuscript has been typeset, the proofreader will read the typeset version carefully for spelling and grammatical errors, conformity to specifications, and proper page numbering.

2   Corrections should be marked directly on the hard copy (in text and in the right-hand margin) using the proofreading marks in appendix E.

3   During the first proofread, use a sharp **blue** pencil to mark all corrections that are *clear* errors—misspellings, lack of subject-verb agreement, and other grammatical errors.

Proofreader's suggestions and queries should be indicated in **red** pencil.

CMS   All corrections should be marked clearly *both* in the text itself *and* in the right margin (avoid writing in the left margin).

Long queries should be written on attached note pages.

4   Each page should be checked for overall appearance including ladders, orphans, and widows. For general guidance, see **CMS 2.108-115**.

The list below details preferences that improve the aesthetics of our books. Since these are not mandates, please flag these instances with a question mark for our production team to address. When possible,

- a page should not begin with the last line of a paragraph unless it is a full measure;
- a page should begin with at least two lines of text;
- a page should end with at least two lines of text;
- the last line of a paragraph should have at least two full words;
- the last word in a paragraph should not be broken (hyphenated) across lines; and
- words should not be broken (hyphenated) across pages.

Appendix D
Proofreading Checklist

Most questions can be resolved by referring to (1) the manuscript style sheet, (2) the IVP Style Guide, (3) *AHD*, or (4) *CMS*. Email the freelance coordinator with any remaining questions. Before returning a manuscript, the proofreader should have completed the following tasks.

_____ Review the manuscript style sheet

_____ Mark missing information on the copyright page

_____ Enter page numbers in the TOC

_____ Compare for consistency:

- Chapter titles and numbering with TOC listing and endnote divisions
- Chapter subheadings with TOC (if subheads listed on TOC)
- Book title and chapter titles in running heads on every page
- Chapter openings (layout, style, epigraphs, design elements, drop caps)

_____ Read entire manuscript for grammatical and spelling errors

_____ Raise questions about permissions if needed (see 8.2-3)

_____ Raise questions about sections (such as preface or acknowledgments) missing from manuscript

_____ Flag unresolved author or editor queries

_____ Compare Bible quotations to the primary Scripture version for the manuscript (see 4.19, 7.2, 8.1). Change if necessary (either by parenthetically inserting what the given version is or altering quotation). Do not change the quotation if the author's argument depends on the wording or punctuation of a particular translation.

_____ Test all URLs for accuracy

_____ Check for optical margins and let the freelance coordinator know if not in use

_____ Check each page for overall appearance: widows, orphans, ladders, word breaks, spacing, alignment (see C§4)

_____ For books with five or more pages of endnotes, add page ranges to the running heads in the notes section (see 2.6)

Appendix E
Proofreaders' Marks

Other helpful lists of proofing marks include *AHD, s.v. "proofreader's marks," CMS* figures 2.6, 2.7.

Instruction	In-Text Mark	Margin Mark
delete	The dog ran around ~~into~~ the house.	ℯ
close up; delete space	st and up	⌒
delete letter/word and close	John drove all night long ~~in the rain~~.	ℯ
let it stand	Rejoice ~~ever~~ in hard times.	STET
insert space	Mary decided it was time to dive into the email that accumulated in her inbox.	#
begin new paragraph	. . . It is essential to begin here. The second step is . . .	¶
make space between lines or words equal	Give thanks to the LORD, for he is good. *His love endures forever.* (Ps 136:1)	eq #
insert hair space	zqp	hr#
move right	1. Quiet yourself before God. 2. Begin to reflect on your day.	]
move left	1. Read the passage slowly. 2. Pause.	[
center	Sing a new song.	] [
move up	We love because he first loved us. (1 Jn 4:19)	⌐
move down	The calm dawn belied the stormy night.	⌐
align horizontally	first task: evaluate the situation	align
align vertically	Turn right at the end of the block. Go left at the first stoplight.	align
transpose	John always ran from responsibility.	tr
rebreak	As a result of their church plant- ing efforts . . .	rbrk

insert line space	Praise the Lord, all his works everywhere in his dominion. Praise the Lord, my soul.	line #
search and replace	Ph.D. ˢ/r	ˢ/r
spell out	There were only ④ people in attendance.	⑤ᵖ
set in italic	The word <u>love</u> gets used in many contexts.	ital
set in roman type	Jesus' words (confused) the disciples.	Rom
set in boldface type	**Jesus and** <u>John</u>	bf
set in lowercase	Jesus told the disciples Ⱨe would come again.	lc
set in capital letters	Next week is easter.	uc
set in small caps	Blessed are all who fear the Lord. (Ps 128:1)	sc
wrong font	She's the most prolific writer on the topic of forgiveness.	wf
make superscript	People who drink coffee exercise more.₃ᵥ	ˆ3ᵥ
insert comma	Deb said "I think that's an unfair assessment."	ˆ
insert apostrophe or quotation mark	The churchs position on the topic may alienate some members.	˅
insert period	cf Luke 10	⊙
insert question mark	He wondered, Shouldn't they discuss desired outcomes?	⑦
insert semicolon	The storm closed in soon they couldn't see the road.	ˆ;
insert colon	Mark wrote the following words shortly before his death:	⊙:
insert hyphen	a time-consuming task	=
insert en dash	Martha is a Pulitzer Prize-winning author	⅟n
insert em dash	"God desires all creatures—human and nonhuman, living and nonliving to be reconciled with each other."	⅟M
insert parentheses	John Stott, *Basic Christianity* (Downers Grove, IL: InterVarsity Press, 2000, p. 35.	)

Appendix F
IVP Word List

This list clarifies spelling and style (capitals, hyphens, italics) of words not addressed by *AHD*, issues where we differ from *AHD*, and some words worthy of reminders. Word treatment priority is (1) the manuscript style sheet, (2) this word list, (3) the first entry in *AHD*.

A

acknowledgments
AD (precedes date—all caps, no periods)
adviser (not advisor)
African American (n. or adj. *AHD*)
almighty God
a.m. *AHD*
ancient Near East(ern)
antichrist
apostle(s)
apostle Paul
Apostles' Creed
appendix/appendixes *AHD*
arabic numeral *AHD*
Arian (heresy in the early church)
Asian American (n. or adj. *AHD*)
atonement
a while (n., as in *for a while*)
awhile (adv., see *AHD* usage note)

B

BC/BCE (follows date—all caps, no periods)
bestselling *AHD*
Bible
biblical
black (n. or adj.) *AHD*
body (of Christ)
book of Acts
Book of Common Prayer
both/and (but either-or)

C

Catholic (Roman), the Roman Catholic Church
CE (follows date—all caps, no periods)
chapter camp (InterVarsity event)
chapter one (see 6.2; *CMS*)
Christ, Christlike
Christ-follower
Christology, but christological *AHD* (*christology* accepted in some academic books)
church (universal)
church fathers, but the Fathers
civil rights era, civil rights movement (see *CMS* 8.74)
colaborer
Colombia (the country)
Columbia (District of, or capital of South Carolina)
commit oneself to; *not* commit to
Communion (Lord's Supper)
communism; communist (*AHD*); Communist Party
cop-out (n.); cop out (v.)
copyedit
couple of (don't use *couple* as an adj.)
creation
Creator
cross
crosscultural *AHD*
cross-reference
crucifixion

D

Decalogue
desert fathers (and mothers)
devil
dialogue
different from (preferred over *different than*, see usage note in *AHD*)
dotcom *AHD*

E

earth (l.c. when used generally: A lunar eclipse occurs when the moon moves behind the earth. But u.c. when referenced as a planet: Neptune is farther from the sun than Earth is.)
East Coast
Eastern Hemisphere
either-or (but both/and)
email (ebook, ereader)
Epistles (the entire collection of NT books)
epistle(s) of Paul, epistle to the Romans
Eucharist
evangelist (person who proclaims the gospel)
Evangelist (author of a Gospel)
evangelical
Exodus (the book); exodus (the event)

F

failsafe *AHD*
fall (of the human race)
Father (God the)

Fathers. *See* church fathers
flood (the event)
the Fourth Gospel (as a
    synonym for John's
    Gospel)
fundamentalism

G
Garden of Eden
Gentile (n. or adj.) *AHD*
Global South, East
gnostic(ism) (generic)
Gnostic(ism) (2nd century)
God-fearer
God-man (as in Jesus' two
    natures)
God's Word (Bible or Jesus);
    God's word (to Moses)
good news
good Samaritan
Gospel (of John, etc.); gospel
    (message)
gray
Great Commission

H
he, him, his, himself (in ref.
    to deity)
heaven, heavenly
hell, hellish
high school (n. or adj. *AHD*)
Hispanic (n. or adj.)
holiness churches
Holy Scripture

I
imago Dei
incarnation (generic and
    theological term)
Internet

J
junior high (n. or adj.)

K
King of kings
kingdom of God

L
Last Supper
Last Judgment
Latter-day Saints
Law (synonym for the
    Pentateuch); law (of
    Moses)
lectio divina
living God
living Word
Lord of lords
Lord's Prayer
lordship (of Christ)
Luke–Acts (en dash)

M
Majority World (n. or adj.)
Messiah, the; messiah, a;
    messianic
middle school (n. or adj.
    AHD)
Moby-Dick (title of novel)
Moby Dick (name of whale)
modernism
Mount of Olives (not Mt.)
Muhammad (not
    Mohammed)
Muslim (not Moslem)

N
naive
New Age movement
New Atheists
new covenant
new Jerusalem
Nicaea(n)
Ninety-Five Theses (Luther)
non-Christian
nonevangelical

O
okay (usually preferred over
    OK *AHD*)
old covenant
on: *see* upon
One (God)
Orient(al): avoid (use *Asia,
    Asian; East, Eastern*
    instead)
original sin
orthodox; but [Eastern]
    Orthodox Church,
    Orthodox theology

P
parable of the lost coin, etc.
parousia *AHD*
part one (see 6.2; *CMS*)
Passion of Christ
person of Christ, persons of
    the Trinity
Pharaoh
pharisee (generic)
Pharisee (member of Jewish
    sect)
p.m. *AHD*
the pope (but Pope Francis)
Presbyterian Church (USA)
    or PCUSA
president (but President
    Lincoln)
Promised Land (of Canaan)
prophet (prophet Isaiah)
Prophets (section or books of
    the OT)
Protestant
Protestant reformers
psalm, psalms; Psalms (the
    book); Psalm 23; Psalms
    49–50
psalmist

Q
Qur'an *AHD*

R

Reformation, Reformers (as proper nouns as related to the sixteenth-century events)

Reformed (as in tradition, church, theology)

the Reverend (followed by Mr., Ms., Dr.)

Roman Empire

roman numeral *AHD*

S

sabbath (l.c. generally, but if frequently quoting from translation that capitalizes, use u.c. for consistency) *AHD*

sacrament

Satan, Satanist

satanic (generic)

Savior (Jesus)

Scripture(s), but scriptural

second coming

Second Temple (period, writings, etc.)

Sermon on the Mount

Seventh-day Adventist

Sitz im Leben

small group (n. or adj.)

Son of God

Son of Man

Spirit (the Holy Spirit)

St. (e.g., St. Andrews)

Sunday school (n. or adj.)

supersede

supersessionism

Synoptics, Synoptic Gospels

T

temple (l.c. unless part of a proper noun, such as Second Baptist Temple)

Ten Commandments

Third World (n. or adj. *AHD*; but prefer Majority World)

titled (*not* entitled; e.g., the book is titled *Atonement*)

toward (no *s*)

transfiguration

traveling

Trinity (but trinitarian, triune)

TV (no periods)

tweet (n. and v.)

Twelve, the (apostles); the twelve tribes of Israel

Twenty-Third Psalm

twofold

Two-Thirds World (but prefer Majority World)

U

unbiblical

unchristian

United States (n.; compare US, USA; see *CMS* **10.33**)

unscriptural

upon: generally prefer *on* except when introducing an event or condition, usually with the meaning "immediately after"; see *CMS* **5.220, s.v. "on; upon"**

upper room (but Upper Room Discourse)

Urbana 93

Urbana 96

Urbana 2000

Urbana 03

Urbana 06

Urbana 09

Urbana 12

Urbana 15

US, USA (no spaces or periods; adj. only; see *CMS* **10.33**)

V

Vatican II

The Veritas Forum (uppercase *The*)

W

Washington, DC

web, the; World Wide Web

well-being

West Coast

West, the; Western civilization

Western Hemisphere

white (n. or adj.) *AHD*

who, whom (in ref. to deity)

Wisdom literature / Wisdom books (section of Scripture)

Word (synonym for Bible or Jesus)

worshiper, worshiping

Y

you, your (in ref. to deity)

Appendix G
Commonly Misspelled Names and Places

Please consult the Library of Congress for spelling and treatment of personal names (catalog.loc.gov). The keyword search (catalog.loc.gov/vwebv/searchKeyword) using the "author/creator" field is especially helpful for author names. Be sure to track author names back to the "browse authors/creators" listing—you cannot trust usage in book titles or descriptions.

Abelard, Peter
Andersen, Hans Christian
Aulén, Gustaf
Berdyaev, Nicolas
Bettelheim, Bruno
Böhme, Jakob
Bornkamm, Günther
Briggs, J.R. (no space, author preference)
Brooks, Phillips
Bultmann, Rudolf
Cassian, John
Chrysostom, John
Daniélou, Jean
Durkheim, Émile
Elliot, Elisabeth
Erikson, Erik
Fénelon, François
Frankl, Viktor
Gadamer, Hans-Georg
Gandhi, Mohandas K. (or title Mahatma)
Göttingen (Germany)
Groothuis, Douglas
Guinness, Os
Gütersloh (Germany)
Gutiérrez, Gustavo
Havel, Václav
Herrmann, Wilhelm
Hitler, Adolf

Hofmann, Johann Christian Konrad von
Hunsinger, George
Hunter, James Davison
Jäger, Wolfgang
Jülicher, Adolf
Jüngel, Eberhard
Kähler, Martin
Käsemann, Ernst
Kierkegaard, Søren Aabye
König, Adrio
Königsberg
Kümmel, Werner Georg
Küng, Hans
Kuzmič, Peter
Lawrence, Brother
Lefèvre, Jacques
Lombard, Peter
Lücke, Friedrich
Lüdemann, Gerd
Lyotard, Jean-François
MacIntyre, Alasdair
Maslow, Abraham
Mayr, Ernst
McFague, Sallie
McGrath, Alister
Melanchthon, Philipp
Mittelberg, Mark
Moltmann, Jürgen
Mörs (Germany)
Muhammad

Münster (Germany)
Newbigin, Lesslie
Niebuhr, Reinhold
Nietzsche, Friedrich Wilhelm
Orléans (France)
Padilla, René
Rad, Gerhard von
Rousseau, Jean-Jacques
Sartre, Jean-Paul
Schüssler Fiorenza, Elisabeth
Scorsese, Martin
Senghor, Léopold Sédar
Sölle, Dorothee
[John G.] Stackhouse, Jr. (comma before Jr., author preference)
Teilhard de Chardin, Pierre
Teresa, Mother
Teresa of Ávila
Thomas à Kempis
Thomas Aquinas
[Alfred] Töpelmann (publisher)
Trocmé, André
Tübingen (Germany)
Whitefield, George
Wolfenbüttel (Germany)
Woodward, JR (no periods or spaces, author preference)
Württemberg (Germany)
Würzburg (Germany)

Appendix H
Hebrew and Greek Fonts for Academic Books

Most authors submit Greek and Hebrew in Unicode, which is our strong preference. Copyeditors should convert Greek and Hebrew to our preferred typefaces, listed below.

IVP's Preferred Fonts		
	Actual characters	*Transliterations*
Greek	Gentium Plus	body text font, e.g., Times New Roman
Hebrew	Ezra SIL	body text font, except for characters not found in standard font set (ʾ, ḥ, ṭ, ʿ, ṣ), which should be in Gentium Plus

We use no special font for Latin terms. These should be in italic type and should be checked for accuracy.

We recommend typegreek.com for converting text to polytonic, Unicode Greek characters.

Appendix I
Statement of Editorial Philosophy

As an extension of InterVarsity Christian Fellowship/USA,
InterVarsity Press serves the university, the church, and the world,
By publishing resources that equip and encourage people
To follow Jesus as Savior and Lord in all of life.

Within the bounds of the InterVarsity basis of faith, and guided by the purposes and vision statement of InterVarsity and the goals of InterVarsity Press, the editorial department of InterVarsity Press seeks to acquire, develop, and produce products that

1. *Reflect Christ as Lord in all of life*. Since Christ is King of all created reality, InterVarsity Press will publish on the broadest possible range of topics expressing how Christ is Lord in each aspect of life.

2. *Are audience oriented*. It is not sufficient to hold the truth. Truth must be communicated effectively. Likewise, the truth in an InterVarsity Press publication is to be communicated to the intended audience for that book in a way that it can be understood and acted on. This involves contextualizing the message of each publication to achieve the most appropriate response from the intended audience.

3. *Develop people in Christlikeness*. While being audience oriented, our books must reach more than those who already agree with and live out what is advocated in any given book ("the already converted"). We want to help people grow, change, and move (whether in small steps or large) toward the image of Christ as a result of reading our publications. Thus we seek to reach those who do not know Christ and help those who do to grow in Christlikeness.

4. *Exhibit high standards of quality*. The thinking, organization, writing, editing, and proofreading of every manuscript should reflect high standards appropriate to each book and to the intended audience.

5. *Have integrity*. Integrity is important in two ways. First, the quality and character of an author's life should match the content of the author's book. Second, the message of the author's book should not promote any cause or position that was not the author's intent to advocate in writing the book.

6. *Are responsibly biblical*. Every manuscript must respect the authority of Scripture, be consistent with a biblical worldview, and be soundly defensible from Scripture.

7. *Are consistent with InterVarsity Christian Fellowship*. As a division of InterVarsity Christian Fellowship, InterVarsity Press publishes to meet the purposes, vision, and needs of the campus ministry. As the July 29, 1966 InterVarsity board statement recognizes, distribution of our products "to every segment of society is appropriate, provided such distribution does not hinder the primary ministry to IVCF constituents." Thus while our books have risen out of the ethos of InterVarsity as a whole, they have had a legitimate and significant place of ministry well beyond the campus context and should continue to do so as we share with the church at large the good God has given us.

8. *Are broadly evangelical*. As a division of an interdenominational ministry, InterVarsity Press does not emphasize or exclusively advocate positions of one denomination, theology, or interest-group over another. Rather, recognizing that Christians equally committed to the Bible disagree on various topics, we publish across a range of evangelical positions. This intentional openness arises historically out of taking

seriously InterVarsity's mission field—the university—which embodies a spirit of liberality that has traditionally characterized the search for truth while also encouraging sound reasoning and fair persuasion. In the case of InterVarsity Press, the Bible remains our standard while we humbly acknowledge our human limitations in understanding and applying it.

9. *Are prophetic.* The large majority of our publications will represent what most evangelicals can readily adhere to. There will be occasions, however, when Christians will need to speak a corrective biblical word to society or to the church at large. InterVarsity Press may find itself in a position to do this, as it has in the past, keeping in mind both Paul's mandate to speak the truth in love and the fact that our publications or InterVarsity Press itself is not above correction from the body. Indeed, we desire serious interaction by society and the church with everything we produce.

10. *Are financially viable.* We are concerned that IVP as a whole operate in the black. But because money should not be the only factor in deciding what to publish, we will occasionally publish individual titles because our ministry calls for it even though we do not expect them to be financially viable on their own.

Rev. 12/98

Appendix J
InterVarsity Christian Fellowship/USA
Statement of Theological Foundations

We believe in:
>
> The only true God, the almighty Creator of all things,
> > existing eternally in three persons—
> > Father, Son, and Holy Spirit—full of love and glory.
>
> The unique divine inspiration,
> > entire trustworthiness
> > and authority of the Bible.
>
> The value and dignity of all people:
> > created in God's image to live in love and holiness,
> > but alienated from God and each other because of our sin and guilt
> > and justly subject to God's wrath.
>
> Jesus Christ, fully human and fully divine,
> > who lived as a perfect example,
> > who assumed the judgment due sinners by dying in our place,
> > and who was bodily raised from the dead and ascended as Savior and Lord.
>
> Justification by God's grace to all who repent
> > and put their faith in Jesus Christ alone for salvation.
>
> The indwelling presence and transforming power of the Holy Spirit,
> > who gives to all believers a new life and a new calling to obedient service.
>
> The unity of all believers in Jesus Christ,
> > manifest in worshipping and witnessing churches
> > making disciples throughout the world.
>
> The victorious reign and future personal return of Jesus Christ,
> > who will judge all people with justice and mercy,
> > giving over the unrepentant to eternal condemnation
> > but receiving the redeemed into eternal life.
>
> To God be glory forever.

Appendix K
Summary of Substantive Style Guide Changes

Version 3.1 to 3.2

Section	Change
1.1	Use the fifth edition of the *American Heritage Dictionary*. (Was the fourth edition.)
3.4	Avoid *whom* in nonacademic books except when directly after a preposition. *Whom* is acceptable in academic books when used correctly. (New section.)
3.5	*They*, *them*, and *themselves* sometimes acceptable as gender-neutral singular pronouns, but rewrite if possible. (New section.)
4.2	Use the serial comma. (Previously did not use the serial comma.)
4.6	Prefix and hyphenation examples. (Clarification.)
4.13	References to Obadiah, Philemon, 2 John, 3 John, or Jude should not include a chapter number. (New section.)
4.19	Some academic books may use slashes instead of blocked text for poetic Scripture. (Update and clarification.)
4.21	Follow the listed principles and *CMS 6.121-26* for vertical lists. (Update and clarification.)
7.2	Use all caps for Scripture version abbreviations. (Was small caps.)
9.2, appendix A§1.i, appendix G	Defer to the Library of Congress for spelling, treatment, and alphabetization of personal names. (New policy.)
12.11	Use italics without quotation marks for introductions of ABA notes. (Was roman with quotation marks.)
Appendix A§1.h, appendix B	Internal cross-references should point to sections of text rather than page numbers. (Follow *CMS 2.32*.)
Appendix A§6	Copyediting memos should summarize work and observations, including a word list if applicable. Copyeditors should not update the manuscript style sheet. (Expansion and clarification.)
Appendix A§8	Copyediting queries should reflect the principles given and those available in *The Copyeditor's Handbook*, 3rd edition, 39-45. (Expansion and clarification.)
Appendix A§9	In books calling for ABA endnotes, copyeditors should supply short introductory phrases for the notes. (New policy.)
Appendix A§10	In academic books, copyeditors should err on the side of caution while still engaging in all aspects of the copyediting process. (Rewritten; previous guidance was more restrictive.)
Appendix C§4	Proofreaders should check specified page layout mechanics. (New policy.)
Appendix F	Word list. (Updated.)