

# TEACH Services Style Guidelines

## Capitalization and Spelling

*When in doubt, use the spelling and capitalization in the dictionary (New Oxford American Dictionary or Merriam-Webster). The most important thing is to be consistent throughout the book.*

### **Abbreviations – Biblical**

- |            |                |          |            |
|------------|----------------|----------|------------|
| • Gen.     | • Job          | • Hab.   | • Col.     |
| • Exod.    | • Ps.          | • Zeph.  | • 1 Thess. |
| • Lev.     | • Prov.        | • Hag.   | • 2 Thess. |
| • Num.     | • Eccles.      | • Zech.  | • 1 Tim.   |
| • Deut.    | • Song of Sol. | • Mal.   | • 2 Tim.   |
| • Josh.    | • Isa.         |          | • Titus    |
| • Judg.    | • Jer.         | • Matt.  | • Philem.  |
| • Ruth     | • Lam.         | • Mark   | • Heb.     |
| • 1 Sam.   | • Ezek.        | • Luke   | • James    |
| • 2 Sam.   | • Dan.         | • John   | • 1 Pet.   |
| • 1 Kings  | • Hosea        | • Acts   | • 2 Pet.   |
| • 2 Kings  | • Joel         | • Rom.   | • 1 John   |
| • 1 Chron. | • Amos         | • 1 Cor. | • 2 John   |
| • 2 Chron. | • Obad.        | • 2 Cor. | • 3 John   |
| • Ezra     | • Jon.         | • Gal.   | • Jude     |
| • Neh.     | • Mic.         | • Eph.   | • Rev.     |
| • Esther   | • Nah.         | • Phil.  |            |

### **Academic degrees**

- Degrees may be abbreviated when following a name:
  - BA – Bachelor of Arts
  - BS – Bachelor of Science
  - EdD – Doctor of Education
  - JD – Juris Doctor (Doctor of Law)
  - MA – Master of Arts
  - MD – Doctor of Medicine
  - MBA – Master of Business Administration
  - PhD – Doctor of Philosophy
- John Smith, JD, is very smart.
- Lisa Jones, PhD, attended Southern Adventist University.
- When referring to a general or specific degree and major, the degree and major should be lowercase.
  - She received a master’s degree.
  - He obtained a bachelor’s degree in nursing education.
  - She obtained a doctoral degree in leadership.

### **Biblical and/or SDA terms**

- Capitalize singular and plural pronouns referring to Deity (He, Him, His, Himself, Thou, Thine, Thy, Thee, You, Your, Yours, Me, My, Mine, Their, Theirs; exception, who, whom, whose).
- Capitalize appellations of Deity if they are titles and not simply descriptions of functions or activities seldom connected with God. Do not capitalize an appellation when it is an apposition to another Deity name.

- The Life-giver is our strength.
- God, the life-giver, is our strength.
- God is the life-giver.
- Jesus is our best friend. Our Friend saved us.
- Following is a list of words related to Christ, God, and the Holy Spirit:
  - Abba Father
  - Adam, the Last/the Second
  - Adonai
  - Advocate
  - All-merciful One/All-wise One
  - Almighty, the (don't use Almighty God or God Almighty per EGW)
  - Alpha and Omega
  - Ambassador of heaven
  - Ancient of days
  - Angel of the covenant/Covenant Angel
  - Anointed One
  - Antitype
  - Archangel
  - Architect, the Divine/Great
  - Author and Finisher of our faith
  - Author of nature/truth
  - Authority, the Highest
  - Babe of Bethlehem
  - Baby Jesus/the baby Jesus
  - Beginning and the End, the
  - Being, the Divine/Eternal/Supreme
  - Beloved of heaven/of the Father
  - Boy Jesus/the boy Jesus
  - Bread of Life
  - Bridegroom
  - Bright and Morning Star
  - Captain, our/our General
  - Child Jesus
  - Child-king
  - Christ child
  - Christ or Lord our righteousness
  - Comforter
  - Coming One
  - Commander of heaven
  - Conqueror
  - Cornerstone
  - Counselor
  - Creator, the/Great
  - Crucified One
  - Dayspring
  - Daystar
  - Deity/deity of Christ
  - Deliverer, the/Great
  - Desire of Ages
  - Divine One/Being/Hand/Judge/Spirit
  - each person(s) in the Godhead
  - Educator, the Great
  - Elohim
  - Elder Brother
  - Emmanuel
  - Eternal Being/One
  - Exalted One
  - Father, eternal/everlasting/great/heavenly
  - Father of all glory/life/mercies
  - First and Last
  - Fountain of living waters
  - Friend, Best Friend
  - Gift of God/heaven
  - Giver, the Great
  - God, eternal/great/infinite/the living/the most high
  - God of light/wisdom
  - Godhead
  - Guest, the Unseen
  - Hand, the Guiding/the Unseen
  - Healer, the Mighty/Great
  - Heaven
  - Helper, our Invisible
  - High Priest
  - Highest, the
  - Holy Father/God/One/Family/Trinity
  - Holy One of God
  - I AM THAT I AM
  - Intercessor
  - Jehovah/Jehovah-jireh
  - Judge, the Great/Supreme
  - Just One
  - King, the Great
  - King of glory/heaven/kings/ peace/saints/the Jews/the universe
  - Lamb of God
  - Life-giver
  - Light of the world/of life
  - Light, the
  - Light Bearer
  - Lily of the valley
  - Lion of the tribe of Judah
  - Lord of hosts/lords/life
  - Majesty of heaven/truth

- Maker, our
- Man of Calvary/Nazareth/sorrows
- Master Artist/Builder/ Worker/Workman
- Mediator
- Melchizedek
- Messenger
- Mighty Rock/One
- Most High, the
- Omnipotent One
- Omnipresent One
- Omniscient One
- Owner of the universe
- Only Begotten, the
- Pearl of great price
- Physician, the Great
- Priest
- Prince of heaven/life/light/  
Peace/sufferers/teachers
- Promised One/Seed
- Prophet of Galilee
- Redeemer
- Rock, the eternal
- Rock of Ages
- Rock of my salvation
- Rod of Jesse
- Root of David/Branch of David/Offspring  
of David
- Rose of Sharon
- Ruler, the Great/Supreme
- Ruler of heaven and earth/the universe
- Sacrifice, the One Great
- Savior
- Shekinah/Shekinah glory
- Shepherd, the Chief/Good/Great/  
heavenly/Supreme/True
- Sin Bearer
- Sinless One
- Son of David/God/man/the Highest
- sonship of Jesus
- Source of good/life/wisdom
- Sovereign of heaven/the universe
- Spirit, the/the quickening
- Spirit of  
God/inspiration/promise/prophecy/truth
- Substitute, the Divine
- Sun of righteousness/truth
- three in one, the
- three persons of the Godhead/three persons
- Trinity, the
- Teacher, the Divine/Great/Gospel/Galilean
- Vine, the Living/the True
- voice, still small
- Water, the Living
- Water of Life
- Witness, the Divine/True/Faithful and True
- Word, the
- Worker, the Great/Mighty
- Yahweh
- Capitalize words used to mean the Bible
  - Blessed Book
  - Blessed Word
  - Book of books/God/life
  - Divine Oracles/Word
  - God's Book/holy Book
  - Good Book
  - His Word
  - Holy Bible/Book/Scriptures/Word/Writ
  - Inspired Book
  - Prophetic Word
  - Sacred Book/Canon/ Oracles/  
Record/Scriptures/ Word/Writ/Writings
  - Word of God/life/truth
  - Written Word of God
- Listing of various other religious terms and whether they are capitalized or lowercased
  - Advent movement/Second Advent  
movement/Advent awakening/first  
advent/second advent/the advent of Christ
  - Adventist Church/Seventh-day Adventist  
Church/ Riverside Church
  - altar/altar of incense
  - amen/in Jesus' name, amen.
  - antichrist
  - apostle Paul
  - Apostolic Fathers/apostolic church/Apostolic  
Council
  - ark/Noah's ark/ark of the covenant
  - ascension/the ascension of Christ
  - atonement/Day of Atonement (earthly)/day of  
atonement (heavenly)
  - Babel, Tower of
  - baptism
  - benediction

- biblical/unbiblical
- Book of the Law (Pentateuch)/book of the Law (part of the Law)
- book of life
- Captivity Letters
- Catholic Church/Roman Church
- children of Israel/the chosen people
- Communion/Communion service/Communion table/foot-washing ceremony
- covenant of grace/everlasting covenant
- Creation/creationist/Creator (creation is lowercased when not referring to the six-day act)
- cross/crucifixion/the crucifixion of Christ
- day of judgment
- day of Pentecost
- devil
- disciples
- divine (unless in place of God)
- doxology
- early Adventist church
- end-time
- Emmanuel (preferred to Immanuel)
- Epistle/Pastoral Epistles/Epistle to the Romans/Pauline Epistles/Johannine Epistles/Prison Epistles
- exodus, the/the exodus movement
- fall, the/the fall of humanity
- Feast of the Atonement, Feast of Unleavened Bread
- flood, the/Noah's flood/biblical flood/Genesis flood
- Garden of Eden
- Garden of Gethsemane
- Gentiles
- Good Samaritan
- gospel commission/the Great Commission
- God Almighty or Almighty God (do not use)
- Gospels, the four/Gospel of John/the gospel was preached
- Great Awakening, Second Great Awakening
- great controversy
- heaven (referring to the place)
- Heaven (referring to God)
- heavenly
- hell
- holy place/Holy City/Holy Land
- incarnation/the incarnation of Christ
- Jesus'
- John the Baptist/the Baptist
- John the Beloved/John the revelator
- judgment day
- kingdom of heaven/God
- Last Supper/Lord's Supper
- Law (five books of Moses)
- law (Ten Commandments)
- Lion of Judah
- Lord's day
- Lord's Prayer
- Mary, mother of Jesus
- mercy seat
- Mosaic law
- Most Holy Place/Most Holy
- mother of God
- mother superior
- Mosaic law
- Mount of Beatitudes/Blessing/Olives
- Nativity
- new earth
- New Jerusalem
- Papacy (government)/ papacy (the office)
- papal church/papal Rome
- Paradise (heaven)
- Paschal Lamb
- Passover
- pope/the Roman pontiff/his holiness/Pope John Paul
- Promised Land
- queen of heaven
- resurrection/the resurrection of Christ
- river of life
- sanctuary
- Satan/the devil/Lucifer/satanic/prince of evil/prince of this world
- Savior
- scribes
- sea of glass
- second coming/second advent/second coming (advent) of Christ
- second covenant
- Sermon on the Mount/Christ's sermon on the mount
- Scripture (if referring to the Bible, otherwise lowercase)
- showbread
- sun god
- tabernacle in the wilderness
- Temple, the

- Ten Commandments/third commandment/God's ten commandments
  - third angel's message, three angels' messages
  - throne of grace
  - tree of life
  - triumphal entry
  - twelve/eleven (apostles)
  - twelve disciples
  - upper room
  - virgin Mary
  - wise man (Solomon)
  - Wise Men of the East/the Wise Men
- Listing of various SDA terms and whether they are capitalized or lowercased
    - Advent movement
    - beginner/cradle roll
    - Bible instructor
    - Bible seminar
    - blessed hope, the
    - camp meeting
    - camporee/Pathfinder Camporee
    - church and state
    - Community Services/ Dorcas Society
    - Disappointment, the/the Great Disappointment/the disappointment of 1844
    - Disaster Relief Fund
    - district/the Shasta district
    - division/North American Division
    - elder/deacon
    - English language school
    - Festival of the Laity
    - field school of evangelism
    - Five-Day Plan to Stop Smoking/stop-smoking plan
    - Foreign Mission Board
    - General Conference (cap all departments of GC)/ Executive Committee
    - gift of prophecy
    - great controversy
    - Investment Offering/Sabbath School Investment
    - Jacob's well
    - judgment of the last day
    - King's Heralds Quartet/the King's Heralds
    - latter rain/early rain
    - literature evangelist
    - loud cry
    - memory verse chart
    - Midnight Cry, the
    - Millennium, the
    - Millerite movement
    - ministerial secretary
    - mission appeal/mission offering
    - ordinance of humility
    - Pathfinder Club
    - personal ministries
    - present truth
    - prison ministries
    - quarterly, the/lesson quarterly
    - Revelation Seminar
    - remnant church
    - Sabbathkeeping/Sabbathkeeper
    - Sabbath school (kindergarten, primary, earliteen)
    - Spirit of prophecy (Holy Spirit)
    - Spirit of Prophecy (EGW's writings)
    - Spring Council
    - Statement of Fundamental Beliefs
    - Student Missionary program/student missionary
    - Sundaykeeping/Sundaykeeper
    - third angel's message/three angels' messages
    - 2300 days/2300-day prophecy
    - Vacation Bible School
    - vespers
    - Voice of Prophecy
    - Week of Prayer
    - worship service
    - year-end meeting
    - youth congress/youth director

### ***Proper Names***

- Capitalize proper names and nicknames of geographic locations
  - Pacific Coast, North Pole
  - the States
  - Middle East, Southeast Asia
  - state of Oregon, New York State
  - the Great Plains, the Gold Coast, out West
- Capitalize words used to designate distinct regions and geographic areas; lowercase when indicating direction

- Eastern customs, Northern states
- Easterner, a Midwesterner
- east Brazil, northern Canada
- the South, the Midwest
- Lowercase black and white when referring to racial groups
- Capitalize church when used with a denominational name or the proper name of a church group:
  - The Hagerstown Seventh-day Adventist Church meets on Robinwood Drive.
  - The Hagerstown Adventist Church meets on Robinwood Drive.
  - The Hagerstown church meets on Robinwood Drive.
  - The Seventh-day Adventist Church baptized 100 new members last month.
  - The church will hold a special meeting tonight.

### ***Titles***

- Capitalize people's titles before their name
  - We visited Pastor Steve in his office.
  - We have an appointment with Professor Jones tomorrow afternoon. Mr. Jones is our math professor.
  - John Smith, vice president of marketing, spoke at the meeting.
  - Tom is director of communication at Riverside High School.
- Capitalize a department, division, section, or school
  - The School of Business has 110 students.
  - The Marketing Department rented the popcorn machine for the event.
  - The Department of Agriculture will publish their study results tomorrow.
- Lowercase a committee or board unless it is a recognized proper name of a board or committee
  - The church board will make a decision next week.
  - I am on the decorating committee for one more year.
  - The General Education Board took a vote.

## **Grammar and Style**

### ***Composition titles***

- Italics
  - books, plays, journals, magazines, newspapers
  - movies, TV shows (*It Is Written*), radio programs and Web site titles
  - transportation (*Apollo II*), sounds
  - pamphlets (24 pages or more), reference books
  - musical compositions, record albums
- Quotation marks
  - chapters, short stories, articles
  - individual TV episodes, photographs
  - theses and dissertations, lectures
  - individual articles or Web pages
  - song titles, sounds with a voice
  - sermons, programs
- Lowercase all prepositions in a title of a specific work, unless the preposition is closely associated or is inseparable from the verb. This applies to book titles and chapter headings.
  - Making Up the Beds
  - Cared For by His Mother
  - He Cared for Nothing
  - Lower Taxes per Person
- Capitalize the first and last words of a titled work regardless of part of speech. Capitalize all other words except articles, conjunctions, and prepositions of three letters or less. This applies to book titles and chapter headings.
  - What Is a Law?
  - The Captain Who Stood By
- Capitalize the second word of a hyphenated series in a title if the second element is a noun or proper adjective or is equal in importance with the first word
- An article is not needed before magazine and newspaper names
  - Washington Post
  - New York Times

### ***Dates***

- Do not capitalize seasons
- Do not abbreviate months or days unless used in a table
- Do not use an apostrophe with centuries
  - 1950s (not '50s)
- Spell out centuries
  - twenty-first century
  - the fifties
- BC comes after the year, AD comes before
  - 396 BC or AD 25

### ***Due to***

- Use “because of” instead of “due to”

### ***Effect, Affect***

- Use effect when you mean bring about or brought about, cause or caused, result. Also use effect whenever any of these words precede it: a, an, any, the, take, into, no.
  - He effected (caused) a commotion in the crowd.

- Use the verb affect when you mean to influence; use the noun affect to mean emotional expression
  - How do the budget cuts affect your staffing?

### ***Foreign Languages***

- Use italics for the foreign word and place the English word in parentheses
  - *La Vie et Sante* (Life and Health)

### ***Gender Neutral Language***

- Use gender neutral pronouns when the text applies to both sexes
  - Correct: God's love for humanity is evident in His sacrifice on the cross.
  - Incorrect: God's love for mankind is evident in His sacrifice on the cross.
  - Correct: It is the responsibility of all Christians to love as Jesus loved.
  - Incorrect: It is the responsibility of all men to love as Jesus loved.

### ***Less, Fewer***

- fewer – number and countable nouns
- less – for quantity, measure, degree and noncountable nouns

### ***Lie vs. Lay***

- To recline
  - Present – Lie, lying
  - Past – Lay
  - Participle – Lain
- To place
  - Present – Lay, laying
  - Past – Laid
  - Participle – Laid
- To tell a lie
  - Present – Lie, lying
  - Past – Lied
  - Participle – Lied

### ***Like, As If***

- Use like as a preposition
  - You look like your mother.
- Use *as if* if the phrase is followed by a subject and verb
  - You look as if you are angry.

### ***Money***

- Spell out the occasional mention of money and use dollar or cents if spelled out
  - The instructor charged fifty dollars a lesson.
  - The twenty million dollars was placed in a trust fund.
- When sums of money are mentioned in the same sentence or paragraph, use numerals
  - He is charging \$20 to \$30 per lesson, whereas she is charging \$50 to \$70.
- Use numerals for dollar amounts over 100 or if it would be cumbersome to write it out
  - They paid \$250,000 for their home.
  - I earned \$2,598 this week.

### ***More Than, Over***

- Use “more than” instead of “over” when writing about numbers
  - We have more than 100 books in our library.
  - There were more than 1,000 people at the concert.

### ***Numbers***

- Spell out numbers from one to ninety-nine. Use numerals from 100 and above.
- Spell out numbers one to ninety-nine in ordinal terms
  - ninth chapter
  - Twenty-third Amendment
- Spell out ages
  - A five-year-old boy fell off his bike.
  - He is five years old today.
  - She is turning fifty-three tomorrow.
- Use numerals to express percentages and decimal fractions
  - 10 percent to 30 percent
- Use numbers for time
  - 11:00 a.m., noon, 3:00 p.m.
- Use numbers for parts of published works
  - You will find the answer in chapter 14 on page 290.
- Telephone numbers should be separated by a hyphen, not a parentheses
- Spell numbers out when used in dialogue
- Dimensions
  - two by four or 3” x 5” cards
- Spell out fractions
  - one and a half hours or 5.5 billion

### ***States***

- Use postal codes in mailing addresses
- Spell out if used with a city
- Add a comma before and after the state if it is listed with a city

### ***Subject/Verb Agreement***

- When using a linking verb or a verb that has to do with the five human senses, use the adjective form and not the adverb form
  - “I’m feeling good, thank you. You felt bad.”
- When one of two subjects is I, put it second and follow it with the singular verb am
  - Neither she nor I am going.
- When a singular and plural subject are connected by either/or or neither/nor put the plural subject last and use a plural verb
  - The book or the magazines are on the shelf.
- With words that indicate portions—percent, fraction, part, majority, some, all, none, remainder—you must look at the noun in your phrase to determine whether to use a singular or plural verb
  - One third of the city is unemployed
- The words here and there are never subjects. In these sentences, the true subject follows the verb.
  - There are four hurdles to jump.
- If who, that, or which is used, look at the noun in front of it to determine whether the verb is singular or plural
  - Charlene is the scientist who writes the reports.

- The following words take a singular verb:
  - Each
  - Each of
  - Neither
  - Either
  - Anyone/body
  - Someone/body
  - Everyone/body
- The following words take a plural verb:
  - A number of
  - Both
  - Few
- Every
- One
- Another
- Much
- Nobody
- Amounts of money
- The number of
- Many
- Others
- Several
- None of
- One in
- Or
- This
- That
- References to time
- Titles of works
- These
- Those

***That, Which***

- If that has already been used in the sentence, use which to introduce the next clause
- If the essential clause starts with this, that, these, or those, use which to connect
- That introduces a restrictive clause and does not need a comma
  - We went to that church.
- Which introduces a non-restrictive clause and needs a comma
  - We looked out the broken window, which was held together with tape.

***Time***

- 5:00 p.m.; 3:00 a.m.
- three o'clock in the afternoon

***Who, Whom***

- he = who
- him = whom
- him + him = whomever
- him + he = whoever

## **Punctuation**

### ***Bulleted lists***

- Use periods if list items are complete sentences
- Capitalize the first word in a list if it is a numbered list or if it is a complete sentence

### ***Clauses and Punctuation***

- IND, coordinate conjunction IND. (and, but, or, so, for, yet, nor)
- IND; adverb, IND. (The comma may be omitted after *thus* or *therefore* when the transition is not abrupt and no emphasis is desired—however, indeed, moreover, nevertheless, therefore, thus.)
- IND; transitional expression, IND. (for example, in addition, namely)
- IND; IND.
- IND: IND. (A colon is appropriate when the second clause amplifies the first and the desired traffic signal is “proceed.” In most cases, the semicolon is the better choice.)
- IND—IND. (The dash is best reserved for special effects: to prepare readers for a punchline or a U-turn.)
- DEP, IND. (Dependent clauses often begin with subordinate conjunctions such as after, although, because, except, if, unless, when, whether, while.)
- IND R-DEP. (There is no comma when the dependent clause is restrictive.)
- IND, NR-DEP. (A comma sets off the nonrestrictive dependent clause.)

### ***Colon***

- When using a colon, capitalize the word that follows it if it is a proper name or acronym or if it introduces two or more sentences, or capitalize the first word if it introduces new material in the form of a formal statement
- Use a colon to append a list to an independent clause; do not use a colon if the words that precede the list do not form an independent clause
  - The study involves three food types: cereals, fruits and vegetables, and fats.
  - The steps are as follows: first, put on your shoes; second, get your jacket; third, grab your wallet; fourth, walk out the door.
- When in doubt, lowercase after a colon
- Use a colon to introduce a concluding explanation or to separate two main clauses when the second explains or amplifies the first
- Use a colon to introduce a direct quotation that is more than three lines in length. Indent and leave a space before and after the quote. Quotation marks are not necessary.

### ***Comma***

- Separates a series of elements, but not if the elements are joined by conjunctions
  - She bought lettuce, tomatoes, and onions at the grocery store.
  - She bought lettuce and tomatoes and onions at the grocery store.
- The abbreviation “etc.” and “and so forth” are preceded and followed by a comma
  - Cats, dogs, parrots, etc., must be confined to cages when traveling in a vehicle.
  - The carpenter’s saw, hammer, level, and so forth, were found in the attic.
- Use after an introductory dependent clause or introductory infinitive, participial, appositive, or absolute phrase
  - If he wants a good grade, he needs to study each night for the exam. (dependent clause)
  - To stay in shape, one must exercise three times a week. (infinitive)
  - Having eaten the cat’s dinner, our dog Fido did not want his own food. (participial)
  - A popular and respected mayor, Jim Smith was the clear favorite in the election for governor. (appositive)
  - The wind blowing violently, the townspeople began to seek shelter from the storm. (absolute)
- Use after an introductory prepositional phrase that is four or more words long
  - In the morning we went for a run.
  - On Tuesday we will go swimming.

- After reading the note, Henrietta threw it in the trash.
- On the other hand, we need to address the problem.
- Use after a transitional phrase
  - Similarly, we bought a van just like our neighbors.
  - Above all, we agree with the committee’s decision.
  - In other words, you have to deal with the consequences of your actions.
- Do not use if an introductory adverbial phrase immediately precedes the verb it modifies
  - Out of the bushes appeared a well-dressed man with fishing pole and bait.
  - In the hallway stood a group of teenagers.
- Use before “such as” and “including” when the words that follow are an aside.
  - We saw a wide variety of animals at the zoo, such as zebras, elephants, and hippos. (the specifics are a side note)
  - We need to pack warm clothes for our trip such as coats, boots, and scarves. (the specifics are important)
- Do not use with either...or, neither...nor, or not only...but also phrases
  - We not only went to the outlets but also the mall.
- Use with the omission of a common verb
  - Bill entered through the front door; Ben, through the back door; John, the side door.
- Use before too and though when they are compared to a preceding sentence
  - I love grandma. I love grandpa, too.
- Do not use a comma with Jr. and Sr. or Inc.
  - George W. Wilson Jr. sat to the right of his father.
  - TEACH Services Inc. has been in operation since 1984.
- Do not use a comma and question mark together
- For short interrupters, a pair of commas is the neutral choice. An em dash emphasizes the interrupter, while parentheses de-emphasize it.

### ***Ellipsis Marks***

- Use ellipsis marks to show trailed off speech
  - “I thought that you might...”
- Use ellipsis marks plus a period to indicate the end of a sentence and missing sentences or paragraphs in between
  - Agencies may risk losing federal funds.... All agencies will be audited.
- Insert a space before and after the ellipsis

### ***Em dash***

- No space before or after an em dash
- Use in place of parentheses
- Use to emphasize the material that is interjected
- Use for interrupted speech

### ***Hyphens***

Use a hyphen:

- with words used as an adjective
  - over-the-counter drugs
- with words that begin with all, cross, e, ex, or self
  - self-esteem
  - ex-wife
- with fractions or spans of numbers
  - two-thirds majority
- when a prefix precedes a capitalized word, numeral, or same letter
  - un-American
- with the prefix *re* when *re* means again
  - I have to re-cover the sofa.

- I must re-press the shirt
- She will recover from her illness.
- when the prefix ends in an *a* or *i* and the root word begins with the same letter
  - semi-invalid

Do not use a hyphen:

- with words ending with borne, like, and wide
- with adverbs ending in *-ly*, unless the adjectives act as a single idea and are describing a noun
  - brightly lit room
  - friendly-looking man
  - friendly little girl
- with phrases beginning with very
- with proper names of ethnic groups
- with percentages
  - 15 percent increase
- with most prefix words
  - noncompliance
  - semiconscious
- when the prefix ends in one vowel and a root word begins with a different vowel
  - antiaircraft
  - proactive
- when the prefix and root words result in double *e*'s or *o*'s
  - preemployment
  - coordinate

### ***Quotes/Quotations***

- If you change a quote, you need to make a notation unless the quote is a Bible verse
  - “I have a *dream*...” (Martin Luther King, “I Have a Dream,” italics mine or emphasis added).
- For the omission of a word, phrase, or sentence, use ellipsis
- If the material preceding the omission is a complete sentence, use a period. Then leave a space before the ellipsis.
- Thoughts should be italicized; do not use quotations
- Quotation marks should not be used to set off clichés
  - She was so worried about keeping up with the Joneses that she worked overtime.
- A comma is the usual choice to introduce a short quotation
  - He wrote, “I love you.”
- A colon is the usual choice to introduce a lengthy quotation
- The comma and period go inside the quotation marks
  - “For God so loved the world.”
  - “I love you,” he said.
  - He had a “dream.”
- The semicolon and colon go outside quotation marks
  - He had a “dream”; she had a “dream.”
- An exclamation point, question mark, or dash goes inside if the mark belongs to the quoted material; outside if the mark is not part of the quotation
  - “I love you!” he said.
  - Can you believe he called her his “girlfriend”?

## **References**

### ***In-text reference***

- Book - (*Book*, p. \_\_)
  - (*The Desire of Ages*, pp. 3-6)
  - (*The SDA Bible Commentary*, vol. 7, p. 10)
  - (Ellen G. White letter 34, 1896)
  - (Ellen G. White manuscript 2, 1878)
- In-text that refers to bibliography - (Author's last name Year)
  - (White 1892) or (White 1892, p. 3)
- Magazine - ("Article Title," *Magazine*, Month Day, Year)
  - ("One God," *Adventist Review*, November 3, 1999)
- Web site - (Name of owner of the site, [http://\\_\\_\\_\\_\\_](http://_____), [accessed Month Day, Year])
  - (Seventh-day Adventist Church, <http://adventist.org>, [accessed April 3, 2010])
- In-text scripture - (Matt. 4:19, 20) (Titus 2:10-13, KJV) (verse 7)
- We believe in God (see Matt. 2:2).

### ***Footnote/endnote reference***

- Include the footnote after all punctuation
- Subscripts follow any punctuation except a dash
  
- Standard - Author, *Book* (City, State: Publisher, Year), p. \_\_.
  - Ellen G. White, *Patriarchs and Prophets* (Mountain View, CA: Pacific Press, 1890), p. 45.
- Two authors - Author one and author two, *Book* (City, State: Publisher, Year), p. \_\_.
  - Ellen G. White and James White, *Working Together* (Mountain View, CA: Pacific Press, 1890), p. 30.
- Editor - Author, *Book*, ed. Name (City, State: Publisher, Year), Vol. \_\_, p. \_\_.
  - James Smith, *Reading is Fun*, ed. Jane Smith (Hagerstown, MD: Surprise Press, 1989), p. 10.
- Chapter - Author, "Chapter title," in *Book* (City, State: Publisher, Year), p. \_\_.
  - Ellen G. White, "Redeemed in Christ," in *Steps to Christ* (Mountain View, CA: Pacific Press, 1890), p. 45.
- Volume - Author, *Book*, vol. \_\_ (City, State: Publisher, Year), p. \_\_.
  - James Smith, *Reading is Fun*, vol. 3 (Hagerstown, MD: Surprise Press, 1989), p. 10.
- Edition - Author, *Book*, 2<sup>nd</sup> ed. (City, State: Publisher, Year), p. \_\_.
  - James Smith, *Reading is Fun*, 3<sup>rd</sup> ed. (Hagerstown, MD: Surprise Press, 1989), p. 10.
- Magazine - Author, "Article Title," *Magazine*, Month Day, Year, p. \_\_. (page number is optional)
  - James Smith, "The Sky is Blue," *Insight*, January 2, 1990.
- Newspaper - Author, "Article Title," *Newspaper*, Month Day, Year.
  - James Smith, "The Sky is Blue," *New York Times*, January 2, 1990.
- Journals - Author, "Article Title," *Journal* Volume number (Year): p. number.
  - James Smith, "The Sky is Blue," *Biology Teachers of America* 7 (2010): p. 3.
- Speech - Speaker, "Speech Title," (type of speech, Location, City, State, Month Day, Year).
  - James Smith, "The Sky is Blue," (sermon, Hagerstown SDA Church, Hagerstown, MD, April 26, 2000).
- Web sites - Author of the content, "Title of the page," Title or owner of the site, URL (accessed Month Day, Year).
  - Ted Wilson, "What We Believe," Seventh-day Adventist Church, <http://adventist.org> (accessed April 3, 2010).

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- Standard - Last name, first name. *Book*. City, State: Publisher, Year.
  - White, Ellen G. *Steps to Christ*. Hagerstown, MD: Review and Herald, 1890.
- Two authors - Last name, first name, and second author. *Book*. City, State: Publisher, Year.
  - White, Ellen G., and James White. *Working Together*. Mountain View, CA: Pacific Press, 1890.

- Editor - Last name, first name. *Book*. Edited by name. City, State: Publisher, Year.
  - Smith, James. *Reading is Fun*. Edited by Jane Smith. Hagerstown, MD: Surprise Press, 1989.
- Chapter - Last name, first name. "Chapter title." Chap. \_\_ in *Book*. City, State: Publisher, Year.
  - White, Ellen G. "Redeemed in Christ." Chap. 3 in *Steps to Christ*. Mountain View, CA: Pacific Press, 1890.
- Volume - Last name, first name. *Book*. Vol. \_\_. City, State: Publisher, Year.
  - Smith, James. *Reading is Fun*. Vol. 3. Hagerstown, MD: Surprise Press, 1989.
- Edition - Last name, first name. *Book*. 2<sup>nd</sup> ed. City, State: Publisher, Year.
  - Smith, James. *Reading is Fun*. 3<sup>rd</sup> ed. Hagerstown, MD: Surprise Press, 1989.
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  - Smith, James. "The Sky is Blue." *New York Times*, January 2, 1990.
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  - Smith, James. "The Sky is Blue." *Biology Teachers of America* 7, no. 1 (January 2010): p. 3.  
<http://www.biology.com> (accessed February 2, 2010).
- Speech - Last name, first name. "Speech Title." Type of speech, location, City, State, Month Day, Year.
  - Smith, James. "The Sky is Blue." Sermon, Hagerstown SDA Church, Hagerstown, MD, April 26, 2000.
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