



**Wesley House  
Cambridge**

**HOLINESS**

**House Style Guide**

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## Abbreviations

- Do not take for granted that readers will know what initials stand for. Give the name in full the first time it appears with the abbreviation in brackets after it.

- Avoid using full stops in abbreviations where possible:

*Dr, Mr, St, BA, PhD, BSc, and commonly used Latin abbreviations: ie, eg, etc*

- Note that eg and ie do not have commas following their use.
- When quoting page numbers within text there should be a full stop and a space after the p or pp:

*For references to manuscripts, see p. 243-245.*

*See p. 5 for further information.*

- The word etc is only followed by a full stop when it ends the sentence, and should be preceded by a comma.

*oranges, apples, pears, bananas, etc*

## Accessibility

- Use Corbel font (12 pt) for Wesley House documents created in-house.
- Do not superimpose text on photos or illustrations.
- All text should be aligned to the left with a ragged right margin.

## Bible and Bible references

- For work presented in anglicised text, except in cases where a point about the wording of the English translation is being made, Biblical quotations should be from either the New Revised Standard Version (NRSV) anglicised version throughout or from the New Jerusalem Bible throughout. The first quotation should include an endnote to indicate which version is being used throughout the text.
- For work presented in americanised text, except in cases where a point about the wording of the English translation is being made, Biblical quotations should be from either the New Revised Standard Version (NRSV) throughout or from the New Jerusalem Bible throughout. The first quotation should include an endnote to indicate which version is being used throughout the text.

The three translations are readily available online.

- Quotations from other versions of the Bible must be noted in the text.
- Words originally written in non-Roman characters (primarily Greek and Hebrew) must be transliterated and printed in italics. Their translation should follow immediately:

*hemeran par' hemeran (one day better than another - NRSV)*

- Bible references should always be written in the following way and Arabic numerals should be used:

*Romans 3:1-7, Rom 3:1-7*

Where used, abbreviations for the titles of the Biblical books should follow the convention of the New Revised Standard Bible.

*Lk 7:14 and Ezek 1:2 not Luk 7:14, Ez 1:2 or any other variant*

- Where Biblical books have a number, Arabic numerals should be used rather than Roman:

*1 Corinthians and 2 Corinthians – not I or II Corinthians*

- A series of verses within one chapter are separated by commas and a space:

*1 Corinthians 5:3, 8, 10*

- Use semicolons and a space to separate references to different chapters of the same book, or to divide single references to separate books:

*John 3:16; 4:17*

*1 Corinthians 5:17; 2 Corinthians 2:16*

- Where a quotation contains a sequence of verses in the same chapter use a short dash without a space:

*Luke 7:36-39*

- Where a quotation extends over two chapters use a long dash with a space either side:

*Luke 7:36 – 8:3*

- When quoting a known passage follow with either v. (singular) or vv. (plural) with a space afterwards:

“The Lord is my shepherd, I shall not want” (v. 1).

“The Lord is my shepherd, I shall not want. He makes me lie down in green pastures” (vv. 1-2).

- When giving Bible references avoid f. and ff. Use v. and vv. as above.
- When referring to the Bible use the term Old Testament, rather than the Hebrew Bible.
- When referring to a specific Gospel, use the format [NAME]’s Gospel, rather than the Gospel of [NAME]

Mark’s Gospel, not the Gospel of Mark

- Where possible when referring to a Gospel use the following format:

Mark’s Gospel speaks a lot about the kingdom of God, rather than

Mark speaks a lot about the kingdom of God.

## **Bibliography –**

**see Referencing and Bibliography below**

## **Capitalisation and church vocabulary**

- Keep the use of capitalisation to a minimum. (This includes titles.)
- The official legal title of the Methodist Church is The Methodist Church. When it is necessary to distinguish geographically from other world Churches, use The Methodist Church in Britain. Care should be taken correctly to describe and capitalise other world Churches.

When using the Methodist Church in a sentence, ‘the’ should have a lower case ‘t’:

John Smith is a member of the Methodist Church.

- Wesleyan always carries a capital letter
- Capitalise compass directions only when they denote a recognised geographical or political region:

the Western Wall, Northern Ireland, the West End

facing south, the southbound carriageway

- Government is lower case, unless it is part of a name:  
The government is negotiating with the TUC.  
Full employment is the goal of every government.  
The British Government is currently in negotiations.
- Groups are always treated as singular:  
The Church is, the committee is
- Generic job titles are lower case:  
ministers, deacons, presbyters, local preachers, church stewards, youth workers
- Specific job titles do require capital letters:  
Prof Judith Lieu is the Chair of the Wesley House Trustees.  
The Prime Minister opened the local community centre.
- The divine pronoun takes lower case:  
God is working his purpose out; he restoreth my soul.  
Please refer to the section on inclusive language.
- Use upper case for all references to the monotheistic deity:  
God, the Lord, the Almighty, Jehovah, Allah, Father or Mother
- Use Church (capital C) when referring to the Body of Christ or the denomination as a whole, but church (lower case c) when referring to a building:  
The Church has millions of followers of Christ worldwide. (Body of Christ) Nurturing a culture in the Church that is people-centred and flexible. (Methodist Church)  
The Methodist Church in Britain cooperates with Partner Churches in other countries.  
The Methodist church in Warkton Lane needs a new roof. (Building)
- When quoting from hymns, prayers or poetry, capitalise as in the original published source. Distinctive grammar used in poetry should not be corrected, and the line endings should be respected, either being laid out as originally published or indicated thus:  
'Love bade me welcome; yet my soul drew back,/ Guilty of dust and sin.'

- BC and AD refer to the years before and after the birth of Christ (do not use BCE or CE). BC always follows the number and AD always precedes it,

79 BC, AD 102

Only use AD when using BC dates as well (so as to avoid misunderstanding).

Upper case	Lower case
Bible	biblical
Scripture (not Scriptures) (when referring to the Bible)	scriptural scriptures (when referring to non Christian texts)
Apostle (one of the 12 – not Paul)	disciple
Resurrection (the)	crucifixion (any)
Cross (the)	kingdom, kingdom of God
Ascension (the)	the god of the Israelites, the Christian god
Holy Spirit	holy
Temple (the)	temple (Jewish place of worship) ark of the covenant
Father or Mother (referring to God)	word of God (referring to the Bible)
Word of God (referring to Jesus)	gospel (good news)
Gospel (Mark’s Gospel)	church (the building) messianic
Messiah	devil (the)
Satan	psalm (common noun)
Psalms (the book of)	communion
Holy Communion	connexional, connexional year second coming
Eucharist	baptizing, baptized (the act of)
Holy Communion (not just Communion)	epistle
Eucharist	book
Connexional Team Partner Churches	
Baptism (the act or service)	
Sabbath (the)	

Transfiguration (the)	local preacher, worship leader, church steward etc
Incarnation (the)	minister, presbyter, deacon etc
Pharisees Promised Land	heaven
Trinity (as in the Holy Trinity) Body of Christ (ie the Church) Saviour	hell
Spirit (as in the Holy Spirit – use the prefix Holy to avoid confusion)	body of Christ (the physical body) spirit (human, evil)
Word of God (ie Jesus)	scribes (as in scribes and Pharisees)
Gospel (when referring to Matthew, Mark, Luke or John)	word of God (ie the Bible) gospel (when referring to the good news of Jesus, eg the gospel message)

### Dates and times

- 1 September 2014 (not 1st)  
Note the order – ie not September 1 2014
- Administrative years: 2013/2014, 2014/2015  
Years should be written in full and separated by a slash, not a hyphen.
- Decades should be expressed as the 1990s, not the 1990's.
- Centuries should be written as eighteenth century (noun), or eighteenth-century (adjective), not 18th century. However note that it is twenty-first century (noun) and twenty-first-century (adjective).
- When writing for the Web, figures (21st century) are used for both noun and adjective.



## Electronic communication

- Website and email are single words and only capped at the beginning of a sentence.
- Email addresses are generally lower case and not underlined.
- Internet when used as an adjective begins with a lower case letter:

There are plenty of internet resources. You may use any internet service provider.

- Internet when used as a noun begins with a capital letter:

The Internet is a wonderful resource tool.

- World Wide Web is always upper case, as is the Web.
- Wi-fi is always lower case and always hyphenated, except at the beginning of a sentence. (Notice the hyphen.)
- Online, podcast, blog, blogging, blogspot, virtual reality, broadband, web page – all lower case, except at the beginning of a sentence.

However note the capitalisation in DVD, CD and CD-Rom.

**Endnotes– see Referencing and Bibliography below**

**Footnotes – see Referencing and Bibliography below**

## Hyphenation

- Hyphens should be used for compound adjectives when used attributively,

up-to-date records, all-age worship

but not when used predicatively:

The records were up to date. Worship is for all ages.

- Words with prefixes (eg pre, anti, multi) are usually written without hyphens, unless there is a collision of vowels or consonants. (Note that cooperate, coordinate and related words are exceptions to this principle.)
- Details of other exceptions and widely used words are in the table below:

Hyphen	No hyphen	Other
multi-faith	multicultural	inter faith
faith-sharing	coordinator	hymn book
well-being	cooperation	
fund-raising	Christlike	
ice-breaker	midweek	
off-line	multimedia	
	online	
	email	
	textbook	

### Inclusive language

- Language should not exclude certain groups of people or patronise them.
- Visual material should where possible reflect differences in gender, ethnicity, physical ability and age.
- Avoid unnecessary references to ethnicity such as, "The riot was started by five prisoners, two of whom were Irish". Likewise avoid unnecessary references to gender, physical ability and age.
- Use he or she for the general singular pronoun if the gender is known. If it is not use they. There is a need to be consistent.
- Avoid the marginalisation of women through the use of 'exclusive' language and the dominant use of male imagery.
- Avoid the use of exclusively male pronouns and imagery when referring to God. Nevertheless, when quoting from a published work, the way in which the divine pronoun is written should not be altered.

## Italics

- Use italics for emphasis sparingly.
- Use italics with no quotation marks for titles of published matter such as books, journals, paintings, films, TV programmes, names of hymns and names of reports.
- Use italics for foreign words, except those that are now naturalised (such as *croissant*).

## Measurements

- Metric measurements are preferred. If imperial measurements are used, the metric equivalent should follow in brackets. Similarly, *celsius* (centigrade) is preferred, and should follow in brackets should *fahrenheit* be used.
- The only exception is miles.
- Before abbreviations digits should be used, eg 8 kg (note kg rather than kgs, likewise lb not lbs with a space in between).

## Numbers

- Up to and including ten, use words; above ten use digits.
- Numbers at the beginning of a sentence are spelt out.  
*Twenty people went to sea.*
- If two numbers appear in a sentence use either words for both or digits for both:  
*books for 5-12 year olds*  
*There were thirteen children in the class, two of whom enjoyed sport.*
- Percentages should be written either all in words or all in figures:  
*three per cent or 3%.*
- For large numbers use commas as separators.  
*There are 80,000,000 Methodists worldwide.*
- A billion is 1,000,000,000 (a thousand million), not 1,000,000,000,000 (a million million)

## Punctuation

- Punctuation should aid the understanding of the text. The modern tendency is to use fewer punctuation marks. Exclamation marks should only be used singly and commas not overused.
- Use a single space between the end of one sentence and the beginning of the next.
- In a list do not put a comma before 'and' or 'or'.

Red, white and blue

Pens, pencils or crayons

- Only use an ampersand (&) when it is part of an established title.
- Use three points (ellipsis) with a space before and after to mark omissions in a quotation:

'Love divine, all loves excelling, joy of heaven ... enter every trembling heart.'

If using to show a trailing off do not put a space before the first point:

'The door opened slowly ...'

Ellipses at the end of a sentence do not require an extra full stop.

- Hyphens should also be used for compound adjectives.
- Insert square brackets when including information added by the author:

He [Jesus] addressed the crowds.

- Apostrophes are not for identifying plurals:
- It's is a contraction of it is, whereas its is a possessive pronoun.

days not day's, 1960s not 1960's

It's now or never. (It is now or never.)

The car passed its MOT.

- When a person's name ends in 's', place the apostrophe after the 's' rather than add 's.

Jesus' friends, not Jesus's friends,

### Bullet points

- Bullet points are not normally used in a discursive article but where they are used, the following punctuation is observed.
- If the bulleted points are not complete sentences it is better not to begin them with capital letters and to use a full stop only for the final point. Please do not use commas or semicolons after each of the points.
- If each bulleted point is a sentence, and is independent of the others and the introduction, then an initial capital and a closing full stop are necessary for each point.

### Quotations and quotation marks

- Use quotations sparingly and make sure you reference all sources of quotations.
- Ensure that your quotations exactly match the original with regard to wording, spelling and punctuation. Use [sic] to denote errors.
- Use single quotation marks when quoting from print or speech.
- Use single quotation marks for emphasis or drawing attention to a single word or very short phrase:

They have cut down the trees in the interests of 'progress'.

- For quotes within a quote, use double quotation marks within single marks:

Sally explained, 'During the weekend I met my cousin who asked me, "Did you know that your aunt is ill?" to which I responded, "No, I didn't".'

- When quoting a word of an incomplete sentence, place the punctuation outside the quotation.

Why did the shepherd rest beside 'still waters'?

- Quotations of more than 40 words should be indented and have a line space above and below. Quotations displayed in this way should not be in quotation marks unless they include conversation.
- Avoid leader points ( ...) in and out of quotations unless the sense absolutely demands it.

## Referencing and Bibliography

- A submitted text must contain a bibliography and endnotes but not footnotes. Full bibliographical details of texts and authors should not appear in endnotes.
- Bibliography:

Books should appear in the bibliography as:

Bray, Alan. 1982. *Homosexuality in Renaissance England*. London: Gay Men' Press.

Bray, Alan. 2003. *The Friend*. Chicago: University of Chicago Press

Davies, Paul. 1992. *The Mind of God – Science and the Search for Ultimate Meaning*. London:Penguin Books

Davies, Stevie. 1994. *Emily Brontë: Heretic*. London: The Women's Press

Squire, Aelred. 1973. *Aelred of Rievaulx*. London: SPCK.

Articles should appear in the bibliography as:

Story, Lyle. 2010 *An Inclusive Olive-Tree (Romans 11: 11-24 ) American Theological Inquiry* | 3(1):85- 97

Articles in books should appear in the bibliography as:

Stuart, Elizabeth. *Disruptive Bodies: Disability, Embodiment and Sexuality in* Isherwood, Lisa (ed.) 2000. *The Good News of the Body– Sexual Theology and Feminism*. Sheffield: Sheffield Academic Press. pp. 166-184

- Endnotes:

References should appear in the endnotes as

Squire, p. 9

Stuart, pp. 173-5

Where there are two works by the same author, they should appear as:

Bray 2003, p. 27

Bray 1982, p. 13

Where there are two authors of the same name, they may be distinguished by initial

Davies, P, p. 47

Davies, S, pp. 9-14

Where there are two publications by the same author in the same year, they must be distinguished in both bibliography and endnotes as:

Slipman 2010a

Slipman 2010b

- When giving page numbers give the numbers in full:  
pp. 114-134, not pp. 114-34.
- When referring to web pages in print publications complete web addresses should not include the initial 'http://'. Use the format www.methodist.org.uk.

The date on which the web page was accessed must be included.

## Spelling

- Spelling should either be consistently according to the Concise Oxford English Dictionary or consistently according to Webster's New Collegiate Dictionary. The exception is where an article in American spelling is quoting from a text in English spelling or vice versa.

- In English spelling, use ise endings, not ize.

The exception to this are the words: baptize, baptizing

- Some words have variant spellings. Use these versions:

judgement not judgment

focused, focusing not focussed, focussing

## Titles

- Use the Revd John Smith, not Revd John Smith or Rev Smith, when referring to individuals.
- Never use 'the Revd' without initials or Christian name.
- In a sentence do not capitalise the 't' of 'the' unless beginning a sentence.

The secretary of the meeting was the Revd Joanne Smith.

The Revd Joanne Smith was the secretary of the meeting.

- Mr, Mrs, Ms, Dr and the Revd do not take full stops and there is no full stop after name initials.

Mr B Jones.

## Underlining

- Do not underline. Limited boldening and italicising is preferred. When a printed document is uploaded to a website any underlining is prone to be mistaken for a link.