

## ***CULTURAL ENCOUNTERS***

### **GRAMMAR & MANUSCRIPT STYLE STANDARDS**

This section describes some standard practices that the CE editorial team has adopted to address cases where *CMS* is silent or allows multiple approaches, or where the standards are unfamiliar. Authors are expected to follow the specific guidelines listed below when submitting articles to the journal. Adherence to these guidelines will save the editorial staff both time and trouble in formatting articles for publication.

#### **Source Citations**

- Source citations should be provided using footnotes or endnotes rather than the parenthetical author-date system. All citations should follow *CMS* format.
- For subsequent citations of sources already given in full, the basic short form (16.42) is preferred because it preserves citation information even if the text is rearranged, or if text is added or deleted which results in reordering of the notes. The use of *ibid* has been allowed in previous issues of CE only if used properly by the author in his/her original document and the document did not require any changes that resulted in reordering of the notes.
- The use of *idem*, *op. cit.*, and *loc. cit.* in citations is not permitted.

#### **True Quotations**

- *Length of In-Text Quotations.* Following Turabian's guideline (25.2), quotations that are run into the main text body should not exceed 4 full lines of text. In-text quotations comprised of five or more lines of text should be shortened or broken into two separate quotations in order to avoid the need to block indent. If breaking up an in-text quotation is not feasible, the quotation should be indented and converted to block format. There are examples of this in Covolo's essay in the Summer 2009 issue of CE (v5n2). *CMS* recommends a general guideline of 100 words or 8 lines as the limit for in-text quotations, but acknowledges that other criteria must be considered such as the nature of the work and the appearance on the page (11.12). CE has decided to follow the 'five-line rule', as it is more appropriate for the size of the journal's pages and is, therefore, better suited to benefit the overall appearance of text on the page.

CE does permit authors to judiciously use block quotations of fewer than five lines, but only if they desire to lend emphasis to a specific quotation by doing so; however, this practice should otherwise be avoided in favor of the 'five-line rule'.

- *Quotations within Quotations.* For in-text quotations, embedded quotations should be marked with single quotation marks. For indented block quotations, embedded quotations should be marked with double quotation marks.
- *Punctuation with Quotation Marks.* According to *CMS*, "Periods and commas precede closing quotation marks, whether single or double" (6.8). Exceptions are

allowed if the punctuation is required for scholarly integrity in textual studies (6.8), or if the quoted word/phrase serves as a definition in linguistic or phonetic studies (7.52), or if the word/phrase might be a registered trademark (8.138). Otherwise, commas and periods should precede closing quotation marks, even for embedded in-text quotations.

- *Changes to Quotations*. CE assumes that all quotations in accepted essays will be accurately recorded. All additions/changes to accurate quotations should be enclosed in square brackets. This includes, but is not limited to, spelling, capitalization, abbreviations, and comments inserted by the author who used the quotation in his/her essay. Erroneous quotations may be corrected if confirmation is available directly from the source or from the essay's author.
- *Source Citations*. All true quotations should be properly cited.

### **Scare Quotes**

- *Punctuation of Scare Quotes*. The use of quotation marks to emphasize or highlight a special use of words/phrases appears to be a practice that *CMS* is trying to standardize across disciplines. Turabian acknowledges a common practice in fields such as philosophy and theology to use single quotation marks and place commas/periods outside the closing quotation mark (this seems to be a common practice for many CE contributing authors). *CMS* acknowledges this practice in the field of philosophy but discourages the practice. Instead, *CMS* recommends the use of double quotation marks and placement of commas/periods inside the closing quotation mark, *unless it would cause confusion for the reader* (7.58). The currently approved method for CE is to allow either practice, but make sure that it is used consistently within a particular essay:

Use *single* quotation marks with commas/periods *outside* the closing quotation mark.

–or–

Use *double* quotation marks with commas/periods *inside* the closing quotation mark.

### **Capitalization**

- *Gospel*. The preferred practice is to capitalize the word only when referring to the four Gospels (Matthew, Mark, Luke, John), either individually or collectively.
- *Church*. The preferred practice is to capitalize the word only if it is part of a particular church name. It may also be capitalized when referring to the universal church if the author did so consistently throughout the essay and such usage does not cause confusion with references to churches in particular.
- *Kingdom of God/Heaven*. The word “God” should always be capitalized. “Kingdom” and “Heaven” may be either upper- or lower-case as long as it is consistent throughout the essay.
- *Scripture*. When referring to the Bible, this term should be capitalized and singular, with no preceding definite article.

- *Divine Pronouns.* The preferred practice is to have pronouns which refer to God be lower-case unless capitalization is needed to avoid ambiguity about the intended referent. Upper-case divine pronouns are acceptable if the author uses them consistently throughout the essay and such usage does not detract from the overall appearance of the text on the page.

### **Bible References**

- The names of books of the Bible should be fully spelled out if they are run into the main body of the text. If they appear in parentheses or footnotes they should be abbreviated.
- The preferred practice of Bible abbreviation is to use the common short forms (*CMS* 15.51–53). For example: Gn; Dt; 1 Kgs; Ps; Is; Mt; Jn; Acts; Rom; Jas; 1 Thes; 1 Pt; Rv.
- When citing more than one verse, an en-dash (not a dash) should be used between the numbers of the verses. For example: 1 Cor 8:7–13.
- In a string of Bible references, commas should be used between verses; semi-colons should be used between chapters or books. For example: Gn 1:6–8, 14, 20; 2:18–25. Rom 5:5; 1 Jn 4:19.

### **General Punctuation**

- *The Serial Comma.* According to *CMS*, items in a series are normally separated by commas. When a conjunction joins the last two elements in a series, a comma—known as the serial, series, or ‘Oxford comma’—should appear before the conjunction. *CMS* strongly recommends this widely practiced usage ... since it prevents ambiguity (6.19). *CE* follows the *CMS* recommendation.

### **Miscellaneous**

- *Author’s Biographical Note.* The author’s biographical note on the title page of articles and reflections should not include professional titles (e.g., “Dr.”) or advertisements for the author’s published or forthcoming books. Only the contact information should be given (physical and email addresses only) and perhaps some background information on the article, if appropriate.
- *Spacing.* Sentences should only be separated by one space.