

# CARDUS STYLE GUIDE

## STYLE AUTHORITIES

Style in all Cardus publications is most fundamentally based on *The Chicago Manual of Style*, 17th ed. (CMS), with certain exceptions made for Canadian spelling. For spelling and hyphenation of terms, consult the *Canadian Oxford Dictionary*, 2nd ed. What follows either highlights CMS rules that are commonly missed, clarifies where CMS gives multiple options, or points out where Cardus deviates from CMS style.

## FORMATTING A DOCUMENT FOR PUBLICATION

A document ready for publication by Cardus should have as little formatting as possible in order to ensure ease of transition throughout the editorial and design processes.



### A COMMENT PIECE

#### *Page Layout*

A Word document ready for publication with *Comment* should be formatted as follows:

- One-inch margins
- Times New Roman typeface
- 12-point font
- 1.5 line spacing
- 8-point spacing after each paragraph
- All regular paragraphs flush left (i.e., no first-line indents)
- Block quotes indented one-half inch
- No double returns
- No double spaces

#### *Titles, Deks, and Headings*

Titles in both the print edition of *Comment* and online appear fully capitalized, but because they show up in many contexts (e.g., website tabs), titles in working documents should be placed in headline-style capitalization (see CMS 8.157–59), to be placed in full caps by the designer. The CMS principles of headline-style capitalization are reproduced below, with a few modifications:

1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).
2. Lowercase the articles “the,” “a,” and “an.”
3. Lowercase prepositions except when they are five or more letters long or when they are used adverbially or adjectivally (“up” in Look Up, “down” in Turn Down, “on” in The On Button, “to” in Come To, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
4. Lowercase the conjunctions “and,” “but,” “for,” “or,” and “nor.”
5. Lowercase “to” not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase as in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as “de” or “von.”
7. Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Deks, which follow immediately below titles, should be placed in sentence-style capitalization (see CMS 8.156), and should always be followed by a period.

In-text headings (also commonly referred to as subheads) should also be placed in headline-style capitalization. A *Comment* piece should have no more than one level of heading; b-level, c-level, and (God forbid) d-level subheads should be deleted or incorporated into the running text.

### ***Citations***

Since *Comment* is not an academic journal, articles should not have footnotes, quotations do not require page citations, and attribution should flow with the text rather than appear in parenthetical citations. See the example below.

- |               |  |
|---------------|--|
| <b>Right:</b> | In Shakespeare’s <i>Hamlet</i> , Polonius says, “To thine own self be true.”                         |
| <b>Wrong:</b> | Polonius says, “To thine own self be true” (Shakespeare, <i>Hamlet</i> , act 1, scene III, line 78). |

Since everything *Comment* produces eventually appears online, hyperlinks may be used as citations.



## A RESEARCH REPORT OR OTHER CARDUS PUBLICATION

### *Titles and Headings*

Capitalization principles for titles and headings in *Comment* pieces apply to other Cardus publications as well. Note that headline-style capitalization also applies to tables of contents.

### *Footnotes, Endnotes, Works Cited, and Bibliographies*

CMS outlines two systems of documentation: (1) notes and bibliography and (2) author-date references. This section highlights the main distinctions between these two systems and makes a few observations; for more detail, consult CMS chapters 14 and 15.

As the name indicates, the notes-and-bibliography system utilizes footnotes or endnotes to document quotations and references, and to direct readers to further sources. In this system, the author must provide *full publication information* at the first instance of every unique citation. After the first citation of a source, a short citation should be used. See the example notes below.

<sup>1</sup> Charles Taylor, *Sources of the Self: The Making of the Modern Identity* (Cambridge: Cambridge University Press, 1989), 75.

<sup>2</sup> James K.A. Smith, *How (Not) to Be Secular: Reading Charles Taylor* (Grand Rapids: Eerdmans, 2014), 24.

<sup>3</sup> Taylor, *Sources of the Self*, 76.

<sup>4</sup> Taylor, *Sources of the Self*, 77.

In the notes-and-bibliography system, it is not absolutely necessary that every source cited in the document be listed in the bibliography (though it is helpful to identify such cases as a select bibliography), if one is provided at all.

In papers and reports that stem from the social sciences, which is common in Cardus research, the author-date system may be used. In these cases, parenthetical in-text citations refer the reader to a works-cited list; notes, if they are used at all, serve only to provide discussion not essential to the main argument. An in-text citation should include the author's name; the page number(s) cited, separated from the author's name by a comma; the year of the publication if more than one entry by the same author appears in the works-cited list (in which case the comma follows the year and not the author); and in cases where two publications by the same author from the same year are cited, a letter affixed to the year (e.g., 1991a, 1991b). Multiple references in one parenthetical citation are separated by a semicolon. In the author-date system, a works-cited list is mandatory, and every source cited in the text must appear in full in the list. See the example text and works-cited list below.

In neighbourhoods where population density was higher, religious observance was more common (Atwater, 16). This finding seems to confirm the hypothesis that population density is correlated with one's sense of community, a

detail confirmed by Davis (1991a, 152), though a few studies have qualified this somewhat (see Tanner, 27; Mangalwadi 2002, 44–51).

### *Works Cited*

Atwater, Jeanine. 2001. “Religious Observance and Population Density in Kansas City: A Longitudinal Survey.” *Journal of Urban Populations* 15, no. 4:16–48.

Davis, Jonathan. 1991a. “Perceived Senses of Community and Population Density in Midwestern American Cities.” *Journal of Population Density* 7, no. 1:145–69.

———. 1991b. *Cities and Statistical Analysis*. New York: Oxford University Press.

Mangalwadi, Aditya. 2002. “Methods in Statistical Analysis of Population Density and Religious Observance: A Counterpoint.” *Journal of Urban Populations* 16, no. 1:31–60.

———. 2007. *Cities and Statistical Analysis: Method, Multitudes, and Maladjustment*. Cambridge, MA: Harvard University Press.

Tanner, Phyllis. 2003. “Further Reflection on Atwater’s Method.” *Journal of Urban Populations* 17, no. 2:20–30.

## GRAMMAR, PUNCTUATION, AND USAGE

### CAPITALIZATION



#### *General Principle*

Cardus employs a “down” capitalization style. Generally, use of too many capital letters seems overweening and looks bad on the page. Authors and editors should thus seek to minimize unnecessary capitalization.

#### *In Quoted Material*

Authors quoting material may silently capitalize or lowercase the first letter of a quotation to match the syntax of the prompt. (Otherwise, original capitalization of a quotation must be reproduced exactly.)

**Right:** Orwell says that “most people who bother with the matter at all would admit that the English language is in a bad way.” [The “m” in “most” is capitalized in the original.]

*Or*

Orwell says, “Most people who bother with the matter at all would admit that the English language is in a bad way.”

**Wrong:**

Orwell says that “[m]ost people who bother with the matter at all would admit that the English language is in a bad way.”

*Questions Within Sentences*

A direct question within a sentence need not be put in quotation marks and is set off with either a comma or a colon. The first word of the question(s) should be capitalized.

*Thus:*

We must ask ourselves, how do we get there?

*And*

Several questions follow: How does one achieve purity of mind? What kind of practices contribute to its development? Is it even possible?

*And*

He had to ask himself, What, then, is true, and how does one know reality exists outside the self?

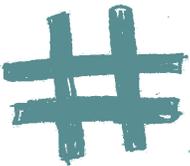
*Gospel/gospel*

The word “gospel” is capitalized when referring to or as part of the title of a biblical book (the Gospel of John) but is lowercased when referring to the message of good news (Paul’s gospel; preach the gospel).

*Divine Pronouns*

Pronouns for God are lowercased. Occasional exception may be made for clarity (“the One whom we seek”). Epithets for God (e.g., King, Creator) can be evaluated on a case-by-case basis.

## NUMBERS



*Spelling Out Numbers*

The numbers one hundred and under should always be spelled out in running text, as should larger round numbers (e.g., twenty thousand). Generally, if the number can be expressed in two words, it should be spelled out.

Letter-number combinations can be used for astronomically large numbers and fractions expressed in millions, billions, and so on (e.g., 14.2 million; 720 billion).

In parentheses and notes (where applicable), numbers may be written as numerals.

Any number, no matter how long, must be written out if it begins a sentence. (This includes biblical books, so “First Corinthians . . .” rather than “1 Corinthians . . .”)

### ***Ordinal Numbers***

Ordinal numbers should be expressed as “first”, “second”, “third”, and so on, not as “firstly”, “secondly”, “thirdly”, and so on.

Numbers in dates need not be expressed as ordinals, and most definitely not as a superscripted ordinal.

**Preferred:** On June 6, he wrote a style guide.

**Shunned:** On June 6<sup>th</sup>, he wrote a style guide.

**Yuck:** On June 6<sup>th</sup>, he wrote a style guide.

### ***Run-in Lists***

Run-in lists should use parentheses and arabic numerals, not letters or roman numerals.

**Right:** The task was (1) long, (2) arduous, and (3) tiresome.

**Wrong:** The task was a) long, b) arduous, and c) tiresome. [or i) long, ii) arduous, and iii) tiresome]

### ***Inclusive Numbers***

Inclusive numbers such as date, page, and chapter and verse ranges should be separated by an en dash rather than a hyphen (e.g., 1990–2001 rather than 1990-2001).

If “from” is used in a number range it should be accompanied by a corresponding “to.”

**Right:** Pierre Trudeau served as prime minister from 1968 to 1984.

**Wrong:** Pierre Trudeau served as prime minister from 1968–1984.

## **GRAMMAR AND USAGE**

### ***Serial Comma***

Please use the serial comma (also known as the Oxford comma) for lists of three or more items.



### *Gender-Inclusive Language*

Authors and editors should strive to use gender-inclusive language whenever possible. One workaround is to rewrite using plural constructions. The complete elimination, however, of singular pronouns is certainly not desirable, and so other solutions must be found. Use of “they” as a singular, gender-neutral pronoun is becoming increasingly accepted in formal English prose. Alternation between masculine and feminine pronouns is also acceptable in certain cases.

The traditional ascription of male pronouns to God is preferred to awkward constructions such as “God loves God’s people” and to terms such as “Godself.”

### *Possessives Ending in “s”*

Possessives ending in “s” should almost always include an apostrophe and an “s.” This includes names ending with an unpronounced “s” like Descartes’s, ancient names like Euripides’s or Artaxerxes’s, and formerly typical exceptions like Moses’s and Jesus’s (see CMS 7.15–18). The same goes for Cardus’s.

### *Restrictive and Non-restrictive Clauses*

Keep in mind the distinction between restrictive and non-restrictive clauses. Restrictive clauses “restrict” the referent of the clause to that specific instance; non-restrictive clauses provide information non-essential for the identification of the referent of the clause.

**Right:** The nineteenth-century philosopher Friedrich Nietzsche.  
[There were many nineteenth-century philosophers.]

**Wrong:** The nineteenth-century philosopher, Friedrich Nietzsche.  
[This implies he was the only nineteenth-century philosopher, so the sentence is grammatically (and historically) incoherent.]

### *Not Only/but Also Clauses*

Not only/but also clauses should be syntactically parallel.

**Right:** He decided not only that was he leaving but also that he was leaving today.

**Wrong:** He decided that he was not only leaving but also that he was leaving today.

### ***Impact and Impactful***

The verb “impact” is commonly misused to mean “influence” or “affect,” and while experts argue over whether its widespread usage in this sense legitimates the meaning, it is better to avoid it altogether, if only to avoid unnecessary distraction among partisans of the debate.

The adjective “impactful” is, according to usage expert Bryan Garner, “barbarous jargon.”

### ***Comprise Versus Compose/Constitute***

The verb “comprise” does not mean “constitute” or “compose,” but rather more accurately means “is composed of.” A handy rule is to remember the maxim “the whole *comprises* the parts; the parts *compose* the whole.”

### ***Begging the Question***

Something might “invite the question” or “raise the question” or even “demand the question,” but reserve the terms “beg the question” and “question-begging” for the logical fallacy *petitio principii*.

### ***Further Resources***

For an immensely helpful and much more extensive list of items like this, see CMS 5.220, “Glossary of Problematic Words and Phrases.” For an exhaustive (and surprisingly entertaining) resource, see Bryan A. Garner, *Garner’s Modern English Usage*, 4th ed. (New York: Oxford University Press, 2016). And for a fascinating and fun foray into modern usage debates—and to discover whether you too are a SNOOT—see David Foster Wallace, “Authority and American Usage” (originally published as a review of Garner), in *Consider the Lobster and Other Essays* (New York: Little, Brown, 2005), 66–127.



## **MISCELLANEOUS ITEMS**

### ***Antiquated Words***

Use “often” rather than “oftentimes”; “amid” rather than “amidst”; and “among” rather than “amongst.”

### ***Abbreviations in Running Text***

Abbreviations such as i.e., e.g., and etc. in running text should be avoided, though they are permissible in parentheses and notes. Keep in mind that i.e. and e.g. are always followed by a comma.

BC and AD are written in full caps without periods.

Abbreviate US as an adjective, but spell it out as a noun (e.g., “US foreign policy” but “immigration to the United States”).

Degrees such as MA, MDiv, and PhD are written without periods.

Abbreviations for post meridian and ante meridian are written lowercase with punctuation. So: a.m. and p.m.

### ***Foreign Phrases***

Foreign phrases used in text should reflect their dictionary entry (e.g., en masse, not *en masse*). Italicize foreign phrases only when they are italicized in the dictionary (which is rare) or if they are not listed in the dictionary at all. If you’re unsure, remember the copyeditor’s mantra: When in doubt, leave it out.

### ***Scare Quotes***

Scare quotes are always double. In all cases. Always. No exceptions. Single quotes are only used for quotations within quotations.

### ***Group Identification***

Names used for groups should match their preferred self-identification (e.g., pro-life rather than anti-abortion).

### ***Titles Not Interchangeable with Subject***

The title of a book, article, or chapter should not be used as the subject the work discusses (see CMS 8.174).

**Right:** Neil Postman’s book *The Disappearance of Childhood*.

Or

Neil Postman’s book on the disappearance of childhood.

**Wrong:** Neil Postman’s book on *The Disappearance of Childhood*.

### ***Toward and Backward***

“Toward” and “backward” should be spelled without the “s” (i.e., not “towards” and “backwards”).

### ***Initials as First Name***

Initials as a stand-in for the first name should not, contrary to CMS, have a space between them (thus, e.g., C.S. [not C. S.] Lewis and J.R.R. [not J. R. R.] Tolkien).

### ***Words as Words***

Contrary to CMS words used as words in Cardus publications should be placed in quotation marks rather than italics (e.g., the word “golf”).

### ***So-Called***

When the phrase “so-called” is used, quotation marks for the following term are unnecessary.

**Right:** The so-called coffee shop.

**Wrong:** The so-called “coffee shop.”

### ***Canadian Spellings***

Words ending in “-ing” and “-ed” often double the letter immediately preceding the terminating suffix (e.g., worshipping, fuelled, cancelling).

Words that in American English end in “-or” typically end in “-our” in Canadian English (e.g., saviour, favour, labour, tumour).

Other Canadian spellings: cheque (as form of payment; rather than check), centre (rather than center).

### ***Ellipses***

Ellipsis points should have spaces between and around them. So: . . . ; not ... ; and not a single character: ...

If a full sentence follows ellipses, a period should precede them, with three full ellipses following. So: “In the beginning was the Word. . . . All things were made through him.”

Quotations should never begin with ellipses, and almost never end in ellipses. The only exception to the latter occurs when the sentence is intentionally left incomplete to give the effect of trailing off.

### ***Hyphenation***

Compound adjectives should be hyphenated (e.g., purpose-driven life). However, compound adjectives incorporating an “-ly” adverb are never hyphenated (e.g., strongly held beliefs).

Centuries often trip writers up. So: “twenty-first century,” but “twenty-first-century novel”; “first century BC,” but “first-century-BC Jerusalem.”

People’s ages are also often problematic. So: “a nine-year-old,” “a nine-year-old boy,” “one and a half years old,” but “a one-and-a-half-year-old girl” (though one would do better to rewrite this last instance).

Regarding common prefixes such as “non-,” “pre-,” and “post-,” the *Canadian Oxford Dictionary* hyphenates many words CMS recommends closing up. As a general rule, hyphenate these words unless they are in common use (such as postmodern). In this case Cardus prefers Canadian usage to CMS.

## BIBLICAL CITATIONS

As a default, all Cardus publications use the English Standard Version (ESV). Authors who wish to use another translation should identify it in parentheses following the reference or the quotation as appropriate.

Biblical books should always be spelled out, whether in running text or in parentheses. Longer papers with many biblical citations might constitute an exception, in which case the author should consult with the editor(s).

Chapter and verse ranges should be separated by an en dash rather than a hyphen. So: Titus 1:1–3 (not Titus 1:1-3), Genesis 1–3 (not Genesis 1-3), or Romans 8:31–9:27 (not Romans 8:31-9:27).

Below are a few guidelines for referencing biblical books in running text.

- book of Deuteronomy
- the Psalms, a psalm
- Gospel of Matthew
- Letter/Epistle to the Romans

## WORDS

- African American, etc. (not hyphenated, even as an adj.)
- apostle Paul
- atonement
- biblical
- Christlike
- church (unless referring to a specific denomination or congregation; e.g., Roman Catholic Church)
- civil rights
- Communion (Lord’s Supper)
- devil
- Eastern Hemisphere
- email
- exodus, the (event)
- fall, the (of the human race)
- garden of Eden
- gnostic(ism)
- God-man
- Greco-Roman

health care (n.); health-care (adj.)  
heaven  
hell  
incarnation  
kingdom of God/heaven  
law of Moses  
Majority World  
Messiah (for Jesus); messiah (as general concept)  
Muhammad  
neocalvinism  
new Jerusalem  
Nicaea  
Nicene  
Ninety-Five Theses  
countercultural  
okay (not OK or ok)  
original sin  
Luddite  
parable of the prodigal son, etc.  
parousia  
Pharisee  
psalmist  
Qur'an  
Reformation (sixteenth-century movement)  
Reformed (church, theology, etc.)  
Reformer (sixteenth-century personage)  
Roman Empire  
Sabbath  
scriptural  
Scripture  
smartphone  
temple (e.g., Jerusalem temple)  
think tank (not think-tank)  
Third World  
trinitarian  
Trinity  
Triune God  
Two-Thirds World  
Western Hemisphere  
Word (synonym for Bible or Jesus)