

*Maryland Church News*  
**Submission Guide & Style Manual**

**INTRODUCTION**

This style manual is designed to serve as a writer's guide for articles submitted to the *Maryland Church News*. The rules presented below are not intended as statements of what is "right" and "wrong," only what is preferred by the editors to foster uniformity throughout the publication. This is a "living document"; it will change and grow as necessary. Guidelines are based primarily on the *Associated Press Stylebook*, an invaluable resource that is available from most online booksellers.

Please refer to this *MCN Submission Guide & Style Manual* for guidelines in grammar and usage specific to *MCN*; refer to the *AP Stylebook* for more general topics not listed here. The editors reserve the right to edit all contributions for space, content, grammar and adherence to the rules detailed below.

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**Submission Guide**

**Editorial:** *Maryland Church News* is published quarterly by the Episcopal Diocese of Maryland. We seek to publish thematic features, and timely diocesan and parish news.

**Features:** All submissions must include name, address and phone or e-mail address for verification. Include parish or organization affiliation if applicable and a brief bio of author(s). Feature length articles: no more than **600 words**. Submit articles via e-mail to [mcn@episcopalmaryland.org](mailto:mcn@episcopalmaryland.org) (preferred) or CD in Word 6.0 or higher, or by mail typewritten and double spaced to the editor's attention. Submission does not guarantee placement.

**Around the Diocese:** Submit news specific to your congregation. Submissions can be no more than **300 words**. See "*Features*" for balance of specifications.

**Photographs:** The *Maryland Church News* welcomes photographs to accompany articles and also to depict events occurring around the diocese. Photographs will be published as space permits. Submit photo(s) at the time of article submission. Please request the return of prints or disks in writing.

Photograph and File specs:

- Prints: Submit color or black & white of at least 4x6 inches and of good quality.
- Digital: For best print quality, submit TIFF files of 300 dpi and 4x6 inches, grayscale or CMYK. If your only option is to save a file as a JPEG, save it with the least amount of compression (highest quality setting). Submit each photo in a separate E-mail or on a CD with caption material.

Helpful Hint: Digital photos must be of sufficient size to reproduce clearly in the printing process. When taking digital photos, use the highest resolution available on the camera. A rule of thumb is that a picture file of less than 72 dpi will not reproduce well.

Supply a caption or description of activity for each photo. Identify people who are clearly visible and relevant to story – left to right and front to back. (For example: The Rev. Jean Smith (left) and her sister, Joan Jones (center) at the dedication ceremony of St. John's, Parkton... or, The St. James'

Youth Group, with director Joe Smith (center) at the closing ceremonies of the lock-in.) When submitting prints, do not write directly on the back of the photo; use a Post-It note affixed to the back or list captions on a separate sheet.

### **Calendar Listings**

Listings in the Datebook include diocesan-wide events (seminars, performances, programs, etc.) and church-sponsored community events. Supply a press release or detailed description of the event to [mcn@episcopalmaryland.org](mailto:mcn@episcopalmaryland.org). Include a contact name and phone number or E-mail address for verification. Note: events not suitable for *MCN* may be published in the diocesan monthly parish newsletter. **Refer to “Advertising Rates and Schedule” for deadlines.**

### **Style Manual**

#### **Addresses:**

- With full addresses abbreviate Street, Boulevard, Avenue to St., Blvd., Ave. (550 N. Charles St., 200 Pennsylvania Ave). When referring to street without house number, spell out (Charles Street). Spell out all others: Road, Court, Drive, Parkway, Highway.
- Use digits in addresses (4 E. University Parkway) but spell out numbered streets first through ninth (Fifth Avenue, 21st St.).
- Abbreviate directional designations (N. Charles Street.).

#### **Capitalization:** *Also see Frequently Used Words, Names, Titles entries.*

- Capitalize only proper names in text (St. James’ Parish, Diocese of Maryland, Anne Arundel County vs. the parish, the diocese, the county, the state, etc.) Use capitals consistently in display boxes, class schedules, etc, (Arts and Crafts).
- In titles of books, articles, courses, speeches, etc., use upper and lower case. Do not capitalize prepositions and conjunctions, but always capitalize verbs, nouns, pronouns, adjectives and adverbs (It Be Us, Is; to, from, but, the, and).
- The Internet and the Web are proper nouns: Web site, E-mail.

#### **Dates:**

- Write dates like this: Sept. 11, (not Sept. 11th).
- Abbreviate all months except March, April, May, June and July. When referring to a month without a specific date, do not abbreviate (the reunion is scheduled for September).
- Do not use the year when the date is in the current calendar year.

#### **Names:** *Also see Titles, Capitalization entries.*

- In the first reference, always use full name with middle initial (or first initial with middle name as preferred) and title if applicable.
- In subsequent references, use last name only.
- Exceptions: In the case of bishops, the title “Bishop” precedes the last name in all subsequent references (Bishop Rabb, Presiding Bishop Griswold) “the bishop” is also acceptable. For those 17 and under, use first name. If two people in a story have the same last name, use first and last names in subsequent references.

#### **Numbers:**

- Spell out nine and under.
- Use digits for: ages; percentages (5 percent); addresses; millions (3 million). Use digits and comma for 1,000 or more.

- For money: \$3,000; \$3 million; do not use the .00 for exact dollar amounts (registration is \$50, dinner is \$12.50).
- For time: use digits, periods and lower case letters (9 a.m., not 9:00 a.m.); use minutes as appropriate (9:30 a.m.); 12 noon or noon.

#### **Punctuation:**

- No comma before “and” in a simple series.
- Use parenthetical commas around the location of a parish (St. Anne’s, Annapolis, will . . .) and around the year in a date (July 15, 2002, was . . .).
- No commas between a name and suffix (John Smith Jr., Charles Jones III).
- Enclose commas and periods inside close quotes; colons, semicolons and question marks can be outside the quotes depending on the context.
- Use hyphens, not dashes, without spaces to denote range (10-11 a.m., or July 5-Aug. 1).

#### **States:**

- Do not use postal abbreviations for states except when writing an actual mailing address with Zip code. Use the older style of abbreviation (Richmond, Va., Duluth, Minn.).
- It is unnecessary to include the state when referring to major, well-known cities (Chicago, New York, Dallas, etc.).
- It is redundant to include the state when referring to a city or town in Maryland. (This is the *Maryland Church News*).

#### **Titles:** *Also see Capitalization, Names entries.*

- In general, if a formal title appears immediately before the name, capitalize the title (Sheriff Andy Hardy); use lowercase when set off by commas (Andy Hardy, sheriff..., The town’s sheriff, Andy Hardy...).
- Titles that serve as occupational descriptions (advocate for the homeless Mary Martin, actor Steve McQueen) are lowercase. Also: vestry member, board member, chairperson, teacher.
- Academic titles: spell out and capitalize before the name (Professor of Theology John R. Smith); lowercase all but Proper Nouns when set off by commas (John R. Smith, professor of theology or Nancy Walsh, professor of English).

#### **Clergy:**

- Rectors and deacons: Use “the Rev.” preceding the name; capitalize “the” only at the beginning of a sentence (the Rev. William B. Jones; Deacon Mary Smith) for first reference. Subsequent references: last name only (Jones; Smith) Note: Deacon is a title; rector and reverend are not – “reverend” works exactly as “honorable” does for a politician or judge; rector is a job description.
- Canon: the Rev. Canon Scott Slater (when no subsequent title is used), OR, the Rev. Scott Slater, canon to the ordinary (when the job description follows); subsequent references: Slater; can also be addressed as Canon Slater.
- Bishops: the Rt. Rev. John L. Rabb, bishop-in-charge of Maryland; subsequent references: Bishop Rabb, the bishop.
- Assisting Bishops: the Rt. Rev. Michael W. Creighton, assisting bishop of Maryland; the Rt. Rev. Rodney R. Michel, assisting bishop of Maryland; subsequent references: Bishop Creighton or Michel, the bishop(s).
- The presiding bishop: the Most Rev. Katharine Jefferts Schori, presiding bishop; subsequent references Presiding Bishop Jefferts Schori, the presiding bishop.

- The archbishop of Canterbury: the Most Rev. Rowan Williams, archbishop of Canterbury; subsequent references Archbishop Williams, the archbishop.
- Use “the Rev. Dr.” if clergyperson has an earned doctorate and prefers it (the Rev. Dr. Kate L. Smith); last name only in subsequent references.
- Only use “the Very Rev.” for cathedral deans (the Very Rev. Van Gardner) and those who have earned the title; last name only in subsequent references.

#### **Frequently used words and phrases:**

- Always capitalize God, Jesus, Christ, the Father, the Son; however, the pronouns referring to them, should be lower case (he, him, his).
- Always capitalize the words Bible/Biblical, Scriptures (scriptural lower case), Eucharist, Communion, Holy Spirit, House of Bishops, Primates.
- In scriptural references, use the abbreviations in the front of our Bible.
- Always capitalize Episcopal/Episcopalian, Anglican/Anglican Communion; when writing “the Episcopal Church,” capitalize Church, but lower case when writing “the church.” Same with “Diocese of Maryland,” and “the diocese” and “diocesan center.”
- Episcopal is the adjective form; Episcopalian is the noun form.
- the Episcopal Church; a member of the Anglican Communion.
- the Episcopal Church Center, headquarters of the Episcopal Church, located at 815 Second Ave., NY, NY 10017; 800-334-7626; episcopalchurch.org
- the Bishop Claggett Center: the Episcopal retreat center of the Diocese of Maryland; located in Buckeystown, Md.; abbreviated Claggett.
- Collectively, clergy or clerics.
- Refer to the "Old Testament" as the "Hebrew Bible."
- Instead of AD and BC, use BCE and CE (Before Common Era and Common Era).
- Use of pronouns: his, her, their with people; its with things (The Church of the Holy Comforter held its homecoming dinner Saturday. Dick and Jane brought their dog.).
- Subheads: upper/lowercase and bold: **right: On my own; wrong: Do the Right Thing**

3/29/2011