

Style Sheet – *Fides et Historia*

Language preferences/style

Style Guide	<ul style="list-style-type: none">Chicago Manual of Style. 17th ed. https://www.chicagomanualofstyle.org/home.html
Dictionary	<ul style="list-style-type: none">Merriam-Webster's Collegiate Dictionary. 11th ed. Continually updated at https://www.merriam-webster.com/.
Regional spelling choice	<ul style="list-style-type: none">US English: e.g. color, curb, behaviorChange British spellings and punctuation to American within article text for consistency, but do not change spelling in quotations. Query if punctuation within a quotation is not standard.
iz/is suffixes	<ul style="list-style-type: none">organization (acceptable in US and UK)

Formatting and layout

Abbreviations/contractions	<ul style="list-style-type: none">Avoid contractions in academic writing, unless quotedAdd space between initials in namesIn formal writing, Chicago prefers to confine the abbreviations i.e. ("that is") and e.g. ("for example") to parentheses or notes, where they are followed by a comma. (CMoS 6.51)Common abbreviations that are listed in Webster's as nouns may be used without first spelling them out. (Example: NFL) Other abbreviations should be spelled out at first occurrence.Acronyms with two or more capital letters are spelled without periods between the letters: Example: US, NOT U.S.House Style variation from CMoS: Use Traditional state abbreviations with periods instead of two letter state postal codes without periods when abbreviating. Example: (Cambridge, Mass.: MIT Press) <p>Recommended Abbreviations: Standard rules is to abbreviate org. names mentioned at least 5 times in one article. The following abbreviations are familiar to <i>Fides</i> readers and can be used regardless of frequency.</p>
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	<p>AHA, American Historical Association</p> <p>CCCU, Council for Christian Colleges and Universities</p> <p>CFH, Conference on Faith and History (Spelled out on first instance to accommodate readers who are not subscribers)</p> <p><i>Fides</i>, short for <i>Fides et Historia</i></p> <p>GOP</p> <p>ISAE, Institute for the Study of American Evangelicals</p> <p>NAACP</p> <p>US when used as an adj., United States when used as noun.</p> <p>WSPU, Women’s Social and Political Union</p>
Acknowledgement	<ul style="list-style-type: none">• Place acknowledgements as unnumbered footnote preceding footnote 1.
Bibliography	<ul style="list-style-type: none">• Footnote citation without a separate bibliography section is used throughout articles, editor’s letter, and in some book reviews.• Separate multiple sources with semi-colons; use serial semi-colon• Make sure all URLs are not in hypertext and include date accessed.• References to an entire work may use an abbreviated <i>Title</i> (Place, Date) reference style in the body of the article instead of a footnote, or even simply <i>Title</i> (Date). Working some of the reference data into the text and leaving details to parentheses is consistent with CMoS 13.65.• Title (Date) reference style only for books published before 1900 (CMoS 14.128).• In book reviews, books referenced within a book review and less than 50 years old may simply be named followed by the publisher and year of publication. Example: (University of North Carolina, 2015).• In book reviews, authors may reference page number of the reviewed text by simply indicating the page number or number range in parentheses. <p>Example: Selden is better described as a “constitutionalist contractarian,” not a “philosophical contractarian” (127–30, 467).</p>

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Capitalization	<ul style="list-style-type: none">• Standard CMoS for titles and headings unless design dictates all caps• Use lowercase for official titles standing alone; marxist, biblical, religious studies, gospel, religious studies, history of religions, fundamentalism. Watch for: civil rights movement (traditionally uppercase, but explicitly mentioned in CMoS that it should be lowercase)• Use upper case for the Bible, other names for the Bible, and other holy books. Allow authors discretion to capitalize Scripture and Word of God. Lowercase biblical & scripture when used as adj.• Denominations are uppercased when sectarian, lowercased when used in a nonsectarian context (CMoS 8.97): Example: Protestantism, but protestant work ethic Evangelical is generally not capitalized even when sectarian, for example when it appears as a proxy for denomination in a list among other denominations that are capitalized; <i>Fides</i> allows variance between authors on this.• CMoS 8.47 on regions of the world: “the West, western, a westerner (of a country); the West Coast; western Arizona (but West Tennessee); the West, Western (referring to the culture of the Occident, or Europe and the Western Hemisphere; but westernize); the East, eastern, an easterner (referring to the eastern part of the United States or other country); the Eastern Seaboard (or Atlantic Seaboard), East Coast (referring to the eastern United States); eastern Massachusetts (but East Tennessee); the East, the Far East, Eastern (referring to the Orient and Asian culture); the Middle East (or, formerly more common, the Near East), Middle Eastern (referring to Iran, Iraq, etc.); the Eastern Hemisphere; eastern Europe (but Eastern Europe when referring to the post–World War II division of Europe)• Religious events and concepts are often capitalized, unless used generically (CMoS 8.108)• OK to use uppercase for the Other (when referring to “the state of being different from and alien to the social identity of a person and to the identity of the Self”)• See Headings Table below for capitalization rules for headings
Dates	<ul style="list-style-type: none">• Date ranges are provided without explicit reference to era designation. CMoS does not require era designation, but it is

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	<p>sometimes useful for ancient history. Copyeditor should query if there is a case where the date is unclear.</p> <p>Example: <i>Sustaining the Divine in Mexico Tenochtitlan: Nahuas and Catholicism, 1523–1700</i>. By Jonathan Truitt</p> <ul style="list-style-type: none">• An en dash used between two numbers implies up to and including, or through.
Design	<ul style="list-style-type: none">• Single space text and footnotes• Indent and insert spaces before and after all block quotes• Subheadings should be used for longer papers. See Heading Table for more details.• No line spacing between footnotes; disable any auto spacing• Footnote number is full size, and followed by a period and space
Extracts	<ul style="list-style-type: none">• A prose quotation of five or more lines, or more than 100 words, should be blocked. A poetry quotation of two or more lines should be blocked.• A block quotation does not get enclosed in quotation marks• A quote within a block quotation will be enclosed with double quotes• Silently capitalize or lowercase initial letter of quote depending on whether it is embedded in the grammar of the sentence (lowercase) or introduced (uppercase).
Ellipses	<ul style="list-style-type: none">• Ellipsis in CMoS is represented by three periods separated by non-breaking spaces• Ellipses are spaced on either side: <p>Example: In his <i>Manifiesto del Primero de Junio 1919</i>, Obregón portrays Mexico as a land split between “the wealthy, high clerics and the privileged and secondly all the working class: day laborers, workers, professionals, farmers, ranchers and small industrialists ... the true family of Mexico.”</p> <p>A long ellipsis (four periods separated by non-breaking spaces) is used to indicate an omission from a quote.</p> <p>Brackets around an ellipsis should be avoided, unless to distinguish between a mixture of ellipses from the original text being quoted and ellipses added by the author.</p>

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<p>Hyphens</p>	<ul style="list-style-type: none"> • The style of the previous editor is to hyphenate phrasal adjectives before a noun. “Never wrong” and “usually lends clarity” according to CMoS 7.85. <p>Examples: “as can be seen in O’Donovan’s more-recent work”; “such a non-coercive Christian state”; “conversion to a high-church tradition”; “And there he was, John Foster Dulles enjoying a moment with the then-Chancellor Germany.”</p> <ul style="list-style-type: none"> • If a compound noun is an element of a phrasal adjective, the entire compound noun must be hyphenated to clarify the relationship among the words (CMoS 5.92) <p>Example: “a high priest of the anti-civil rights movement” from Spring 20 issue should be corrected to read, “a high priest of the anti-civil-rights movement”</p> <ul style="list-style-type: none"> • Consistency of use is the primary goal for hyphenation of compound words (when not listed in Merriam Webster or explicitly named in CMoS) <p>Examples of open and hyphenated words/compounds from previous issue to keep an eye on in coming issue (Additional compounds will be added during Fall 2020 edit):</p> <p>anti-Semitism archenemy coreligionist counter-charges eyewitnesses BUT hearsay witnesses fellow man fourfold God-ordained higher biblical criticism higher criticism image-bearers laypeople neo-evangelicals nonconservative postmodern (adj.), postmodernists self-reflect </p>
<p>Lists</p>	<ul style="list-style-type: none"> • Fides Editor will order the list of content for Front Matter • Contributor list consists of authors followed by orgs. Authors are listed alphabetically by last name, followed by supporting organizations, listed alphabetically by first letter
<p>Numbers (general)</p>	<ul style="list-style-type: none"> • Journal follows the Chicago general number rule (9.2): Spell out numbers zero through one hundred and certain round multiples • Exception: 75 percent • Numbers in a range are linked with an en rule (not a hyphen) Example: London, 1987–1999
<p>Paragraph indentation</p>	<ul style="list-style-type: none"> • First paragraphs in chapter or section: not indented

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	<ul style="list-style-type: none">• Author bio section: not indented• Body text paragraphs: indented (use proper indents, not tabs)
Possessives	<p>An apostrophe and s are used for singular possessive, including with proper names ending in an s, x, or z sound (CMoS 7.16, 7.17):</p> <p>Example: Marx’s treatise</p> <p>Examples: “Catholics finally lost their patience with Calles’s actions in July of 1926”; “Graham’s reply primarily addresses Clearwaters’s advice”</p> <p>Plural possessive nouns add the apostrophe only:</p> <p>Examples: “Though Mexico is the United States’ third largest trading partner”; “the Catholics’ lack of funds”; “U.S. letter writers’ willingness”</p> <p>Certain irregular plurals formed without an S take an apostrophe s (CMoS 7.16, 7.17):</p> <p>Examples: children’s rights, women’s rights</p>
Punctuation	<p>Dashes style:</p> <ul style="list-style-type: none">• em rules: closed up when used for parentheses: e.g. He—that is, my barber—is a gem <p>Serial comma is used, unless it would cause confusion:</p> <ul style="list-style-type: none">• I like dogs, cats, and mice.
Quotation/speech marks	<ul style="list-style-type: none">• Nested quotes start with doubles outside, singles inside: Example: “This is at the very heart of O’Donovan’s project: discerning the activity of God in our ‘commonplace politics.’ With this opening move, O’Donovan is pushing back on our tendency to merely ‘naturalize’ politics.” Smith, <i>Awaiting the King</i>, 62.• Quotes may be used to highlight idiomatic, informal or imprecise terminology: Example: The historian accomplishes something significant in tracing the “how” of historical causation in a way that preserves its texture...
Section breaks	<p>Aim for consistency.</p>
Spaces	<ul style="list-style-type: none">• Remove rogue spaces at end and beginning of paragraphs.

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	<ul style="list-style-type: none">• Replace double spaces with single spaces. EXCEPTION: Book Review section headings will be formatted using double spacing between each item.
Symbols	<p>The following symbol, centered and preceded and followed by line breaks, is used to signal the start of a new section:</p> <p style="text-align: center;">§</p> <ul style="list-style-type: none">•
Time styles	<p>Times of day in even, half, and quarter hours are usually spelled out in text. With o'clock, the number is spelled out (recommended):</p> <ul style="list-style-type: none">• Her day begins at four o'clock in the morning.• The meeting continued until half past two.• We'll start again at ten thirty.• Cinderella needs to leave the ball before midnight. <p>With a.m. and p.m. and 24-hour clock, use numerals (recommended):</p> <ul style="list-style-type: none">• US style: The first train leaves at 5:22 a.m. and the last at 11:00 p.m.• UK style: The first train leaves at 5.22 a.m. and the last at 11.00 p.m. <p>24-hour clock style: The first train leaves at 05:22 and the last at 23:00.</p>
Titles and ranks	<p>Lower case when used generally, but an initial capital letter when used in a form of address, before a name, or as part of a name:</p> <p>Example: “proved tempting to preachers and congressmen...”</p> <p>Example: “Roman Catholic author Bishop Fulton Sheen used a daily devotional...”</p> <p>Front Matter/Table of Contents does not include titles for contributing authors</p>
Translated text	<ul style="list-style-type: none">• Phrases that are not in English appear in italics.• Example: As the Mexican officer drew his knife across the soles of the boy's feet, however, what fell from his lips were not secrets or blasphemies,

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	but shouts of “Jesus give me strength” (<i>Jesús da me fuerzas</i>) and finally, in shrieks that rang through the streets of the city above “ <i>Vive Cristo Rey</i> ”— Long live Christ the King.

Header table

Appears in	Header Rank	Special Use	Font, Font Size, Emphasis
Front Matter	1. Header	“LOGO”	Times New Roman, 28
Front Matter	2. Subhead	Volume Info	Adobe Garamond Pro, 16
Front Matter	3. Subhead	“From the Editor”	Garamond, 11 ALL CAPS
Front Matter	4 Body	Section Heading	Garamond, 11 / Garamond, 11 Bold
Article	1. Header	Section Heading	Garamond 17, ALL CAPS, Bold
Article	2. Subhead	Title	Garamond 17 or 15 (if there is a Section Heading Above), ALL CAPS, Bold
Article	3. Subhead	Author’s Name	Garamond 15, Initial Caps, Bold
Article	4. Subhead	Section Heading	Garamond 11, Small Caps, No bold
Article	5. Body	Text	Garamond, 11 / Garamond, 11 Bold

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Reflections / Passages			Styled like an article
Book Reviews	1. Header	“Featured Review”, “Book Reviews”	Garamond 17, ALL CAPS, Bold
Article	2. Subhead	Book Title	Garamond, 11, Bold & Italics
Article	3. Body	Text	Garamond, 11