

IVP Style Guide

Version 3.5

Revised and Updated August 2022



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Preface

Welcome to the latest edition of the IVP Style Guide. This guide is a reference for anyone copyediting or proofreading for IVP.

This edition of the style guide has much in common with its predecessors, representing a desire for concision as well as conformity with *The Chicago Manual of Style (CMOS)*. In order to facilitate ease of use with CMOS, we have highlighted sections we recommend for review as well as areas where IVP preferences differ.

Additionally, we have updated some of the language and examples in order to make this a user-friendly tool as you engage with projects for IVP.

We are grateful for the good work you do for our organization.

Elissa Schauer
Managing & Associate Trade Editor

1 Standard References

- 1.1 IVP style is based on *The Chicago Manual of Style, 17th edition (CMOS)*. Familiarity with and access to *CMOS* is assumed, so we have flagged major areas of departure from *CMOS* throughout this style guide.
- 1.2 Use *The American Heritage Dictionary, 5th edition (AHD)* as the standard for spelling, capitalization, hyphenation, and usage (where notes are given). The fifth edition is accessible at ahdictionary.com. Where *AHD* supplies spelling variations, the first spelling listed is preferred. For questions of usage not answered by *AHD* and for notes and bibliography format not covered in our sample guidelines, use *CMOS*. For questions related to biblical and theological references, see *The SBL Handbook of Style*, second edition. For books using APA style (psychology, behavioral health, etc.), see *Publication Manual of the American Psychological Association*, seventh edition.
- 1.3 Although all edited files should be run through a spell-check program, most programs allow for a variety of spellings and cannot be relied on for consistency. Any books edited for IVP should use American spelling and punctuation (British spellings should only be retained in quotations). See [appendix G](#) for preferred treatment of words and terms not included in *AHD* or departing from *AHD*.
- 1.4 The standard references listed above will be strictly followed except (1) in cases covered by an individual manuscript style sheet (created by the editor) listing variants to the standard references and cases not covered by the standard references involved in the particular manuscript, (2) in cases covered by this guide, and (3) in cases where the standard references are not strict but allow certain freedoms, as indicated by the use of words such as *may* or *generally*.

In summary, the following is the order of priority of reference:

1. the manuscript style sheet
2. the IVP Style Guide
3. *AHD* (5.1)
4. *CMOS* for usage questions not answered by *AHD*

2 Basic IVP Style for Parts of a Book

Epigraphs

- 2.1 Omit quotation marks around the epigraph. Only the name or the name and the source are required, not full bibliographic information (see *CMOS* 1.37, 13.36). Note that continuity of style is always preferred. For a book with multiple epigraphs, it is preferred that all entries either list name only, or name and source. If the epigraph is a Scripture quote, spell out the book of the Bible, even if names of Bible books are abbreviated in parentheses in the text. Note numbers (footnote or endnote) should not be attached to epigraphs. If annotation is necessary, it should be included in an unnumbered note (see IVP Style Guide 12.4).



Contra *CMOS* 1.37, IVP does not prefix epigraph sources with a dash.

Tables and Figures

- 2.2 Table captions appear above tables, while figure captions fall below figures. Both use sentence-style capitalization without terminal punctuation. When referred to in the text, the words *figure* and *table* should both be lowercase (e.g., “The positions are summarized in table 5.4.”). Note that *figure* is spelled out in the body text, but abbreviated in parenthetical references (e.g., “The demographics are illustrated in figure 3.5,” but “The demographics changed dramatically during this period (see fig. 3.5).” For more information on captions, see [CMOS 3.21-23, 3.54](#).

Caption numbers appear in bold followed by a period.

Thus: **Table 7.3.** Distribution of income among Maryland’s counties
Figure 4. The lamppost on Benton Avenue

Some nonacademic (general/trade) books avoid the use of *table* and *figure* in captions, particularly for a book that contains few of those elements.

Subheads

- 2.3 IVP’s preference is for only one or two levels of subheads: the A-level, or principal, subhead and the B-level, or subordinate, subhead. There should never be just one subhead at any given level.

A-level subheads use headline-style capitalization (see [5.16](#)), and copyeditors should apply the IVP subhead style.

B-level subheads should be bold and italic, include terminal punctuation, and run in to the beginning of the paragraph. B-level subheads use sentence-style capitalization and copyeditors should apply IVP body plus BoldItalic style.

If the manuscript contains three levels of subheads, C-level subheads use the same format as B-level subheads, except in nonbold italic.

Manuscript Order

- 2.4 The parts of a book should follow the order given in [CMOS 1.4](#). Acknowledgments appear in the front matter of academic books, while acknowledgments for nonacademic books appear in the back. Our preferred order of indexes is: general index, Scripture index, ancient writings index.

Foreword and Afterword Author Names

- 2.5 The name of a foreword or afterword author appears at the beginning of the section following the chapter title.



Contra [CMOS 1.40](#), IVP places foreword and afterword author names (without a title, affiliation, or date) at the beginning of these elements in all cases.

Running Heads in Notes Section

- 2.6 For books with regular endnotes, running heads in the notes sections should supply page ranges. Please follow the format of “Notes to Pages 226-229” in running heads. Note that these running heads do not use inclusive numbering. See [CMOS 1.15, 14.47, figure 14.2](#).

3 Grammar

3.1 See [CMOS chapter five](#) for questions related to grammar.

3.2 Avoid converting “first,” “second,” “third,” etc., into adverbs when they’re used to order contents, instructions, or the like.

Thus: First, we must acknowledge our need for help.
Second, we must ask someone to help us.

Not: Firstly, we need to stretch for a few minutes.
Secondly, we need to start with a slow jog.

3.3 Avoid using book or chapter titles as the object of a preposition.

Thus: See the chapter “A Better Way.”
Or: See the chapter on a better way.

Not: See the chapter on “A Better Way.”

3.4 The use of *who* and *whom* has changed over time (see the usage note for *who* in [AHD](#) and the *who*; *whom* glossary entry in [CMOS 5.250](#)). Our preferences are as follows:

- For general/trade books, avoid all use of *whom* except when directly following a preposition. Avoidance of *whom* can usually be achieved through rewriting.
- For academic books, if the author has used *whom* correctly then it may remain (see [CMOS 5.55-56](#)). For long or complicated arrangements, however, consider revising. The goal is effective communication.

3.5 As part of IVP’s commitment to gender-inclusive language (see [10.1-2](#)), *they*, *them*, and *themselves* are sometimes acceptable as gender-neutral singular pronouns (see the usage note for *they* in [AHD](#)). When possible, however, please rewrite to avoid the use of *they*, *them*, or *themselves* as singular pronouns (see [CMOS 5.255](#) for helpful suggestions). If the passage cannot be rewritten, you may assign gender as long as the gender is logical and consistent within the context and the gender usage varies in the manuscript. *He or she* and *him or her* may occasionally be used, but *he/she* or *him/her* should be avoided. Note that the editor will address in the style sheet if *they* is used as a specific pronoun.

4 Punctuation

4.1 Punctuation should be logical, making the sense of the passage immediately obvious. Dashes, exclamation points, italics, and words in quotation marks should all be used accurately and sparingly.

Commas

4.2 Use the serial comma in a series of three or more ([CMOS 6.19](#)).

Ellipses

- 4.3 Use three spaced periods (not the ellipsis symbol) to indicate the omission of material from direct quotations. They may also be used in dialogue to suggest a voice trailing off or a deliberately incomplete sentence. See [CMOS 13.55](#).

Ellipsis points are not needed at either the beginning or the end of quoted materials, but only *within* quotations. Remove any unnecessary ellipsis points.

For guidance on the use of ellipses with adjoining punctuation, see [CMOS 13.53-54](#).

Quotation Marks

- 4.4 Omit quotation marks around *so-called* (e.g., the so-called left wing of the party). (See also [5.19](#), [22](#).)

Hyphens and Dashes

- 4.5 For the use of hyphens with compound words, see [CMOS 7.81-89](#), especially the table in [7.89](#). We join most prefixes without a hyphen (*coworker*, *multiethnic*) unless the word begins with a capital letter (*non-Christian*), the addition of the prefix would result in a confusing cluster of vowels (*intra-arterial*, *neo-orthodox*), or the word would likely be misread (*re-create* versus *recreate*).

We tend to avoid hyphens when possible (*crosscultural*) but sometimes need to include them for clarity (*pray-er* versus *prayer*).



IVP uses hyphens (not en dashes) in page ranges and verse ranges (e.g., pages 7-8, Rom 5:12-13).

- 4.6 Use en dashes in date ranges (1993-2000), in chapter ranges, and in chapter or book ranges in Scripture references (Romans 5:12-6:3; Romans 6-8; 1-2 Kings; 1-3 John). See [CMOS 6.78](#).
- 4.7 En dashes should be used with compound adjectives where the adjective is a term that's typically open. See [CMOS 6.80](#).

Thus: post-Civil War conditions
Pulitzer Prize-winning book

- 4.8 Em dashes are used in text to set off explanatory information or further descriptive information, or to indicate an interruption in dialogue. For proper use of em dashes see [CMOS 6.85-90](#).

Punctuating Scripture References

- 4.9 For Scripture references across chapters that go through the end of a chapter, include the number of the last verse to avoid confusion.

Thus: Exodus 29:25-30:38
Not: Exodus 29:25-30

4.10 Arabic numerals are used for book, chapter, and verse numbers. (In some typefaces, an arabic numeral 1 looks very similar to a capital I. In those instances, the arabic numeral should be left to stand.)

Thus: 1 John 1:3

Not: I John 1:3

4.11 Series of references from within the same chapter should be separated by commas. Two or more consecutive verses are separated by a hyphen. A series of references that span chapters or books is separated by a semicolon.

Thus: Ex 15:24; Ps 4:5, 8, 10; Jn 3:16-17; 4:2-12; Acts 1:3-4, 7-10; 2:20-3:3

Not: Jn 3:16, 17

4.12 References to the five books of Scripture consisting of only one chapter should not include chapter numbers.

Thus: Obadiah 15; Philemon 4-7; 2 John 10; 3 John 2; Jude 17

Not: Obadiah 1:15; Philemon 1:4-7; 2 John 1:10; 3 John 1:2; Jude 1:17

4.13 References in a series in the body of the text (not in parentheses) follow the normal rule for items in a series.

Thus: Reread Genesis 8:2-6, Psalm 55:4, and Romans 7:5-8:16.

And: These same words are found in Genesis 8:2-6, 9-10; Psalm 55:4, 7; Romans 7:5-8:16; and Philippians 2:3.

4.14 All references in a series should be listed in canonical order. Rarely, the author or the context dictates otherwise. For example, the most important references might be listed first.

4.15 For Scripture quoted in the text, terminal punctuation follows the parenthetical reference. If a Scripture quotation concludes with a question or exclamation, the question mark or exclamation point may remain inside the quotation marks and a period follow the reference.

Thus: "God so loved the world" (Jn 3:16).

And: "Where can I go from your Spirit?" (Ps 139:7).

4.16 For a block quote of Scripture, terminal punctuation precedes the reference.

Thus: God so loved the world. (Jn 3:16)

4.17 Use Psalm 110 but Psalms 110-112. When abbreviated, Ps 110 and Ps 110-112.

4.18 Multiple lines of poetic Scripture should be blocked and indented to match the translation's style. If only two lines are quoted, they may be run in to the text and separated by a slash.

4.19 Scripture references are not relegated to a note but rather should appear in parentheses following the appropriate phrase or clause.

Lists

4.20 See [CMOS 6.127-32](#). It is preferable that a vertical list be introduced by a complete sentence followed by a colon ([CMOS 6.130](#)), but IVP allows for occasional exceptions. When preparing lists, please keep in mind the following principles:

- All items in a list should be constructed of parallel elements and formatted consistently.
- When multiple lists appear close together, consistent treatment is essential.
- Only use the list format when it is helpful to the reader; short, simple lists are usually better when run in to the text to form a complete sentence.

5 Spelling and Word Treatment

5.1 For words not included on the project style sheet or in the word list of this style guide ([appendix G](#)), use the first form in [AHD](#). Don't vary from [AHD](#) except for good reason, such as accepted usage within the book's discipline. If exceptions are made, the copyeditor should include a query at the first instance in the manuscript and mention these changes in a note to the editor (see [appendix A.8](#)).

Possessives

5.2 Follow [CMOS 7.16](#).



But contrary to [CMOS](#), IVP makes an exception to the rule of adding 's for the names *Jesus* and *Moses*: *Jesus' parable*, *Moses' staff*.

Capitalization

5.3 No page of type looks good if it contains a large number of words beginning with capital letters. The aim is to relate the use of capitals carefully to the meaning of the words involved. The IVP word list ([appendix G](#)) clarifies many words commonly found in our books. The following examples are general principles.

5.4 *Nouns*. Capitalize proper nouns. This rule will often settle cases that seem ambiguous. (Is it the word of God or the Word of God? It depends on whether *word* is a common noun for communication or a synonym for the Bible or Jesus.)

5.5 *Adjectives*. Adjectives such as *divine*, *messianic*, *biblical*, *scriptural*, *godly*, and so on, are usually lowercased. Exceptions include adjectives derived from proper names such as *Jewish*, *Mosaic*, *Davidic*, *Galilean*, *Levitical*, and *Christlike*. An exception to the exceptions is the word *satanic*, which often is used of profound evil without thought to the proper noun *Satan*.

5.6 *Brand names as verbs*. When used as verbs, lowercase words such as *google*, *xerox*, and *photoshop*.

5.7 *Synonyms for the Bible*. Capitalize *Scripture*, *Word of God*, and *God's Word*, but use lowercase spelling when they have a limited meaning such as *God's word* to Moses.

5.8 Capitalize *Law* (meaning *the Pentateuch*), *Psalms*, *Prophets*, *Writings*, *Epistles*, and so on when they refer to the general divisions of the Old or New Testament, but use lowercase for the *law* of Moses, the *psalmist*, the *prophet* Isaiah, the *apostle* Paul, the *epistles* of Paul, the *book* of Acts, and so on.

- 5.9 Capitalize *Gospel* when referring to one of the four Gospels (e.g., Gospel of Mark), but use lowercase for the *gospel* message.
- 5.10 *Names and personal pronouns referring to deity.* Do not capitalize *he, him, his,* and so on. The exception is when quoting Scripture. Quote exactly the version of the Scripture being used, including the capitalization of pronouns for deity if the version being quoted does so. For example, when the New American Standard Bible is quoted, capitalize the pronouns for the deity as the NASB does. Synonyms for God, such as *Great Creator,* should be capitalized.
- 5.11 *The major events of our Lord's life.* Use lowercase for *virgin birth, incarnation, transfiguration, passion, death, cross, resurrection, ascension, second coming,* and so on. (There may be instances where exceptions are appropriate; the copyeditor should query IVP if they come across a questionable situation. Variants should be noted on the project style sheet.)
- 5.12 *Theological terms.* Use lowercase for *justification, atonement, faith, love, truth, lordship,* and so on.
- 5.13 Capitalize *Sabbath* in reference to the Jewish holy day; lowercase *sabbath* as a general practice of rest. If Scripture quotations are used frequently, then the manuscript text should be consistent with the treatment in the primary translation.
- 5.14 *Church.* Capitalize *church* when referring to the name of a specific church (*Westmont Baptist Church*) or denomination (*Presbyterian Church, USA*). Use lowercase in phrases such as *the Methodist church on the corner* (a specific church but not its name) and when referring to the global church.
- 5.15 Capitals (or boldface or underlining) should not be used for emphasis. Use italics instead (see [5.22](#)).
- 5.16 Use headline-style capitalization for titles, chapter titles, chapter subtitles, and A-level subheads. See [CMOS 8.159-61](#).



Note that unlike [CMOS](#), IVP capitalizes prepositions of five or more letters in titles and headlines, including book titles, regardless of the original publisher's capitalization (e.g., we use *Evangelism After Christendom* even though Baker has *Evangelism after Christendom*). However, this exception does not apply to older (eighteenth century or earlier) titles or very long titles; see [CMOS 14.97](#).

- 5.17 *InterVarsity Press* for IVP(USA). No space or hyphen between *Inter* and *Varsity*. Note the capital *V*.

InterVarsity Christian Fellowship/USA: no hyphen

Inter-Varsity Press (England): retain hyphen

- 5.18 The parts of a book should be lowercase and spelled out (not abbreviated) when referred to in the text, such as *chapter one, appendix A, part two, the foreword, the table of contents, figure 3* (see [6.2](#), [7.5](#), and [CMOS 8.179-80](#)).

Italics

- 5.19 When a word or term is referred to as the word or term itself, it should be set in italics (e.g., the word *golf*). Concepts, however, should not be italicized (e.g., the concept of justification).

5.20 Use italics for uncommon foreign words and phrases and for transliterations. Current theological terms taken from Greek words (e.g., Parousia, koinonia, and kerygma) are to be in roman type unless they are specialized uses or direct transliterations.

5.21 Foreign words and phrases included in *AHD* (e.g., per se, telos, laissez faire, agape, quid pro quo, and sine qua non) should not be italicized. Foreign terms likely to be familiar with a book's audience, such as lectio divina, should appear in roman type. Check *AHD* when determining whether a term should be italicized or roman.

5.22 Use italics rather than quotation marks, bold type, capitalization, or underlining for emphasis (e.g., He is a *remarkably* tall man).

5.23 Use roman type rather than quotation marks and italics for titles within titles.



Contrary to *CMOS* 8.173, a title within a title should be set in roman type.
Thus: A Beginner's Guide to Dante's Comedy

5.24 When translations of foreign terms are discussed, the foreign word is put in italics and the English translation is put within either quotation marks or parentheses:

The Greek word *logos* is translated as "word."
The Greek word *logos* (word) appears in Revelation 19:13.

5.25 Italicize inner dialogue.



Contrary to *CMOS* 13.43, dialogue that is thought rather than spoken should be italicized without quotation marks.

Thus: She wondered, How am I going to do this?
And: Father, he prayed, help me.

Punctuation Formatting in Relation to Surrounding Text

5.26 For instructions on how to format punctuation, parentheses, and brackets in relation to surrounding text (roman, italic, bold), see *CMOS* [6.2-3](#), [6.5-6](#).

6 Numbers

6.1 Spell out numbers zero through one hundred. Treatment of inclusive numbers should follow *CMOS* [9.61](#).



IVP does not abbreviate date ranges as recommended in *CMOS* 9.64.

Thus: 1993-2001
1914-1918
Not: 1914-18

6.2 In parts of books:



Contra CMOS 8.180, IVP spells out numbers in parts of books in body text. (It is acceptable to use arabic numerals in notes.)

Thus: chapter one, part two

Not: chapter 1, part 2

6.3 See [chapter nine of CMOS](#) for other issues regarding numbers.

7 Abbreviations

7.1 When a biblical reference is given in parentheses, we may decide to use the abbreviated form of the book name—copyeditors and proofreaders should check a book’s style sheet to verify whether Scripture references in parentheses should be spelled out or abbreviated. (Note that books of Scripture are always spelled out in body text.)

If a book requires a Scripture index, the book name (full or abbreviated) must be used with all Scripture references. When abbreviations are called for, use the following.



These abbreviations differ from those in CMOS and SBL.

Gen	2 Kings	Is	Nahum	Rom	Titus
Ex	1 Chron	Jer	Hab	1 Cor	Philem
Lev	2 Chron	Lam	Zeph	2 Cor	Heb
Num	Ezra	Ezek	Hag	Gal	Jas
Deut	Neh	Dan	Zech	Eph	1 Pet
Josh	Esther	Hos	Mal	Phil	2 Pet
Judg	Job	Joel	Mt	Col	1 Jn
Ruth	Ps	Amos	Mk	1 Thess	2 Jn
1 Sam	Prov	Obad	Lk	2 Thess	3 Jn
2 Sam	Eccles	Jon	Jn	1 Tim	Jude
1 Kings	Song	Mic	Acts	2 Tim	Rev

Apocrypha

1 Esdr	Jdt	Sir	Pr Azar	Pr Man	3 Macc
2 Esdr	Add Esth	Bar	Sus	1 Macc	4 Macc
Tob	Wis	Ep Jer	Bel	2 Macc	Ps 151

7.2 Abbreviations for versions of the Bible may be used in parentheses, including the following:

ASV—American Standard Version (1901)
BHQ—Biblia Hebraica Quinta
BHS—Biblia Hebraica Stuttgartensia
CEB—Common English Bible
CEV—Contemporary English Version
ESV—English Standard Version
Gk—Greek (academic and reference works)
Goodspeed—*The Complete Bible: An American Translation*, E. J. Goodspeed
HB—Hebrew Bible
HCSB—Holman Christian Standard Bible
Heb—Hebrew (academic and reference works)
JB—Jerusalem Bible
JPS—*The Holy Scriptures*, Jewish Publication Society (1917)
KJV—King James Version
LB—Living Bible
LXX—Septuagint
Moffatt—*The New Testament: A New Translation*, James Moffatt
MSG—*The Message* by Eugene Peterson
MT—Masoretic Text
NA²⁸—Novum Testamentum Graece, twenty-eighth edition (Nestle-Aland)
NAB—New American Bible
NASB—New American Standard Bible
NCV—New Century Version
NEB—New English Bible
NET—New English Translation (the NET Bible)
NETS—New English Translation of the Septuagint
NirV—New International Readers Version
NIV—New International Version (2011)
NJB—New Jerusalem Bible
NJPS—*The Holy Scriptures: The New JPS Translation According to the Traditional Hebrew Text*
NKJV—New King James Version
NLT—New Living Translation
NRSV—New Revised Standard Version
NT—New Testament (but see 7.4)
OT—Old Testament (but see 7.4)
Phillips—J. B. Phillips Modern English Version
REB—Revised English Bible
RSV—Revised Standard Version
RV—Revised Version (1885)
TEV—Today's English Version (Good News Bible)
UBS⁵—Greek New Testament, fifth edition (United Bible Societies)
The Voice—dynamic equivalence translation published by Thomas Nelson
Weymouth—*The New Testament in Modern Speech*, R. F. Weymouth

7.3 Abbreviations, unlike initials, are generally written together without space. Note the absence of periods in abbreviations for degrees, states, and country references (see [CMOS 10.4, 10.31](#)).

Thus: a.m., p.m., US, USA, UK, MD, BA, PhD, MDiv, ThM, DMin, LLD, BC, AD, BCE, CE, IL, MI



Contra [CMOS 10.32](#), US can be used as an adjective (the US government) but should be spelled out when used as a noun (traveled the United States).

7.4 Abbreviations that involve a frequent use of capital letters should be avoided. For example, the words *Old Testament* and *New Testament* should be spelled in full. (If editing a reference book, consult with the in-house editor and indicate any deviations on the style sheet.)

7.5 The words *verse(s)*, *page(s)*, *chapter(s)*, and *figure(s)* are not abbreviated in the text but should be abbreviated in parentheses or notes. For *verse(s)* use *v.* or *vv.*; for *page(s)* use *p.* or *pp.*; for *chapter(s)* use *chap.* or *chaps.*; for *figure(s)* use *fig.* or *figs.* Note that IVP does not include *p.* or *pp.* in citations (see [12.1](#)).

7.6 IVP's preference is to avoid use of *passim* or the abbreviation *ff.* to indicate additional verses or pages. Unless the style sheet notes that use of *passim* or *ff.* is okay, ask the author to trace the exact reference if possible and insert this information. Never use *f.*

Wrong: vv. 12f.

Right: vv. 12-13

7.7 Except in some academic texts, Scripture references refer to entire verses (*Mark 1:6*, not *Mark 1:6a*) even if the author is discussing only a portion of a verse. If necessary, say "the first part of Mark 1:6."

7.8 Avoid Latinate abbreviations in the text of books (especially in nonacademic books):

e.g.—for example; i.e.—that is; etc.—and so on; cf.—compare; vs.—versus

These abbreviations may be used in parentheses, notes, or bibliographic data. When "e.g." or "i.e." is used, a comma follows. (See the list in [CMOS 10.42](#) for correct usage of these abbreviations.)

7.9 Abbreviations are often used in academic books in which repeatedly printing a name (e.g., the name of an ancient Near Eastern text or the name of a series of biblical commentaries) would be cumbersome and space consuming. Abbreviations listed in *The SBL Handbook of Style* (for ancient Near Eastern, biblical, and early Christian studies) should be used. (See [CMOS 10.3, 10.42](#) for general thoughts on abbreviations.)

When copyediting a list of abbreviations, alphabetize abbreviations as they appear, not according to their spelled-out versions (see [CMOS 16.64](#)).

8 Quotations

- 8.1 Both the copyeditor *and* the proofreader should check all Scripture references and quotations. Mark any references other than the default version (listed on copyright page and style sheet) with the proper abbreviations in parentheses following the Scripture quotation—for example, John 3:2 (NEB), (Jn 3:2 NEB), (Ex 18:4 MSG). Note that only the default translation is listed on the copyright page. See [7.2](#) for the list of abbreviations for translations.

If the version of Scripture or the source of other quoted material is not provided and cannot easily be determined, the copyeditor should ask the author to supply it.

- 8.2 Quotations should be reproduced exactly, even when differing from IVP's spelling or style. However, there are several changes to quotations that are permissible (see [CMOS 13.7](#)). Note especially the following:

- change single quotation marks to double and double to single (especially when conforming British quotations to American style)
- change initial letters to lower- and uppercase as needed without the addition of brackets to match sentence structure of the text
- change final punctuation to match the sentence structure of the text

When reproducing an exact quotation is required, if something within the quotation is clearly in error [*sic*] may be placed immediately after the error. However, errors in quoted material should be brought to the attention of the author and editor for clarification.



Unlike [CMOS](#), IVP allows the use of [*sic*] within a quotation. (Contrast with [CMOS 13.7.6](#).)

Note that British spellings should be retained in quotations but not in running text.

- 8.3 Permission from the copyright holder is generally required for all prose quotations using more than 1,000 words in the aggregate and/or more than 300 consecutive words from a single source. Unless noted on the style sheet, the copyeditor should query any quotations exceeding these parameters.
- 8.4 Permission is usually required to use more than 10 percent or ten lines of poetry or song lyrics, whichever is less. However, permission is required to use a complete literary unit (such as a verse or stanza) of a poem or song, regardless of length. The use of poetry or lyrics in callouts and epigraphs always requires permission. Unless noted on the style sheet, the copyeditor should query these instances.
- 8.5 Quotations running four or more typed lines or two or more paragraphs should be blocked. This may result in five- or six-line run-in quotations in the typeset book (although they were less than four lines in the typed manuscript), and we accept that as within our guidelines. (For quotations of poetic Scripture, see [4.18](#).)

9 Alphabetization

- 9.1 Alphabetize using the word-by-word system (see [CMOS 16.60](#)).
- 9.2 Occasionally there may be uncertainty about how to alphabetize personal names in lists such as bibliographies or indexes, especially with surnames containing particles. We defer to the Library of Congress for treatment of names in these instances (catalog.loc.gov).

10 Respectful and Accurate Language

- 10.1 All individuals should be represented as whole human beings created in the image of God.
- 10.2 All individuals should be treated primarily as people and not defined by a particular trait, emphasizing our shared humanity and that we are multifaceted and complex individuals. Terminology to describe individuals and groups should be relevant, specific, inclusive, and thoughtful.
- 10.3 Women and men should be portrayed as active participants in the same proportion in stories, examples, and discussion questions, and should be shown as having the same abilities, interests, and ambitions.
- 10.4 See section [3.5](#) regarding the use of gender-neutral pronouns. Refer to [CMOS 5.251-60](#) for more guidelines on bias-free language.
- 10.5 All stereotypes are to be avoided.
- 10.6 Consider primarily using person-first language (e.g., *a person with epilepsy* rather than *an epileptic*, *children with disabilities* rather than *disabled children*.) Please be aware that many individuals with disabilities have a strong preference for either person-first or identity-first language. When referencing a person with a disability, please make every effort to confirm how they would like to be described. Likewise, please defer to any individual's preference for terminology when self-referencing.
- 10.7 Our defaults are to use *Black* and *White* (uppercase) when referring to races. We also default to *Latino* or *Latina*, rather than *Latinx*. However we sometimes make exceptions based on author preference (see [CMOS 8.38](#)). Regardless of preference, terminology should be formatted consistently throughout the manuscript unless otherwise noted on the style sheet.
- 10.8 Choose specific terms rather than generalities when relevant. Use terms such as *AAP/* and *BIPOC* when those are accurate descriptors, but avoid when it is possible to use more specific terms (e.g., *Black*, *Latina*, *Pacific Islander*). Regardless of preference, terminology should be formatted consistently throughout the manuscript.
- 10.9 Defer to authors' preferences as much as possible, since they write from a point of expertise.

11 Editor's Preference

- 11.1 There are many cases of capitalization and punctuation that are perfectly acceptable in a number of forms. In cases that differ from this style guide or *AHD*, the editor may use discretion to determine the most appropriate form for the particular context or audience. These preferences will be noted on the manuscript style sheet. Proofreaders should concern themselves primarily with whether a term has been handled consistently.
- 11.2 While suggestions may be made during proofreading to conform a manuscript to a certain style, IVP takes into account the expense of correcting a typeset manuscript against the gravity of the error. *Proofreaders should consult the freelance coordinator during proofreading if a recurring question arises.*

12 Documentation

- 12.1 Most IVP books follow the style outlined in [CMOS chapter fourteen](#) for documentation.



Unlike *CMOS*, IVP's preference is to delete all unambiguous usages of *p.* and *pp.*, even if the author has used them consistently. (Contrast with *CMOS* 14.151.)

Thus: Ronald Osborn, *Death Before the Fall* (Downers Grove, IL: IVP Academic, 2014), 3-4.

And: Duane Litfin, *Paul's Theology of Preaching* (Downers Grove, IL: IVP Academic, 2015), 25, 43.

And: Hugh Matlack, "The Play of Wisdom," *Currents in Theology and Mission* 15 (1988): 426.

And: P. Marone, "Constantine III, emperor," in Angelo Di Berardino, ed., *Encyclopedia of Ancient Christianity*, trans. Joseph T. Papa, Erik A. Koenke, and Eric E. Hewett (Downers Grove, IL: InterVarsity Press, 2014), 1:594.

- 12.2 The first time a source is used in each chapter, the full reference must be given in the notes. Shortened references are used thereafter within the same chapter. The default is to use shortened citations instead of *ibid.* (see [CMOS 14.34](#)). In certain academic books the author or editor may request the traditional use of *ibid.*



Unlike *CMOS*, IVP's preference for shortened references is to use author last name and shortened title *every time*. IVP books do not use author-only references. (Contrast with *CMOS* 14.34.)

Thus: Brand and Yancey, *Fearfully and Wonderfully*, 127.

And: Peterson, *Long Obedience*, 84.

- 12.3 Whenever possible, multiple note references within one paragraph should be conflated into a single note. Scripture references should not be relegated to a note but rather appear in parentheses following the appropriate phrase or clause.
- 12.4 Unnumbered notes should precede any numbered notes for a given chapter. Unnumbered notes are often used to supply information about an epigraph or a section ("This chapter appeared previously

in . . .”). Chapter title, subtitles, and epigraphs should not make use of note numbers. For more on unnumbered notes, see [CMOS 14.52-54, 1.37](#).

- 12.5 IVP’s preference is to spell out the first names of authors unless they are commonly known by their initials (e.g., C. S. Lewis). The exception is for books that follow APA format for references (see [section 13](#)).
- 12.6 Books that have been published abroad (usually in the United Kingdom) and in the United States need only include US publication information, unless the author is British or living outside the United States. (Compare [CMOS 14.129](#).)
- 12.7 See [CMOS 14.130](#) for guidance on when to include state, province, or territory references with the city of publication.

Omit the state of publication for large cities such as San Francisco, New York, Chicago, Boston, Nashville, and Atlanta. The state of publication should be included when the city of publication for a book is not widely known (Downers Grove, IL; Grand Rapids, MI; Maryknoll, NY), or when it shares the name of another city (Portland, OR; Portland, ME).

Do include the state of publication for cities such as Princeton, Cambridge (Massachusetts, to differentiate from Cambridge, England), Syracuse, Louisville, and New Haven; include DC with Washington. But if the name of the state is included in the name of the publisher, the state abbreviation should be omitted (Chapel Hill: University of North Carolina Press).

When the state of publication is required for a citation, use the standard postal code abbreviations (see [CMOS 10.27](#)).

- 12.8 See [CMOS 14.134](#) for treatment of publisher names. The list below includes IVP’s preference for how to treat some commonly cited publisher names:

Baker Academic	Johns Hopkins University
Baker Books	Press
Basic Books	JSOT Press
Cambridge University Press	Little, Brown
Eerdmans	Macmillan
Fortress	Oxford University Press
Harper & Row	P&R
HarperCollins	Rowman & Littlefield
HarperOne	Scholars Press
HarperSanFrancisco	SCM Press
InterVarsity Press (Downers Grove, IL)	Sheffield Academic Press
Inter-Varsity Press (Nottingham, UK)	Simon & Schuster
IVP Academic (Downers Grove, IL)	SPCK
	St. Martin’s Press
	T&T Clark
	Westminster John Knox

Note that citations for books published by IVP should list the publisher as either InterVarsity Press or IVP Academic, not IVP or IVP Books.

- 12.9 Some publishers change their name or the way they style their name over time (such as Harper, Scribner, and BasicBooks). In such cases, follow the style supplied by the author unless you have evidence to refute.
- 12.10 When documenting the work of an ancient author, there should be a comma after the name of the author ([CMOS 14.245](#)).

Thus: Josephus, *Ant.* 18.3.3.

Not: Josephus *Ant.* 18.3.3.

- 12.11 Month and season names should always be spelled out and capitalized in citations and bibliographies (contra [CMOS 14.171](#)).

12.12 **Movies, Television Shows, Songs, and Musical Recordings**

Only basic information is required for movies, television shows, and songs in most general books and in many of our academic books. Please include primary sources and original recordings.

Movies

Notes

Title, directed by Director (City: Studio, Year of Release).

- *North by Northwest*, directed by Alfred Hitchcock (Burbank, CA: Metro-Goldwyn-Mayer, 1959).
- *Gravity*, directed by Alfonso Cuarón (Burbank, CA: Warner Bros. Pictures, 2013).

Bibliography

Director, dir. *Title*. City: Studio, Year of Release.

- Hitchcock, Alfred, dir. *North by Northwest*. Burbank, CA: Metro-Goldwyn-Mayer, 1959.
- Cuarón, Alfonso, dir. *Gravity*. Burbank, CA: Warner Bros. Pictures, 2013.

Television Shows

Notes

Show, "Episode Name," directed by Director, (written by Writer, in some cases), aired Date, on Network.

- *American Crime Story: The People v. O. J. Simpson*, "Marcia, Marcia, Marcia," directed by Ryan Murphy, written by D. V. DeVincentis, aired March 8, 2016, on FX.
- *The Brady Bunch*, "Her Sister's Shadow," directed by Russ Mayberry, aired November 19, 1971, on ABC.

Bibliography

Director. *Show*. "Episode Name." Written by Writer. Aired Date, on Network.

- Murphy, Ryan, dir. *American Crime Story: The People v. O. J. Simpson*. "Marcia, Marcia, Marcia." Written by D. V. De Vincentis. Aired March 8, 2016, on FX.
- Mayberry, Russ, dir. *The Brady Bunch*. "Her Sister's Shadow." Aired November 19, 1971, on ABC.

Songs and Musical Recordings

Notes

Artist(s), "Song Title," by writer(s), *Album Title*, Label, Year.

- Billie Holiday, "I'm a Fool to Want You," by Joel Herron, Frank Sinatra, and Jack Wolf, *Lady in Satin*, Columbia, 1958
- Rihanna, "Umbrella," featuring Jay-Z, by Christopher Stewart, Terius Nash, Kuk Harrell, and Shawn Carter, *Good Girl Gone Bad*, Island Def Jam, 2007.

Bibliography

Per [CMOS 14.263](#) it is rare for musical recordings to be listed in a bibliography but are usually listed in a separate discography.

ABA Notes

- 12.13 Many of our nonacademic trade books use a form of unnumbered notation we frequently refer to as ABA (American Booksellers Association) notes. Like endnotes, these notes appear at the back of a book, but instead of using superscript numbers to tie the note to the text, they use page numbers and text excerpts for references. Copyeditors will select a two- to six-word excerpt from the *beginning* of the quotation or information being referenced to direct readers to the material in the text. A summary term (e.g., Demographics of Seattle) can also be used if it would be more helpful to readers. The excerpt must be in italics, followed by a colon. Quotation marks should be used only if they appear within the excerpt.

Thus: 109 *The best crepes: Taryn Bullis, Brunch in Chicagoland* (Chicago: John R. Smith Publishing, 2008), 12.

And: 273 *Wrigley Field: Johnny Baseball, The Greatest Place on Earth* (Chicago: Banks Books, 2013), 32.

For more on this style of unnumbered endnotes, see [CMOS 14.53, figure 14.6](#).

Other Formats

- 12.14 Some authors prefer a social science format. In such cases the project editor and author will decide what style should be followed and indicate this on the manuscript style sheet. For guidelines on APA style, refer to [section 13](#).

Electronic References

- 12.15 A note or citation should not consist of only a URL; full publication information should always be included.
- 12.16 Include an access date only if the date of publication cannot be determined from the source.
- 12.17 Omit "www" in general references to websites in body text (such as ivpress.com), but not in citations.
- 12.18 Omit "http" when it occurs before "www."
- 12.19 In typeset manuscripts, URLs that flow onto a second line should be broken *after* a colon or a double slash, *before or after* an equals sign or ampersand, and *before* all other punctuation marks where possible. When broken between or within words, no hyphen is inserted at the break. See [CMOS 14.18](#).
- 12.20 When citing the digital version of a book (ebook), IVP's preference is to reference the chapter number.

Thus: Curt Thompson, *The Soul of Shame: Retelling the Stories We Believe About Ourselves* (Downers Grove, IL: InterVarsity Press, 2015), chap. 6, Kindle.

Not: Curt Thompson, *The Soul of Shame: Retelling the Stories We Believe About Ourselves* (Downers Grove, IL: InterVarsity Press, 2015), loc. 1782 of 3244, Kindle.

Refer to [CMOS 14.159-62](#) for more guidelines on citing ebooks and books consulted online. See [CMOS 14.205-9](#) for citations of websites and blogs.

Permissions and Credits

- 12.21 Credit information for work such as illustrations, photographs, images, tables, charts, and book excerpts are oftentimes included on the copyright page. Books with substantial credit content may have a separate credit page in the back matter.

Notes in Sidebars, Tables, and Images

- 12.22 Notes that apply to elements such as sidebars, tables, and images should follow the principles of [CMOS 3.76-79](#). Superscript letters are the preferred method of annotation, but where these are not practical, symbols may be used. These notes should be grouped with the element they annotate and are distinct from regular arabic numbered notes in the main body text. For examples of how to treat notes, see [CMOS figure 3.14](#), [figure 3.15](#), [figure 3.22](#).

13 APA Style

- 13.1 IVP publishes several psychology books each year, most of which follow APA style. When a style sheet calls for APA style, follow IVP's usual style for setting up the manuscript (e.g., treatment of subheads) and for running text (e.g., usage of hyphens). Note that in discussions involving statistical data, the percent symbol is acceptable (see [CMOS 9.18](#)).
- 13.2 For reference citations, follow the APA Publication Manual, with the following exceptions:
- Use IVP's preferred format for inclusive numbers: 129-34 (rather than 129-134), see [6.1](#).
 - Spell out ordinals in text.

Note that the 7th edition of the APA Style Manual no longer includes place of publication in bibliographic references.

- 13.3 In-text citations should be compared to bibliography to make sure all citations are present. Citations without a corresponding entry in the bibliography should be flagged. (If this task is the author's responsibility, it will be noted on the style sheet.)

Appendix A

Copyediting Instructions

- 1 Manuscripts are copyedited in Microsoft Word according to the level marked on the style sheet. See [Appendix B](#) for guidelines.

All elements in the manuscript should be properly “tagged” with paragraph styles following IVP’s styling instructions (available as a separate document). *Please read through those instructions in their entirety before copyediting.*

IVP requests that copyeditors *not* track their changes. The following procedures should produce a cleanly edited file:

a. **Chapters** should carry an arabic numeral (1, 2, 3 . . .) without the word *chapter* in the TOC or on chapter title pages.

b. IVP preference is for only one or two levels of **subheads** (see [2.3](#) for proper formatting). If the text is closely argued in academic style, up to four subhead levels may be needed for selected titles. If you think this is a possibility and guidelines are not noted on the style sheet, please contact the freelance coordinator. Chapters should not begin with subheads. Although this is occasionally allowed in academic books, it should not occur in any trade books.

c. **Quotations** running four or more typed lines, as well as quotations that consist of two or more paragraphs, should be blocked. When styling, use IVP block quote or IVP block quote indent, as appropriate.

When styling a poetry extract or poetic Scripture of four or more lines, use the IVP block quote style tag. IVP poetry indent 1 and 2 should be used for indented lines within the poetry extract.

Follow [CMOS 13.24](#) by using the IVP body flush left style when the text following a block quote continues the thought of the paragraph that introduced the block quote.

d. **Figures** and **tables** (charts, graphs, images, and illustrations) should be removed from the text file and saved in a separate file along with correct captions (see [2.2](#)). Their approximate placement in the text file should be marked with a comment in brackets for the book layout team—“**[Insert figure 1.1 about here]**.” Figures and tables should not be referred to by location in the text (such as *above*, *below*, *following*) but rather by label or number so the designer can move them as necessary. The numbering of figures and tables should indicate the chapter number followed by the sequential figure or table number (*figure 1.1*, *figure 1.2*, *figure 4.1*, and so forth).

Thus: As you can see from the chart in figure 1.1 . . .

Not: As you can see from the following chart . . .

e. **Section breaks** (not merely page breaks) between chapters must be retained.

f. All **citations** should be prepared as footnotes at the copyediting stage. For books that call for endnotes or ABA-style notes, IVP will convert the notes after copyediting. In manuscripts calling for ABA-style notes, copyeditors should supply an italicized short quotation or term from the text for each note followed by a colon and then the note information. (See [12.11](#).) However, when a style sheet calls for endnotes (either standard or ABA-style endnotes), use the IVP endnote style for footnote citations.

g. **Note numbering** restarts with each section. In nonacademic books, any explanatory notes (i.e., anything other than citations) should be removed or incorporated into the body text.

h. **Page numbers** should be in the upper right corner and numbered continuously.

i. Internal **cross-references** should be verified and direct readers to sections of text rather than to specific pages. See [CMOS 2.35](#).

j. All **proper names, technical and scientific words, references, quotations, and figures** that appear in the manuscript should have been verified by the author before submitting the manuscript. If copyeditors discover inconsistencies or suspect errors, they should first attempt to verify the correct spelling or treatment. Missing bibliographic information can often be found by looking up a book on [WorldCat](#) or the [Library of Congress](#) website. Defer to the Library of Congress for spelling and treatment of personal names. Some quotations can be verified by searching Google Books or Amazon, though these sources are not failsafe and can be unreliable for bibliographic information (there may be multiple editions of a given publication). In cases where information cannot be easily and quickly verified, the author should be queried. Correctness is imperative.

k. **Scripture quotations** should be checked for accuracy. Please refer to the most current edition of the translation cited. Most Bible translations are available at [biblegateway.com](#).

2 Use the comment feature in Microsoft Word to raise **queries**. If you are positive about a correction, make the change. If you are somewhat confident but lack certainty, make the change and query for confirmation (“Changed from X to Y, okay?”). If you are uncertain whether there is a problem or don’t know how to fix something, raise a query. If major problems are identified by copyeditors early in the copyediting process, copyeditors should share their concerns with the freelance coordinator sooner rather than later.

Always query the author when recommending a substantive change or correction, or when a sentence, term, or phrase is unclear (whenever possible, queries should include a suggested revision).

In cases where a minor change has been addressed throughout a manuscript, mark only the first instance in the manuscript or note it in the copyeditor memo. Typical corrections (spelling, grammar, punctuation, conforming to style, tightening prose) need not be noted.

For helpful guidance on querying authors, see *The Copyeditor’s Handbook*, 4th edition, pages 51-58 ([CMOS 2.69](#) is also helpful, but it includes less instruction). Resolve as many issues on your own as you are able, reserving queries for when the author needs to supply information, solve a problem, or confirm a change. All queries are assumed to be directed to the author unless otherwise indicated (such as prefacing with “Editor:” or “Ed:”).

Queries should be clear and concise, succinctly address issues, and keep the author from having to revisit larger sections of the manuscript for context. The tone of queries should always be professional and courteous.

Word does not allow users to insert comments in notes, so for issues in footnotes make your queries by adding a comment bubble to the relevant note number in the main body (for example, "Please supply page range for reference").

- 3 Unless asked to review **foreign language** text or transliteration, please flag it for review by an in-house editor. For instance, for Greek and Hebrew, mark the text using a comment with "Gk" or "Heb" in the margin.
- 4 Query biased, insensitive, or noninclusive language in reference to individuals. Add a brief query to the comment bubble, e.g., "Word choice okay?" and provide alternative(s). Any concerns regarding word choice should be noted in the copyeditor's note to the editor. Refer to [section 10](#) in the Style Guide for language guidelines.
- 5 Flag any **potentially offensive language**—anything that could be construed as profanity, obscenity, or hate speech—for review by the project editor.
- 6 The project editor will list materials requiring **permission** on the style sheet. *However, copyeditors should take notice of any additional items requiring permission.* Flag these using a comment bubble *and* note them in your copyeditor's note. See [8.3-4](#) for guidelines regarding permissions for quoted material.
- 7 The project editor may request that the copyeditor flag instances where a privacy **release** may be needed (noted on the style sheet). Privacy releases are needed from individuals for nonnewsworthy events or details from their personal lives.
- 8 When returning a project, the copyeditor should include a **copyeditor's note** summarizing the types of changes and queries made along with issues observed, highlighting any major items that need to be addressed. Many projects require a word list that specifies particular word treatments (capitalization, spelling, hyphenation, etc.). Keep in mind that queries within the manuscript are directed to the author, so please use the copyeditor note for any comments or concerns about a project that are not appropriate for manuscript queries. After copyediting, editors often base their feedback to the author on the copyeditor's note, so material that could help in that process is appreciated.

Copyediting IVP Academic Books

- 9 In academic books, which often contain technical and nuanced language, copyeditors should use special caution while still engaging in all aspects of the copyediting process. Copyeditors should check with the freelance coordinator if they feel a book requires more extensive editing than is mandated on the project style sheet.

Please check with the freelance coordinator if you are working on a book for which it seems necessary to use **abbreviations**. See [7.9](#) for instructions regarding lists of abbreviations.

Please refer to the style sheet for guidance regarding deference to APA or SBL style.

Appendix B

Levels of Copyediting

Light copyediting is requested when (1) a book already published in the UK is being Americanized for release in the US, (2) an author has a clearly defined and easily recognized voice, (3) a manuscript is well written or has been carefully edited by a developmental editor, or (4) the book is an academic work of high caliber. Copyeditors should

- conform the manuscript to IVP style. (Systemic changes to conform the manuscript to IVP style should be noted in the copyeditor note.)
- correct spelling, punctuation, and grammar.
- check Scripture quotations for accuracy.
- verify or query facts and name spellings that seem suspect.
- raise concerns about offensive language, tone, or theology in the copyeditor note to the editor.
- query awkward or unclear wording, suggesting a revision if possible.
- request any missing information in the notes.
- apply IVP paragraph styles (style “tags”) to the Word document. Tables and figures should be assigned numbers, removed from the main document into a separate document, and referred to only by number in the text.
- create a copyeditor note summarizing the work done.

Standard copyediting includes all of the above. In a standard copyedit, copyeditors should also

- work at the sentence level to identify and correct stylistic problems—passive voice, redundancy, awkward syntax, and meandering prose—with care to maintain the author’s voice.
- leave comments in the manuscript to alert authors of significant deletions or changes in wording.
- let the freelance coordinator know if the manuscript requires more than a standard edit, waiting for approval before proceeding.

In a standard copyedit (also known as “line editing” at some publishing houses), the copyeditor may not rewrite, delete, or move whole paragraphs, notes, or other substantial content. Changes like these can be recommended in a query. For direction, see the IVP style guide at [A§2](#) on queries.

Heavy copyediting is required for manuscripts that (1) have not been developed to the satisfaction of the developmental editor, (2) are not well written, or (3) are longer than their contracted length. In addition to the standard copyediting requirements, the copyeditor may need to

- take a more aggressive approach to editing sentences and paragraphs.
- think about the manuscript developmentally and suggest improvements with comments.
- remove or move sentences and paragraphs to better organize the piece or meet a target word count, letting the author know what was done in a query.

For a heavy copyedit, the project editor will supply more detailed instructions on the style sheet.

Appendix C

Copyediting Checklist

- ___ All elements have been properly “tagged” with paragraph styles
- ___ Manuscript is in proper order (see [2.4](#))
- ___ Table of contents reflects contents of text
- ___ Chapter numbers on TOC and chapter title pages use arabic numerals without the word *chapter*
- ___ Formatting has been standardized; hierarchy of subheads is correct (see [2.3](#))
- ___ Appropriate questions raised about permissions (see [8.3-4](#))
- ___ Notes and references use inclusive numbering for page numbers
- ___ All Scripture references checked against version indicated on style sheet; different translations are noted with proper abbreviations after references (see [4.19](#), [7.2](#), [8.1](#))
- ___ URLs reviewed for functionality, formatting, and concision (see [CMOS 14.10](#))
- ___ Internal cross-references verified and point to sections rather than pages (see [A§1.i](#))
- ___ Figures and tables labeled with proper captions and moved to separate document; placement indicated in text with comments in brackets (see [2.2](#), [A§1.d](#))
- ___ Shortened references (or *ibid.* if required by style sheet) are appropriately used in notes, with the full reference given at the beginning of each chapter and shortened references thereafter
- ___ Extra spaces have been removed (double spaces between words and sentences; any space between text and a note number; any space between a note number and the contents of the note)
- ___ Foreign words flagged for editorial review
- ___ Note summarizing the copyediting is included with the manuscript (see [A§8](#))

Appendix D

Proofreading Instructions

- 1 After the manuscript has gone through the design and layout stage, the proofreader will read this version carefully for spelling and grammatical errors, conformity to style and specifications, accuracy of all Scripture quotations, and proper page numbering.
- 2 Most questions can be resolved by referring to (1) the manuscript style sheet, (2) the IVP Style Guide, (3) *AHD*, or (4) *CMOS* (in that order of priority). Proofreaders should keep in mind that their corrections and queries are directed to IVP, not the author. Email the freelance coordinator with any remaining questions. If major problems are identified by proofreaders early in the proofing process, proofreaders should share their concerns with the freelance coordinator sooner rather than later.
- 3 Corrections should be marked directly in the PDF using Acrobat markup tools. See our digital proofreading instructions for more information. See also [appendix E](#).
- 4 Each page should be checked for overall appearance, including ladders, orphans, and widows. For general guidance, see [CMOS 2.111-18](#).
- 5 The list below details preferences that improve the aesthetics of our books. Since these are not mandates, please flag these instances with a question mark for our production team to address. When possible,
 - a page should not begin with the last line of a paragraph;
 - the last line of a paragraph should have at least two full words; and
 - words should not be broken (hyphenated) across pages.

Appendix E

Proofreading Checklist

Before returning a manuscript, the proofreader should complete the following tasks.

___ Read the manuscript style sheet in its entirety

___ Enter page numbers in the TOC

___ Compare for consistency:

- Chapter titles and numbering with TOC listing and endnote divisions
- Chapter subheadings with TOC (if subheads listed on TOC)
- Book title and chapter titles in running heads on every page
- Chapter openings (layout, style, epigraphs, design elements, drop caps)
- Citations

___ Read entire manuscript for grammatical and spelling errors

___ Note instructions on style sheet regarding permissions and releases; raise questions if needed (see [8.3-4](#), [A§6,7](#))

___ Raise questions about elements listed yet missing from manuscript (e.g., preface or acknowledgments)

___ Flag unresolved author or editor queries

___ Compare Bible quotations to the primary Scripture version for the manuscript (see [4.19](#), [7.2](#), [8.1](#)). Change if necessary, either by altering the quotation to reflect the default translation or by parenthetically inserting the version used. Do not change the quotation if the author's argument depends on the wording or punctuation of a particular translation.

___ Test URLs in body text for functionality (copy from manuscript and paste in search engine)

___ Check each page for overall appearance: widows, orphans, ladders, word breaks, spacing, alignment (see [D§5](#))

___ For books with endnotes, add page ranges to the running heads in the notes section (see [2.6](#)), unless the book contains unnumbered (ABA-style) endnotes

___ For books with ABA-style endnotes, fill in the page number that each note begins on and check the italicized excerpt against the proofread body text (see [12.13](#))

___ For General titles, please flag Greek and/or Hebrew for review by an in-house editor. Mark the text using a comment with "Gk" or "Heb."

Appendix F Proofreaders' Marks (Traditional/Digital Marks)

Other helpful lists of proofing marks include *AHD*, s.v. "[proofreader's marks](#)," and *CMOS* figures [2.6](#), [2.7](#).

Instruction	In-text Mark	Margin Mark	Adobe Tool	Adobe Sample
delete	The dog ran around into the house.			The dog ran around into the house.
close up; delete space	st and up			st and up
delete letter/word and close	John drove all night long in the rain .			John drove all night long in the rain .
let it stand	Rejoice ever in hard times.	STET		To stet, simply delete the change you do not want incorporated.
insert space	Mary decided it was time to dive in to the email that accumulated in her inbox.	# ^		Mary decided it was time to dive <u>into</u> the email . . . Mary decided it was time to dive <u>into</u> the email . . .
begin new paragraph	. . . It is essential to begin here. The second step is . . .	F		. . . It is essential to begin here. <u>The</u> second step is . . . It is essential to begin here. <u>The</u> second step is . . .
make space between lines or words equal	Give thanks to the LORD, for he is good. <i>His love endures forever.</i> (Ps 136:1)	eg #		<u>Give thanks to the LORD, for he is good.</u> <u><i>His love endures forever.</i></u> (Ps 136.1)
insert hair space	zøp	hr#		zøp
move right	1. Quiet yourself before God. 2. <u>B</u> egin to reflect on your day.]		1. Quiet yourself before God. 2. <u>Begin</u> to reflect on your day.
move left	1. Read the passage slowly. [2. Pause.	[1. Read the passage slowly. 2. <u>Pause</u> .
center] <u>S</u> ing a new song.[] [<u>Sing a new song.</u>
move up	<u>We love because he first loved us.</u> (1 Jn 4:19)	⌈		<u>We love because he first loved us.</u> (1 Jn 4.19)
move down	The <u>calm dawn</u> belied the stormy night.	⌋		<u>The calm dawn</u> belied the stormy night
align horizontally	first task: <u>evaluate</u> the situation	align		<u>first task: evaluate</u> the situation
align vertically	Turn right at the end of the block. Go left at the first stoplight.	align		Turn right at the end of the block. <u>Go left at the first stoplight.</u>
transpose	John always ran for m responsibility.	tr		John always ran <u>form</u> responsibility.
rebreak	As a result of their church plant- ing efforts . . .	rbrk		As a result of the church <u>plant-</u> ing efforts . . . As a result of the church <u>plant-</u> ing efforts . . .

insert line space	Praise the Lord, all his works everywhere in his dominion. Praise the Lord, my soul.	line # ^		Praise the Lord, all his works everywhere in his dominion. Praise the Lord, my soul.
search and replace	Ph.D. ^{s/r}	s/r		Ph.D.
spell out	There were only 4 people in attendance.	sp		There were only 4 people in attendance. There were only 4 people in attendance.
set in italic	The word <u>love</u> gets used in many contexts.	ital		The word love gets used in many contexts.
set in roman type	Jesus' words <u>confused</u> the disciples.	Rom		Jesus' words <i>confused</i> the disciples.
set in boldface type	Jesus and John	bf		Jesus and John
set in lowercase	Jesus told the disciples <u>He</u> would come again.	lc		Jesus told the disciples <i>he</i> would come again. Jesus told the disciples <i>He</i> would come again
set in capital letters	Next week is <u>easter</u> .	uc		Next week is <i>EASTER</i> . Next week is <i>easter</i> .
set in small caps	Blessed are all who fear the <u>Lord</u> . (Ps 128:1)	sc		Blessed are all who fear the <i>Lord</i> . (Ps 128:1)
wrong font	She's the most prolific writer on the topic of forgiveness.	wf		She's the most prolific writer on the topic of forgiveness.
make superscript	People who drink coffee exercise more. ³	3		People who drink coffee exercise more. ³
insert comma	Deb said, "I think that's an unfair assessment."	,		Deb said, "I think that's an unfair assessment."
insert apostrophe or quotation mark	The church's position on the topic may alienate some members.	'		The church's position on the topic may alienate some members.
insert period	cf Luke 10	.		cf Luke 10
insert question mark	He wondered, Shouldn't they discuss desired outcomes?	?		He wondered, Shouldn't they discuss desired outcomes?
insert semicolon	The storm closed in, soon they couldn't see the road.	;		The storm closed in; soon they couldn't see the road.
insert colon	Mark wrote the following words shortly before his death:	:		Mark wrote the following words shortly before his death:
insert hyphen	a time-consuming task	-		a time-consuming task
insert en dash	Martha is a Pulitzer Prize-winning author	-		Martha is a Pulitzer Prize-winning author.
insert em dash	"God desires all creatures—human and nonhuman, living and nonliving—to be reconciled with each other."	—		"God desires all creatures—human and nonhuman, living and nonliving—to be reconciled with each other."
insert parentheses	John Stott, <i>Basic Christianity</i> (Downers Grove, IL: InterVarsity Press, 2006), 35.)		John Stott, <i>Basic Christianity</i> (Downers Grove, IL: InterVarsity Press, 2006), 35.
query or comment				Use highlight for a comment referring to text. The sticky note/comment bubble is useful for tables, figures, etc. where a query or comment isn't attached to type.

Appendix G

IVP Word List

This list clarifies spelling and style (capitals, hyphens, italics) of words not addressed by [AHD](#), issues where we differ from [AHD](#), and some words worthy of reminders. Word treatment priority is (1) the manuscript style sheet, (2) this word list, (3) the first entry in [AHD](#).

A

acknowledgments
 AD (precedes date—all caps, no periods)
 adviser (not advisor)
 African American (n. or adj.)
 a.k.a. [AHD](#)
 almighty God
 a.m. [AHD](#)
 ancient Near East(ern)
 antichrist
 antisemitic [AHD](#)
 apostle(s)
 apostle Paul
 Apostles' Creed
 appendix/appendixes [AHD](#)
 arabic numeral [AHD](#)
 Arian (heresy in the early church)
 Asian American (n. or adj.)
 atonement
 a while (n., as in *for a while*)
 awhile (adv., see [AHD usage note](#))

B

BC/BCE (follows date—all caps, no periods)
 bestselling [AHD](#)
 Bible
 biblical
 body (of Christ)
 book of Acts
 Book of Common Prayer
 both/and (but either-or)
 bride of Christ

C

Catholic (Roman), the
 Roman Catholic Church

CE (follows date—all caps, no periods)
 chapter camp (InterVarsity event)
 chapter one (see 6.2; [CMOS](#))
 Christ, Christlike
 Christ-follower
 Christology, but christological [AHD](#) (*christology* accepted in some academic books)
 church (universal)
 church fathers, but the Fathers
 civil rights era, civil rights movement (see [CMOS 8.75](#))
 collaborator
 Colombia (the country)
 Columbia (District of, or capital of South Carolina)
 Communion (Lord's Supper)
 communism; communist ([AHD](#)); Communist Party
 cop-out (n.); cop out (v.)
 copyedit
 creation
 Creator
 cross
 crosscultural [AHD](#)
 cross-reference
 crucifixion

D

Decalogue
 desert fathers (and mothers)
 devil
 dialogue
 different from (preferred over *different than*, see [usage note in AHD](#))

disciple (n. or v. [AHD](#))
 dotcom [AHD](#)

E

early church (l.c., and not hyphenated, either as a noun or adj.)
 East Coast
 Eastern Hemisphere
 either-or (but both/and)
 email (ebook, ereader)
 Epistles (the entire collection of NT books)
 epistle(s) of Paul, epistle to the Romans
 et cetera (two words)
 Eucharist, but eucharistic [AHD](#)
 evangelist (person who proclaims the gospel)
 Evangelist (author of a Gospel)
 evangelical
 Exodus (the book); exodus (the event)

F

failsafe [AHD](#)
 fall (of the human race)
 Father (God the)
 Fathers. See church fathers
 flood (the event)
 footwashing
 fundamentalism

G

Garden of Eden
 Gentile (n. or adj.) [AHD](#)
 Global South, East

gnostic(ism) (generic)
Gnostic(ism) (2nd century)
God-fearer
God-man (as in Jesus' two natures)
God's Word (Bible or Jesus);
God's word (to Moses)
good news
Gospel (of John, etc.);
gospel (message)
gray
Great Commission

H

he, him, his, himself (in ref. to deity)
heaven, heavenly
hell, hellish
high school (n. or adj. [AHD](#))
holiness churches
Holy Scripture

I

imago Dei
incarnation (generic and theological term)
internet
InterVarsity Christian Fellowship/USA or
InterVarsity (not Intervarsity, IVCF, or IV)

J

junior high (n. or adj.)

K

King of kings
kingdom of God

L

Last Supper
Last Judgment
Latino (n. or adj.); frequently Latino/a; sometimes Latinx

Latter-day Saints
Law (synonym for the Pentateuch); law (of Moses); Mosaic law
lectio divina
living God
living Word
Lord of lords
Lord's Prayer
lordship (of Christ)
Luke-Acts (en dash)

M

Majority World (n. or adj.)
Messiah, the; messiah, a; messianic
middle school (n. or adj. [AHD](#))
mission trip (one), mission trips (two)
mission committee (one trip), missions committee (team, several activities)
Moby-Dick (title of novel), but Moby Dick (name of whale)
modernism
Mount of Olives (not Mt.)
Muhammad (not Mohammed)
Muslim (not Moslem)

N

naive
New Age movement
New Atheists
new covenant
new Jerusalem
Nicaea(n)
Ninety-Five Theses (Luther)
non-Christian
nonevangelical

O

okay (usually preferred over OK [AHD](#))

old covenant
on. See upon
One (God)
Orient(al): avoid (use *Asia, Asian; East, Eastern* instead)
original sin
orthodox; but [Eastern] Orthodox Church, Orthodox theology

P

pagan, paganism
parable of the lost coin, etc.
parousia [AHD](#)
part one (see 6.2; [EMOS](#))
Passion of Christ
PDF (all caps)
person of Christ, persons of the Trinity
Pharaoh
pharisee (generic)
Pharisee (member of Jewish sect)
p.m. [AHD](#)
the pope (but Pope Francis)
Presbyterian Church (USA) or PCUSA
president (but President Lincoln)
Promised Land (of Canaan)
prophet (prophet Isaiah)
Prophets (section or books of the OT)
Protestant
Protestant reformers
psalm, psalms; Psalms (the book); Psalm 23; Psalms 49-50
psalmist

Q

Qur'an (not Koran or Quran [AHD](#))

R

Reformation, Reformers (as proper nouns as related to the sixteenth-century events)
 Reformed (as in tradition, church, theology)
 the Reverend (followed by Mr., Ms., Dr.; see *CMOS* 10.18)
 Roman Empire
 roman numeral *AHD*

S

Sabbath (Jewish holy day)
 sabbath (practice of rest) *AHD*
 sacrament
 Satan, Satanist
 satanic (generic)
 Savior (Jesus)
 Scripture(s), but scriptural
 second coming
 Second Temple (period, writings, etc.)
 Sermon on the Mount
 Seventh-day Adventist
 Sitz im Leben
 small group (n. or adj.)
 Son of God
 Son of Man
 Spirit (the Holy Spirit)
 St. (e.g., St. Andrews)
 Sunday school (n. or adj.)
 supersede
 supersessionism
 Synoptics, Synoptic Gospels

T

temple (l.c. unless part of a proper noun, such as Second Baptist Temple)
 Ten Commandments
 Third World (n. or adj. *AHD*; but prefer Majority World)
 titled (*not* entitled; e.g., the book is titled *Atonement*)
 toward (no s)
 transfiguration
 traveling
 Trinity (but trinitarian, triune)
 TV (no periods)
 tweet (n. and v.)
 Twelve, the (apostles); the twelve tribes of Israel
 Twenty-Third Psalm
 twofold
 Two-Thirds World (but prefer Majority World)

U

unbiblical
 unchristian
 United States (n.; compare US, USA; *CMOS*)
 unscriptural
 upon: generally prefer *on* except when introducing an event or condition, usually with the meaning “immediately after”; see *CMOS* 5.250, s.v. “on; upon”
 upper room (but Upper Room Discourse)
 Urbana 93
 Urbana 96
 Urbana 2000
 Urbana 03
 Urbana 06

Urbana 09
 Urbana 12
 Urbana 15
 Urbana 18
 US, USA (no spaces or periods; adj. only; *CMOS*)
 See 7.3.

V

Vatican II
 The Veritas Forum (uppercase *The*)

W

Washington, DC
 web, the; World Wide Web
 well-being
 West Coast
 West, the; Western civilization
 Western Hemisphere
 The Wheaton Theology Conference (uppercase *The*)
 who, whom (in ref. to deity)
 Wisdom literature / Wisdom books (section of Scripture)
 Wookiee
 Word (synonym for Bible or Jesus)
 worshiper, worshiping

Y

you, your (in ref. to deity)

Z

zip code *AHD*

Appendix H

Creating Alt Text

Alt text, or alternative text, is used to provide a description of an image found on a website or other e-platform. Including Alt Text in publications provides people with visual impairments access to visual content from which they would otherwise be excluded.

Short Description (120 characters max) When creating alt text, a “short description” of no more than 120 characters, not counting spaces, must be applied to all informative images, i.e., those that contribute to the meaning of the textual content and are not merely decorative in nature. (*In MS Word, you can check the character count by highlighting text and selecting review tab > word count. A list will appear containing character counts with and without spaces.)

Extended Description (unlimited) When an image cannot be adequately described with a short description and elaboration is necessary, include a longer description of the image in the “extended description” field. There is no character limit to the extended description. (***Note:** Choose either a short description or an extended description, but not both.)

Be aware of context. Before composing alt text for a figure, read the surrounding text as well as any captions that may accompany the picture. Do not repeat any information that can be found in the text or captions. If a caption adequately describes what is portrayed in a figure, no Alt text is needed. Simply repeat the Figure/Table caption text in the Alt text column.

Questions to consider:

1. Is Figure/Table part of an introduction for a chapter or lesson? If so, the image probably isn't teaching a concept and may not need to be described in detail.
2. Is Figure/Table the central point of a lesson? If so, the image is a critical part of the learning concept and should be described as thoroughly as possible.
3. Is Figure/Table purely decorative? If the image does not teach anything, describe it as a decorative image and avoid sharing irrelevant information.
4. Is Figure/Table part of an assessment or activity? If so, be sure to describe the specific pieces of information needed to complete the task.
5. Is an action required? When a figure contains additional links or represents an activity (e.g., pencil icon represents a writing exercise, headphone icon represents a listening exercise), highlight the functional role to facilitate navigation.

Be concise. Include descriptions of color, shape, and other visual properties only when significant for understanding the image. Avoid descriptions of arbitrary colors (e.g., colors of graphs and charts that do not affect the meaning of the image).

Be objective. Describe the contents of the figure/table using objective terms. Avoid interpretation, analysis, inference, or any other editorial comments and/or opinions. However, do not omit uncomfortable or controversial content, such as images associated with politics, religion, or sex.

Tone and language. Match alt text writing style to surrounding text. Write out abbreviations and symbols to ensure proper pronunciation by screen readers.

General to specific. Begin with high-level context, then provide details to enhance understanding.

*This content has been adapted from the instructions provided by the Diagram Center, a Benetech Initiative. For additional helpful information on creating alt text for art, cartoons, graphs, maps, Venn diagrams, flowcharts, and other complex images, please refer to [Diagram Center: Image Description Guidelines](#).

Appendix I

Hebrew and Greek Fonts for Academic Books

Most authors submit Greek and Hebrew in Unicode, which is our strong preference. Copyeditors should convert Greek and Hebrew to our preferred typefaces, listed below.

IVP's Preferred Fonts		
	<i>Actual characters</i>	<i>Transliterations</i>
<i>Greek</i>	Gentium Plus	body text font, e.g., Times New Roman
<i>Hebrew</i>	Ezra SIL	body text font, except for characters not found in standard font set (' , ḥ, ṭ, ' , š), which should be in Gentium Plus

We use no special font for Latin terms. These should be in italic type.

We recommend typegreek.com for converting text to polytonic, Unicode Greek characters.

Appendix J

Statement of Editorial Philosophy

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves the university, the church, and the world, by publishing resources that equip and encourage people to follow Jesus as Savior and Lord in all of life.

The editorial department of InterVarsity Press seeks to acquire, develop, and produce products that:

1. **Reflect Christ's Presence in All of Life.** Recognizing the presence and power of Christ in all of creation and the created world, and responding to the culture-making call of Christianity, we publish on a broad range of topics expressing how Christ is Lord in each aspect of life.
2. **Are Audience-Oriented.** It is not sufficient to hold the truth. Truth must be communicated effectively to the intended audience in a way that it can be understood and appropriately applied to life.
3. **Develop People in Christlikeness.** We want to help people grow, change, and move (whether in small steps or large) toward the image of Christ as a result of reading our publications. Thus we seek to reach those who do not know Christ and help those who do to grow in Christlikeness.
4. **Exhibit High Standards of Quality.** The thinking, organization, writing, editing, proofreading, layout, and production values of every manuscript should reflect high standards appropriate to each book and the intended audience.
5. **Have Integrity.** The quality and character of an author's life should match the content and message of the author's book.
6. **Maintain a Winsome Voice.** We seek to publish books that avoid a judgmental or accusatory tone, instead inviting the reader into the subject matter with an engaging voice.
7. **Are Responsibly Biblical.** While we publish authors from a broad range of Christian traditions and perspectives, every manuscript must respect the authority of Scripture, be consistent with a biblical worldview, and be soundly defensible from Scripture.
8. **Are Consistent with the InterVarsity Christian Fellowship Basis of Faith.** InterVarsity Press does not emphasize or exclusively advocate positions of one denomination, theology, or interest-group over another. However, the content of our books must be consistent with the tenets of the InterVarsity Basis of Faith and other guiding documents. We hold the Basis of Faith in a spirit of identifying common ground among Christians. This openness arises out of InterVarsity's mission field—the university—which embodies a spirit of liberality that has traditionally characterized the search for truth while also encouraging sound reasoning and fair persuasion.
9. **Are Consistent with InterVarsity Christian Fellowship.** As a division of InterVarsity Christian Fellowship, InterVarsity Press publishes to meet the purposes, vision, and needs of the campus ministry. As the July 29, 1966, InterVarsity board statement recognizes, distribution of our products “to every segment of society is appropriate, provided such distribution does not hinder the primary ministry to IVCF constituents.” Thus, while our books have risen out of the ethos of InterVarsity's campus ministry, they have had a legitimate and significant place of ministry well beyond as we share the good God has given us.
10. **Are Prophetic and Expand Worldviews.** We want our books to reach beyond those who already agree with and live out what is advocated in any given book and help readers expand their perspectives. While the large majority of our publications will represent what most Christians readily adhere to, there will be occasions when we speak a corrective biblical word to society or the church.

Appendix K

InterVarsity Christian Fellowship/USA

Statement of Theological Foundations

We believe in:

The only true God, the almighty Creator of all things,
existing eternally in three persons,
Father, Son, and Holy Spirit; full of love and glory.

The unique divine inspiration,
entire trustworthiness
and authority of the Bible.

The value and dignity of all people:
created in God's image to live in love and holiness,
but alienated from God and each other because of our sin and guilt,
and justly subject to God's wrath.

Jesus Christ, fully human and fully divine,
who lived as a perfect example,
who assumed the judgment due sinners by dying in our place,
and who was bodily raised from the dead and ascended as Savior and Lord.

Justification by God's grace to all who repent
and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit,
who gives to all believers a new life and a new calling to obedient service.

The unity of all believers in Jesus Christ,
manifest in worshiping and witnessing churches
making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ,
who will judge all people with justice and mercy,
giving over the unrepentant to eternal condemnation
but receiving the redeemed into eternal life.

To God be glory forever.

Appendix L

Summary of Substantive Style Guide Changes

In addition to minor changes throughout, this table lists the most significant changes from 3.4 to 3.5:

<u>3.5</u>	Addition to gender-inclusive language guidelines
<u>5.10</u>	Addition to names and personal pronouns referring to deity
<u>5.23</u>	New entry regarding style for titles within titles; subsequent entries (5.25, 5.26) renumbered
<u>7.2</u>	<i>The Message</i> : now abbreviated as MSG (Rom)
<u>7.2</u>	NRSV: refer to the style sheet for directions regarding the updated edition
<u>8.1</u>	Addition to note about default Bible translation
<u>8.4</u>	Update to permission explanation
<u>8.5</u>	Update to formatting of poetic Scripture
<u>10</u>	Changed section title to "Respectful and Accurate Language;" changes also made throughout section
<u>12.12</u>	New entries regarding movies, television shows, songs, and musical recordings
<u>12.13-12.22</u>	Renumbered entries
<u>12.19</u>	Addition to entry about how to break URLs
<u>13.3</u>	Addition to entry about in-text citations and bibliographies
<u>Appendix A§1.b</u>	Addition to entry about subhead formatting
<u>Appendix A§1.c</u>	Addition to entry about block quote formatting
<u>Appendix A§1.d</u>	Addition to entry about figures and tables
<u>Appendix A§4</u>	New entry about queries for insensitive language
<u>Appendix D, E</u>	Minor additions and updates made throughout
<u>Appendix F</u>	Table updated with the addition of digital markup guidelines
<u>Appendix G</u>	Added <i>antisemitic</i> , <i>mission trip</i> , <i>mission committee</i> , <i>pagan</i> , <i>paganism</i> , <i>zip code</i>
<u>Appendix H</u>	New entry regarding alt text
<u>Appendix I</u>	Updated process regarding Latin