



Iron Rose Sister Ministries Formatting and Style Guide

There are a few grammar, punctuation, and style rules that are debated amongst scholarly groups. Several of the rules apply differently in English, Spanish, and Portuguese. The most significant rule of thumb for those “disputable matters” is consistency. Therefore, in the spirit of consistency, the following is a list of practices followed for copywrite, blog entries, web updates, and other printed materials across Iron Rose Sister Ministries. Special notes are added at the end regarding additional considerations for Bible study book resources.

Iron Rose Sister Ministries, in most respects, adheres to the Chicago Style for Formatting and Style. A quick reference for Chicago Style is available through Owl at Purdue.

A few key points:

- **Please capitalize all references to God, Jesus, and the Holy Spirit.**
 - He cleansed us by His blood.
 - Nos lavó con Su sangre.
- **The first letter of most words of a title are capitalized in English.** In Spanish, only the first word is capitalized (unless there is a reference to God). All caps or small caps are acceptable options in either language.
 - This is the Title of an Article about God
 - Este es el título de un artículo sobre Dios
 - THIS IS A SAMPLE OF A TITLE IN SMALL CAPS
- **Titles do not require punctuation (see above) and should not be underlined.**
- **Titles of Books** are *italicized*. Special consideration is made for special characters or emphases in titles. The ministry’s fifth interactive Bible study book is an excellent example.
 - *I already AM: Testimonies of Belief in the Great I AM*
 - *YO ya SOY: Testimonios de fe en el Gran YO SOY*
- **Use the Oxford Comma**
 - In English, we *do* use the Oxford comma. For example: Please bring your Bible, a pen, and a notebook. (Notice comma before “and” in lists of three or more items)
 - In Spanish, we *do not* use the Oxford comma. Por ejemplo: Por favor, trae tu Biblia, un bolígrafo y un cuaderno.
- **Punctuation**, when it does not change the meaning of the quoted text, is included inside the quotes. If it does change the meaning, it goes outside the quotes.
 - This may be an example of “too much of a good thing.”
 - Have you ever heard the expression, “Waste not, want not”?
 - Yes, we truly can “rejoice in the Lord, always”!
- **Quoted Bible passages:**
 - All should be in *italics*.
 - **References for quoted text should be put in parenthesis and abbreviated.** The period that concludes the quoted verse goes after the parenthetical biblical reference.
 - Our Creator has been in charge since the beginning. “*In the beginning, God created the heavens and the earth*” (Gen. 1:1).

- When the scriptural reference is a part of the primary text, the abbreviation is not used, whether or not the Bible verse is quoted.
 - Paul refers to the blessings of being single in 1 Corinthians 7. Additionally, in Philippians 4:11, he affirms, “...for I have learned in whatever situation I am to be content.”
 - When a Bible reference begins a sentence, the number should be written out: First John 4:7 reminds us, “Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God.”
- **Quotes of 40 or more words should be their own paragraph, centered, and quotation marks are not needed.** The final period goes before the parenthetical reference. The example below is when the reference is a Bible verse. The same concept applies to any quoted text.
 - *Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen. (Eph. 3:20-21)*
- **Please, remove the numerical verse references** as part of the text.
 - *Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen. (Eph. 3:20-21)*
- The book abbreviations that include numbers do not have spaces.
 - 1 Samuel is abbreviated 1Sa, 1S and 1Sm in English, Spanish and Portuguese, respectively
- A list of standard Chicago Style abbreviations for Books of the Bible is listed in Appendix A.
- As used in Chicago Style, we use **ONE space after periods.**
- For the blog, please submit your entries **SINGLE-SPACED with an extra “Enter” between paragraphs.** Formatting is stripped when published on the website and it is essential that the entire document is single-spaced and there is only one "Enter" between paragraphs. To check, click Show/hide ¶. Then check to make sure the entire document is single-spaced.