

Style Guide

SECOND EDITION

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

Style Guide

SECOND EDITION

United States Conference of Catholic Bishops
Washington, DC

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Introduction to the Second Edition

As with the first edition, this style guide seeks neither to change any current practices nor to establish new rules. Rather, it provides a single, cohesive source describing best practices in the house style for written materials produced by the United States Conference of Catholic Bishops (USCCB).

Much has changed since the first edition in 2008. We are far more comfortable with the internet, online publishing, and digital resources. Guidance on sensitive terms continues to evolve in light of current events and the Church's timeless emphasis on human dignity and solidarity as part of its social doctrine. Yet much has not changed in the USCCB's production of written materials, whether print or digital. We still follow ethical principles of giving appropriate credit for the work of others. Grammar, punctuation, spelling, and hyphenation still follow a range of formal and informal rules, refined over many decades, that depend on genre, audience, and purpose. Modern graphic design practices have settled on best practices for the use of italics, boldface, and so on. The USCCB still capitalizes the Marks of the Church, the names of the sacraments, and the titles of the members of the Trinity and the Blessed Virgin.

What, then, has changed in this second edition of the USCCB Style Guide? This revision has followed some basic principles to bring the guide up to date:

- Expanded guidance about capitalization and spelling of common church terms to reflect USCCB practices
- Updated recommendations regarding some sensitive terms (also suggesting USCCB experts to consult for specific advice as needed)
- Updated recommendations to echo the current edition of *The Chicago Manual of Style* to guide the production of formal written materials

- Added Associated Press (AP) style options that may be more appropriate for the USCCB's promotional, public affairs, and fundraising materials
- Expanded and updated guidance on how to quote and cite online materials

This second edition of the USCCB *Style Guide* remains true to the principles of the first edition in encapsulating and reflecting current practices at the USCCB and providing up-to-date guidance to guide the Conference through the next several years of carrying out its evangelization and pastoral work through the written word.

CHAPTER 1

How to Use This Guide

USCCB materials generally follow the most recent editions of *The Chicago Manual of Style* (CMS) or *The Associated Press Stylebook* (AP). In addition to presenting specific CMS and AP style guidelines in common use at the USCCB, this style guide also compiles adaptations specific to the USCCB and the Church, as well as additional style rules specific to USCCB needs.

Consistency of style is an essential element of effective production of written materials (print or digital). This guide is intended for two audiences vital to the USCCB's evangelization and pastoral work:

1. The staff of the USCCB
2. Outside experts who write or edit material for the USCCB

Chapters 2-5 offer guiding principles specific to the Conference's written materials, including preferred editions of Church sources (chapter 2), capitalization and abbreviation (chapter 3), names and titles of people and things (chapter 4), and prefatory statements, decrees, and copyrights (chapter 5).

Chapters 6-11 focus on more general topics relevant to the USCCB's production of written materials, including how to quote and cite other people's work (chapter 6), various topics involving words (chapter 7), grammar and punctuation (chapter 8), numbers (chapter 9), text styles such as italics and boldface (chapter 10), and issues pertaining to the internet (chapter 11).

Finally, this edition also provides a new appendix summarizing common Associated Press guidance relevant to USCCB staff writing public affairs, promotional, and fundraising materials.

CHAPTER 2

Preferred Editions: The Bible, the *Catechism*, and Other Sources

BIBLE

New American Bible Revised Edition	The official translation used by the USCCB is the <i>New American Bible Revised Edition</i> (NABRE). If special circumstances dictate using another translation, then specifically identify the translation in the citation: NRSV-CE, etc. [NOTE: In 2027, the <i>New American Bible Revised Edition</i> will become the <i>Catholic American Bible</i> .]
Lectionary	Use the <i>Lectionary for Mass</i> for all homily quotations.
Psalms	<i>The Abbey Psalms and Canticles</i> may be used freely in all settings.
Spanish Bible	As of 2025, the official source for Bible passages in Spanish is currently the three-volume Mexican <i>Leccionario</i> . The Secretariat of Divine Worship can help locate passages not contained in the <i>Leccionario</i> . [NOTE: As of March 2026, <i>La Biblia de la Iglesia en América</i> (New Testament) may be used.]

CATECHISM OF THE CATHOLIC CHURCH

Author	When citing (any edition), do not list an author.
Which revision?	The correct version is the 2nd edition (2000) that includes an updated paragraph 2267, which reflects teaching on the death penalty promulgated by Pope Francis in 2018.
USCCB glossary	The PDF flipbook edition of the Catechism in English that appears on the USCCB website (www.USCCB.org) includes a glossary written specially for the edition. It is complete and up to date, including paragraph 2267.

SECOND VATICAN COUNCIL

Abbott translation	The 1966 translation by Walter M. Abbott, SJ, can be used without payment by the USCCB. Abbott, Walter M., ed. <i>The Documents of Vatican II</i>. New York: Guild Press, 1966.
Flannery translation	The 1996 translations by Austin Flannery, OP, have more up-to-date language than the Abbott translation. The USCCB does pay a fee to Liturgical Press depending on the amount quoted. Two main editions are available: Flannery, Austin, ed. <i>Vatican Council II: Volume 1: The Conciliar and Post Conciliar Documents</i> (new rev. ed.). Northport, NY: Costello Publishing, 1996. Flannery, Austin, ed. <i>The Basic Sixteen Documents: Vatican Council II: Constitutions, Decrees, Declarations</i>. Northport, NY: Costello Publishing, 1996.

Vatican website The Vatican website (www.vatican.va) now includes translations of Second Vatican Council texts. The USCCB must request permission from Libreria Editrice Vaticana and usually must pay a fee.

CANON LAW

For both the *Code of Canon Law* and the *Code of Canons of the Eastern Churches*, use the most recent translations by the Canon Law Society of America. When citing, do not list an author.

Code of Canon Law: Latin-English Edition: New English Translation (Codex iuris canonici [CIC]). 4th ed. Washington, DC: Canon Law Society of America, 2023.

Code of Canons of the Eastern Churches: New English Translation (Codex canonum Ecclesiarum Orientalium [CCEO]). Washington, DC: Canon Law Society of America, 2001.

PAPAL AND HOLY SEE DOCUMENTS

Vatican website The Vatican website (www.vatican.va) provides the authoritative editions of many papal and curial texts, going back many years (and even decades).

USCCB editions Before 2022, the USCCB produced official print editions of many older papal and Vatican documents. These may be used and cited in lieu of the Vatican website versions.

USCCB DOCUMENTS

Cite USCCB editions, including versions on the USCCB website, when available. Other publishers' print or digital editions may be cited if officially licensed from the USCCB.

TRADITIONAL PRAYERS

Official liturgical texts of standard prayers are to be used wherever possible. Consult the Secretariat of Divine Worship.

REFERENCES FOR WRITERS

Dictionaries

Following *The Chicago Manual of Style* and AP style, the USCCB now suggests the Merriam-Webster dictionary found online (www.merriam-webster.com). The dictionary is free to use. Citation formats are available at the bottom of each entry's page on the website.

The Chicago Manual of Style

In addition to this USCCB Style Guide, use the most recent edition of *The Chicago Manual of Style* for questions about style, citation, and more when creating manuscripts to be published as books, booklets, and similar.

The Associated Press Stylebook

When writing marketing, promotional, or public relations materials, follow the guidance of the Associated Press. Print editions of *The Associated Press Stylebook* are published regularly, but note that AP's guidance evolves continually, often in response to current events. Accordingly, the most up-to-date style is found at the AP Stylebook website, which requires a subscription (www.apstylebook.com).

Liturgical style	Consult the Secretariat of Divine Worship for up-to-date guidelines regarding the production of liturgical materials, including prayer cards and worship aids.
Spanish style	A guide for Catholic publishing in Spanish can be found at the website of the Association of Catholic Publishers (www.catholicpublishers.org). This resource is available only in Spanish.

CHAPTER 3

Capitalization and Abbreviation

CAPITALIZATION

General Rules

Proper nouns Capitalize the unique or official titles of organizations and groups. Unless provided as a legal or official name, the common noun should be the default and should be lowercased.

Example: The St. Benedict Parish Council authored the cookbook.

Example: The parish council adjourned.

National Collections The words “collection,” “appeal,” and so on are lowercased unless part of the official collection name:

Example: Next week we take up the Collection for the Church in Latin America. Please prayerfully consider supporting the collection.

Truncated names Proper names that are truncated after first reference are generally lowercased as a common noun.

Example: Diocese of Salina; the diocese

“The Conference” exception After the USCCB’s legal name is first given, the USCCB may be referred to as “the Conference” (capitalizing the C) upon subsequent reference.

Not used for importance	Lowercase the names of positions, areas of study, schools of thought, and other such labels. They are common nouns, not proper nouns. Do not use capitalization merely to indicate emphasis or importance. <i>Example:</i> Archbishop Timothy P. Broglio was elected USCCB president on November 15, 2022. <i>Example:</i> Parish priests with questions about the new norms should consult their bishop. <i>Example:</i> She received her master’s degrees in philosophy and foreign policy.
“The” at beginning of names/titles	Capitalize “the” at the beginning of names and titles when used in a sentence.
Words in titles	Capitalize the first word in any title. Otherwise, do not capitalize articles. Do capitalize prepositions of five letters or longer (e.g., “between,” “after”); shorter prepositions should be lowercased (e.g., “upon,” “over”). When a hyphenated word in a title is capitalized, capitalize all parts of the hyphenated word. (This excludes, as usual, prepositions and articles.) <i>Example:</i> One-Eyed Man Kidnaps Trojan War Hero upon Voyage Home <i>Example:</i> Up-to-Date Websites Are Hard to Maintain After Launch
Incipits	When citing papal documents and other curial documents with Latin titles (properly called <i>incipits</i>), format titles in sentence case, not title case. That is,

treat the *incipit* as a sentence, capitalizing only the first word and proper nouns, following the Latin (e.g., *Fratelli tutti*; *Ecclesia in America*). See also pp. 31-32.

In lists In bulleted or numbered lists, capitalize the first word (even if the item is not a complete sentence).

Additional guidance Refer to *The Chicago Manual of Style* or *The Associated Press Stylebook* (most recent editions) for up-to-date guidance on secular capitalization questions not otherwise answered in this chapter.

CAPITALIZATION OF CATHOLIC TERMS¹

General Principles for Religious Words

See next subsection for capitalization of specific church words.

- Titles**
- Titles of God and persons of the Trinity are always capitalized.
 - References to Jesus/God are capitalized, especially if the reference is a generic one and readers might not otherwise recognize it (e.g., “the Word” when referring to Jesus, or even the “Other” in philosophical use when referring specifically to God).
 - Pronouns referring to God (“he,” “him”) are lowercased, following the usage in the *Catechism of the Catholic Church*.
 - Titles given to Jesus and Mary are always capitalized.

Redeemer, Savior, Mary Mother of God,
Queen of Peace

¹ This capitalization guide has been reviewed by the Secretariat of Evangelization and Catechesis, the Secretariat of Doctrine, and the Secretariat of Divine Worship. It was originally a stand-alone document titled, “USCCB Capitalization Guide.”

- Titles of prayers are capitalized.

Our Father, Hail Mary

- Parts of the Mass are capitalized.

Liturgy of the Word, *Gloria*, Doxology

- Nouns relating to the Bible are capitalized. When used as adjectives, they are lowercased.

Scripture, Gospels, Gospel; but scriptural study, gospel values

Sacraments and mysteries

- Mysteries in the lives of Jesus and Mary are capitalized. Some titles are official names (without other meanings) and are capitalized (e.g., Pentecost, the Last Supper). Whenever the event is used in the context of a liturgical celebration, it should be capitalized as well (e.g., the Solemnity of the Annunciation, the Solemnity of the Ascension).
- Names of sacraments, such as Baptism or Anointing of the Sick, are capitalized as nouns. When used as verbs or adjectives, they are lowercased.
- The names of sacramentals, such as “rosary” or “scapular,” are lowercased. “Rosary” is capitalized when it refers to the prayer and not the object.
- Unless used in the title of a specific blessing, “blessing” is lowercased.
- The word “rite” is not capitalized in reference to a sacrament unless the word is part of the title.

The Church

- References to the Church are capitalized, including “People of God” or “Body of Christ.”
- The word “Church” itself is capitalized as a noun when referring to the Roman, Catholic, and Universal Church.
- “Church” as an adjective is lowercased: “church teaching,” “church leaders.”

- “Church” is also lowercased when referring in general, not specifically, to church(es).
- Ecumenical references and dialogues in particular lowercase “church” and “churches” when referring to them generically, not specifically.
- Both “she” and “her” are acceptable when referring to the Catholic Church.
- The word “rite” should not be used when referring to Eastern Catholic Churches; the correct designation is “Church.” E.g., “Byzantine Rite” should be “Byzantine Church.” (See USCCB, *Eastern Catholics in the United States of America*, 1999.)

Tradition

- The term “Tradition” is capitalized when referring to the specifically inspired and formal establishment of church teaching and practice, oral and written.

The Deposit of Faith is handed on in both Sacred Scripture and Sacred Tradition.

- The term “tradition” is lowercased when referring to general practices neither apostolic nor inspired.

Specific Words

Act of Contrition

Advent

Advocate (title of Mary)

Amen (when used at conclusion of prayer)

angels

Angeles, the

Annunciation

Anointed One

Anointing of the Sick

apostles (apart from the Twelve)

Apostles, the

Apostles, Twelve

apostolic

Archdiocese/Diocese (only when part of formal name)

Ascension

Ash Wednesday

Assumption

Baptism

Beatific Vision

Beatitudes

Benediction

Benefactress (as title of Mary)

Bible

biblical

Bishop of Rome

bishop(s) (when not used with or in place of name)

Blessed Mother

Blessed Sacrament

Blessed Virgin Mary

Blood of Christ

Body of Christ

brother(s)

canon law (unless part of title of book)

canon of Scripture

Capital Sins
 Cardinal Virtues
 Cardinal(s) (only when used with proper names)
 cardinal(s) (when not used with or in place of name)
 Catholic social doctrine
 Catholic social teaching
 Chosen People
 Christ
 Christian(s)
 Christmas
 church (adj. or as building)
 Church (as noun)
 Church Doctors
 Church Fathers
 Collect
 College of Bishops
 Commandment (one of the Ten or Two Great)
 commandment (unless part of proper name)
 Communion (Holy)
 Communion of Saints
 conciliar (adj.)
 confession
 Confirmation
 Consecration
 Council (Second Vatican only)
 Council Fathers (Second Vatican only)
 Creator
 Creed (Nicene, Apostles')
 cross (not Christ's)
 Crucifixion (of Christ)
 deacon(s) (when not used with or in place of name)
 Death (of Christ)
 Decalogue
 demons
 Deposit of Faith
 Devil
 Divine Inspiration

Divine Office
 Divine Revelation
 Divine Truth
 Doctors (of the Church)
 Doxology
 Easter (Sunday)
 Ecumenical Council
 elevation (at Mass)
 Emmanuel
 Encuentro (n.)
 Epiphany
 episcopate, episcopacy
 Epistles
 Eternal Word
 Eucharist (Holy)
 Eucharistic
 Eucharistic Prayer
 Evangelist(s) (the four)
 ever-Virgin (title of Mary)
 Father (as title)
 father(s) (when not used with or in place of name)
 Fathers (of the Church or Council)
 Feast (referring to proper name)
 Glory Be (prayer)
 God the Father
 God the Holy Spirit
 God the Son
 Good Friday
 Good News
 Good Shepherd
 gospel (adj.)
 Gospel (noun)
 Hail Mary
 Hail, Holy Queen
 Handmaid of the Lord
 Head of the Church
 heaven

hell
hierarchy
High Priest
Holy City (of Jerusalem)
Holy Family (Jesus, Mary, and Joseph)
Holy Matrimony
Holy One
Holy One of God
Holy Orders
Holy Saturday
Holy See
Holy Spirit
Holy Thursday
Holy Trinity
holy water
Holy Week
I AM
Immaculate Mary
Incarnation
Inspiration
Jesus
Jesus Christ
Jesus of Nazareth
Jesus the Galilean
Jewish People
Judgment Day
King (as title)
King Eternal
King of Glory
King of Israel
King of the Jews
Kingdom of God
Kingdom of Heaven
Kyrios (Lord)
Lamb of God
Last Day
Last Judgment

Last Supper
Latin Rite
Law (Old Testament Law)
Lectionary (as title)
Lent
Liturgy of the Eucharist
Liturgy of the Hours
Liturgy of the Word
Lord
Lord of hosts
Lord's Day
Magisterium
Magnificat
marriage
Mass
Master (as title of Christ)
Matrimony (Sacrament of)
Memorare
Memorial (referring to proper name)
Messiah
Mother (as title of Mary)
Mother of God
mystery
Mystical Body of Christ
Natural Family Planning
New Adam
New Evangelization
New Eve
New Testament
Old Testament
Only Begotten Son
original justice
Original Sin
Our Father
Our Lady of (Lourdes, etc.)
Palm Sunday
Paraclete

Paschal (Mystery, Sacrifice)
 Passion (in reference to Christ's Passion)
 Penitential Act
 Pentateuch
 Pentecost
 People of God
 Persons (as regards the Three Persons of the Trinity)
 Pope (as specific designation, e.g., Pope Benedict XVI)
 pope (when not used with or in place of name)
 Prayer After Communion
 precepts of the Church
 Precious Body and Blood
 Priest (referring to Christ)
 priest(s)
 Prince of Peace
 prophet (generic)
 Prophets, the Law and the
 psalm(s) (if not the Book of Psalms)
 Purgatory
 Queen of Heaven and Earth
 Queen of Peace
 Redeemer
 redemption
 Reign of God
 Responsorial Psalm
 Resurrection (of Christ)
 resurrection (of the dead)
 Revelation
 rite (when not used with the name)
 Roman Missal
 Roman Pontiff
 rosary (the object)
 Rosary (the prayer)
 Sabbath (as day of the week)
 sabbath (as modifier)
 Sacrament of Penance OR Sacrament of Reconciliation
 sacrament(s) (when not used with the name)

sacramental(s)
sacrifice of Christ
Satan
Savior
scriptural
Scripture(s) (Holy, Sacred)
Seat of Wisdom
second coming
Second Vatican Council
Servant (as title of Christ)
Seven Sacraments (the)
Shepherd
sister(s)
social teaching (Catholic)
Solemnity (referring to proper name)
Son (as title)
Son of David
Son of God
Son of Israel
Son of Man
Son of the Father
Son of the Most High
Spirit (as Third Person of the Trinity)
state Catholic conference(s)
Suffering Servant
synoptic
tabernacle
Teacher
Temple, Jerusalem
Ten Commandments
Theology of the Body
Theotokos
Three-in-One
Tradition (Sacred)
Transfiguration
Trinitarian
Trinity

Trinity, Holy

Twelve, the

Virgin Mary

Word (referring to Jesus)

Word of God (referring to Bible)

Word of the Lord

ABBREVIATIONS

Acronyms and abbreviations

Spell out all names upon first reference. Then note the desired initialism (that is, the acronym or abbreviation) in parentheses. The acronym/abbreviation may be used thereafter.

Example: The United States Conference of Catholic Bishops (USCCB) is an assembly of the hierarchy of bishops who jointly exercise pastoral functions on behalf of the Christian faithful of the United States and the US Virgin Islands. The USCCB is headquartered in Washington, DC.

Initials in names

For names abbreviated by initials, separate the initials with spaces:

Incorrect: E.B. White

Correct: E. B. White

An exception is the United States, which is abbreviated “US” only as an adjective (omitting periods).

Bible

Abbreviating books

When referring to a book of the Bible in text, give the name in full. Abbreviate books of the Bible in notes and citations. Do not italicize either the book or the abbreviation. Note that no period is used in Bible abbreviations.

In citations

For citations listing chapters and verses, use these forms: Mt 3:10, 17-18; Jn 10:12, 14:3. (For guidance on where to place citations of any kind, see chapter 6,

“Quotation, Citation, and Attribution.”) [NOTE: Spanish citations often use a comma, not a colon. However the *Biblia de la Iglesia en América* (BIA) New Testament follows English style.]

Example: “Love one another” (Jn 13:34).

The following citation abbreviations are frequently used in biblical citations:

f.	and following verse
ff.	and following verses
cf.	Confer, compare, contrast with (note that “cf.” does not mean “see”)
see/see also	for additional information

OLD TESTAMENT

Genesis	Gn	Proverbs	Prv
Exodus	Ex	Ecclesiastes	Eccl
Leviticus	Lv	Song of Songs	Sg (Song)
Numbers	Nm	Wisdom	Wis
Deuteronomy	Dt	Sirach	Sir
Joshua	Jos	Isaiah	Is
Judges	Jgs	Jeremiah	Jer
Ruth	Ru	Lamentations	Lam
1 Samuel	1 Sm	Baruch	Bar
2 Samuel	2 Sm	Ezekiel	Ez
1 Kings	1 Kgs	Daniel	Dn
2 Kings	2 Kgs	Hosea	Hos
1 Chronicles	1 Chr	Joel	Jl
2 Chronicles	2 Chr	Amos	Am
Ezra	Ezr	Obadiah	Ob

Nehemiah	Neh	Jonah	Jon
Tobit	Tb	Micah	Mi
Judith	Jdt	Nahum	Na
Esther	Est	Habakkuk	Hb
1 Maccabees	1 Mc	Zephaniah	Zep
2 Maccabees	2 Mc	Haggai	Hg
Job	Jb	Zechariah	Zec
Psalms	Ps	Malachi	Mal

NEW TESTAMENT

Matthew	Mt	1 Timothy	1 Tm
Mark	Mk	2 Timothy	2 Tm
Luke	Lk	Titus	Ti
John	Jn	Philemon	Phlm
Acts of the Apostles	Acts	Hebrews	Heb
Romans	Rom	James	Jas
1 Corinthians	1 Cor	1 Peter	1 Pt
2 Corinthians	2 Cor	2 Peter	2 Pt
Galatians	Gal	1 John	1 Jn
Ephesians	Eph	2 John	2 Jn
Philippians	Phil	3 John	3 Jn
Colossians	Col	Jude	Jude
1 Thessalonians	1 Thes	Revelation	Rev
2 Thessalonians	2 Thes		

Common Church Sources

Citations

Citations for common sources from the Church’s Magisterium may abbreviate the source name using the abbreviations below, provided that either (1) the full name is spelled out upon first reference, with the abbreviation noted in parentheses, or (2) the publication has an abbreviations list.

- Italics

Following Vatican style and current guidance from *The Chicago Manual of Style*, do italicize abbreviations for the titles of common church sources.
- Some common abbreviations

Here are abbreviations for the most commonly cited sources.

GENERAL SOURCES

<i>Catechism of the Catholic Church</i>	CCC
<i>Code of Canon Law (Codex iuris canonici)</i>	CIC
<i>Code of Canons of the Eastern Churches (Codex canonum Ecclesiarum Orientalium)</i>	CCEO

SECOND VATICAN COUNCIL: MAJOR DOCUMENTS

<i>Lumen gentium (Dogmatic Constitution on the Church)</i>	LG
<i>Dei verbum (Dogmatic Constitution on Divine Revelation)</i>	DV
<i>Sacrosanctum Concilium (Constitution on the Sacred Liturgy)</i>	SC
<i>Gaudium et spes (Pastoral Constitution on the Church in the Modern World)</i>	GS
<i>Christus Dominus (Decree on the Pastoral Office of Bishops in the Church)</i>	CD
<i>Presbyterorum ordinis (Decree on the Ministry and Life of Priests)</i>	PO
<i>Ad gentes divinitus (Decree on the Church's Missionary Activity)</i>	AG

Other Vatican/papal sources In general, abbreviate Vatican and papal sources using the initials of the Latin *incipit*: e.g., Pope St. John Paul II's *Pastores dabo vobis* (*I Will Give You Shepherds*) is abbreviated PDV. In the back of the *Catechism of the Catholic Church* (2nd ed.) is a list of other common abbreviations for Vatican and papal sources. Do italicize abbreviations for publications.

USCCB sources USCCB sources are less commonly abbreviated.

Religious Orders

No periods Barring the strong preference of a named person, do not use periods in abbreviations for religious orders (e.g., SJ, SSND).

Specific abbreviations For guidance on abbreviating a specific religious order after a person's name, consult the website of that order for examples.

Degrees

No Periods Do not use periods in abbreviations for either ecclesiastical or academic degrees.

Spelled out When spelling out the names of degrees, spell out the formal name ("master of arts," "bachelor of science"). Use apostrophes for less formal references ("master's degree," "bachelor's degree"—but "doctorate"). Note that none of these are capitalized.

States

United States vs. US “United States” is always used as a noun. The abbreviation “US” is used only as an adjective. In texts for publication, do not abbreviate “US” with periods (following “UK” and “UN”). Materials following AP style may use “US” in headlines and “U.S.” in running text, per AP’s consistent guidance.

In text In running text, generally, always spell out the name of the state. For National Collections, the zip abbreviations given below may optionally be used in running text.

In citations In notes and citations, use postal, or zip, abbreviations for states.

Alabama	AL	Michigan	MI
Alaska	AK	Minnesota	MN
Arizona	AZ	Mississippi	MS
Arkansas	AR	Missouri	MO
California	CA	Montana	MT
Colorado	CO	Nebraska	NE
Connecticut	CT	Nevada	NV
Delaware	DE	New Hampshire	NH
District of Columbia	DC	New Jersey	NJ
Florida	FL	New Mexico	NM
Georgia	GA	New York	NY
Hawaii	HI	North Carolina	NC
Idaho	ID	North Dakota	ND
Illinois	IL	Ohio	OH
Indiana	IN	Oklahoma	OK
Iowa	IA	Oregon	OR
Kansas	KS	Pennsylvania	PA
Kentucky	KY	Rhode Island	RI

Louisiana	LA	South Carolina	SC
Maine	ME	South Dakota	SD
Maryland	MD	Tennessee	TN
Massachusetts	MA	Texas	TX
Utah	UT	West Virginia	WV
Vermont	VT	Wisconsin	WI
Virginia	VA	Wyoming	WY
Washington	WA		

District of Columbia For the District of Columbia, provide the full name when it is mentioned without “Washington.” When paired with Washington, it is abbreviated “DC” in text and citations alike.

(Note that because the District of Columbia is not a state, it is not included in state counts and is typically mentioned separately.)

Example: The bishops visited nine states and the District of Columbia.

Example: The tourists flock to Washington, DC, in the spring.

Example: ¹ USCCB, *United States Catholic Catechism for Adults* (Washington, DC: USCCB, 2006).

Do not use periods to abbreviate the four quadrants of the District of Columbia (NE, NW, SE, SW).

Example: United States Conference of
Catholic Bishops
3211 Fourth Street, NE
Washington, DC 20017

CHAPTER 4

Names and Titles of People and Things

CHURCH NAMES AND TITLES

Saints Use “St.” when preceding the name. Use “saint” as a common noun or in apposition. Use the title in both running text and citations.

Blesseds and others Use “Blessed,” “Venerable,” or “Servant of God” as a title preceding a name, and lowercase “blessed,” “venerable,” or “servant of God” when used as a common noun or in apposition.

Examples: Blessed Father Stanley Francis Rother;
Father Rother, a blessed

Venerable Pierre Toussaint; Pierre
Toussaint, a venerable

Servant of God Dorothy Day; Dorothy
Day, servant of God

Popes When using “His Holiness” or “Holy Father,” ensure that the identity of the pope in question is clear. Similarly, “the Pope” (capitalizing the P) may be used to refer to a specific pope, providing the antecedent or identity has been clearly established; otherwise lowercase in general usage. Use the title in both running text and citations.

Correct: Pope John Paul I was elected on August 26, 1978. The Pope passed away just thirty-three days later.

Correct: Eastern Catholic Churches are in full communion with the pope.

Papal saints

Use “Pope St.” on first mention. Thereafter, only “St.” is sufficient. Similarly, beatified popes should be titled “Pope Blessed” first, then only “Blessed.”

Example: Pope St. Paul VI on first mention; then St. Paul VI.

Cardinals

“Cardinal” precedes the name in US usage: “Cardinal Joseph Bernardin,” not “Joseph Cardinal Bernardin.” Use the cardinal’s title in both running text and citations. Use “His/Your Eminence” only in direct quotes or letter salutations.

Bishops

Use “Most Reverend” (or “Most Rev.”) before the name for the most formal use (e.g., correspondence). Use “Bishop” or “Archbishop” before the name otherwise. Use the prelate’s title in both running text and citations. Use “His/Your Excellency” only in direct quotes or letter salutations.

Very Reverend, Right Reverend

“The Very Reverend” (or “the Very Rev.”) is an honorific sometimes used by (arch)diocesan vicars. “The Right Reverend” (or “the Right Rev.”) is sometimes used by abbots. These may be used in the most formal cases. Note that both honorifics include the definite article “the.”

Monsignors

Abbreviate as “Msgr.” “The Rev. Msgr.” is reserved for the most formal occasions. Spell out and capitalize “Monsignor” if clearly referring to a specific person

without his name: “Monsignor will be saying Mass today.”

Priests

Abbreviate as “Fr.” preceding the name; spell out and capitalize “Father” if clearly referring to a specific person without his name. Sometimes the title is omitted before the name if the religious order follows the name (e.g., “John Smith, SJ”). Use “the Rev.” only for formal use. In formal writing, use the last name, not first, with the title: e.g., “Fr. Doe,” not “Fr. John.” Note, however, that National Collections materials refer to priests (and all except bishops) by their first names: “Fr. Dwayne.”

Deacons

Use “Deacon,” not “Rev. Mr.” (e.g., “Deacon John Smith”). Note that National Collections materials often refer to deacons (and all except bishops) by their first names: “Deacon John.”

Sisters

Abbreviate as “Sr.” before the name. Spell out and capitalize “Sister” if clearly referring to a specific person without her name. In formal writing, use the last name, not first, with the title: e.g., “Sr. Doe,” not “Sr. Jane.” Note, however, that National Collections materials refer to sisters and nuns (and all except bishops) by their first names: “Sr. Rosa.”

Brothers

Abbreviate “Br.” before the name. Spell out and capitalize “Brother” if clearly referring to a specific person without his name. In formal writing, use the last name, not first, with the title: e.g., “Br. Doe,” not “Br. John.” Note, however, that National Collections materials refer to brothers, monks, and friars (and all except bishops) by their first names: “Br. Andre.”

Others	Do not abbreviate “Abbot,” “Abbess,” or “Mother.”
Religious orders	When abbreviating a religious order following someone’s name, follow the order’s own preference. (For example, consult an authoritative website for the order.) Where preference is unclear, consult the individual named, but make the usage in lists consistent.

OTHER FORMS OF ADDRESS

A comprehensive guide to forms of public address for civil, military, and professional titles may be found in the current editions of *The Chicago Manual of Style* or *The Associated Press Stylebook* (whichever is appropriate for the text being drafted and edited).

PRAYERS AND SACRED TEXTS

Traditional prayers	Treat the names of traditional prayers as proper nouns, not as titles of creative works: Our Father, Hail Mary, Prayer of St. Francis, the <i>Memorare</i> Note in the example that prayer titles in other languages are italicized.
Newly composed prayers	Prayers that are more recent original works are set off with quotation marks, like any other title of a short work: e.g., “Litany of the Way,” “Prayer for Healing.”
Scriptures and other principal texts	Like the Bible, the principal texts of other religions are typically treated as proper nouns, not as the titles of works. Bible, Torah, Talmud, Qur’an, Hadith, Bhagavad Gita

Further, the parts of the Catholic Bible are the Old Testament and New Testament. Avoid “Hebrew Scriptures” or “Christian Scriptures.”

LATIN TITLES (OR INCIPITS)

Definition

Latin “titles” are not technically titles at all—they are the first two to three words, constituting the “*incipit*,” of the Vatican or papal text in Latin. Thus, the capitalization of Latin incipits requires careful consideration of audience and purpose. See below.

Capitalization

Generally, when writing for a scholarly church audience, give the Latin *incipit* in sentence case: that is, capitalize only the first word and subsequent proper nouns, and otherwise lowercase.

Example: ¹See Benedict XVI, *Charity in Truth (Caritas in veritate)*, nos. 46-48.

In material intended for a general audience, however, incipits may be formatted in title case: that is, capitalizing all words except articles and prepositions (of fewer than four letters).

Example: ¹See Benedict XVI, *Charity in Truth (Caritas in Veritate)*, nos 46-48.

Placement with English titles

In material addressed to an audience more familiar with a source’s *incipit*, give the Latin first, followed by the English in parentheses.

Example: ¹See Pope Benedict XVI, *Caritas in Veritate (Charity in Truth)*, nos 46-48.

In a publication aimed at a general audience, provide the English title first, followed by the Latin in parentheses.

Abbreviations Whether the English or the Latin title is cited first, always use the abbreviation corresponding to the Latin title. (E.g., the *Constitution on the Sacred Liturgy [Sacrosanctum Concilium]* is abbreviated SC; note the italics, reflecting the italicized full title.)

NATIONAL COLLECTIONS

The following are the English and Spanish names of the USCCB’s special collections, as well as their abbreviations. (Note that the abbreviations reflect the English names and do not change to reflect the Spanish names.)

English		Abbreviation
Catholic Campaign for Human Development	La Campaña Católica para el Desarrollo Humano	CCHD
Catholic Communication Campaign		
	La Colecta para la Iglesia en Europa Central y Oriental	CCEE

Collection for the Church in Latin America	La Colecta para la Iglesia en América Latina	CLA
Peter's Pence Collection	La Colecta Peter's Pence	PPC
Retirement Fund for Religious	El Fondo para la Jubilación de Religiosos	RFR
Solidarity Fund for the Church in Africa	El Fondo de Solidaridad para la Iglesia en África	SFCA
The Catholic Relief Services Collection	The Catholic Relief Services Collection	CRSC

USCCB NAME HISTORY

Name changes The USCCB has undergone several name changes since 1917:

1917-1919	National Catholic War Council
1919-1922	National Catholic Welfare Council
1922-1966	National Catholic Welfare Conference
1966-2001	National Conference of Catholic Bishops (ecclesiastical body); United States Catholic Conference (legal body)
2001-present	United States Conference of Catholic Bishops

In formal writing, the legal name of the USCCB is United States Conference of Catholic Bishops. Press releases, promotional or fundraising materials, and similar texts may abbreviate the name as U.S. Conference of Catholic Bishops.

Citing older works When citing older works published under previous legal names, cite the USCCB as author or publisher, not the older name. This practice reflects our continuing copyright in the material.

CHAPTER 5

Prefatory Statements, Decrees, and Copyright Notices

PREFATORY STATEMENTS

USCCB resources published for the public feature a prefatory statement from the General Secretary indicating level of authority. (The following do not require prefatory statements: press releases, action alerts, statements of the Conference president and committee chairs, or fundraising materials.)

Administrative Committee and Developing Committee

For a document that receives approval of the Administrative Committee to be published in the name of the committee that developed it:

English

[Title] is a statement of the **[committee name]**. It was authorized by the USCCB Administrative Committee at its **[March/September]** **[year]** meeting. It has been directed for publication by the undersigned.

[General Secretary's full name]
General Secretary, USCCB

Spanish

[Título] es una declaración del **[nombre del comité]**. Fue autorizado por el Comité Administrativo de la USCCB en su reunión de **[marzo/septiembre]** de **[año]**. Su publicación ha sido autorizada por el abajo firmante.

[Nombre completo del secretario general]
Secretario general, USCCB

USCCB Full Body

For documents that receive approval by the full body:

English The document **[title]** was developed by the **[committee name]** of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of the USCCB at its **[June/November]** **[year]** General Meeting and has been authorized for publication by the undersigned.

[General Secretary's full name]
General Secretary, USCCB

Spanish El documento **[título]** fue elaborado por el **[nombre del comité]** de la Conferencia de Obispos Católicos de los Estados Unidos (USCCB). Fue aprobado por el pleno de la USCCB en su Asamblea General de **[junio/noviembre]** de **[año]** y su publicación ha sido autorizada por el abajo firmante.

[Nombre completo del secretario general]
Secretario general, USCCB

USCCB and Holy See

For USCCB documents that receive approval by the full body and also receive the *recognitio* of the Holy See:

English The document **[title]** was developed by the **[committee name]** of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of the USCCB at its **[June/November]** **[year]** General Meeting, received the subsequent *recognitio* of the Holy See, and has been authorized for publication by the undersigned.

[General Secretary's full name]
General Secretary, USCCB

Spanish El documento **[título]** fue elaborado por el **[nombre del comité]** de la Conferencia de Obispos

Católicos de los Estados Unidos (USCCB). Fue aprobado por el pleno de la USCCB en su Asamblea General de [junio/noviembre] de [año], recibió el reconocimiento posterior de la Santa Sede y su publicación ha sido autorizada por el abajo firmante.

[Nombre completo del secretario general]
Secretario general, USCCB

See the next section on publishing the Vatican decrees for these kinds of documents.

DECREEES

For a document approved by the USCCB that is subsequently approved by the Holy See, include the full text of all accompanying decrees at the beginning of the publication, including the Vatican protocol number of each decree.

COPYRIGHT NOTICES

English

Copyright © [year], United States Conference of Catholic Bishops, Washington, DC. All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the copyright holder.

Spanish

Copyright © [year], United States Conference of Catholic Bishops, Washington, DC. Se reservan todos los derechos. Ninguna porción de este trabajo puede reproducirse o ser transmitida en forma o medio alguno, ya sea electrónico o mecánico,

incluyendo fotocopias, grabaciones, o por cualquier sistema de recuperación y almacenaje de información, sin el permiso por escrito del propietario de los derechos.

CHAPTER 6

Quotation, Citation, and Attribution

WHEN AND HOW MUCH TO CITE

When to cite When in doubt, cite. Provide all information about the source publication (see “Three Elements Needed in Citation,” later in this chapter) for the following cases:

- Quotations (of any length) and paraphrases
- Statistics
- Interviews
- Someone else’s original idea
- Generalizations and other disputable assertions

First and subsequent citations Provide the full citation, with all publication information, upon first reference. Subsequent references may truncate the source to the title (with or without the author’s name, whichever is more important for the audience and purpose of the publication). Note that the city of publication is needed only when confusion is likely without it.

First: Benedict XVI, *Caritas in veritate* (*Charity in Truth*) (United States Conference of Catholic Bishops, 2009).

Subsequent: Caritas in veritate, no 34.

CV, no. 34 [if abbreviated]

QUOTATIONS

Quoting vs. Paraphrasing

Quotation	When a text repeats original material word for word, this is a quotation. Quotations must appear complete in the style in which they appear in the original source (except as indicated below, in “Altering Quoted Material”).
Paraphrase	“Paraphrase” means summarizing another’s idea in new words, beyond simply changing a word or two. True paraphrase bears little resemblance to the wording or sentence structure of the original passage. Most paraphrases, if summarizing a clearly identifiable passage in an original source, should be cited.

Quoting from the Bible and Ritual Texts: Special Needs

Sense lines	“Sense lines” are text formatted with line breaks (plus any indents), as in poetry or verse. The Bible contains many passages in sense lines, such as Isaiah, other Old Testament books, and several passages in the New Testament. Ritual texts (such as the <i>Lectionary for Mass</i> and <i>Roman Missal</i>) also feature many passages in sense lines. Because they are intentional, line breaks and indents are part of the quote and must be conveyed along with the words. See “Formatting Different Kinds of Quotes” later in this chapter for more details about formatting sense lines.
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Citation	See Chapter 3, “Capitalization and Abbreviation,” for book abbreviations to use in Bible citations.
Changing quotes from the Bible, Vatican texts, and ritual texts	Do not change or eliminate italics, small caps (or all caps), punctuation, or capitalization in quotes from the Bible, ritual texts, or other Vatican documents.

Altering Quoted Material

- Identifying changes
- Clearly identify any changes to the wording or intention of the quoted passage (except those noted below).
- Place *additions* within brackets ([/]). If the writer has added emphasis, this should also be noted: “[emphasis added].”
 - Note *deletions* with ellipses (. . .). The standard ellipsis is three periods and four spaces (including one before and after the ellipsis). If the omission includes the end of a sentence, a four-period ellipsis is used, with no space between the last word and the first period. [NOTE: Spanish retains the three-period ellipsis.]

Example: *[original quote]* “We also build this plan on the foundation of past strategies.”

[altered quote] “We . . . build this plan [for young adult ministry] on the foundation of past strategies.”

[altered quote] “We recognize a certain urgency in developing this plan as a result of the listening sessions. . . . [which] provided us with valuable insights.”

Changes not needing identification	Make the following changes to quoted material without identifying the changes with ellipses and/or brackets: - The first letter of a quotation may be changed to capital or lowercase, as needed. Do not use brackets to denote this change. - Do not use ellipses at the beginning or end of quotations. - The final punctuation mark may be changed, and punctuation may be left out where ellipses are used. - In a quotation from a modern source, an indisputable typographic error may be corrected without identifying the change. (“Sic,” meaning “thus,” is rarely used.)
Special cases	- Original footnote or endnote references in quoted material may sometimes be abbreviated. Always retain any Bible citations in quoted material. - When including any original citations in quotations used in a new document that uses notes for citation, integrate the original citations into the new citations and renumber accordingly. As always, consider the intended purpose and audience of the new document. - When reprinting an entire statement or article (as in an anthology), capitalization, punctuation, and spelling may be conformed to USCCB style, provided that these are not used specially for effect in the original source.

Formatting Different Kinds of Quotes

General rule Generally, set off quoted material of 100 words or more with a block indent, without quotation marks. Integrate shorter quotations into (or “run into”) the text itself, with double quotation marks.

Run-In (or In-Text) Quotes

Introducing quotes If a quotation is grammatically seamless with the sentence, no introductory punctuation is needed, and the first word of the quote is not capitalized. If the quotation is introduced (e.g., “The bishops said”), then the quotation is preceded by a comma or colon, and the first word of the quote is capitalized.

Incorrect: The bishops said that, “We . . . build this plan on the foundation of past strategies.” [“That” makes the quote a grammatical part of the sentence.]

Correct: The bishops said, “We . . . build this plan on the foundation of past strategies.”

Correct: The bishops said that they “build this plan on the foundation of past strategies.”

End punctuation The closing quotation mark goes outside a period or comma and precedes any semicolon or colon. It might go inside or outside an exclamation point or question mark, depending on whether the mark is part of the quote. (See chapter 8, “Grammar and Punctuation,” for more detailed discussion of quotation marks and punctuation.)

Example: The bishops said that they “build this plan on the foundation of past strategies.”

Example: The bishops said that they “build this plan on the foundation of past strategies”; they undertook extensive consultation before drafting *Sons and Daughters of the Light*.

Citation placement Cite a run-in quote with either a parenthetical citation or a note (footnote or endnote; do not mix the two types of notes). Insert a parenthetical citation between the quotation mark and the ending punctuation. If using notes instead, the note number follows the quotation mark (or the semicolon or colon, if applicable).

Example: The bishops stated, “We . . . build this plan on the foundation of past strategies” (*Sons and Daughters of the Light*, 25).

Example: The bishops stated, “We . . . build this plan on the foundation of past strategies.”¹

¹*Sons and Daughters of the Light*, 25.

Block Quotes

Block format In manuscripts, indent block quotes 0.5 inch on the left margin; they are typically preceded and followed by a line space. Omit the quotation marks. Do not reduce the type size or add other styles (such as italics not found in the original). (Note that these guidelines govern the preparation of manuscripts; a graphic designer may format differently for printed materials.)

Citation placement Both parenthetical citations and note numbers follow the final punctuation of a block quote. Do not place parenthetical citations before the final punctuation (which implies the citation is part of the quotation).

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah:

The Spirit of the Lord is upon me,
because he has anointed me
to bring glad tidings to the
poor. (Lk 4:18)

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah:

The Spirit of the Lord is upon me,
because he has anointed me
to bring glad tidings to
the poor.¹

¹Lk 4:18

Sense Lines (Verse)

Definition “Sense lines” are text formatted with line breaks (plus indents, sometimes), as in poetry or verse. Because they are intentional, line breaks and indents are part of the quote and must be conveyed along with the words. (See previous explanation in this chapter on “Quoting from the Bible and Ritual Texts.”)

Formatting When quoting from text formatted in sense lines, choose from two options to preserve the sense lines:

- a. Copy the format exactly. Format like a block quote, and break and indent the lines exactly as shown in the original source. (As with a block quote, this situation does not use quotation marks, and the citation follows the end punctuation.)

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah:

The Spirit of the Lord is upon me,
because he has anointed me
to bring glad tidings to the
poor. (Lk 4:18)

- b. Use slashes (/), with a space on either side, to show line breaks. Choose this option if you want to “run in” the quote with the paragraph, rather than set it off as a block quote, perhaps for reasons of space or easier reading. (Note that when the quotation is run-in, the citation precedes the end punctuation.)

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah: “The Spirit of the Lord is upon me, / because he has anointed me / to bring glad tidings to the poor” (Lk 4:18).

Epigraphs

Definition

An epigraph is a quotation used to introduce a book, chapter, or section. Epigraphs are usually set off in some way, such as centering, smaller type, and sometimes italics. Quotation marks are not necessary to set off an epigraph (but retain any internal quotation marks for the quoted message).

Citing

Sources are often (but not always) cited on a separate line under the epigraph, set off with a dash and no spaces (—). Epigraphs are typically provided with minimal attribution: the name of the author, the title of the source, and perhaps a date.

Praised be You, my Lord, with all your creatures.
—St. Francis, “Canticle of the Sun”

DOCUMENTATION AND CITATION

Identifying Exact Location of Source

Paragraph numbers Cite by paragraph number whenever possible. Many church documents have numbered paragraphs. This convention allows one to look up a given passage in any edition. Use “no.” or “nos.” to cite one or more paragraph numbers. Do not use the paragraph symbol (¶), “para./paras.,” or “n./nn.”.

Example: ¹*Presbyterorum ordinis*, nos. 4-6; see *Pastores dabō vobis*, no. 26.

Page numbers If the source’s paragraphs are not numbered, cite by the page number. The citation need not label “page” or “p./pp.” Simply give the number. (With rare exceptions, chapter or section numbers are too general for precise citation; page numbers are preferable if paragraph numbers are not available.)

Bible citations Use a colon to separate chapter and verse, with no space on either side. Use a comma to separate non-consecutive verses. For ranges of verses, use a hyphen if the range is contained within a chapter; use an en-dash to cite a passage that spans more than one chapter. (See chapter 8, “Grammar and Punctuation,”

for more information about dashes.) [NOTE: This may be used for English or Spanish.]

In the body of a text, spell out the full book of the Bible. In citations (parenthetical or notes), use the Bible book abbreviations provided in chapter 3, “Capitalization and Abbreviation.”

Example: ¹See Mt 27:62–28:10. See also Mk 16:1-8.

Example: In Matthew 6:9-13, Jesus taught us how to pray.

Canon citations

In citations of canon law, use “c.” or “cc.” to cite one or more canons, respectively. (Note that “canon” should otherwise be spelled out in the body of a text.)

Example: ¹*See Code of Canon Law (CIC), cc. 254, 256; Code of Canons of the Eastern Churches (CCEO), c. 352.*

Cite precisely, including the “§” for a section or “°” for subsection of the exact canon cited. Take care to apply these symbols accurately. For multiple sections, double the “§” symbol; for multiple subsections (“°”) simply repeat the symbol. See the examples below, especially for spacing and punctuation guidance.

Example: ¹*See Code of Canon Law (CIC), cc. 253 §1, 254 §§1-2.* ²CIC, c. 190 1°-2°. ³CIC, cc. 1091 §§1, 3; 1095 1°, 3°.

Forms of Citation and Attribution

Consistency

In general, use just one form of citation in a document: footnotes, endnotes, or parenthetical citations. (On rare occasions, a special need may dictate using two forms: e.g., parenthetical citations for bibliographic information, plus footnotes for substantive notes.)

Footnotes, endnotes

Whichever type of note is used, identify a note with a superscripted number in the text, corresponding to a numbered note elsewhere—footnotes at the “foot” of the page, and endnotes at the end of the text (e.g., at the end of the document or at the end of each chapter).

The first note for each source should provide the full source information, as well as the page or paragraph number(s) of the material cited by that note. Because the information is self-contained, the publication needs no bibliography (though a resource list may still be useful).

Example: Those who encourage forgiveness to resolve international conflict have been described as “voices in the geopolitical wilderness.”¹

¹William Bole, Drew Christiansen, SJ, and Robert T. Hennemeyer, *Forgiveness in International Politics: An Alternative Road to Peace* (United States Conference of Catholic Bishops, 2004), 27.

In-text citations (parenthetical)

These give a brief reference within the text itself, in parentheses, rather than in a note. The source is identified by author or truncated title (shortened to

four or fewer words from the full title). Provide the source's full information in a bibliography or resource list at the end of the text.

Example: Those who encourage forgiveness to resolve international conflict have been described as “voices in the geopolitical wilderness” (*Forgiveness*, 27).

[Bibliography Entry]

Bole, William, Drew Christiansen, SJ, and Robert T. Hennemeyer. *Forgiveness in International Politics: An Alternative Road to Peace*. United States Conference of Catholic Bishops, 2004.

AP style attribution AP style (which may be used in press releases, promotional materials, and similar) uses attributions, which are less formal or academic than citations. Generally an attribution of a print or digital source will give the name of the person quoted along with the source's title and (optionally) the year.

Example: In a 2015 piece in *The Washington Post*, Cardinal Timothy Dolan wrote, “As a Catholic, I take seriously the Bible’s teaching that we are to welcome the stranger.”

Example: In his encyclical *Laudato Si'*, Pope Francis wrote, “Saint Francis is the example par excellence of care for the vulnerable and of an integral ecology lived out joyfully and authentically.”

Three Elements Needed in Citation

Follow the most recent *Chicago Manual of Style* guidelines for documentation of sources, except where this style guide specifically departs from those guidelines (or when following AP style for attribution, described in the previous section). This section provides information about the kinds of sources most commonly cited by the USCCB, but authors and editors may consult the *Chicago Manual* for special cases.

Three elements

In general, documentation of sources must specify the following three elements: *authorship*, *title*, and *publication information*.

- a. Author(s), including (as applicable)
 - Corporate author (e.g., the USCCB, or the Center for Applied Research in the Apostolate [CARA])
 - Artist (musical or graphic)
 - Interview sources as “authors”
 - Editors or translators, if more germane to the source
- b. Title of source, according to the type of source used
 - Book (including proceedings, stand-alone studies, etc.)
 - Chapter or essay in a book (if applicable); give title of book as well
 - Prayer, poem, or song
 - Article and periodical
 - Web page (including URL and name of page)

- Movie, video, or album
 - Personal communication or interview
 - Work of art
- c. Publication information
- For books: publisher and year (note that *The Chicago Manual of Style* no longer requires a city of publication)
 - For periodicals: date, volume and issue number, page numbers of article
 - For online sources: URL (web address)
 - For physical works of art: present location

Consider specifying the genre of Vatican sources in their citations (“encyclical letter,” “apostolic exhortation,” etc.), when appropriate for the intended audience and purpose.

Books, Booklets, and Brochures

In footnote/endnote The footnote or endnote format for citing a book is as follows.

Author, *Book Title* (Publisher, Year), Page or Paragraph.

In notes, provide authors’ names (if individuals) first-name first.

Be sure to provide the page or paragraph number of the material cited, unless the note is a general suggestion to “see” a source.

Examples: ¹USCCB, *Program of Priestly Formation in the United States of America*, 6th ed. (United States Conference of Catholic Bishops, 2022), no. 8.

² William Bole, Drew Christiansen, SJ, and Robert T. Hennemeyer, *Forgiveness in International Politics: An Alternative Road to Peace* (United States Conference of Catholic Bishops, 2004), 27.

³ See Second Vatican Council, *Vatican Council II: Volume 1: The Conciliar and Post Conciliar Documents*, ed. Austin Flannery (Costello Publishing, 1996).

In bibliography

When the source appears in a reference list, resource list, or bibliography, elements are generally separated with periods.

Author. *Book Title*. Publisher, Year.

In bibliographies, give the first (or only) author's name in the order of last-name first, if the author is an individual. (Note that subsequent authors for that source are listed first-name first.) In general, organize the list alphabetically using the first word of each entry, unless the needs of the project dictate otherwise.

Examples: Bole, William, Drew Christiansen, SJ, and Robert T. Hennemeyer. *Forgiveness in International Politics: An Alternative Road to Peace*. United States Conference of Catholic Bishops, 2004.

Second Vatican Council. *Vatican Council II: Volume 1: The Conciliar and Post Conciliar Documents*. Edited by Austin Flannery. Costello Publishing, 1996.

USCCB. *Program of Priestly Formation in the United States of America*. 6th ed. USCCB, 2022.

Titled Parts of Books (Chapters, Essays)

In footnote/endnote The footnote or endnote format for citing an essay or chapter is as follows:

Author, “Chapter or Essay Title,” in *Book Title* (Publisher, Year), Page.

In notes, provide authors’ names (if individuals) first-name first.

Be sure to provide the page or paragraph number of the material quoted, unless the note is a general suggestion to “see” a source.

Examples: ¹Cardinal Roger M. Mahony, “Preaching the Gospel in the New Millennium: Obstacles and Hopes,” in *Priests for a New Millennium: A Series of Essays on the Ministerial Priesthood by the Catholic Bishops of the United States* (United States Conference of Catholic Bishops, 2000), 93.

² Second Vatican Council, *Sacrosanctum Concilium (Constitution on the Sacred Liturgy)*, no. 12,

in *Vatican Council II: Volume 1: The Conciliar and Post Conciliar Documents*, ed. Austin Flannery (Costello Publishing, 1996). [Because *Sacrosanctum Concilium* is a stand-alone piece anthologized in a collection, the title is given in italics, not in quotation marks.]

In bibliography

When the source appears in a reference list, resource list, or bibliography, it is formatted in a slightly different manner, and elements are generally separated with periods.

Author. "Chapter or Essay Title." In *Book Title*, Pages. Publisher, Year.

In bibliographies, give the first (or only) author's name in the order of last-name first, if the author is an individual. (Subsequent authors for the source are listed first-name first.)

In general, organize the list alphabetically using the first word of each entry.

Examples: Mahony, Cardinal Roger M.
 "Preaching the Gospel in the New Millennium: Obstacles and Hopes."
 In *Priests for a New Millennium: A Series of Essays on the Ministerial Priesthood by the Catholic Bishops of the United States*. United States Conference of Catholic Bishops, 2000.

Second Vatican Council.
Sacrosanctum Concilium (Constitution

on the Sacred Liturgy). In *Vatican Council II: Volume 1: The Conciliar and Post Conciliar Documents*, edited by Austin Flannery. Northport, NY: Costello Publishing, 1996. [Because *Sacrosanctum Concilium* is a stand-alone piece anthologized in a collection, the title is given in italics, not in quotation marks.]

Articles in Scholarly Periodicals

In footnote/endnote The footnote or endnote format for citing an article in a scholarly journal or similar periodical is as follows:

Author, "Article Title," *Periodical Title* Volume Number, no. Issue (Date): Pages, DOI or URL [optional].

In notes, give the authors' names (if individuals) first-name first. Be sure to provide the page(s) of the material cited. If the note is a general suggestion to "see" a source, provide the full page range.

Note that journal articles increasingly have digital object identifiers, or DOIs, in lieu of URLs (even if the article also appears in print). Where available, the DOI should be included in the citation; if no DOI exists for an online article, a URL may be cited instead.

Examples: ¹See Stephen Wilbricht, "The Religious and Cultural Meaning of the Mexican American *Quinceañera*,"

The Living Light 40, no. 3 (Spring 2004): 70-81.

² See Kevin Ahern, “Preserving in Faith: A New Exhibit on Dorothy Day,” *American Catholic Studies* 135, no. 2 (Summer 2024): 57-64, doi-org.ezp1.villanova.edu/10.1353/acs.2024.a931438.

In bibliography

When the source appears in a reference list, resource list, or bibliography, more elements are separated with periods instead of commas.

Author. “Article Title.” *Periodical Title* Volume Number, no. Issue (Date): Pages. DOI or URL [optional].

In bibliographies, give the first (or only) author’s name in the order of last-name first, if the author is an individual. (Subsequent authors for the source are listed first-name first.) Be sure to cite the full page range for the article.

Note that journal articles increasingly have DOIs in lieu of URLs (even if the article also appears in print). Where available, the DOI should be included in the citation; if no DOI exists for an online article, a URL may be cited instead.

In general, organize the list alphabetically using the first word of each entry.

Examples: Ahern, Kevin. “Preserving in Faith: A New Exhibit on Dorothy Day.” *American Catholic Studies* 135, no. 2 (Summer 2024): 57-64. doi-org.ezp1.

villanova.edu/10.1353/acs.2024.a931438.

Wilbricht, Stephen. "The Religious and Cultural Meaning of the Mexican American *Quinceañera*." *The Living Light* 40, no. 3 (Spring 2004): 70-81.

Articles in Magazines and Newspapers

In footnote/endnote The footnote or endnote format for citing an article in a magazine or newspaper is as follows:

Author, "Article Title," *Periodical Title*, Publication Date, Page or URL.

In notes, give the authors' names (if individuals with a byline) first-name first. Note that article titles should be in title case, not sentence case, regardless of how the article appeared in the original source.

If citing a print edition, be sure to provide the page(s) of the material quoted. If the note is a general suggestion to "see" a source (or if the source is online), no page range is given.

Examples: ¹"Wall Street Journal Poll Ranks Benedictine College Among Top 10 Most Highly Recommended Colleges," *The Leaven*, September 18, 2024, theleaven.org/wall-street-journal-poll-ranks-benedictine-college-among-top-10-most-highly-recommended-colleges/.

²Doris Murphy, "How to Teach with Christmas Carols," RTJ: *The Magazine*

for Catechist Formation November/
December 2004, 11.

In bibliography

When the source appears in a reference list, resource list, or bibliography, more elements are separated with periods instead of commas.

Author. “Article Title.” *Periodical Title*, Publication Date. URL [optional].

In bibliographies, give the first (or only) author’s name in the order of last-name first, if the author is an individual with a byline. (Subsequent authors for the source are provided first-name first.) Note that article titles should be in title case, not sentence case, regardless of how the article appeared in the original source.

In general, organize the list alphabetically using the first word of each entry.

Examples: Murphy, Doris. “How to Teach with Christmas Carols.” RTJ: *The Magazine for Catechist Formation*, November/December 2004.

“*Wall Street Journal* Poll Ranks Benedictine College Among Top 10 Most Highly Recommended Colleges.” The Leaven, September 18, 2024. theleaven.org/wall-street-journal-poll-ranks-benedictine-college-among-top-10-most-highly-recommended-colleges/.

Interviews and Other Personal Communications

Cite only in text Cite original interviews conducted for the project, as well as personal communications (letters, emails, and so on). They are cited only in text—via note or parenthetical citation—not in a bibliography. Typically, the source of the interview or letter is the “author” for the purposes of citation. Because these sources do not have titles, describe them without quotation marks or italics. Do not provide individuals’ email addresses without their permission.

Notes: ¹William Vendley, telephone interview with William Bole, July 2001.

²Catherine Rothwell, email message to author, January 29, 2024.

Other Online Sources

In footnote/endnote Online sources may include pages from institutional websites, blog posts, and other digital resources. The footnote or endnote format for citing an online source is as follows (but to cite articles found online, see previous sections):

Author, “Web Page Title,” *Website Name*, Published/Updated/Accessed Date [when appropriate], URL.

A date of access is optional but may be cited when either no publication date appears or when a given web page seems subject to change; in such cases, the access date fixes the source at a specific moment in time.

Examples: ¹Joseph Meaney, “The Priority of Ethics over Technology,”

The Moral Mind (blog), National Catholic Bioethics Center, August 13, 2024, www.ncbcenter.org/messages-from-presidents/ethics-over-technology.

²Mary Elizabeth Sperry, "Understanding the Bible," USCCB, accessed September 19, 2024, www.usccb.org/bible/understanding-the-bible.

In bibliography

When the source appears in a reference list, resource list, or bibliography, more elements are separated with periods instead of commas. In general, organize the list alphabetically using the first word of each entry.

Author. "Web Page Title." *Website Name*, Published/Updated/Accessed Date [as appropriate], URL.

A date of access is optional but may be cited when either no publication date appears or when a given web page seems subject to change; in such cases, the access date fixes the source at a specific moment in time.

Examples: Meaney, Joseph. "The Priority of Ethics over Technology." *The Moral Mind* (blog). National Catholic Bioethics Center, August 13, 2024. www.ncbcenter.org/messages-from-presidents/ethics-over-technology.

Sperry, Mary Elizabeth. "Understanding the Bible." USCCB, accessed September 19,

2024. www.usccb.org/bible/understanding-the-bible.

Common Abbreviations and Notations

The following notations are commonly used in citations and references. Note that some are rarely used and are not recommended.

Notation	Meaning
Cf.	“Confer,” “compare,” “contrast with.” Does not mean “see.”
See	“For more information, consult.” Distinct from “cf.”
Ibid.	“See source just cited.” Usually only used in notes, not in parenthetical citations. Not recommended, because it can easily be separated from the antecedent source during drafting, revision, and editing.
Idem	“The same,” usually referring to author. Do not use. Rather, repeat the author’s last name and a shortened title for each citation.
f./ff.	“And following.” Often used when citing Bible verses or lines of poetry. Do include the ending period.
loc. cit. / op. cit.	“In the place cited” and “in the work cited,” respectively. Do not use. Rather, repeat the author’s last name and a shortened title for each citation.

COPYRIGHT AND PERMISSION

USCCB copyright The copyright on Conference materials is held by the United States Conference of Catholic Bishops. It is not held by the committee, office, secretariat, department, or individual that produced the text. The group or person listed as the author of a work is not necessarily the copyright holder.

If the author or editor of a work is not a member of the Conference staff or a bishop, a contract is necessary before work begins. Consult with the Office of General Counsel to obtain contracts. See below for discussion of different types of contracts possible.

When Must Permission Be Sought

Permissions review In general, committees and their staffs should consult the Office of General Counsel. All published material is reviewed by the Assistant General Counsel, who determines what quoted/reprinted material requires licenses and permission requests.

Common myths The following *misconceptions* are explained further in this section:

- “Copyright laws don’t apply to non-profits like the USCCB.”
- “If we aren’t going to sell it, we don’t need permission.”
- “No permission is needed for Church documents such as the Vatican II documents, liturgical texts, and the Bible.”
- “We don’t need permission for Vatican website texts.”

- “If there’s no copyright notice on something, it’s in the public domain.”
- “We paid the author [photographer, artist, etc.] for the work, so we own the copyright.”
- “If it’s more than fifty [seventy-five, etc.] years old, it’s in the public domain.”
- “If it’s fewer than 500 [300, 250, etc.] words, it’s fair use.”

Ownership and Date of Copyright

Ownership

As a rule, the actual creator of the work owns the copyright, unless agreed otherwise in writing prior to the beginning of work. The exception is when employees do work within the scope of their employment, in which case the employer owns the copyright.

Definition and start of copyright

The copyright begins from the moment that a work is created in a fixed form (e.g., print, computer file, photograph, etc.). For works created after January 1, 1978, copyright generally lasts for 95 years.

Differences Between Work for Hire, Assignment of Rights, Licenses, and Releases

Work for hire

A *work-for-hire contract* must be signed before work begins. Under its standard work-for-hire agreement, the USCCB owns the copyright and can use the product in any way it chooses. The creator retains no rights in the copyrighted work.

Section 101 of the copyright law defines a work for hire as:

1. a work prepared by an employee within the scope of his or her employment; or

2. a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. For the purpose of the foregoing sentence, a “supplementary work” is a work prepared for publication as a secondary adjunct to a work by another author for the purpose of introducing, concluding, illustrating, explaining, revising, commenting upon, or assisting in the use of the other work, such as forewords, afterwords, pictorial illustrations, maps, charts, tables, editorial notes, musical arrangements, answer material for tests, bibliographies, appendixes, and indexes, and an “instructional text” is a literary, pictorial, or graphic work prepared for publication and with the purpose of use in systematic instructional activities.

Assignment of rights An *assignment of rights* is signed after work has begun, though the work may or may not be complete. If the rights are assigned to the USCCB, the USCCB owns the copyright and can use the product in any way it chooses. The creator retains no rights in the copyrighted work.

Licenses A *license* allows the USCCB to use a copyrighted work in specified ways for a specified period of time or number of copies. Any additional uses must be negotiated separately. The creator retains the copyright.

When negotiating license agreements, please consult the Office of General Counsel for guidance.

Releases

Releases are necessary in a variety of circumstances common to USCCB work, including use of photos featuring individuals, video footage from diocesan or Conference events, and quotes by individuals. Releases are necessary to ensure the privacy of the individuals involved. Consult with the Office of General Counsel to obtain release forms that people can sign or to obtain notices that may be posted at taped events.

USCCB Policies

Rights typically used by the USCCB

Print, electronic, digital, promotional, sublicensing, and derivative works (especially translations and abridgments) are the rights typically used by the USCCB. The USCCB also enforces copyright on everything it produces. Note that holding or registering a copyright in a work does not, by itself, prevent its widespread use.

General Counsel

All published material is reviewed by the Assistant General Counsel, who determines what quoted or reprinted material requires licenses and permission requests.

How to get permission

You can take several steps to facilitate the process for ensuring that the USCCB has the necessary permission to use someone else's words, including these:

- Keep copies of all contracts and releases regarding the document.
- Quote, where possible, from texts listed in Chapter 2, "Preferred Editions."

CHAPTER 7

Handling Words

SENSITIVITY IN LANGUAGE

American or U.S.

“US” vs. “American” Since “American” may refer to the continents of North and/or South America, “US” (without periods) is preferred as the adjective pertaining to the United States of America.

“American” or “U.S. Church” Avoid both “American Church” and “US Church” as synonyms for the Church in the United States, as both imply that the Church in the United States is somehow separate from the Universal Church. Instead, acceptable wording includes “Church in the United States,” “Church (or Catholic Church) in North America,” “Church in South America,” or “Church in the Americas.” “Catholics in the United States” can also be used.

“U.S. bishops” Avoid referring to the USCCB as the “US bishops” or “US Catholic bishops,” as both may imply that the Catholic bishops in the United States are somehow separate from the Universal Church. Instead, acceptable wording includes “Catholic bishops of the United States” or “bishops of the United States.”

USCCB name In formal writing, avoid “US Conference of Catholic Bishops,” as the legal name of the organization is “United States Conference of Catholic Bishops.”

However, “US Conference of Catholic Bishops” may be used in press releases, promotional materials, and similar contexts that follow AP style.

Culture and Race

Capitalization	Terms pertaining to specific cultures, races, ethnicities, and nationalities are usually capitalized.
No hyphens	Do not hyphenate African American, Asian American, Native American, and so forth.
Black, white, brown	Avoid designations based loosely on color whenever possible, using instead terms of ethnicity or race that derive from a proper noun (e.g., European American).
African American, afri-centric	Take care to distinguish between “African Americans” and other people of African descent (both in the Americas and around the world). Note, however, that “African American” can be used to denote people of African descent living in Central and South America. Use “afri-centric,” not “afro-centric,” when describing something centering on Africa.
Hispanic/Latino	The term “Hispanic” sometimes refers specifically to people from Spanish-speaking countries (including Spain), whereas “Latino” describes people from Latin America (including Brazilians, who speak Portuguese). In the United States, generally, “Hispanic” and “Latino” are used interchangeably (or combined with a slash) to refer to those with either cultural heritage. Where possible and relevant, one might instead refer to discrete Latin American groups by their country or culture of origin: “Cuban Americans,” “Mexican Americans,” and so on.

Multicultural, diverse, etc.	Use the term “multicultural” or “culturally diverse” to refer to a true multiplicity of cultures, races, ethnicities, and so on. Avoid using either term (or just “diverse”) to signal that a community is largely not of European descent.
When in doubt	For additional guidance on the use of racial, ethnic, or cultural terms, consult the USCCB Secretariat of Cultural Diversity in the Church.

Gender

Inclusive language	Avoid using “he” when referring to people in general, both men and women. Instead, either use “he or she” (not “s/he”) in the singular, or change all references to plural and use the plural “they.” <i>Incorrect:</i> An individual must account for his actions. <i>Incorrect:</i> All must account for their actions. <i>Correct:</i> Each person must account for his or her actions.
Non-gendered nouns	Use words such as “lay person” instead of “lay man,” and “altar server” instead of “altar boy.” “Chairman” is appropriate for the chairs of bishops’ committees; in all other cases, “chair” or “chairperson” is often preferred.
Church: She or it?	The normal usage in liturgical, doctrinal, and catechetical materials is the feminine pronoun. In other kinds of materials (e.g., legal documents), the neuter pronoun may be more appropriate.

God and Trinity	All persons of the Trinity are referred to with masculine pronouns.
Other gender matters	For up-to-date, theologically sound guidance, consult the Secretariat of Doctrine.

Disabilities

Sensitive approaches	Be thoughtful when describing people with various diagnoses or disabilities. In general, always ensure that your words honor the dignity of the human person, which is not contingent on abilities or health. Avoid negative or dehumanizing language. If possible, pay attention to the specific terminology used by people with disabilities. As <i>The Associated Press Stylebook</i> (57th ed.) puts it, “Language about disabilities is both wide-ranging and evolving. Disabled people are not monolithic. They use diverse terms to describe themselves.”
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Other Matters

Housing	Avoid “vagrants” and similar terms that are pejorative or reduce people to their housing circumstances.
Migrants without documentation	Use terms like “undocumented immigrants,” “asylum seekers,” and similar terms. Avoid “illegal immigrants,” “illegals,” and other pejorative terms.

COMMON WORD DIFFICULTIES

Misused Words

That, which

“That” is used in restrictive contexts to provide necessary identifying information, and it is not set off with a comma. “Which” is used only for nonrestrictive purposes, when what follows is not necessary to identify what is being described, and it is set off with a comma.

Incorrect: The parish which is on 29th Street is undergoing renovations.

Correct: The parish that is on 29th Street is undergoing renovations. [“That is on 29th Street” is needed to identify what parish is discussed.]

Correct: The parish, which is on 29th Street, is undergoing renovations. [Sentence simply notes, as an aside, that the parish in question is on 29th Street.]

Affect, effect, impact

When referring to the impact something has on something else, “effect” is a noun; “affect” is a verb.

Effect (n.): September 11 had a tremendous *effect* on the nation.

Affect (v.): September 11 *affected* the nation tremendously.

When “effect” is used as a verb, it means “to accomplish” or “to bring about.”

Effect (v.): The European Union has *effected* great changes in how European countries view themselves. [*i.e.*, “brought about,” not “had an impact on.”]

Likewise, “affect” can also be a noun, referring to one’s ability to feel emotion.

Affect (n.): The student manifested a distinct lack of *affect*, illustrated by her sullenness and lack of response to the sad story.

“Impact” may be used as a verb to describe a powerful effect, taking care to avoid hyperbole.

Impact (v.): The sudden death of her parent impacted the student’s ability to take the standardized test next week.

Impact (n.): The sudden death of her parent had an impact on the student’s ability to take the standardized test next week.

Ensure, insure, assure

Because these words have similar sounds and meanings, they are often used interchangeably. However, their nuances should be observed:

Ensure: We must ensure that such thefts never happen again. [*“Ensure” means “make sure.”*]

Assure: We must assure the staff that steps are being taken to prevent future break-ins. [*“Assure” means “reassure.”*]

Insure: We must insure our property against future losses. [*“Insure” refers specifically and only to insurance.*]

More than/over and fewer than/under

More than” and “fewer than” are used to describe countable nouns; “over” and “under” are used to describe percentages and noncountable nouns.

- Incorrect:** Over 333 million people live in the United States. Under 66 million of them live in rural areas, according to the US Census Bureau.
- Correct:** More than 333 million people live in the United States. Fewer than 66 million live in rural areas.
- Correct:** Over 20 percent of the US population lives in a census-defined rural area.

U.S., United States “United States” is the noun. Use “US” (without periods) only as an adjective.

Example: The US Congress is considering raising the retirement age.

Example: The bishops of the United States issued a new pastoral plan.

e.g. vs. i.e. These are commonly confused and erroneously used interchangeably. Knowing what they abbreviate clarifies their usage:

	LATIN	ENGLISH USAGE
e.g.	<i>exempli gratia</i>	for example
i.e.	<i>id est</i>	that is

Note that both are followed by a comma: e.g., like this.

AD vs. BC The Church marks time from the birth of Christ—“AD” (*anno domini*, “the year of our Lord”) and “BC” (“before Christ”). AD grammatically precedes the

year, while BC comes after the year. (For example, “AD 381” means “the year of our Lord 381.”) However, “AD” may follow a century: “the fourth century AD.”

Even though secular scholarship often uses “CE” (“Common Era”) and “BCE” (“Before the Common Era”) instead of AD and BC, respectively, the USCCB preference is not to use them.

Letters of the Alphabet

Letters as letters Individual letters and combinations, when referred to as letters, are italicized to make clear that they are intentional.

the letter *m*, a capital *Q*

Plurals of letters Letters, when referred to as letters, are pluralized with an apostrophe-s. (This is a rare exception to the general rule not to use apostrophes to pluralize.)

Example: Sign your name by the two *X*’s.

Working with Words

Words as words Put words in quotation marks when they are used as words. Do not italicize for this purpose. Also, only combine quotation marks with italics if the word is also in a different language (see next item).

Example: I don’t know what you mean by the word “inferior.”

Do not use single quotation marks for this purpose.

Words in other languages

Words in a language different from the document's primary language are italicized. Exceptions include common abbreviations like "e.g." and "ibid." or any word found in an authoritative dictionary for that language (*Merriam-Webster Online*, in the case of words English has borrowed from other languages).

When a foreign word is treated as a word, the word—which is already italicized—is put into quotation marks.

Example: I don't know what you mean by "*de iure*."

Names in other languages

Do not, however, italicize proper nouns if they are different from the document's primary language.

Example: The copyrights for papal and Vatican texts are administered by Libreria Editrice Vaticana.

Brand names and trademarks

Brand names that are trademarked should be capitalized. Whenever possible, use the general term for something, not the trademarked term. (For example: "worship aid" instead of "Missalette," "electronic mailing list" instead of "LISTSERV," "photocopy" instead of "Xerox.") Do not use the trademark, service mark, or registered trademark symbols.

HYPHENATION

General guide

Follow *Merriam-Webster Online*. Where it is unclear or does not include a word, see the most recent edition of *The Chicago Manual of Style* for its section of general guidelines on hyphenating words.

**“Adjective
with noun**

Hyphenate an adjective-noun compound when it precedes and modifies another noun.

middle-class values
well-known bishop

Do not hyphenate such a phrase when it follows a verb, making each part function separately.

The bishop was well known.

Common base word

When two or more hyphenated compounds have a common base, omit the base in all but the last. In unhyphenated compounds written as one word, the base can be repeated.

presurgical and postsurgical
himself or herself; him- or herself

**Common
adjective**

Hyphenate a compound adjective when it precedes what it describes.

step-by-step instructions
up-to-date schedule

However, when the adjective follows the noun it describes, it is not hyphenated.

The schedule was up to date.

Fractions

Hyphenate fractions used as adjectives, nouns, and adverbs.

A two-thirds majority was needed.
Two-thirds of the donations go back to the community.

Adverb plus adjective

Do not put a hyphen after any word ending in “-ly.” Hyphens are optional after other adverbs; if ambiguity is possible, a hyphen is warranted.

Poorly attired man

Highly developed system

Less-appreciated art [*hyphen optional*]

Ever-more-resentful neighbor [*hyphens optional*]

Awkward letter constructions

On occasion, a hyphen is used after a prefix or before a suffix to avoid an awkward combination of letters or a potentially misunderstood word (e.g., “bell-like,” “re-creation” [“creating again” versus “recreation”]). See *Merriam-Webster Online* for specific guidance.

Prefixes

Generally, do not hyphenate most words formed with prefixes. Prefixes are usually connected directly to the base word, as with “hypersensitive,” “antiwar,” “infrastructure.”

anti	intra	re
co	macro	semi
de	micro	sub
hyper	supra	non
hypo	trans	post
infra	un	pre

En-dash (N-dash)

Use en-dashes (–) to form a compound word (instead of a hyphen) when one part of the compound itself consists of two words or a hyphenated word (e.g., “Baltimore–New York train”; “Libreria Editrice Vaticana–United States Conference of Catholic Bishops publication”; “US–Mexico border”). See Chapter 9, “Grammar and Punctuation,” for further discussion of dashes.

PREFERRED SPELLINGS

The following list gives preferences for some words commonly used by the USCCB that can be spelled or hyphenated in a variety of ways. These generally follow *Merriam-Webster Online* or long-standing USCCB usage.

antipoverty	fieldwork	ongoing
(arch)diocese (not “arch/diocese”)	firsthand (secondhand, etc.)	online
bridge builder, bridge building (n.), bridge-building (adj.)	flier	on-site
child care (n.), child- care (adj.)	follow-up	part-time
co-responsibility	full-time (adj./adv.)	policy making, policy maker (n.); policy-making (adj.)
co-worker	fund raising, fund raiser (n.); fundraising (adj.)	prayer card
decision making, decision maker (n.), deci- sion-making (adj.)	health care (n.), health- care (adj.)	smartphone
diocese-wide (not “diocesan-wide”)	interreligious	stand-alone
ebook	Jesus’ (irregular possessive)	timeline
email	laypeople, layperson	underresourced
farmworker	lifelong	webmaster
	longstanding	website, web page
	long-term	well-being
	low-income	worshiping, worshiper

CHAPTER 8

Grammar and Punctuation

This chapter does not detail all rules of punctuation and grammar. Rather, it provides notes on common errors and other principles that differ between various styles.

GRAMMAR NOTES

Bulleted and Numbered Lists

Run-in lists

When a numbered or lettered list runs sequentially in the paragraph itself (that is, not itemized vertically), surround each number or letter with parentheses. Do not use periods or a single parenthesis.

Incorrect: Her parish experience is broad and includes 1) running the parish website, 2) serving as council president for two terms, and 3) helping with ministry of hospitality.

Incorrect: Her parish experience is broad and includes 1. running the parish website, 2. serving as council president for two terms, and 3. helping with ministry of hospitality.

Correct: Her parish experience is broad and includes (1) running the parish website, (2) serving as council

president for two terms, and (3)
helping with ministry of hospitality.

Colons

If the list is introduced by a complete sentence, a colon can be used. If the introducing sentence is incomplete, then do not use a colon. (Note, however, that AP style permits a colon to be used with a sentence fragment in promotional or public affairs materials.)

Incorrect: Her parish experience is broad and includes:

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality

Correct: Her parish experience is broad and includes

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality

Correct: Her parish experience is broad and includes the following:

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality

Parallel construction

Ensure that each item in a list (whether vertical or run-in) is the same grammatical type and construction. See “Parallel Construction,” p. 83.

How to Format Bulleted or Numbered Vertical Lists

Capitalizing	Capitalize the first word of each item.
Hanging indents	Set a hanging indent in the word processing software. Do not insert a hard return after each line and tab over subsequent lines.

Punctuating If each item is a complete sentence, end it with a period. (If one item is a complete sentence, all should be complete sentences, for parallel construction.) See example.

Example: Her parish experience is broad:

- She ran the parish website.
- She served as council president for two terms.
- She helped with the ministry of hospitality as an usher.

If the items in the list are not complete sentences, there's no need to punctuate as if they were in a series; the act of bulleting or numbering makes serial punctuation redundant.

Incorrect: Her parish experience is broad and includes

- Running the parish website,
- Serving as council president for two terms, and
- Helping with ministry of hospitality.

Incorrect: Her parish experience is broad and includes

- Running the parish website;
- Serving as council president for two terms;

- Helping with ministry of hospitality.

Correct: Her parish experience is broad and includes

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality.

Numbers/letters

When the vertical list is numbered or lettered, place a period after the number or letter. Omit parentheses on either side of the letter.

Incorrect: Her parish experience is broad and includes

- 1) Running the parish website;
- 2) Serving as council president for two terms;
- 3) Helping with ministry of hospitality.

Incorrect: Her parish experience is broad and includes

- (1) Running the parish website;
- (2) Serving as council president for two terms;
- (3) Helping with ministry of hospitality.

Correct: Her parish experience is broad and includes

1. Running the parish website
2. Serving as council president for two terms
3. Helping with ministry of hospitality

Active and Passive Voice

Definitions

“Active voice” and “passive voice” refer to the way that verbs relate to subjects in sentences.

In *active voice*, the subject performs the action described by the verb.

Active: The bishop ordained the priest.

In *passive voice*, the subject is acted upon—is actually the “object” or target of the verb. (The one doing the action often appears in the agency phrase “by X” or sometimes not at all.)

Passive: The priest was ordained.

Passive: The priest was ordained by the bishop.

Use of active voice

In general, strive for active voice, because it flows more quickly and reads more directly. Passive voice can make for convoluted and tedious reading when used unnecessarily or excessively.

Effective use of passive voice

Use passive voice under certain circumstances:

- a. When responsibility is or needs to be obscure

Example: The money was stolen.

Example: The money was stolen by me.

- b. When the action or the thing acted upon is more important than who did the action (as in scientific or statistical writing)

Example: The survey was administered to 2,600 Catholics (by CARA).

Example: Passive voice may sometimes be used.

Parallel Construction

Definition

In a series—of adjectives, nouns, prepositional phrases, verbs, gerunds, even entire sentences—each item must be “parallel” to (or grammatically the same as) the rest.

Incorrect: The bishop was soft-spoken, bilingual, and from Kansas.

Correct: The bishop was soft-spoken and bilingual and came from Kansas.

Vertical lists

In bulleted or numbered lists, be sure to make each item parallel.

Incorrect: Her parish experience is broad and includes

- Running the parish website
- Serving as council president for two terms
- Ministry of hospitality

Correct: Her parish experience is broad and includes

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality

Common Questions

- Split infinitives** Splitting an infinitive (e.g., “to boldly go”) is now considered a legitimate construction. Sometimes it is even necessary for clarity and direct expression.
- Ending sentences with prepositions** The rule against ending a sentence with a preposition has become more of a suggestion through evolution of the language—especially when complex sentence construction makes the “correct” phrasing more convoluted than the “incorrect” phrasing.
- Contractions** Contractions lend a certain informal quality to writing. Avoid them in formal writing, but they may be used in publications when the aim is an approachable or conversational tone that appeals to a wide audience (e.g., in fundraising materials).

Conjunctions

- To begin sentences** Conjunctions may be used to begin sentences, sparingly, for well-chosen reasons.
- To join sentences** Two complete sentences can be joined with a comma and conjunction. Some adverbs are mistakenly used instead of conjunctions, creating run-on sentences.

Conjunctions: and, or, for, nor, but, so, yet

Adverbs: however, therefore, thus, indeed, accordingly, besides, hence, then

Rather than using a comma with such adverbs to join two complete sentences, use a semicolon.

Incorrect: I won’t be able to attend the party, however, I send my best

wishes. *[Run-on: “However” is not a conjunction.]*

Correct: I won’t be able to attend the party;
however, I send my best wishes.
[The semicolon joins two complete sentences without a conjunction.]

Correct: I won’t be able to attend the party,
but I send my best wishes.

Plurals

Apostrophes In general, do not use an apostrophe to form plurals.

Incorrect: The Smith’s called to RSVP.

Correct: The Smiths called to RSVP.

One exception is “do’s” when part of “do’s and don’ts.”

Abbreviations, numbers Do not use apostrophes to pluralize abbreviations or numbers. Simply add an *s* in the usual way.

Incorrect: 30’s, 1950’s, RFP’s

Correct: 30s, 1950s, RFPs

Letters To avoid confusion, use an apostrophe when pluralizing letters (e.g., x’s, y’s, all A’s). Note that letters treated as letters are italicized.

PUNCTUATION NOTES

Sentence-Ending Punctuation

Spaces after sentences Type only one space, not two, after periods, exclamation points, or question marks.

Period

Bulleted list

Omit periods in a vertical list unless one or more of the items are complete sentences. Do not put semicolons or commas after the first items or a period after the final item.

Example: The following dioceses held the collection:

- Chicago
- Los Angeles
- Galveston/Houston

Abbreviations

Use periods after many abbreviations. Exceptions include books of the Bible (Jn or Mt) and acronyms (IRS, USCCB). Also use periods after initials, with a space between two initials (e.g., A. B. Smith). Avoid periods for “US,” “DC,” “UK,” and “UN.”

Ellipses

Type ellipses as three periods with a space between each and a space in front and behind: “he did this . . . and that.” Three-point ellipses are used in the middle of a sentence. Four-point ellipses are used at the end of a sentence, with no space between the last word and the first period.

Exclamation Point

In general, make sparing use of the exclamation point, reserving it for true exclamations. Avoid using exclamation points to “punch up” or draw attention to key statements—they can actually distract the reader from what is being stated.

Question Mark

Non-questions	Do not use a question mark when a question is indirect or implied, because the sentence is not grammatically a question. <i>Incorrect:</i> Our question was whether we should conduct field consultation? <i>Correct:</i> Our question was whether we should conduct field consultation.
With quote marks	If the question mark is not part of the quoted phrase, place it outside the quotation marks. If the quoted phrase includes a question, place the question mark inside the quotation marks. <i>Example:</i> Do you know what it means to be a “community of salt and light”? <i>Example:</i> He asked, “Do you know what it means to be a ‘community of salt and light’?”

Comma

Serial comma	In general, use the serial comma (e.g., red, white, and blue). (However, materials following AP style may omit the serial comma unless it is needed for clarity.)
Compound verb	Do not use a comma to split a compound verb. <i>Example:</i> The bishop reviewed the first draft of the text and agreed to write the preface. [No comma between “text” and “and.”]

Compound sentence Use a comma and a conjunction to join the two independent parts of a compound sentence.

Example: The members voted on two statements, and they raised a number of issues to be discussed at a later meeting.

Jr. and Sr. Do not use a comma before or after “Jr.” and “Sr.”

Example: John F. Kennedy Jr. attended the event.

Dates Do not use a comma between a month and a year (e.g., April 1995). If the day is added, place commas on both sides of the year.

Example: On July 1, 2000, the National Conference of Catholic Bishops/ United States Catholic Conference legally combined and were renamed the United States Conference of Catholic Bishops.

Locations When identifying a location by city and state, use a comma before and after the state (and country, if applicable).

Incorrect: I am going to Dallas, Texas to visit family.

Correct: I am going to Dallas, Texas, to visit family.

Semicolon

Use Semicolons have only two functions:

1. To join two complete sentences

2. To separate main elements in a complex series where one or more elements include a comma

Joining sentences A semicolon can be used (instead of a comma and conjunction) to combine two sentences into a compound sentence. Typically, the second sentence is closely related to the first.

Incorrect: I won't be able to attend the party, however, I send my best wishes.
[Join two sentences with a comma and a conjunction. "However" is an adverb, not a conjunction.]

Correct: I won't be able to attend the party; however, I send my best wishes.
[The semicolon joins two complete sentences without a conjunction.]

Complex series The comma is typically used to separate items in a series of three or more things. However, when a single item in the series includes commas, replace the series commas with semicolons to clearly identify the items.

Awkward: The meeting was attended by Laity, Marriage, Family Life, and Youth, Evangelization and Catechesis, and Catholic Education.

Clear: The meeting was attended by Laity, Marriage, Family Life, and Youth; Evangelization and Catechesis; and Catholic Education.

Colon

Semicolon vs. colon Use a colon, not a semicolon, to introduce an idea, series, or example.

Incorrect: The publisher is offering two new prayer cards; one for Our Lady of Guadalupe and one commemorating the upcoming Jubilee year.

Correct: The publishers is offering two new prayer cards: one for Our Lady of Guadalupe and one commemorating the upcoming Jubilee year.

Before lists

Do not use a colon to introduce a list unless what precedes the colon is a complete sentence.

Incorrect: The professor wanted: a ten-page paper, an annotated bibliography, and a reading-response journal.
["The professor wanted" is not a complete sentence.]

Correct: The professor outlined three course requirements: a ten-page paper, an annotated bibliography, and a reading-response journal.

Likewise, do not use a colon to introduce a bulleted or numbered list unless it is preceded by a complete sentence.

Correct: The participating dioceses were

- Chicago
- Los Angeles
- Galveston-Houston

(Note, however, that AP style allows a list to be introduced by a sentence fragment and a colon.)

Example: Her parish experience includes:
 running the parish website, serving as

council president for two terms and helping with ministry of hospitality.

Parentheses and Brackets

Parentheses

Parentheses set off supplemental or digressive information within the sentence, with minimal intrusion when used sparingly.

Example: The members (despite being used to paper ballots) seemed enthusiastic about the electronic voting machines.

Brackets with parentheses

Brackets are used as subordinated parentheses within parentheses.

Incorrect: The bishops have advocated more intentional outreach to young adults (see *Sons and Daughters of the Light* (1997)).

Correct: The bishops have advocated more intentional outreach to young adults (see *Sons and Daughters of the Light* [1997]).

If a sentence has only one parenthetical expression, use parentheses.

Brackets within quotations

Use brackets within quotes to insert or change quoted material.

Example: “This [guide] complements the encyclical very well.”

Dashes

Use

Like parentheses, dashes set off supplemental or digressive information within the sentence. Dashes attract more attention to what they set off than parentheses do.

Example: The members—despite being used to paper ballots—seemed to enthusiastically welcome the electronic voting machines.

Format and spaces

Use the actual dash (—), called an em-dash in word processing documents, vs. a single hyphen. As an alternative, type two consecutive hyphens (--). In either case, omit any spaces before or after a dash.

Example: The members--despite being used to paper ballots--seemed to enthusiastically welcome the electronic voting machines.

Em-dash (M-dash)

“Em-dash” is the technical term for the basic dash (—) as it is the width of the letter *m*.

Example: Often we see a lack of solidarity towards our society’s weakest members—the old, the sick, immigrants, children—and an indifference toward the world’s peoples even when basic values are involved.

En-dash (N-dash)

En-dashes (–) (so named because they are the width of a letter *n*) serve two specific and rare purposes in USCCB style:

1. To cite a Scripture passage that spans chapters, not just verses (e.g., Jn 4:3–6:2)
2. To form a compound word (instead of a hyphen) when one part of the compound itself consists of two words or a hyphenated word (e.g., Baltimore–New York train; Libreria Editrice Vaticana–United States Conference of Catholic Bishops publication; US–Mexico border)

Otherwise, avoid the en-dash. In regular ranges of numbers, use hyphens.

Quotation Marks: Double, Single, and European Style

With punctuation	Place periods and commas inside the quotation marks (assuming no citation follows the quote). If exclamation marks or question marks are part of the quoted material, they also go inside the quotation marks, and a period follows any citation ending the sentence (otherwise it is not needed). Place colons and semicolons outside quotation marks.
Double and single quotation marks	Double quotation marks are primary. Single quotation marks are secondary: use them for quotes within quotes. (Note that British style reverses this usage. When quoting from sources following British or European style, conform instead to US style. This is an acceptable silent change to quotations.) Both follow the same punctuation rules. If the two are placed consecutively, do not insert punctuation or any space between them. <i>Incorrect:</i> “Young adults are called to be ‘sons and daughters of the light.’”

Incorrect: Young adults are called to be ‘sons and daughters of the light.’

Correct: “Young adults are called to be ‘sons and daughters of the light.’”

Do not use single quotation marks (‘/’) for any other uses, including words used as words, emphasis, names of concepts, partial uncited quotes, etc.

Block quotes Do not use quotation marks around block-indented quotes. Quotations that begin and end within block quotes should use double quotation marks rather than single quotation marks. (See chapter 6, “Quotation, Citation, and Attribution,” for more discussion of block quotes and other quotation conventions.)

European quotes Non-US texts and sources, such as Vatican documents, sometimes use European quotation marks («/») instead of US quotation marks (“/”). When quoting from such texts, always replace European marks with US marks and follow the punctuation rules given above.

Titles within titles For titles within titles, when both would be italicized individually, retain italics for all and put the internal title in quotation marks.

Example: *Leader’s Guide to “Sharing Catholic Social Teaching”*

Emphasis Do not use quotation marks for emphasis.

Apostrophe

Plurals	Do not use an apostrophe to form plurals of abbreviations or numbers (e.g., 30s, 1950s, SOSs, RFPs, don'ts). To avoid confusion, the apostrophe is used when pluralizing letters (e.g., x's, y's, all A's).
Omitted figures and contractions	Use an apostrophe in place of an omitted figure or letter, as in contractions (e.g., the '30s, don't). Such usage is typically acceptable only in promotional and informal material. Spelling out is preferred in formal writing (e.g., 1930s, do not).

Hyphen

Spelling	When in doubt about spelling and hyphenation, consult <i>Merriam-Webster Online</i>, the most recent edition of <i>The Chicago Manual of Style</i>, or <i>The Associated Press Stylebook</i>. See the hyphenation section of chapter 7, “Handling Words,” for more specific guidelines.
Line breaks	In manuscripts headed for publication, do not hyphenate words to break lines. (Line breaks will be managed in typesetting.)
Hyphens vs. dashes	Do not use a hyphen in place of a regular dash or vice versa, with or without spaces. (See discussion of dashes, above.) Replace hyphens with en-dashes for only two specific and rare purposes in USCCB style: 1. To cite a Scripture passage that spans chapters, not just verses (e.g., Jn 4:3–6:2)

2. To form a compound word (instead of a hyphen) when one part of the compound itself consists of two words or a hyphenated word (e.g., Baltimore–New York train; Libreria Editrice Vaticana–United States Conference of Catholic Bishops publication, US–Mexico border)

Slash

No spaces

Do not surround a slash with spaces in ordinary usage.

Quoting verse

When quoting verse, to run-in the lines instead of following the line breaks, use slashes—in this use, with one space on either side—to show where the lines were broken by the original writer. Retain all punctuation.

Example: Jesus first preached in the synagogue by reading a prophetic passage from Isaiah: “The Spirit of the Lord is upon me, / because he has anointed me / to bring glad tidings to the poor” (Lk 4:18).

CHAPTER 9

Numbers

GENERAL GUIDELINES

When to spell out	For publications, spell out numbers (rather than putting numerals) in the following cases: - Whole numbers one through one hundred - Round numbers (“hundred,” “thousand,” “million,” and so on) - Numbers at the beginning of a sentence (e.g., “Two hundred eleven people attended the conference”) - Decades (“the sixties”; but “the 1960s”) For campaign/fundraising materials and other materials following AP style, spell out only numbers one through nine and provide numerals for ten and above.
When to use numerals	In documents, use numerals in the following cases: - Numbers above one hundred - Percentages (e.g., 12 percent) - Decimals (e.g., 20.5) - Dates, addresses, phone numbers - Money (e.g., \$3 million or \$325,254) For campaign/fundraising materials and other materials following AP style, spell out only numbers one through nine and provide numerals for ten and above.

Ordinals	Ordinal numbers (e.g., “first,” “ninety-ninth,” “223rd”) follow the same rules as above. Do not superscript the suffixes (if necessary, turn off the auto-correction feature in Microsoft Word).
Percentages	Spell out “percent” in regular usage, but express the number as a numeral: 15 percent. Campaign/fundraising materials and other materials following AP style may use the percent symbol, with no space in front: 15%.
Over and under	“More than” and “fewer than”) are used with quantifiable or countable amounts. “Over” and “under” are used with noncountable amounts (typically percentages or some fractions). <i>Incorrect:</i> Over twenty-six apples; more than 6 percent <i>Correct:</i> More than twenty-six apples; over 6 percent
Consistency and flexibility	In general, if a group of numbers in a paragraph includes one that should be given in numerals, provide all in numerals for the sake of consistency. <i>Example:</i> Information packets were sent to 33 dioceses, 462 parishes, and 8 seminaries. If the paragraph includes more than one “category” of numbers—that is, more than one type of thing being enumerated—apply this rule only to the categories meeting this rule, not to the entire paragraph.

Example: In all, almost 600 tulip bulbs were planted: 215 bulbs in each of the two main flower beds, and more than 150 total in three smaller flower beds.

In this example, the “flower beds” category has no numbers that need to be provided in numerals, so “two” and “three” are spelled out. Two numbers in the “tulip bulbs” category fit the numeral rule, so all numbers of tulips are given in numerals.

SPECIAL NUMBERS

Dates

When the date is just month and year, do not use a comma:

Incorrect: The bishops approved the statement in November, 2000.

Correct: The bishops approved the statement in November 2000.

When the date includes the day, use two commas to set off the year:

Incorrect: On November 15, 2000 the bishops approved the statement.

Correct: On November 15, 2000, the bishops approved the statement.

Correct: The bishops approved the statement on November 15, 2000.

Time	Use lowercased “a.m.” and “p.m.” with periods between. For 12 p.m., use “noon”; for 12 a.m., use “midnight.” General time references can be spelled out in the text as well (e.g., “dinner is at seven o’clock”). Use numerals for times that are more specific (e.g., “the 5:40 train”).
Units of measure	Measurements follow the same rules as above in nontechnical texts.
Phone numbers	Begin US phone numbers with the area code. Leave off “1-” (but do add international codes when necessary).

CHAPTER 10

Italics, Boldface, and Others

ITALICS

Titles	Italicize proper names of books, journals, works of art, movies, and albums. Do not put these in quotation marks. Exceptions are sacred texts and the names of traditional prayers; in both cases, give the title in plain text. Latin titles (incipits) are also italicized. Abbreviations of italicized titles are also italicized.
Titles within titles	For titles within titles, when both would be italicized according to the above rule, italicize the full title and put the internal title in quotation marks. <i>Example: Leader's Guide to "Sharing Catholic Social Teaching"</i>
URLs and email addresses	Italicize URLs (Web addresses) and email addresses; do not underline them. (Note that Microsoft Word's settings can be changed to avoid automatically underlining URLs.)
Foreign words	Italicize words in a language other than the document's primary language. Do not, however, italicize proper nouns if they are different from the document's primary language. Also do not italicize Latin abbreviations commonly used in citations (e.g., <i>ibid.</i> , <i>cf.</i> , <i>etc.</i>). Words that English has borrowed from other languages need not be italicized if they can be found in an authoritative dictionary, such as Merriam-Webster Online.

Emphasis	Italics may be used to emphasize a word or phrase, but this should be done sparingly. Try to convey emphasis through the phrasing itself, not through visual weight.
Underlining	In general, use italics and avoid underlining, as the two are technically redundant. (Underlining was originally used in manuscripts to denote italics for typesetting for publication. Word processing software makes italics available to all, so underlining has lost function. Note that USCCB style does not underline hyperlinks.)
Quotations	Do not format quotations in italics to identify them as quotations—regardless of whether the quotations appear within the paragraph or are set off as block quotes. (However, do retain italics that appear in the source material.)

BOLDFACING

Emphasis	To emphasize a word in formal writing, use italics rather than boldfacing. (As mentioned above, try to avoid the need to visually emphasize a word or phrase.)
Headings	As a general rule, boldfaced type is used only to identify higher-priority heading levels.

ALL CAPS AND SMALL CAPS

Bible quotes	The Bible uses small caps to indicate when the Hebrew source text uses the Tetragrammaton, the divine name: for example, “LORD” and “I AM” in Exodus. This format is preserved in quotes from
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the Bible that include the Tetragrammaton. Either option, all caps or small caps, is acceptable.

Emphasis	To emphasize a word, use italics rather than all caps.
Headings	Typically, only top-level headings are formatted in all capital letters (“ALL CAPS”) or in small capital letters (“SMALL CAPS”).
Small caps	Small caps is no longer used to style AD/BC or a.m./p.m.

CHAPTER 11

The Internet

REFERRING TO THE INTERNET

Email discussion lists	Avoid the term “listserv” (or “listserve”) to describe a generic electronic mailing list, because the term is a trademarked brand name. “Email list,” “email discussion list,” or “email distribution list” is acceptable, as is “email newsletter.”
Internet addresses	The USCCB italicizes URLs and email addresses. Do not put them in quotation marks; do not use boldface or underlining. (Automatic underlining in MS Word can be turned off.) Omit “http://,” “https://,” and other such “protocol” or “channel” tags from URLs. (Most websites default now to “https://” protocol, and webserver can determine what protocol or channel to use when a URL is typed in.) <i>Incorrect:</i> For more information, visit http://www.usccb.org/news. <i>Incorrect:</i> For more information, visit <u>http://www.usccb.org/news</u>. <i>Correct:</i> For more information, visit <i>www.usccb.org/news</i>.
Hyperlinks	Microsoft Word’s default is to convert URLs to hyperlinks. These hyperlinks may be retained, but follow these formatting instructions for the visual appearance.

When a URL breaks across the end of a line or causes a line to be short, the line may be broken with a manual line break before any punctuation, avoiding discretionary hyphenation. (When the material will be typeset for publication, allow the typesetter to handle this step.)

Citing online sources See Chapter 6, “Quotation, Citation, and Attribution,” for guidelines about citing online sources.

COPYRIGHTS/PERMISSIONS ON THE INTERNET

Using Material from Other Sites

Public domain? Material posted on a website, even if the page does not have a copyright notice, is not necessarily in the public domain. Seek permission to use this material, as with any other published material. When in doubt, consult with the Assistant General Counsel.

Obtaining permission Often, a website’s owner posts contact information on the site. In seeking permission, be sure to confirm ownership of the material, as many websites and social media posts draw materials from a variety of sources that may not be credited.

Seeking Permission to Post Copyrighted Material on the USCCB Site

Digital rights To post on the USCCB website any material (text, photos, artwork, etc.) copyrighted by others, digital rights must be obtained. Not all copyright owners are willing to grant such rights; and, in some cases, an additional charge may be levied. If digital rights cannot be obtained and the use exceeds the limits

of fair use, the material may not be posted. Photos and images for posting on the website should be submitted to Creative Services along with any documentation on copyrights or permissions.

Downloading

If posted material is intended for downloading and distribution (for example, a bulletin insert), sublicensing rights are needed for all copyrighted materials that exceed fair use. Since these rights may be difficult to obtain, avoid using material copyrighted by others on such projects, if at all possible. For example, using photographs on a bulletin insert may mean that parishes cannot download it for distribution.

Releases

Because of the reach of the Internet, take extra care to obtain any necessary permissions and/or releases. See the end of Chapter 6, “Quotation, Citation, and Attribution,” for a section on releases.

General Counsel

All photos, images, and published materials are reviewed by the Assistant General Counsel, who determines what quoted or reprinted material requires licenses and permission requests, including material found online.

PUBLISHING TO THE INTERNET

Internet is publishing

Posting a text on the Internet is “publishing.” While the technology, availability, and reader experience of online publications may differ from printed publications, the fundamental purpose of “publishing” remains unchanged: to disseminate, to make public.

Publishing to the internet—as HTML text, a downloadable PDF file, a text file, or an ebook—is an affordable, viable alternative to producing a printed product.

Appendix: AP Style for Public Affairs and Promotional Materials

Because the *USCCB Style Guide*, second edition, offers guidance primarily for formal writing and publishing, it follows (and adapts, as needed) the latest edition of *The Chicago Manual of Style*, used by most publishers of books, booklets, and related print and digital materials.

However, some materials created by the USCCB—notably Public Affairs, National Collections, and occasionally other USCCB departments—may instead follow the journalistic style described by the Associated Press (AP).

Print editions of *The Associated Press Stylebook* are published regularly, but AP's guidance evolves continually, often in response to current events. Accordingly, the most up-to-date style is found at the AP Stylebook website (www.apstylebook.com). Because the site requires a subscription, common AP style notes are provided throughout this style guide. This appendix summarizes those notes here for ease of reference, with headings cross-referenced to the style guide's chapters for further information.

Chapter 2: Preferred Editions

Dictionaries

Following *The Chicago Manual of Style* and *The Associated Press Stylebook*, the USCCB now suggests the Merriam-Webster dictionary found online (www.merriam-webster.com). The dictionary is free to use.

Chapter 3: Capitalization and Abbreviation

Secular capitalization rules	Refer to The Associated Press Stylebook (most recent editions) for up-to-date guidance on secular capitalization questions not otherwise answered in chapter 3 of this style guide.
United States vs. US vs. U.S.	“United States” is always used as a noun. The abbreviation “US” is used only as an adjective. AP style uses “US” in headlines and “U.S.” in running text.
State abbreviations	Standard zip code abbreviations for state names may be used in running text (e.g., KS instead of Kansas).

Chapter 4: Names and Titles of People and Things

A comprehensive guide to forms of public address for civil, military, and professional titles may be found in the current edition of *The Associated Press Stylebook* for use in promotional, fundraising, and public affairs material.

Chapter 6: Using Other People’s Words

AP-style attribution	AP style credits sources using attributions, which are less formal or academic than citations. Generally an attribution of a print or digital source will give the name of the person quoted along with the source’s title and (optionally) the year.
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Example: In a 2015 piece in *The Washington Post*, Cardinal Timothy Dolan wrote, “As a Catholic, I take seriously the Bible’s teaching that we are to welcome the stranger.”

Example: In his encyclical *Laudato Si'*, Pope Francis wrote, “Saint Francis is the example par excellence of care for the vulnerable and of an integral ecology lived out joyfully and authentically.”

Chapter 7: Handling Words

USCCB name In formal writing, avoid “US Conference of Catholic Bishops,” as the legal name of the organization is “United States Conference of Catholic Bishops.” However, “US Conference of Catholic Bishops” may be used in press releases, promotional materials, and similar contexts that follow AP style.

Chapter 8: Grammar and Punctuation

Colons to introduce lists AP style permits a colon to be used with a sentence fragment to introduce a list (either bulleted or run-in).

Example: Her parish experience includes:

- Running the parish website
- Serving as council president for two terms
- Helping with ministry of hospitality

Example: Her parish experience includes: running the parish website, serving as council president for two terms and helping with ministry of hospitality.

Serial comma Materials following AP style may omit the serial comma unless it is needed for clarity.

Chapter 9: Numbers

Numerals vs. words For materials following AP style, spell out only numbers one through nine and provide numerals for 10 and above.

Percentages Use the percent symbol, with no space in front: 15%.