

Style Guide

(changes/additions since the last update are in **bold**)

General reference

Merriam-Webster's Collegiate Dictionary, 11th ed. (2003) (For new terms, see www.m-w.com.)

Webster's Third New International Dictionary (unabridged)

Chicago Manual of Style, 15th ed. (2003)

Merriam-Webster's Geographical Dictionary, 3d ed. (1997)

Merriam-Webster's Biographical Dictionary, rev. ed. (1995)

Word choice

“That” is preferred for restrictive relative clauses.

“On the one hand” and “on the other hand” are used only in pairs.

“The whole *comprises* its parts; the parts *compose* the whole.”

In spans of dates, prepositions/conjunctions are used only in pairs.

from 1972 to 1981 (*not*: from 1972–81); between 1990 and 1992 (*not*: between 1990–92)

Contractions and the impersonal “you” generally appear only in direct quotations.

Demonstratives are used preferably as adjectives, not as pronouns.

This view suggests.... *in favor of*: This suggests....

“St.” is generally deleted from references to evangelists, apostles, or church fathers.

The phrase “of course” is usually omitted, in hopes of avoiding a patronizing tone.

“Cf.” expresses a contrast with a previously expressed view; “see” or “see also” directs the reader to a source that further develops the thought.

Spelling

Foreign words or phrases listed in *Webster's* appear in roman. Those not so listed appear in italics.

Italics are used for (1) titles of books, pamphlets, and sermons printed separately; (2) names of ships.

The singular possessive is formed by adding -'s (Smith's, Jones's, etc.) Exceptions: Jesus', Moses', and names ending in an unstressed syllable pronounced -*eez* (Euripides', Yerkes').

Following a city name, names of U.S. states in notes, bibliographies, publication information, and dissertation notices abbreviate, following *Chicago* §15.29. In articles, book reviews, and author notes, state names are spelled in full—except when they appear there in parentheses, they are abbreviated.

The names of months are written in full, in the text and in notes.

Abbreviations appear only in parentheses: (e.g., esp., etc., i.e., km., mi.).

In parentheses, Bible books abbreviate (per *Chicago* §15.51) when followed by chapter or by chapter and verse.

Normally, the NRSV is used for Bible quotations. Other versions quoted are identified with full-cap initials after the reference. (Acts 17:6 NIV)

Geographic names appear in their English form, where these exist (Rome, Cologne, Lyons, etc.).

In notes, the name of the *Bulletin* appears in italics (*International Bulletin of Missionary Research*). In the text, in author notes, and elsewhere, the name appears in caps and small caps (INTERNATIONAL BULLETIN OF MISSIONARY RESEARCH).

Capitalization

Pronouns referring to Deity are lower case.

Titles and subtitles of works in English, as well as headings and subheadings of articles, capitalize according to *Chicago* §8.167, except that prepositions of five letters or more are capitalized. In works published before 1900, however, capitalization may follow the original. Examples of capitalization in titles:

Re-establish Medium-Sized Twenty-three Twenty-third Nineteenth-Century
Cross-Cultural

For titles of works in foreign languages, “sentence capitalization” is followed, not “headline capitalization” (see *Chicago* §10.9). That is, besides the first word of title and subtitle, the only words capitalized are those that would be capitalized in normal prose in the respective language.

The first word of a quotation is capital or lower case, depending strictly on the syntax of the including sentence.

Jones said, “The church should....” vs. Jones said that “the church should....”

In most cases, full names of organizations (U.S. and foreign) are in roman and capitalized. Partial names are lower case. Within a sentence, a “the” preceding the name is lower case, even when it is part of the official title.

the Second Vatican Council; the council the World Council of Churches; the council
the Slavic Gospel Association; the association the Pew Charitable Trusts; the trusts

Personal titles are capitalized (1) in author identifications in references to a person’s current position; (2) if used before a proper name and not in apposition to it. In all other cases, personal titles are lower case.

[author note:] John Jones is Professor of Theology at....

[elsewhere:] John Jones is professor of theology at....

We know that Pope John Paul II believes deeply in.... John Paul II became pope in 1978.

The president hopes...; U.S. president George Bush wants....

In author notes, “contributing editor” and “senior contributing editor” use lower case.

Numbers

Spans of numbers (pages, dates, etc.) elide according to *Chicago* §9.64. Dates in titles and headings, however, appear without elision.

pp. 100–109; pp. 101–9; pp. 110–14; A.D. 1990–91

Numbers through ninety-nine are usually written out, including in the titles of books and articles; larger numbers (except round numbers such as 3 million, 4.5 billion) are expressed in figures. Within a paragraph, however, comparable numbers receive comparable treatment. Also, figures are used with “percent,” with money abbreviations (\$10, £25, SFr 40, etc.), and in phrases such as “part 1” and “chapter 3.” Figures are used if spelled-out numbers would cluster thickly in a sentence or paragraph.

In “Noteworthy,” numbers 10 and above are generally expressed as figures.

Dates take the following forms:

the 1920s; the twenties (*not*: the '20s); June 1991; August 6, 1987; mid–twentieth century
100 B.C.; A.D. 200 (*but*: as requested by an author, B.C.E. / C.E. may be used instead of
B.C. / A.D.)

Measurements: both metric and English may be shown.

between 300 and 600 versts (320–640 km. / 200–400 mi.)

Within a sentence, items in a list are enumerated using (1), (2), etc., not (i), (ii), etc. or (*a*), (*b*), etc.

Wherever possible, adjacent numbers are avoided.

By 1979, a total of 272 pastors.... vs. By 1979, 272 pastors....

Telephone numbers preferably take the form (203) 624-6672 (using a hyphen, not an en dash).

Punctuation

COMMA

The series comma is added where missing, in text and in titles.

in rain, sleet, or snow *Pentecost, Mission, and Ecumenism*

Short (i.e., usually seven words or less), sentence-initial phrases usually have no comma following.

(A comma is used, however, if necessary to avoid confusion.)

In 1834_Duff went....

Despite a flood of hostile publicity_the missionaries carried on....

(*but*: Away from the cold, children can quickly....)

A comma separates the clauses of a compound sentence but not the elements of a compound predicate.

He fasted, and she prayed. vs. He prayed_but never once fasted.

Following a conjunction that separates two coordinate clauses, a phrase or clause is followed by, but usually not preceded by, a comma.

People no longer will be subject to pain, but_at long last, they will become the....

“Jr.,” “Sr.,” and abbreviations of religious orders after names are set off with commas; “II,” “III,” etc. are not.

Martin Luther King, Jr., was.... vs. George G. Hunter III was....

A noun, phrase, or clause that is in apposition to a noun is set off with commas if it is nonrestrictive, but not if it is restrictive.

His wife, Jane, was the first to.... [implies he has only one wife]

The Fiji missionary_John Burton_went.... [implies there is more than one Fiji missionary]

QUOTATION MARKS

Words or phrases referred to as such are enclosed in quotation marks.

the term “syncretism” the concept “love” (*but*: the concept of love)

Quotation marks are never used after “so-called,” and usually not after verbs such as “called,” “referred to as,” and “known as.”

the so-called developing (*not*: “developing”) world
it was described as Christian culture (*not*: “Christian culture”)

In most cases, quotation marks are omitted with short quotations of one or two words, especially when the attribution is clear.

Smith said that the people were grateful (*not*: “grateful”)

In relation to other marks of punctuation, quotation marks (double, single, or both) appear (1) *after* periods and commas, (2) *before* colons and semicolons, and (3), depending on sense, *either after or before* question marks and exclamation points.

If an article begins with a quotation, the opening quote mark is included with the drop cap. (*Note*: Be sure to use large, “straight” quotes. Follow the style of January 1997, p. 20.)

HYPHENS, DASHES

No hyphen appears in compound modifiers whose first element ends in *-ly*.
the recently_installed president

An en dash is used after a prefix modifying an open compound.
the post–cold war era

For the sake of clarity, a sentence contains no more than one set of em dashes.

OTHER MARKS OF PUNCTUATION

At the end of quoted material extracted from the text, any source follows the final punctuation, appears in parentheses, and has no punctuation following it. For direct quotations *not* extracted from the text, the source appears before the final punctuation.

Ellipsis points are used within direct quotations but usually not at its beginning or end.

When two different marks of punctuation are called for at the same point in the sentence, only the stronger mark is retained.

“What must I do to be saved?” asked the jailer. (*not*: saved?,”)

Notes and Bibliography

The format of notes and bibliographies generally follows the *Chicago Manual*. The following examples illustrate many of the commonly encountered items. (Most *IBMR* articles have endnotes; bibliographies appear generally only in “Legacy” articles.)

NOTES

FN LN [first and last names], *Title* (New Haven: Yale Univ. Press, 1993; repr., 2002), pp. 100–108.

FN LN and FN LN, *Title*, vol. 3, *Volume Title*, Series name (Cambridge, Mass.: Harvard Univ. Press, African Studies Center, 1985), esp. pp. 101–8.

FN LN, FN LN, and FN LN, *Title*, 8th ed., 4 vols., ed. FN LN (Grand Rapids: Eerdmans, 1933–39), 3:110–18.

FN LN and FN LN, eds., *Title*, trans. FN LN (Maryknoll, N.Y.: Orbis Books, 1996), chap. 2.

FN LN, “Title,” *Journal* 25, no. 1 (Spring 1977): 200–25.

FN LN, “My Pilgrimage in Mission,” *International Bulletin of Missionary Research* 20, no. 2 (April 1996):

71–76.

FN LN, with FN LN, “Title,” *Journal*, n.s., 3 (January 1990): 202–9.

FN LN, “Title,” *Journal*, May 1984, pp. 234–39.

FN LN, “Foreign Language Title” (Translation, using “headline cap”), *Journal*, May 1984, pp. 234–39.

FN LN, “Chapter Title,” in *Title*, ed. FN LN and FN LN (Berkeley: Univ. of California Press, 1965),

- pp. 20–29.
 FN LN, “Chapter Title,” in *Short Title*, ed. LN and LN, pp. 201–9. [where vol. appears in a previous note]
 FN LN, “Title” (Ph.D. diss., Institution, 1975).
 FN LN, “Title” (paper presented, place, date), p. 15 n. 7.
 FN LN, “Title,” date of preparation, <http://www.gospelcom.net/omsc> (date of access), pp. 2–3. [date of access normally not needed]

BIBLIOGRAPHY

- LN, FN. *Title*. New Haven: Yale Univ. Press, 1993.
 LN, FN, and FN LN. *Title*. Vol. 3, *Volume Title*. Series name. Cambridge, Mass.: Harvard Univ. Press, African Studies Center, 1985.
 LN, FN, FN LN, and FN LN. *Title*. 8th ed. 4 vols. Ed. FN LN. Grand Rapids: Eerdmans, 1933–39.
 LN, FN, and FN LN, eds. *Title*, chap. 2. Trans. FN LN. Maryknoll, N.Y.: Orbis Books, 1996.
 LN, FN. “Title.” *Journal* 25, no. 1 (Spring 1977): 200–25.
 LN, FN. “My Pilgrimage in Mission.” *International Bulletin of Missionary Research* 20, no. 2 (April 1996): 71–76.
 LN, FN, with FN LN. “Title.” *Journal*, n.s., 3 (January 1990): 202–9.
 LN, FN. “Title.” *Journal*, May 1984, pp. 234–39.
 LN, FN. “Foreign Language Title” (Translation, using “headline cap”). *Journal*, May 1984, pp. 234–39.
 LN, FN. “Chapter Title.” In *Title*, ed. FN LN and FN LN, pp. 20–29. Berkeley: Univ. of California Press, 1965.
 LN, FN. “Chapter Title.” In *Short Title*, ed. LN and LN, pp. 201–9. [where vol. appears earlier in bibliography].
 LN, FN. “Title.” Ph.D. diss., Institution, 1975.
 LN, FN. “Title.” Paper presented, place, date.
 LN, FN. “Title.” Date of preparation, <http://www.gospelcom.net/omsc>.

BIBLIOGRAPHY [only for the “hero” of “The Legacy of . . .” series]

- 1902 *Title*. Place: Publisher.
 1903 (ed.) *Hikayat Abdullah* (The life of Abdullah). Place: Publisher. Later editions by Place: Publisher, 1912, 1925.
 1904 Review of Author, *Title* (Place: Publisher, date). *Journal* 30: 432–34.
 1904 “Title.” *Journal* 10 (April): 344–49.
 1906 (with FN LN) *Title*. Place: Publisher.

PLACE OF PUBLICATION

U.S. places of publication that are relatively large or otherwise well known appear *without* state name.

Atlanta	Dallas	New Haven	San Francisco
Baltimore	Grand Rapids	New York	
Boston	Minneapolis	Philadelphia	
Chicago	Nashville	Princeton	

Non-U.S. places of publication mention city name (in English spelling, if such exists) but normally not the country.

Accra	Frankfurt [<i>not</i> F. am Main]	Melbourne	Quezon City
Amsterdam	Geneva	Montreal	Rome
Bangalore	Giessen	Munich	São Paulo
Bologna	Göttingen	Münster	Stuttgart
Buenos Aires	Harmondsworth	Nairobi	Toronto
Cambridge [Eng.]	Helsinki	Nettetal	Tübingen
Canberra	Leicester	Neukirchen [<i>not</i> N.-Vluyn]	Uppsala
Cape Town	Leiden	New Delhi	Utrecht
Cologne	London	Nijmegen	Vancouver
Delhi	Louvain	Nürnberg	Warsaw
Dublin	Lund	Oxford	Wiesbaden
Durban	Madras	Pretoria	Zoetermeer
Edinburgh	Manila	Pretoria	Zurich

Places of publication that are relatively small or not so well known, or that have similarly named places elsewhere, appear *with* state or country name.

Aarhus, Den.	Deerfield, Ill.	Milton Keynes, Eng.	Scottsdale, Pa.
Aldershot, Eng.	Downers Grove, Ill.	Milwaukee, Wis.	Seattle, Wash.
Auckland, N.Z.	Goroka, Papua New Guinea	Nettetal, Ger.	Sheffield, Eng.
Baguio City, Philippines	Harrisburg, Pa.	Ottawa, Ont.	Shillong, India
Basingstoke, Eng.	Huttonville, Ont.	Pasadena, Calif.	St. Louis, Mo.
Belleville, Ont.	Ithaca, N.Y.	Pietermaritzburg, S.Af.	St. Paul, Minn.
Bern, Switz.	Jos, Nigeria	Pittsburgh, Pa.	Stanford, Calif.
Birmingham, Ala.	Kansas City, Mo.	Portsmouth, N.H.	Stavanger, Norw.
Birmingham, Eng.	Lanham, Md.	Providence, R.I.	Suva, Fiji
Calgary, Alta.	Leominster, Eng.	Richmond, Surrey	Three Hills, Alta.
Cambridge, Mass.	Louisville, Ky.	Richmond, Va.	Wake Forest, N.C.
Carlisle, Eng.	Madison, Wis.	San Diego, Calif.	Waterloo, Ont.
Cincinnati, Ohio	Maryknoll, N.Y.	Sankt Augustin, Ger.	Westport, Conn.
Cleveland, Ohio	Mechlin, Belg.		Wheaton, Ill.
Colorado	Memphis, Tenn.		Wilmington, Del.
Springs, Colo.			Yaoundé, Cameroon

PUBLISHER

Except for university presses, the full name of the publisher is often not given. (In particular, “Co.,” “Inc.,” and “Ltd.” are normally omitted, “Publisher/Publishing” sometimes.) An “and” in any publisher’s name is written “&.” In a publisher’s title, “University” becomes “Univ.”

Abingdon Press	Garland	Monarch	SPCK
Addison-Wesley	Greenwood Press	Moody Press	St. Martin’s Press
AltaMira Press	Gregorian Univ. Press	Neukirchener Verlag	Steyler Verlag
Augsburg Fortress	Harper & Row	OMF Literature	T. & T. Clark
Baker	HarperCollins	Oneworld	Texas A&M Univ. Press
Berghahn Books	Harrassowitz	Orbis Books	Thomas Nelson
Blackwell	Heinemann	Oxford Univ. Press	Trinity Press
Boekencentrum	Hendrickson	Paternoster Press	International
Bridge-Logos Publishers	Henry Holt	Paulines	TVZ [Zurich]
Brill	Herald Press	Publications	UBC Press
Burns & Oates	Houghton Mifflin	Paulist Press	Univ. Press of America
Canongate	Ignatius Press	Peeters Publishers	Verlag der Franckeschen Stiftungen
CCGM Publications	Insel Verlag	Penguin	Vintage Books
Cerf	InterVarsity Press	Peter Lang	VTR
Chalice Press	ISI Books	Praeger	W. W. Norton
Christian Litera- ture Society	ISPCK	Regnum Books	WCC Publications
Clarendon Press	James Currey	Rodopi	Westminster John Knox Press
Continuum	Jossey-Bass	Routledge	William Carey Library
Crossroad Publishing	Kregel Publications	RoutledgeCurzon [since Jan. 2002]	Wipf & Stock
Curzon	La Aurora	Rowman & Littlefield	Word Publishing
Darton, Longman, & Todd	Leuven Univ. Press	Rüdiger Köppe	World Dominion Press
Doubleday	LifeChange Publishing	Russell Sage Foundation	World Vision
Edwin Mellen	LIT Verlag	SAIACS Press	World Wide Publications
Eerdmans	Liturgical Press	Scarecrow Press	Zondervan
Fleming H. Revell	M. E. Sharpe	SCM Press	
Fortress Press	Macmillan	Smyth & Helwys	
	MARC		
	Marcus Wiener		

A state name is omitted if it appears in the name of the publisher or institution.
 Pullman, Wash.: Washington State Univ. Press

Book Reviews

TITLE:

(bold, some light; ends with period) **Title: Subtitle.**
Whole-title. Vol. 1: **Title**; vol. 2: **Title.** or: **Title.** Vol. 8 of **Whole-title.**
Title.

AUTHOR/EDITOR [runs in with publishing information]:

(italic) *By FN LN.*
By FN LN and FN LN.
By FN LN, with FN LN
Edited by FN LN, FN LN, and FN LN.

PUBLISHING INFORMATION [details of place and publisher, as above for notes and bibliography]:

(all italic, all run in) *Place: Publisher, 2001. Pp. ix, 255. \$35 [not: \$35.00]; paperback \$16.95.*
Place: Publisher, 1995. 2d ed. 3 vols. Pp. xx, 128. Paperback. No price given.
Place: Publisher; Place: Publisher, 1995. Pp. 543. \$79.95 / SFr 110 / £44.95.
Place: Publisher, 2002. (Series.) [but: series information usually omitted] Pp. 152. €12.

In prices, no space follows a currency symbol; a space follows currency abbreviations (spelled as listed in *Merriam-Webster's* table "Money," with more explicit identification as necessary).

£13.99	US\$19.95 [used with other \$s]	KRW 30,000 (approx. \$25)	PhP 625
¥1,200	BF 650	KSh 600	R 150 [rand]
€1	DFI 39	L 70,000	Rs 250 (outside India, \$10)
\$19.95	f 10	N\$250	SFr 85
Aus\$30	FIM 347	NZ\$39.95	SKr 148.50
CA\$36.99			

Book Notes

AUTHOR/EDITOR:

(italic, end with period) *LN, FN.*
LN, FN, ed.
LN, FN [pseud.].
LN, FN. Edited by FN LN.
LN, FN, ed.
LN, FN, and FN LN, eds.
LN, FN, FN LN, and FN LN, trans.

TITLE:

(bold, with some light) **Title: Subtitle.** Rev. and exp. ed. (with CD-ROM).
Whole-title. Vol. 1: **Title**; vol. 2: **Title.** or: **Title.** Vol. 8 of **Whole-title.**
Title. Series. [*but: series information usually omitted*] 2d ed. 2 vols.

PUBLISHING INFORMATION [exactly as for book reviews]

Dissertation Notices

AUTHOR:

(italic) *LN, FN.*

TITLE:

(bold) **"Title: Subtitle."**

DEGREE. PLACE: INSTITUTION, DATE

(all italic, all run in) *Ph.D. Pasadena, Calif.: Fuller Theological Seminary, 2001.*
Th.D. Lund: Lund Univ., 2002.
Ph.D. Rome: Pontifical Gregorian Univ., Faculty of Missiology, 2000.
Th.D. Toronto: Univ. of Toronto, Emmanuel College, 2002.

Fifteen Outstanding Books of 200_ for Mission Studies [as for Book Notes, except omit pp. and year of publication]

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Anderson, Gerald H., “Response to Marcello Zago, O.M.I.,” 25:6–8
 ———, “Taking Stock: Theological Education in South East Asia,” 26:82–83
 Barrett, David B. and Todd M. Johnson, “Annual Statistical Table on Global Mission: 2001,” 25:24–25
 Bettscheider, Heribert, S.V.D., “The Legacy of John Schuette, S.V.D.,” 27:29–33
 Johnson, Todd M. *See* Barrett, David B.
 Kärkkäinen, Veli-Matti, “Evangelization, Proselytism, and Common Witness: Roman Catholic–Pentecostal Dialogue on Mission, 1990–1997,” 25:16–22

Books Reviewed

Barrett, David B., and Todd M. Johnson, *World Christian Trends A.D. 30–A.D. 2200: Interpreting the Annual Christian Megacensus*, 26:128–30
 Barrett, David B., George T. Kurian, and Todd M. Johnson, *World Christian Encyclopedia: A Comparative Survey of Churches and Religions in the Modern World*, 26:128–30
 Cuthbertson, Greg, Hennie Pretorius, and Dana Robert, eds., *Frontiers of African Christianity: Essays in Honour of Inus Daneel*, 28:92
 Erh, Deke, and Tess Johnston, eds., text by Martha Smalley, *Hallowed Halls: Protestant Colleges in Old China*, 27:42–43
 Johnson, Todd M. *See* Barrett, David B., and Todd M. Johnson; Barrett, David B., George T. Kurian, and Todd M. Johnson
 Johnston, Tess. *See* Erh, Deke
 Kurian, George T. *See* Barrett, David B., George T. Kurian, and Todd M. Johnson
 Pretorius, Hennie. *See* Cuthbertson, Greg
 Robert, Dana. *See* Cuthbertson, Greg
 ———, *Occupy Until I Come: A. T. Pierson and the Evangelization of the World*, 28:186
 ———, ed., *Gospel Bearers, Gender Barriers: Missionary Women in the Twentieth Century*, 28:43
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 Fifteen Outstanding Books of 2000 for Mission Studies, 25:37

Other

Adverbs such as “only” appear as near as possible to the element they modify.

Following a possessive, an initial article in a title is normally deleted.

Kent Hill’s ~~The~~ *Soviet Union on the Brink*

Initial articles normally do not appear with the names of publishers, newspapers, or journals. (In text, “the” is lower case and roman.)

Note numbers appear preferably at the end of a sentence or clause, never in a title or subtitle or in photo captions.

In general, direct quotations of 10 lines or more are set off as an extract from the text; quotations of fewer than 10 lines are run in. Shorter quotations that include a paragraph break may be extracted.

Reference is not made simultaneously to a title and to the meaning of the title (see *Chicago* 8.185).
 in his article entitled “The Gods of the People” *or*: in his article about the gods of the people
but not: in his article about “The Gods of the People”

Abbreviations of religious orders are retained after personal names (James Kroeger, M.M., etc.).

In text (vs. in notes and bibliographies), Web sites are listed *without* angled brackets. Also, unless capital letters are required, Web addresses are all lower case.

In hyphenating URLs and e-mail addresses, follow the directions in *Chicago Manual* §7.44:

1. never break at a hyphen
2. break AFTER a colon, slash, double slash, or @
3. break BEFORE a period or other punctuation or symbols
4. for a particularly long element, break between syllables.

Examples:

- a. <http://www.salonmagazine.com>. There are 5 possible breaks here, indicated by the spaces:
 http: // www .salon magazine .com
- b. www.h-net.org/announce/show.cgi?ID=153499. The 6 possible breaks:
 www .h-net .org/ announce/ show .cgi?ID =153499
- c. johnjones@greenmarble.net The 4 possible breaks:
 john jones@ green marble .net

In arranging items alphabetically, the letter-by-letter method is normally preferred. Also, names beginning with Mac-, Mc-, M’-, or St. are alphabetized as they appear (*not* all as Mac- or Saint; see *Chicago Manual* §18.71, 73).

Particles (de, van, von, etc.) in names are capitalized, and the last name alphabetized, in accordance with author preference as indicated particularly in library catalogs (esp. Library of Congress).

A typical obituary form in “Noteworthy,” with bold and light, is:

Died. First Name Middle Initial/Name Last Name, age at death [in figures], position or status, date of death, place of death.

For various epigraph styles, see October 1997, p. 154; October 1998, p. 154; October 2004, p. 153.

For the style of an introductory paragraph, see January 1998, p. 2, also October 1998, p. 154.

For an article beginning with a direct quote, use a large quotation mark. (See October 2003, p. 162.)

In notes, consecutive citations from the same source are normally collapsed into a single note.

Rauschenbusch's impact on mission methods was evident when John R. Mott sounded the call for a greater involvement in social issues of the day. Mott endorsed the social gospel when he affirmed: "There are not two gospels, one social and one individual. There is but one Christ who lived, died, and rose again, and relates Himself to the lives of men."¹ In April 1914, at the "Conference on Social Needs," Mott gathered social gospel leaders, one of whom was Rauschenbusch, along with representatives from North American student organizations, to address the relationship between students and the social realm. This meeting "marked an epoch in the social thinking of the student community."²

1. Charles Howard Hopkins, *John R. Mott, 1865–1955: A Biography* (Grand Rapids: Eerdmans, 1979), p. 417.

2. *Ibid.*, p. 300.

Delete first note; change second note to:

1. Charles Howard Hopkins, *John R. Mott, 1865–1955: A Biography* (Grand Rapids: Eerdmans, 1979), pp. 417, 300.

Punctuation and font: follow the recommendation of *Chicago* (§6.3), which calls for all punctuation to appear in the same font as the main or surrounding text.

For titles of works with two subtitles (not recommended!), a colon precedes the first, a semicolon precedes the second (see *Chicago* §17.54).