

***FellowScript* Style Sheet for Contributors**

Note: Editors and proofreaders may make minor changes or request more significant changes, but they will leave things as they are as much as possible. Contributors are responsible for submitting work that adheres to the guidelines and is as error-free as possible.

Format/Style

1. Use Canadian spelling and punctuation, e.g., colour, not color; favour, not favor; Saviour, not Savior.
2. Font. We prefer Times New Roman, size 12, with 1.5 line spacing and standard 1" margins for all submissions (this does not include poetry). Use left margin justification. Indent new paragraphs.
3. "InScribe" is to be capitalized this way.
4. "*FellowScript*" is to be capitalized this way and italicized.
5. "Nonfiction" and "coauthor" are not to be hyphenated.
6. Numbers greater than ten, should be written as follows: 11, 110, 1,100, etc. If there are several numbers including those greater than ten in a single sentence or paragraph, those less than 11 can be written as follows for uniformity: 2, 4, 6, etc.
7. When a number is at the beginning of a sentence, it should be written as a word **or** words. For example, "First Corinthians is my favourite New Testament book," "Nineteen fifty-five was a great year," and "Twenty dogs are playing at the dog park."
8. Percentages should be written as follows: 10%, 50%, 100%, etc. Although "10 percent" is the traditionally accepted form, "10%" is now more common and may be seen as "less pretentious."
9. Dates should appear as follows: October 18, 2021, or October 18.
10. Time. Use a.m. or p.m. for time, e.g., 9:15 a.m., 12:30 p.m.
11. Add a comma after province and state names if a city is also included. For example, "Jasper, Alberta, is one of my favourite places to vacation."
12. Possessives: Singular possessives ending in "s" should use an apostrophe and an extra "s", e.g., Jesus's. Plural possessives ending in "s" do not include an extra "s", e.g., the students' books.
13. Book titles, magazine names, newspaper names should be in italic, e.g., *Little House on the Prairie*. No quotation marks.

14. Titles of songs, poems, and articles should be in quotations, e.g., “The First Noel”.
15. Deity pronouns: Authors may use their own discretion when it comes to deity pronouns, as this is deemed a stylistic choice. The Chicago Manual recommends that pronouns for deity no longer be capitalized in contemporary writing. As well, most contemporary Bible versions do not capitalize deity pronouns. However, many writers prefer to capitalize deity pronouns as a sign of honour/respect. Therefore, it will be left up to individual authors for each submission. Quotes should maintain whichever style is used in the quote.
16. Spell out Bible book names in full, e.g., Matthew 3:10, not Matt. 3:10.
17. Please use the following format for quoting scripture verses. Bible verses inside quotation marks. Do not use italics. Reference and version should be in parentheses following the verse, with the period placed after the parentheses, not after the verse. For example, "For God so loved the world, that he gave his only Son" (John 3:16 ESV).
18. Be sure to include the version you are using when quoting a Bible passage. We have permission to use the following versions: (ESV), (NIV), (NLT), (KJV), (NASB), (NKJV).
*NOTE: To use a version not listed here, please see the Copyright info on the next page.
19. If it is your style to include incomplete sentences, feel free to do so. However, too many may be problematic for readers.
20. Be aware that “the rules” change. English is an evolving language and so are accepted grammar “rules.” Plus, each writer has their own “best practices” when it comes to their writing process. Feel free to make suggestions but take care not to imply that the guidelines you follow and your writing process are right for everyone.

Punctuation

1. Use the serial comma (aka the Oxford comma) when including a list of three or more items.
2. There should be a comma before "and" only if what follows is a complete sentence.
3. There should be a comma before "but" only if what follows is a complete sentence. If you want to emphasize what follows, use an em dash before "but" rather than a comma. (You can create an em dash in Word by typing two hyphens, typing the next word, and then hitting the space bar.)
4. When using an em dash, leave no space before or after it, e.g., **Don’t give up—Jesus is Lord.**
5. Do not place punctuation after a web address/URL, even if it’s at the end of a sentence.
6. Try to keep titles short: No more than 40 characters is recommended.

Important Copyright Information

1. All passages must contain the version at the end of the quoted passage. *FellowScript* maintains copyright permission for the following versions of the Bible: NIV, ESV, NLT, NASB, and NKJ. (KJV is public domain so needs no copyright.) If a contributor chooses to use another version than the ones listed, they must include a footnote indicating the copyright permission as found on a site such as Bible Gateway. <https://www.biblegateway.com/versions/>
2. Unless quoted content is in the public domain, written permission is required before including it in a poem, column, or feature article. Citing the website where the content was found is often not sufficient. There are exceptions, however. For example, a brief quote can be used when reviewing a book.
3. A contributor is NEVER to use any portion of a poem or song unless that contributor holds the copyright or has written permission from the individual who does.
4. Speaking of the Internet, just because a quote is widely circulated, it doesn't mean those who do so are not in breach of copyright.