

# Pacific Press® Publishing Association

## Style Manual

### 2009 Edition

## CONTENTS

CONTENTS.....	1
A.....	2
B.....	5
C.....	7
D.....	10
E.....	12
F.....	14
G.....	16
H.....	18
I.....	20
J.....	21
K.....	22
L.....	23
M.....	25
N.....	27
O.....	28
P.....	29
Q.....	32
R.....	33
S.....	34
T.....	38
U.....	40
V.....	41
W.....	42
X.....	43
Y.....	44
Z.....	45
TOPICAL—QUICK REFERENCE.....	46
to <i>CHICAGO</i> 15th EDITION	

## A

Abba, Father	title of deity
ABCs	Adventist Book Centers®
Absolute, the	title of deity
academic degrees	Capitalize when referring to the full name of the degree. Bachelor of Arts, Master of Business Administration. Chicago 15.21
academic disciplines	Lowercase unless department name, official course, or proper name: history of religions, English education.
accidentally	NOT accidentally
Acts of the Apostles	the book of Acts in the Bible
A.D.	precedes date; e.g., A.D. 31 Use small caps and periods.
Adam, the Last	title of deity
Adam, the Second	title of deity
Adonai	title of deity
Adrenalin	Capitalize as the name of the synthetic drug
adrenaline	lowercase as the name of the hormone
Advent	First Advent, Second Advent, the Advent
advent of Christ	coming of Christ; Jesus' second coming; second coming of Christ
Advent doctrine	
Advent movement	
Advent people	
Adventist, Adventism referring to the denomination	
Advocate	title of deity
affect, effect	Usually <i>affect</i> is used as a verb, "to assume," "to change," "to influence." <i>Effect</i> is usually a noun, "impression," "result"; but can be a verb, "to bring about."
African American	hyphenate when used as an adjective; avoid Afro American
age, aged, at the age of	at the age of 46; NOT: at age 46 a man aged 46; NOT: a man age 46 Eliminate the word <i>age</i> where possible.
All-Father	title of deity
All-merciful, the	title of deity
All-merciful One	title of deity

All-wise	title of deity
Almighty	title of deity
Almighty God	See <i>Early Writings</i> , p.122, about not using these two words together.
Alpha	title of deity
altar, alter	He knelt at the <i>altar</i> (noun). They <i>altered</i> (changed) their direction (verb).
A.M., P.M., M.	Use small caps with periods, as shown.
Amazon.com	
Ambassador of heaven	title of deity
Amen, the	title of deity
among	referring to more than two persons or things; cf. between
Ancient of Days	title of deity
Angel	Exod. 3:2; Acts 7:30, 35, 38
Angel of His presence	title of deity
Angel of the covenant	title of deity
Annunciation, the	
Anointed, the	title of deity
Anointed One	title of deity
Another	title of deity
antediluvian	
antichrist	
anti-Christian	
Antitype	title of deity
AOL	
AP	Associated Press
apocalypse	Capitalize when referring to the book of Revelation
Apostle	title of deity
apostle, apostle Paul	
apostolic age	
apostolic church	
Apostolic Council	Acts 15
Apostolic Fathers	
apostolic period	
apostolic writings	
Archangel	Christ; see 1 Thess. 4:16
Architect, the Divine	title of deity
Architect, the Great	title of deity
ark, Noah's	
ark of the covenant	
ark, the	
Armageddon, battle of	

ascension of Christ, the	
Ascension, the	
assure	see <i>ensure</i>
atonement, day of	lowercase for heavenly
Atonement, Day of	earthly
Attendant, the Divine	title of deity
Author and Finisher of our faith	title of deity
Author of nature	title of deity
Author of truth	title of deity
Authority, the Highest	title of deity

## B

Babe of Bethlehem	title of deity
Babel, Tower of	
Baby Jesus	title of deity
Babylon the Great	Rev. 17:5
Babylonian captivity, the Captivity	
Babysit/babysat	
babysitter	
babysitting	
back end	noun; computer term
back-end	adj.; computer term
baptistry	NOT baptistery
Baptist, the; John the Baptist	
B.C.	used after a date; e.g., 538 B.C. Use small caps.
beatitude	
Beatitudes, mount of Beatitudes	
Beginner	Capitalize Beginner lesson/s and Sabbath School department
Beginning, the	title of deity
Beginning of the creation of God	title of deity
Being	title of deity
Being, the Divine	title of deity
Being, the Eternal	title of deity
Being, the Supreme	title of deity
Beloved of heaven	title of deity
Beloved of the Father	title of deity
bestseller	
best-selling	adj.
between	referring to two persons or things; cf. among
Beulah Land	
biannual	twice a year
Bible verse/s	for quarterlies only: <i>vs.</i> for one verse; <i>vss.</i> for two or more verses. Otherwise, <i>v.</i> , <i>vv.</i>
Bible	
biblical	antibiblical, unbiblical, nonbiblical
biennial	every two years
bimonthly	every two months
Bishop of souls	title of deity
biweekly	every two weeks

blond	refers to male or female when used as an adj.
blonde	when no noun is used: She was a pretty <i>blonde</i> .
BMP	bitmap, type of image file
Book, blessed	
book of Acts, book of Luke, book of Revelation	
Book of books	
book of life	
<i>Book of Mormon, The</i>	
books of the Bible	abbreviations, see 15.51, 15.53. We use the first abbreviation shown.
Book, the	referring to the Bible
Boy Jesus	title of deity
Branch of David	title of deity
branch Sabbath School	
Branch, the	title of deity
bread of life	spiritual food, truth
Bread of Life	title of deity
Bread, the Living	title of deity
Bridegroom	title of deity
Bright and Morning Star	title of deity
Bulletin	General Conference Bulletin
Burden Bearer	title of deity

## C

callous, callus	A <i>callous</i> (adj.) person can have <i>calluses</i> (noun) on his hands.
camp meeting	two words, no caps
canvas	material like a tarp
canvass	a selling technique such as what the LEs present
capital, capitol	city; Boise is the <i>capital</i> city of Idaho. building; The [state] <i>capitol</i> is undergoing renovations.
Capitol	the building where the U.S. Congress meets
Captain of our salvation	title of deity
Captain, our	title of deity
CD-ROM	
Celestial City	New Jerusalem
censer	incense burner
ensor	to remove or prohibit anything obscene or objectionable
censure	to condemn or disapprove
chapter 9	lowercase within document and use the numeral
Chief Shepherd	title of deity
Child Jesus	title of deity
Child-king	title of deity
Child of Bethlehem	title of deity
Child of Nazareth	title of deity
child rearing	noun; child-rearing as adj.
children of Israel	
chosen people	
christs, false	
Christian Era	
Christ	title of deity
Christ child	title of deity
Christ Jesus	title of deity
Christlike	
Christmastime	
church	lowercase: papal church, Christian church, remnant church. (Cf. Church)

---

---

Church	Cap. when used with a denominational name: Seventh-day Adventist Church, Adventist Church referring to worldwide church, Roman Catholic Church, Roman Church, Church of Rome, Catholic Church When used in the full name of a building or congregation, capitalize: Memorial SDA Church, Delano SDA Church.
church-board members	
church fathers	
churchgoer	
churchgoing	
cite, site	<i>cite</i> : to quote as an example <i>site</i> : a particular place
City of God, City of David Jerusalem, New Jerusalem, or Bethlehem	
coarse, course	<i>coarse</i> : texture, structure, form; <i>coarse</i> features, <i>coarse</i> cloth <i>course</i> : In the <i>course</i> of a week; of <i>course</i>
colaborer	
Comforter, the	title of deity
coming of Christ	
Coming One	title of deity
Commander of heaven	title of deity
commandment	first, second, third, etc. commandment
commandment keeper	
commandment keeping	noun
commandment-keeping	adj.
Communion	AVOID Holy Communion, meaning eucharist
Communion Sabbath	
Communion service	
Communion table	
Community Services center	BUT Caldwell Community Services Center
Companion, the Unseen	title of deity
complement	verb—to go with or complete
compliment	verb—to flatter; given free as a courtesy
conference	generic
Conference	General Conference; Conference when referring to the GC; Idaho Conference
Conqueror	title of deity
Consolation of Israel	title of deity
Constitution, of the United States	



Continent	the mainland of Europe, Continental Europe, (See: 8.50)
continual	repeated regularly or repeatedly
continuous	extended or prolonged without interruption
copyedit	copyediting
copy editor	
co-Reformer	referring to the Reformation
co-reformer	
Cornerstone, Chief	title of deity; 1 Pet. 2:6
Counselor	title of deity
Covenant Angel	title of deity
Council, Annual	of the General Conference Committee
Counter-Reformation	
covenant	ark of the covenant; capitalize New/Old Covenant when substituting for New/Old Testament
covenant, everlasting	
Creation	specific six-day event; Creation week; Creation story; week of Creation
Creator	title of deity
cross	lowercase when referring to the wooden cross, the object
cross, the	of Jesus
Cross, the	Capitalize when referring to the redemptive act
cross of Calvary, the	lowercase cross
Crucified, the	title of deity
Crucified One	title of deity
Crucifixion, the	
crucifixion of Christ, the	
cyberspace	

## D

Dark Ages	
Dark Day	May 19, 1780
dates	'90s, nineties, mid-1990s, '00s, if clear what century we are talking about; 606–605 B.C. Use 1/en dash between dates
Day of Atonement	BUT: antitypical day of atonement
day of judgment	
Day of Pentecost	
Daysman	title of deity
Dayspring	title of deity
Daystar	title of deity; not 2 Pet. 1:19
Dead Sea Scrolls	
Decalogue	the Ten Commandments, law of God
decree of Cyrus	
Deity	
Deliverer	title of deity
Deluge, the	
Designer, the Great	title of deity
Desire of Ages	title of deity
<i>Desire of Ages, The</i>	title of E. G. White work; <i>The</i> is part of the book title.
Desire of all nations	title of deity
Deuteronomy	
devil, the	
Dial-a-Prayer	
Disappointment, the; Great Disappointment	
disappointment of 1844, the	
divine	
Divine Arm	title of deity
Divine, the	title of deity
Divine Architect	title of deity
Divine Artist	title of deity
Divine Being	title of deity
Divine Director	title of deity
Divine Hand	title of deity
Divine Judge	title of deity
Divine Omnipotence	title of deity
Divine One	title of deity
Divine Presence	title of deity
Divine Providence	title of deity
Divine Spirit	title of deity

divinity	lowercase when not a title—the divinity of Christ
Divinity	title of deity
Divinity, the	title of deity
Division	Capitalize when the name of the division is used: North American Division
division, the	the division president
Doctor/doctor	spell out in conversation; EXAMPLE: “Run and get Doctor Brown.” “Run and get the doctor.”
doer	evildoer, evildoing, rightdoer, rightdoing, well-doer, well-doing [noun and adj.], wrongdoer, wrongdoing
Dominion	of Canada, Australia, New Zealand
Door, the	title of deity
dotcom	
download	
downtime	
dyeing	changing colors
dying	death

## E

Early Fathers	
earth, new	
eBay	
e-business	
e-commerce	
Educator, the Great	title of deity
effect	See: affect
e-journal	
El	title of deity
elder	change to “pastor” whenever appropriate Capitalize as a title before a name
Elder Brother, our	title of deity
Elect, the	title of deity
Elohim	title of deity
El Shaddai	title of deity
e-mail	
emigrate, immigrate	<i>emigrate</i> : to leave a country; to <i>emigrate</i> from <i>immigrate</i> : to come into a new country, region, environment
Emmanuel	Immanuel, first preference; title of deity
empire	When naming a specific empire, capitalize; e.g., Roman Empire
end, the	
End, the	title of deity
end time	lowercase and hyphenate only when the noun follows—end-time event
Enlightener	title of deity
ensure, insure, assure	<i>ensure</i> : to make certain or safe <i>insure</i> : to guard against loss <i>assure</i> : to comfort or give confidence to
Episcopal Church	
Epistle	Capitalize when part of the title [the First Epistle to Timothy, Epistle to the Romans; BUT epistle of Romans]
Epistles	Capitalize in the New Testament, when used in connection with the Gospels; otherwise lowercase.
Era, Christian	
Established Church, state Church of England	
Eternal, the	title of deity

Eternal Being	title of deity
eternal Book	the Bible
Eternal City	Rome
Eternal Father	title of deity
Eternal Justice	title of deity
Eternal One	title of deity
“eternal ten”	the Ten Commandments
Ethernet	
eucharist	Cap. in Catholic setting
Everlasting Father	title of deity
Ever-merciful, the	title of deity
evildoer, evildoing	
evil one	
ex-high priest	
Exalted One	title of deity
Example, our	title of deity
Exemplar, the Great	title of deity
Exile, the	BUT the Jewish exile
Exodus, the	BUT the Hebrew exodus
eyeing	first preference of spelling
e-zine	

## F

Fall, the	BUT the fall of man
Far East, Far North, Far West	
farther, further	<i>farther</i> : refers to actual physical distance <i>further</i> : refers to degree or extent
Father	title of deity
Father	capitalize Catholic priests
father Abraham	Luke 16:30
Fathers, Early Christian	
Father, Everlasting	title of deity
Father, Great	title of deity
Father, heavenly	title of deity
Father, our	title of deity
Father of all	title of deity
Father of glory	title of deity
Father of life	title of deity
Father of mercies	title of deity
Fatherhood	referring to deity
Feast	Capitalize titles or names of all Hebrew feasts
fewer, less	<i>fewer</i> : refers to number; uses plural nouns <i>less</i> : refers to degree or amount; uses singular noun; <i>Less</i> effort was put forth, and <i>fewer</i> people attended.
fiancé	male; When gender is unknown, use <i>fiancé</i> .
fiancée	female
First and Last	title of deity
first angel's message	
First Cause	title of deity
first-grader	
first-grade boy	
First Peter	Capitalize only at the beginning of a sentence within sentences, use 1 Peter, 2 John, etc.
Firstborn	title of deity
Flood	of Noah's time; the Deluge, Noah's flood
flood, biblical	
floodwaters	
foot of the cross	cross is lowercase
footwashing	
foot-washing ceremony	
forbear	to refrain
forebear	an ancestor

forego	to go before in place, time, degree; precede
Forerunner	title of deity; Heb. 6:20
Foreword	preface or introduction; cap. as title, but “the foreword”
forgo	to do without; to relinquish
forward	ahead
Fountain of living waters	title of deity
Fountain of wisdom and knowledge	title of deity
Fountainhead	title of deity
french fries	Chicago 8.65; lowercase unless used in the literal sense
Friend	title of deity
Friend beside the throne	title of deity
friend of God	James 2:23
Friend of sinners	title of deity
front end	computer term; noun
front-end	computer term; adj.
front line	noun
frontline	adj.
fundamental beliefs, 28 or all 28	
Fundamental Beliefs of Seventh-day Adventists	
Fundamental Beliefs statement; Statement of Fundamental Beliefs	
fund-raising	noun

## G

Galilean	title of deity
Galilean Pilgrim	title of deity
Galilean Teacher	title of deity
Garden, the	
Garden of Eden	
Garden of Gethsemane	
General of the armies of heaven	title of deity
General, our	title of deity
General Conference Association	
General Conference Session	cap. "Session" when it refers to a particular session, e.g., the 1980 General Conference Session
General Conference session	l.c. if it's a general reference, e.g., the General Conference session met to discuss new issues.
Gentiles	
Gift, the Unspeakable	title of deity
Gift of God	title of deity
Gift of heaven	title of deity
God of hearts	title of deity
gift of prophecy	
Giver, the Great	title of deity
God	title of deity
God, an infinite	title of deity
God, Infinite	title of deity
God, the Eternal	title of deity
God, the Living	
God, the Most High	
God Almighty	Don't use; see <i>Early Writings</i> p. 122.
God Eternal	title of deity
God, Great	title of deity
Godhead	
Godhead, the	title of deity
godless	
godlike, godlikeness	
godliness, godly	
God-man	title of deity
God of light	title of deity
God of wisdom	title of deity
gods, sun god, pagan god	
golden rule	



Goodbye	Capitalize when using <i>said</i> ; She said Goodbye to her mom.
Good Friday	
Good Husbandman	title of deity
Good Shepherd	title of deity
Goodness, Divine	title of deity
good news	
good Samaritan	
gospel	the doctrine of Christ, good news
Gospel	the books of the Bible, e.g., Gospel of Luke
Gospels	Gospels of Matthew, Mark, and Luke
Gospel Teacher	title of deity
Governor, the	title of deity
Governor, the Great Moral	title of deity
Governor of the universe	title of deity
Great Commission	Christ's great commission
Great Commoner	title of deity
great controversy	
Great Deliverer	title of deity
Great Disappointment	
Great Healer	title of deity
Great King	title of deity
Great Physician	title of deity
Great Revealer	title of deity
Great Shepherd	title of deity
Great Superior	title of deity
Great Supreme	title of deity
Great Teacher	title of deity
grisly	horrifying, repugnant
grizzly	grayish; or short form for grizzly bear
grown-up	noun, adj.
grown up	verb; He had <i>grown up</i> in Texas.
Guest, the heavenly	title of deity
Guest, the Unseen	title of deity
Guiding Hand	title of deity

## H

Hallowed One	title of deity
Hand, the Unseen	title of deity
Head, the Great	title of deity
Healer, the Great	title of deity
Healer, the Mighty	title of deity
Heart Searcher	title of deity
heaven	lowercase for the place
Heaven	Capitalize when Divinity is meant, lower case when place is meant
heavenly city	
heavenly sanctuary	
Heir of all things	title of deity
Helper, our Invisible	title of deity
High Priest	title of deity
High Priest, the Great	title of deity
High Heaven	title of deity
Highest, the	title of deity
Holy Author of our religion	title of deity
Holy Child	title of deity
Holy City	old Jerusalem, New Jerusalem, etc.
Holy Father	title of deity
Holy Ghost	title of deity
Holy God	title of deity
Holy Land	Palestine
Holy of holies	title of deity
Holy of Holies	Most Holy Place; Second Apartment
Holy One	title of deity
Holy One of God	title of deity
Holy One of Israel	title of deity
Holy Place	
Holy See	
Holy Spirit	title of deity; Use <i>He</i> , NOT <i>It</i> , when referring to the Holy Spirit.
Holy Trinity	title of deity
Holy Watcher	title of deity
homepage	
Honored of God	title of deity
Honored of heaven	title of deity
Hope of Israel	title of deity
Hope of the fathers	title of deity
Householder, the Faithful	title of deity
Husband	title of deity; Isa. 54:4–8

Husbandman hymnal	title of deity <i>Church Hymnal, The</i> (old) <i>Seventh-day Adventist Hymnal</i> (new)
----------------------	--

# I

I AM	title of deity
I AM THAT I AM	title of deity
ibid.	lowercase within parentheses; capitalize at beginning of reference; not italicized
i.e.	use that is in formal writing
iMac	
Immanuel	first preference
immigrate	See <i>emigrate</i>
imperial Rome	
Incarnation, the	BUT the incarnation of Christ
Industrial Revolution	
Infinite, the	title of deity
Infinite Justice	title of deity
Infinite Love	title of deity
Infinite Mind	title of deity
Infinite One	title of deity
Infinite Power	title of deity
Infinite Purity	title of deity
Infinite Wisdom	title of deity
information superhighway	
Ingathering	
Inquisition, the	
Inspiration	Capitalize when it is a divine influence upon human beings.
Inspiration	title of deity
Instructor	title of deity
insure	See <i>ensure</i>
Intercessor	title of deity
Internet	
InterNIC	
investigative judgment	
IPO	initial public offering
Isle of Patmos	BUT island of Patmos

## J

Jah	title of deity
Jairus	
Java	
JavaScript	
JCPenney	no spaces
jeep	lowercase for the military vehicle Capitalize when using trademark name
Jehovah	title of deity
Jehovah-Jireh	title of deity
Jehovah's Witnesses	
Jell-O	brand name for gelatin, pudding
Jerusalem Council	Council of Jerusalem
Jesu	title of deity
Jesus	title of deity
Jesus'	no s after apostrophe
Jesus Christ	title of deity
Jew	NOT Jewess
Jewish holy days	
John the beloved	
John the revelator	
JPEG	image file type
jubilee	lowercase in both biblical and modern contexts
Judah, kingdom of	ancient
Judge, Great	title of deity
Judge, the	title of deity
Judge, the Great; Righteous	title of deity; 2 Tim. 4:3
judgment	
Judgment Day	
Junior	capitalize Junior lesson/s and Sabbath School department
Just, the	title of deity
Justice	title of deity
justice of the peace	Capitalize as a formal title before a name only. Never abbreviate.
Just One	title of deity

## K

Keeper	title of deity
Keeper of Israel	title of deity
kindergarten	
King	title of deity
King, Great	title of deity
King, the Great	title of deity
kingdom, kingdom of God, of heaven	
King Eternal	title of deity
King of glory	title of deity
King of heaven	title of deity
King of kings	title of deity
King of Peace	title of deity
King of saints	title of deity
King of Salem	title of deity
King of the Jews	title of deity
king of the north, south	
King of the universe	title of deity
King's Heralds, King's Heralds Quartet	
Kleenex	trademark name
knickknack	

## L

Lake of Galilee	
Lake of Genesaret	
Lamb	title of deity
Lamb of God	title of deity
LAN	local area network
Land of Beulah, Canaan, Promise, Rising Sun, etc.	when referring to heaven or new earth
land of Canaan	
Last, the	title of deity
Last Supper, the Supper, the Lord's Supper	pertaining to Christ with the Twelve
Latter Day Saints	Missouri
Latter-day Saints	Utah
latter rain	
law	lowercase when referring to the Ten Commandments
Law	Capitalize when referring to the five books of Moses
Lawgiver, the Great	title of deity
law keeper	
law-keeping	
law of God	
Leader, our Divine	title of deity
left hand	noun
left-handed	adj.
left-hander	noun
left wing	noun
left-wing	adj.
left-winger	noun
Lender, the	title of deity
Lent	from Ash Wednesday to Saturday—day before Easter
less	See <i>fewer</i>
let up	noun, adj.
letup	verb
Life, the	title of deity
Life-Giver	title of deity
life-size	
Light, the	title of deity
Light Bearer	title of deity
Light-Giver	title of deity
Light of life	title of deity
Light of the world	title of deity

light-year	
lightening	getting or making lighter
lightning	thunder and lightning
likable	NOT likeable
Lily of the valley	title of deity
Lion of the tribe of Judah	title of deity; note lowercase <i>tribe</i>
little-horn power	
livable	NOT liveable
Lloyd's of London	insurance firm
log in	to access a computer (verb)
login	account name used to gain access to a network server, the Web, etc. (noun)
log off	verb
log on	access computer or network (verb)
logoff	
logon	procedure (noun)
logon	"logon time" (adjective)
Logos, the	title of deity
log out	verb
longtime	adjective; They were longtime friends.
Lord	title of deity
Lord, Great	title of deity
Lord God of hosts	title of deity
Lord Jesus Christ	title of deity
Lord of glory	title of deity
Lord of hosts	title of deity
Lord of life	title of deity
Lord of lords	title of deity
Lord of Sabaoth	title of deity
Lord our Righteousness	title of deity
Lord's Day	
Lord's Day Alliance	
Lord's Prayer	
Lord's Supper	also see <i>Last Supper</i>
lost coin	
lost sheep	
loud cry	
Love	title of deity
Lover of sinners	title of deity
Low Countries	Belgium, Luxembourg, and Netherlands



## M

Magi	Three Kings, wise men
mailbomb	a large number of electronic junk mail items sent to one recipient
Majesty of heaven	title of deity
Majesty of truth	title of deity
Majesty on high	title of deity
Major Prophets	
Maker, our	title of deity
Man, the	title of deity
Man, the Second	title of deity
Man-child	title of deity
Man-God	title of deity
Man Jesus, the	title of deity
Man of Calvary	title of deity
Man of Nazareth	title of deity
Man of Sorrows	title of deity; Isa. 53:3
mark of the beast	
Mass	a Catholic service
Master	title of deity
Master Architect	title of deity
Master Artist	title of deity
Master Builder	title of deity
Master Craftsman	title of deity
Master Designer	title of deity
Mastermind	title of deity
Master Shepherd	title of deity
Master Teacher	title of deity
Master Weaver	title of deity
Master Worker	title of deity
Master Workman	title of deity
matrix, the	growing mass of interconnected networks
Mediator	title of deity
Medical Leader	title of deity
megasite	
Melchizedek	title of deity
mercy seat	
Messenger	title of deity
Messenger of the covenant	title of deity
Messiah	title of deity
Messiah, the	lowercase for false messiah
Messiahship, the	His messiahship; the messiahship of Jesus
Messianic	

Messias	title of deity
Michael	title of deity
Middle West	12 states in North Central United States
Midnight Cry, the	
Midwest	
Mightier than Satan, the	title of deity
Mighty One	title of deity
Mighty Rock	title of deity
millennium, the	
Millerite movement	
Mine Elect	title of deity
Minister of the sanctuary	title of deity
Minor Prophets	
Model, the Divine	title of deity
Model, the Perfect	title of deity
Mohammed	Should be Muhammad
Monarch of the universe	title of deity
Morning Star	title of deity
Moses'	no s after apostrophe
Moslem, Muslim	NOT Mohammedan
Most High, the	title of deity
Most Holy Place	Holy of Holies; Second Apartment
mother earth	
Mother Nature	
mother of Jesus	
Mother Teresa	
mount of blessing	
mount of transfiguration	

## N

nationals	NOT natives—in most foreign countries
Nativity, the	
Nativity scene, the	
Nazarene, the	title of deity
Nazirite	
Near East	basically the same as Middle East
Net	
Net-based	
netiquette	
New Age	
new birth	
new covenant	
New Covenant	New Testament
new earth	
new heaven	
New Jerusalem, the city of the New Jerusalem	
New World	the Western Hemisphere
new world order	
New Year's, New Year's Day, New Year's Eve	
Nicaea, Council of; Nicene Council	
Nicene Creed	
No/no	The answer is No. She said No; formal writing "No." lowercase in conversation
non-Adventist	
non-Christian	

## O

o'clock	six-o'clock (adjective); in heading, o'Clock
offline	
offscreen	
Offspring of David	title of deity
OK	NOT okay, Okay
Old Covenant	Old Testament
Old Glory	
old Jerusalem	
Old Mexico	
Old World	
Olives, Mount of	
Omega	title of deity
Omnipotent, the	title of deity
Omnipotent Love	title of deity
Omnipotent One	title of deity
Omnipresent, the	title of deity
Omnipresent One	title of deity
Omniscient, the	title of deity
Omniscient One	title of deity
One	meaning God—when used alone, takes the capital If an adjective is used with it, that also should be capitalized; AS: the Mighty One. The use of One alone should be held to a minimum.
One, the Coming	title of deity
One, the Sinless	title of deity
One of authority	title of deity
ongoing	no hyphen
online	no hyphen
Only Begotten, the	title of deity
ordinance of humility	
Orient	
original sin	Roman Catholic term
Orthodox Jew	
Ouija board	
Owner, our	title of deity
Owner of the universe	title of deity

## P

Pacific Coast, the Coast	
Pacific Islands	
PageMaker	
papacy	
papal	papal church, papal see, papal Rome
Papal States	now Vatican City
papist	
parables	
Paraclete, the	title of deity
Paradise	except when abstract
Parent of good	title of deity
part time	He works part time.
part-time	adjective; She is a part-time worker.
Paschal Lamb	referring to Christ
Passion Week	
Passover	
Passover, our	title of deity
Passover Feast	BUT Passover supper
Pastor	title of deity
patriarch	
Pattern, our	title of deity
Pattern, the heavenly	title of deity
PC	
peace-keeper	
peacemaker	
peacetime	
Pearl of great price	Christ, title of deity
pearl of great price	Bible, truth, salvation, etc.
pen of inspiration	
Pentateuch	first five books of the Bible
Pentecost	Day of Pentecost, Feast of Pentecost—for NT times; Feast of Weeks—for OT times
Pentecostal	of or relating to Pentecost; various Protestant sects
pharaoh, the	
Pharaoh	Capitalize when referring to the ruler of Egypt at the time of the oppression or Exodus; also capitalize when used with a name.
pharisaism	when not referring to Pharisees themselves

Physician, the Great	title of deity
Pilgrim, Galilean	title of deity
Pilgrim Fathers	
Pilgrims	
Pillar of fire	title of deity
Plain of Bethesda, Dura, Megiddo, etc.	
Plains of Abraham	
pontiff, Roman	the pope
pool of Bethesda	
pool of Siloam	
pope	Capitalize before the name: e.g., Pope Pius
Postal Code	Canadian term for “ZIP Code”
Potentate, the blessed and only	title of deity
pre-Advent	
pre-Flood	before Noah’s flood
Presence, the Divine	title of deity
Preserver	title of deity
Priest	title of deity
Primary	Capitalize Primary lesson/s and Sabbath School department
Prince	title of deity
Prince, Emmanuel	title of deity
Prince, the Great	title of deity
Prince Immanuel	title of deity
prince of darkness	
Prince of heaven	title of deity
Prince of life	title of deity
Prince of light	title of deity
Prince of Peace, the	title of deity
Prince of sufferers	title of deity
Prince of the covenant	title of deity; Dan. 11:22
Prince of teachers	title of deity
principal	noun—school administrator; initial monetary sum; adjective—first in rank, authority, etc.
principle	fundamental truth, doctrine
Principle, the Intelligent	title of deity
prodigal son	
profit sharing	
Promised Land, Land of Promise	Palestine or heaven, new earth
Promised One	title of deity
Promised Seed	title of deity
Promiser	(title of deity)

pronouns referring to Deity	Capitalize all personal and possessive pronouns, including Us, Our, They. Lowercase relative pronouns—who, whom, which, that, whose.
proofread	proofreading
proofreader	
proofroom	per our signs ☺
prophet	
Prophet	Mohammed, Joseph Smith
Prophet	title of deity
Prophet of Galilee	title of deity
Protector	title of deity
Protestant Reformation	
Providence	title of deity
Psalm	Use the singular when referring to one psalm. Lowercase generic reference to a psalm.
psalmist	
Psalms	Capitalize and use the plural s when the entire book is meant. Use the plural, Psalms, when referring to more than one chapter. Spell the number when it precedes the book: e.g., Twenty-third psalm (lowercase <i>psalm</i> .)
purgatory	
Puritans	

## Q

Quakers	
Quran	Koran
QuarkXPress	
quarterly service	Communion



## R

Rabbi	title of deity
Rabboni	title of deity
rain	early, latter
Redeemer	title of deity; Isa. 54:4–8
Redemption	Capitalize when referring to the event on Calvary; otherwise, lowercase.
Reformation, the	
Reformers	of the Reformation—including Wycliffe, Tyndale, Latimer
Refuge	title of deity
Rejected One	title of deity
remnant church	
Reprover	title of deity
Restorer	title of deity
résumé	(Notice the accent marks on both letters.)
Resurrection, the	the resurrection of Christ
resurrection, the	at the Second Coming
Revealer of truth	title of deity
Revelator	meaning Christ
revelator, John the	
rightdoer, rightdoing	SEE <i>doer</i>
River, the Jordan; Euphrates River	BUT the river Jordan
river of life	
Rock, the	title of deity
Rock, the Eternal	title of deity
Rock of Ages	title of deity
Rock of my salvation	title of deity
Rock of offense	title of deity
Rod of Jesse	title of deity
Roman Empire, Roman Republic	
Root of David	title of deity
Rose of Sharon	title of deity
Ruler, the Great	title of deity
Ruler in Israel	title of deity
Ruler of heaven and earth	title of deity
Ruler of the universe	title of deity

## S

Sabbath	referring to the seventh-day Sabbath
sabbath	false sabbath; ceremonial sabbaths
Sabbath breaker/ing	
Sabbath keeper/ing	
Sabbath School	
Sabbath School divisions	
sacrament, the	
Sacred Presence	title of deity
Sacrifice, the One Great	title of deity
Samaritan, the good	
Sanctuary, our	title of deity
Sanhedrin	Jewish Council
Satan	
satanic	
satanism	
satanist	
Savior	title of deity
Savior-Shepherd	title of deity
school	when used as adjective: high school; parochial-school; public-school
scientific revolution	
scribes	
scriptural	
scripture	lowercase when referring to a text or portion of the Bible
Scripture	Capitalize when referring to the entire Bible
SDA	Do not use. Use <i>Adventist</i> or spell out
Sea of Galilee	
sea of glass	
Searcher of hearts	title of deity
Second Adam	referring to Jesus
Second Advent	Second Coming; Christ's second advent
Second Advent message	
Second Advent movement	
second angel's message	
Second Coming, the Second Coming	
second coming of Jesus	
see	Roman see, see of Rome, papal see, apostolic see BUT Holy See, Holy Apostolic See
Seed	

seer of Patmos	
semiannual/ly	twice a year
semimonthly	twice a month
Seminary	
semiweekly	twice a week
Sent of God, the	title of deity
Sermon on the Mount	BUT Christ's sermon on the mount
Servant, my	title of deity
Seventh-day Adventist	
<i>Seventh-day Adventist Hymnal, The;</i>	
Seventh-day Adventist movement	
Seventh-day Adventist	
Seventh-day Adventist Church	See: church—Adventist Church
Seventh Day Baptist	
Seventy, the	
Shekinah	title of deity
Shepherd, the Chief	title of deity
Shepherd, the Good	title of deity
Shepherd, the Great	title of deity
Shepherd, the heavenly	title of deity
Shepherd, the Supreme	title of deity
Shepherd, the True	title of deity
shewbread	
Shield	title of deity
Shiloh	title of deity
.sig file	
Sin Bearer	title of deity
Sinless One	title of deity
sin-stricken	
Sister	when used with name of nun or British nurse
site	See <i>cite</i>
snailmail	
Son of David	title of deity
Son of God	referring to Christ
Son of man	referring to Christ
Son of the Highest	title of deity
Sonship	title of deity
Sonship, divine	
soul cleansing	
soul poverty	
soul saver	
soul saving	noun
soul-saving	adjective
soul searching	noun

soul-searching	adj.
soul sickness	
soul temple	
soul thirst	
soul winner	
Soul Winner, the Divine	title of deity
soul winning	noun
soul-winning	adjective
Source of good	title of deity
Source of life	title of deity
Source of wisdom	title of deity
south Pacific, south Pacific Ocean	referring to the actual ocean or coast of the Pacific
South Pacific	geographical term
South Sea Islands	
South Seas	
Sovereign of heaven	title of deity
Sovereign of the universe	title of deity
Sower, the Divine	title of deity
Space Age	
spam	electronic junk mail sent to a number of recipients
Spirit	title of deity
Spirit, the	title of deity
Spirit, the Quickening	title of deity
spirit of Christ	His disposition or nature
Spirit of God	title of deity
Spirit of Inspiration	title of deity
Spirit of Promise	title of deity
Spirit of prophecy	Holy Spirit
Spirit of Prophecy	writings of E. G. White
Spirit of Truth	title of deity
Star, the Bright and Morning	title of deity
startup	noun; adj.
stationary	in a fixed position
stationery	paper, writing material
Strength of Israel	title of deity
Stone of stumbling	title of deity
Stranger	title of deity; lowercase when Jacob's visitor
Stronger, the	title of deity
Stronghold of the daughter of Zion	title of deity
Stumbling Block	title of deity
Substitute, the Divine	title of deity
Sufferer, the Divine	title of deity

Suffering Savior	title of deity
Suffering Servant	title of deity
Sunday law, Sunday blue law	
Sunday-closing	adjective
Sunday keeper/ing	
Sunday School	
Sun of Righteousness	title of deity
Sun of truth	title of deity
Supplanter, the Divine-Human	title of deity
Supreme Being	title of deity
Supreme Character	title of deity
Supreme Intelligence	title of deity
Supreme Judge	title of deity
Supreme Lawgiver	title of deity
Supreme Ruler	title of deity
Surety, the Divine	title of deity
Systematic Benevolence	

## T

tabernacle, the	
Teacher, the Divine	title of deity
Teacher, the Great	title of deity
Teacher of Galilee	title of deity
temple	any one of three in Jerusalem
Ten Commandment law	
Ten Commandments	Ten Words, ten precepts, ten rules, the commandments
ten tribes of Israel	
thank you	lowercase in dialogue; "Oh, thank you."
Thank you	Capitalize when used as follows: She said Thank you to her teacher. In formal writing, use quotation marks: She said "Thank you."
Thank-you	has a hyphen when used as an adjective; College graduates should send Thank-you notes after being interviewed.
Thank You	Capitalize You when referring to the Godhead.
Them	title of deity
third angel's message	
Third Person of the Godhead	title of deity
Third World	
Thirteenth Sabbath Offering	
Thirteenth Sabbath program	
three angels' messages	
Three in One, the	title of deity
Three Members	title of deity
Three Persons	of the Godhead, in the Trinity
Three Powers in heaven	title of deity
throne of grace	
"Thus saith the Lord," a	
tithe payer/ing	noun
torah	
Tower of Babel	
Tower of the flock	title of deity
Transfiguration, the	
tree of life	
Tribulation, the	
Trinity, the	title of deity, referring to the Godhead
triumphal entry, the	
True Counselor	title of deity

True Shepherd	title of deity
True Teacher	title of deity
True Vine	title of deity
True Witness	title of deity
Truth, the	
Twelve, the	the apostles
Twelve Apostles	

## U

unbiblical	
un-Christian	
un-Christlike	
Uncondemned	title of deity
undershepherd	
unscriptural	
Unseen, the	title of deity
Unseen Hand, the	title of deity
Unseen One	title of deity
Unseen Watcher, the	title of deity
Unseen Witness	title of deity
Unspeakable Gift, the	title of deity
upload	
upper room	
uptime	
U.S.	Use only as adjective; spell out at first use. Use periods.



## V

Vacation Bible School	
Vatican, the	
Vatican City	
Vatican State	
versions of the Bible	no italics; abbreviations without periods
vicar of Christ	
Viceregent	title of deity
Victim, the	title of deity
Vine, the Living	title of deity
Vine, the True	title of deity
virgin, the	
virgin birth	
virgin Mary	
Voice	title of deity
Voice, still, small	title of deity
voicemail	

## W

Watcher, the Divine	title of deity
Water, the Living	title of deity
Water of Life	title of deity
Web	
Web browser	
Web church	
Web graphics	
Web page	
Web site	
Web tools	
Web TV	
webmaster	
World Wide Web	
Week of Prayer	
Week of Sacrifice	
Week of Spiritual Emphasis	
Well Beloved, the	title of deity
well-doer	noun, adjective; see <i>doer</i>
well-doing	noun, adjective; see <i>doer</i>
well-known	hyphenated in dictionary as adjective
Western Empire	Rome
Wilderness of Sin	
Wilderness of Sinai	
Wisest of all physicians	title of deity
Witness, the Divine	title of deity
Witness, the Faithful and True	title of deity
Witness, the True	title of deity
Wonderful	title of deity
wise men	Magi
Word	Capitalize when referring to Christ or the Bible [God's Word].
Word, the	title of deity
Word of God	Written Word
Word, the Living	title of deity
Worker, the Great	title of deity
Worker, the Mighty	title of deity
Written Word	

## X

x-ray

lowercase when verb

## Y

Yahweh	title of deity
Yes/yes	The answer is Yes. It is dangerous to say Yes. She said Yes; formal writing "Yes" lowercase in conversation; "Well, yes, I can."
YHWH	or JHVH

## Z

ZIP code	Capitalize ZIP
Ziploc	trademark name
zip-lock	zip-lock design; adjective

## TOPICAL—QUICK REFERENCE

### to *CHICAGO* 15th EDITION

Abbreviations, state; province	15.29; 15.30
Academic degrees	15.21. (Chicago says no longer need to use periods.)
Awards	8.89
Bible, books of the	15.51–15.53
Bibliographies	16.81–16.89; see examples throughout chapter 16
Capitalization	8.2
academic terms	8.31 (titles), 8.32 (years), 8.33 (academic honors)
after ellipses	11.57
enumerations	6.127, 6.129
geographical terms	8.46–8.63
military terms	8.27; 8.120–8.124
national groups	8.41
notices and mottoes	8.209, 8.210
racial groups	8.41–8.42
religious names	8.97–8.119
titles of works	8.164–8.208
Dash 1-en	6.83–6.86
Enumerations	6.126, 6.127, 6.129, 6.130
Holidays	8.95
Hyphen, in titles	8.170
Kinship names	8.39
Lists, vertical	6.127–6.130
Military terms	8.27; 8.120–8.124
Money	9.23–9.29
Motion pictures	8.196
Music	8.201–8.205
Numbers	9.1–9.18
Paintings, sculpture	8.206–8.208
Percent	9.19
Poems, plays	8.191–8.194
Possessives	7.17–7.30
Punctuation of titles	8.175, 8.176
Radio programs	8.196
Religious services	8.118
Sculpture, paintings	8.206
Series, editions	8.186
Ships, trains, aircraft, spacecraft	8.124–8.126

South, a section of the United States	8.49, 8.50
Southern Europe, Asia	8.50
Southwest, the	8.49; 8.50
Time of day	9.41–9.43
Titles, spelling of	8.21–8.24; 8.174
books and periodicals	8.178–8.190
civil	8.25
military	8.27
nobility	8.26; 8.34
professional	8.30
religious	8.29
Trademarks	4.16, 8.138, 8.162
Trains	8.125
TV programs	8.196
Wars, battles	8.81, 8.121, 8.122
Washington State; state of Idaho	8.55
western Europe	8.48, 8.50
Western Europe	8.50
Western Hemisphere	8.50
Wild West	8.51