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Pacific Press[®] Publishing Association Style Guide

2018 Edition

Notes on Pacific Press® Publishing Association Style Guide

We follow the [Chicago Manual of Style](#), 17th edition for everything that is not specifically covered in this guide. It was released in September 2017. One change in the 17th edition does away with the use of *ibid* and replacing it with short citations. PPPA adopted this change.

We use [Merriam-Webster's](#) online Collegiate dictionary for spelling and hyphenation of words not covered in *Chicago*. The first instance of a spelling in MW is usually the preferred spelling. For instance, *babysit* vs. *baby-sit*.

Not mentioned in our house style is the fact that we use the fewest amount of quotation marks possible when quoting from scripture. For example, instead of quoting Matthew 5:3 with nested quotation marks to show we are quoting where someone is speaking: “ ‘Blessed are the poor in spirit, for theirs is the kingdom of heaven,’ ” we would just use one set of quotation marks: “Blessed are the poor in spirit, for theirs is the kingdom of heaven” (Matthew 5:3, NIV). We still use nested quotation marks for the following situations: “He began to teach them, saying: ‘Blessed are the poor in spirit, for theirs is the kingdom of heaven’ ” (Matthew 5:2, 3, NIV).

A

| | |
|---|---|
| Abba, Father | title of deity |
| ABCs | Adventist Book Centers® |
| Absolute, the | title of deity |
| academic degrees | See Chicago 8.28, 8.29, 10.21 |
| academic disciplines/subjects | Lowercase unless department name, official course, or proper name: history of religions, English education. See Chicago 8.85–8.87 |
| accidentally | NOT accidently |
| 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 |
| 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 |
| African American | Follow Chicago 8.38, 8.39. Not Merriam-Webster. |
| 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, Ellen G. White uses Almighty God 808 times if you search it. |
| Alpha | title of deity |
| 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; cf. between |
| Ancient of Days | title of deity |
| angel | Lowercase when referring to angels: Exod. 3:2; Acts 7:30, 35, 38 |
| Angel of the Lord | Capitalization of this term needs to be based heavily on context. According to the commentary, not every instance of this term refers to deity. But there are few specific instances in the Bible when it needs to be capped because it is referring to the second member of the Godhead. One example is Judges 13. |
| Angel of His presence | title of deity |
| Angel of the covenant | title of deity |
| Annunciation, the | Specifically referring to when Gabriel announces to Mary that she will be the mother of Jesus. Luke 1:28-35 |
| Anointed, the | title of deity |
| Anointed One | title of deity |
| Another | title of deity |
| antichrist | Lowercase. Differs from Merriam-Webster |
| anti-Christian | |
| Antitype | title of deity |
| apartment, first; second | |
| apocalypse | Capitalize when referring to the book of Revelation |
| Apostle | title of deity |
| apostle; apostle Paul | Lowercase. |
| 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 | lowercase |
| ark of the covenant | |
| ark, the | |
| Armageddon, battle of | |
| ascension of Christ, the | |

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|---|------------------------|
| Ascension, the | |
| 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

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|--|---|
| Babe of Bethlehem | title of deity |
| Babel, Tower of | |
| Baby Jesus | title of deity |
| Babylon the Great | Rev. 17:5 |
| Babylonian captivity, the Captivity | |
| 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. Lowercase when referring to the students in a classroom. |
| 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 |
| Beulah Land | |
| biannual | twice a year |
| Bible verse/s | Do not use verse in ABSG. Use full Bible citation because of the ebook version Otherwise, v., vv. Whether spelled out or abbreviated be consistent within the manuscript. We prefer abbreviated v. or vv. to be used in scholarly books. |

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| | Use semicolons between Bible chapters. And en-dashes between three verses or more (example: 1, 2; or 1, 4, but 1–3 or 5–8, 13) Block quotations of Bible verses should close with a period after the parenthetical text reference. This differs from Chicago. See poetry on how to treat Bible verses that retain poetry format. |
| 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 Chicago 10.45, 10.47. 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

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|---------------------------------|--|
| camp meeting | two words, no caps |
| Captain of our salvation | title of deity |
| Captain, our | title of deity |
| CD-ROM | |
| Celestial City | New Jerusalem |
| chapter (9) | Lowercase within manuscript body and use the numeral. |
| Chapter titles | Title/headline case. Prepositions 4 letters or more are capped. |
| 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 |
| 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 | lowercase, using preferred usage in Merriam-Webster |

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| City of God, City of David Jerusalem, New Jerusalem, or Bethlehem | |
| Colaborer | Not in Merriam-Webster |
| Comforter, the coming of Christ | title of deity |
| 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 |
| contractions | Avoid if possible in books that do not have a conversational tone. Allow for them in <i>Signs</i> when necessary, but avoid in <i>Ministry</i> . Books by Karl Haffner and Mike Tucker may lend themselves to contractions, but most scholarly or theological books would not. |
| conference | Generic |
| Conference | General Conference; Conference when referring to the GC; Idaho Conference |
| Conqueror | title of deity |
| Consolation of Israel | title of deity |
| 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 |

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| covenant, everlasting | |
| Creation | specific six-day event; Creation week; Creation story; week of Creation, anything relating to the biblical event that happened at the beginning of earth's history. But the noun relating to what God created is not capped. In the context of creation versus evolution many times both are lowercased, but it will have to be evaluated on context. |
| 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 | |

D

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| 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 an en dash between dates |
| Day of Atonement | BUT: antitypical day of atonement See <i>atonement</i> for explanation for lowercase versus uppercase. |
| 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 | |
| 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 |

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| 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 |

E

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|----------------------------|---|
| Earliteen | Capitalize Earliteen Sabbath School department. Lowercase when referring to the students in a classroom. |
| Early Fathers | |
| earth, new | |
| eBay | |
| Educator, the Great | title of deity |
| effect | See <i>affect</i> |
| 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 |
| ellipses | Do not use the character. It is punctuated this way: . . . and it’s better if a nonbreaking space is used between the periods. |
| email | No hyphen. This is a change in Chicago 17 th edition. We will be following it instead of Merriam-Webster. |
| Emphasis added | This is the preferred wording to italics added to quoted material. PPPA uses a semicolon when adding “emphasis added” to a note or a Bible reference. This differs from Chicago 14.37, which shows the use of parentheses in a note, but uses a semicolon in text. Most important thing is to make it consistent in a manuscript. |
| 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 |
| Endnotes | Repeat citations for each chapter according to Chicago 14.29, especially if the work is multiauthored because the authors may use different editions of similar books. Each Ellen White citation should be |

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| | the full citation on the first instance of a specific book, magazine, etc. in the book and use shortened on each additional, but if it appears to be a different version of the same book, use the correct publication information. Also, first and foremost our style is endnotes. Endnotes are 10 pt font and contain a paragraph indent. 1. Author, Book, (Publication data) page number. There is a paragraph return at the end of each endnote. Endnote numbers in the endnote section are not superscript and do contain a period as shown above. |
| Enlightener | title of deity |
| Epigraphs | They should be centered. They should be in italics. Do not use quote marks unless someone is speaking. Use nested quote marks if someone is speaking and there is internal commentary. Bible reference or author, source with an em dash and should be on it's own line but not centered—right or left aligned. Bible reference should be Bible text, Bible version: 1 Corinthians 13:1, NIV. |
| 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 |
| eucharist | Cap. in Catholic setting |
| Everlasting Father | title of deity |
| Ever-merciful, the | title of deity |
| evildoer, evildoing | |
| evil one | |

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|----------------------------|------------------------------|
| 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 |

F

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|--------------------------------------|---|
| Fall, the | BUT the fall of man |
| Far East, Far North, Far West | |
| 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 |
| footnotes | Pacific Press style is to use endnotes. It does follow Chicago's suggestion for instances where it is essential to use a footnote in certain cases. In such cases we use symbols. Symbols start over each page. |

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| | Follow Chicago for the order of symbols. But * is the first one. |
| footwashing | |
| foot-washing ceremony | |
| Forerunner | title of deity; Heb. 6:20 |
| Fountain of living waters | title of deity |
| Fountain of wisdom and knowledge | title of deity |
| Fountainhead | title of deity |
| french fries | <i>Chicago</i> 8.60; 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 line | noun |
| frontline | adj. |
| fundamental beliefs, 28 or all 28 | |
| Fundamental Beliefs of Seventh-day Adventists | |
| Fundamental Beliefs statement; Statement of Fundamental Beliefs | |

G

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|--|---|
| 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 |

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|----------------------------------|--|
| God of light | title of deity |
| God of wisdom | title of deity |
| gods, sun god, pagan god | |
| golden rule | |
| 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 |
| 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

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|------------------------------------|--|
| 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 |
| holistic | See wholistic |
| 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 |
| 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 |
| Honored of God | title of deity |
| Honored of heaven | title of deity |

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

I

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| I AM | title of deity |
| I AM THAT I AM | title of deity |
| ibid. | No longer used. |
| i.e. | use “that is” in formal writing |
| Immanuel | first preference |
| immigrate | See <i>emigrate</i> |
| imperial Rome | |
| In-text citation | PPPA does not use in-text citations. |
| Incarnation, the | BUT the incarnation of Christ |
| Indirect discourse and thoughts | Use italic. This differs from Chicago 13.43 and the examples in 6.42 |
| 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 |
| 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 | Now lowercase. This is a change in Chicago 17 th edition. We will be following it instead of Merriam-Webster. |
| investigative judgment | |
| ISBN | PPPA no longer uses ISBN 10. The ISBN should read similar to the following: ISBN 978-0-8163-2412-5 |
| Isle of Patmos | BUT island of Patmos |
| Italics | When italics are added to an original source. Use a semicolon and add the words italics added. Example: |

Ellen G. White, *The Great Controversy*, (Mountain View, CA Pacific Press®, 1939), 614, 649; emphasis added. This is the preferred PPPA construction. Consistency is most important, and the construction above differs from Chicago 13.62. *Emphasis added* or *italics added* is the preferred wording.

J

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|------------------------------------|---|
| Jah | title of deity |
| Jairus | |
| Jehovah | title of deity |
| Jehovah-Jireh | title of deity |
| Jehovah's Witnesses | |
| Jerusalem Council | Council of Jerusalem |
| Jesu | title of deity |
| Jesus | title of deity |
| Jesus' | no s after apostrophe; all other names or words ending in s use an apostrophe s |
| Jesus Christ | title of deity |
| Jew | NOT Jewess |
| Jewish holy days | |
| John the beloved | |
| John the revelator | |
| 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 when referring to Sabbath School department. Lowercase when referring to the students in a classroom. |
| 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

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| Keeper | title of deity |
| Keeper of Israel | title of deity |
| kindergarten | Lowercase when referring to the grade in school; capitalize when referring to the Sabbath School |

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|---|---|
| | lesson or Sabbath School department. Lowercase when referring to the students in a classroom. |
| 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 | |
| likable | NOT likeable |
| Lily of the valley | title of deity |
| Lion of the tribe of Judah | title of deity; note lc <i>tribe</i> |
| little-horn power | |
| livable | NOT liveable |
| Lloyd's of London | insurance firm |
| Logos, the | title of deity |
| 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 |
| 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 |
| Media-Persia | noun; but Medo-Persian Empire, adj. |
| Mediator | title of deity |
| Medical Leader | title of deity |
| 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 |
| Midnight Cry, the | |
| 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 all other names ending in s or words use the apostrophe s |
| Moslem, Muslim | NOT Mohammedan |
| Most High, the | title of deity |
| Most Holy Place | Holy of Holies |
| 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 |
| New Age | |
| new birth | |
| new covenant | |
| New Covenant | New Testament |
| new earth | |
| new heaven | |
| New Jerusalem, the city of the New Jerusalem | |
| news box | |
| 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 | |
| non-Adventist | |
| non-Christian | |

O

| | |
|------------------------------|---|
| o'clock | six-o'clock (adjective); in heading, o'Clock |
| 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; e.g.: 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 |
| 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

| | |
|---------------------------------|---|
| p. or pp. | These are only used in specific PPPA products. |
| Pacific Coast, the Coast | |
| Pacific Islands | |
| page number ranges | PPPA differs from Chicago. We use all numbers in page ranges in citations and running text. For example instead of 213–15, PPPA use 213–215 |
| 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 |
| 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 | |
| Poetry | Four lines or more: block quote and use poetry formatting per the version quoted. Three lines or less, run and use sentence case. Differs from Chicago. |
| 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 |
| prepositions | in headline style capitalize all prepositions four letters or more. This is different from Chicago |
| Presence, the Divine | title of deity |
| Preserver | title of deity |
| Priest | title of deity |
| Primary | Capitalize Primary lesson/s and Sabbath School department. Lowercase when referring to the students in a classroom. |
| 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 |
| 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. |
| proofreader | |
| prophet | |
| Prophet | Muhammad, 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 |
| 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; His resurrection (as long as context allows and there isn't an unclear antecedent) |
| resurrection, the | at the Second Coming |
| Revealer of truth | title of deity |
| Revelator | meaning Christ |
| revelator, John the | |
| Reverend | Don't use. |
| 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 |

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|----------------------------------|----------------|
| 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

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|---|--|
| 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 |
| 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 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 |
| Sin Bearer | title of deity |
| Sinless One | title of deity |
| sin-stricken | |
| Sister | when used with name of nun or British nurse |
| Solidi | Do not use solidi with run-in poetry. Make poetry sentence case. |
| 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 | |

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|---|--|
| 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 Sea Islands | |
| South Seas | |
| Sovereign of heaven | title of deity |
| Sovereign of the universe | title of deity |
| Sower, the Divine | title of deity |
| 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. |
| 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 |
| Subheads | We do not follow Chicago's preference on subheads. We use sentence case. Left aligned. Paragraph after a subhead is not indented. |
| 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 | lowercase, any one of three in Jerusalem |
| Ten Commandment law | |
| Ten Commandments | Ten Words, ten precepts, ten rules, the commandments |
| ten tribes of Israel | |
| Them | title of deity |
| third angel's message | |
| Third Person of the Godhead | title of deity |
| Third World | |
| Thirteenth Sabbath Offering | |
| Thirteenth Sabbath program | |
| Thoughts and indirect discourse | Use italics. This differs from Chicago 13.43 and the examples in 6.42 |
| 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 | |
| Torah | A change from 2007 per Merriam-Webster and CMOS 8.106 |
| 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

| | |
|------------------------------|---|
| un-Christian | We use the second option in Merriam Webster |
| 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 |
| upper room | |

V

| | |
|------------------------------|--|
| Vacation Bible School | |
| Vatican, the | |
| Vatican City | |
| Vatican State | |
| verses | vv. is used in scholarly materials only. Verses is spelled out in Bible text references. |
| 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 |

W

| | |
|---------------------------------------|--|
| Watcher, the Divine | title of deity |
| Water, the Living | title of deity |
| Water of Life | title of deity |
| website | This is a change as we are following Merriam-Webster, and they recently changed to one word. |
| 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 |
| wholistic | Use rather than <i>holistic</i> when referring to Adventist programs, health care, or education. |
| 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

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| | |
|--|--|

Y

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|---------------|--|
| Yahweh | title of deity |
| YHWH | or JHVH |
| yes | A change from the old style. Lowercase in all running text. Capitalized in dialogue. Chicago 13.40 |
| Youth | Capitalize Youth when referring to Sabbath School department. Lowercase when referring to the students in a classroom. |

Z

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|--|--|