

# Editing Guidelines for Dove Tales

## Spelling Reference

### Merriam-Webster's Dictionary

- 1) Use the first listed spelling for words with more than one correct spelling, e.g., toward, not towards; among, not amongst.
- 2) Use the dictionary to check whether nouns are spelled as one word, as hyphenated words or as two words, e.g., database, not data base; onetime, not one time; year-end, not year end.

## Punctuation and Grammar Reference

The Elements of Style, Fourth Edition, by Strunk & White

### Stylebook (for occasions where there are multiple correct versions)

The Associated Press Stylebook, since Dove Tales is a newsletter with time and space constraints, not a novel or a magazine

## Common things (that have already come up)

### Abbreviations / Acronyms

- Use abbreviations for Bible verses rather than the whole names, e.g., Rom. 1:16, not Romans 1:16.
- Spell out the first use of any acronym that may not be universally understood, with the acronym after it in parentheses, then use the acronym for the rest of the article, e.g., first time: teaching elder (TE), thereafter: TE.  
\*\*Exception: PCA, which should be understood by everyone already.
- Use a.m. / p.m. for time of day (even though other styles, such as AM / PM are correct).
- Spell R.S.V.P. with no spaces but with period marks to represent the abbreviation.
- Use "an" before an acronym starting with a consonant if the sound of the consonant starts with a vowel, e.g., an RUF chapter. Use "a" before a vowel that sounds like consonant like, e.g., a YL meeting, a university official.
- Use AP style for state abbreviations (seen in newspaper datelines) rather than the Post Office two-letter codes:

Ala.	Mass.	Ore.
Ariz.	Mich.	Pa.
Ark.	Minn.	R.I.
Calif.	Miss.	S.C.
Colo.	Mo.	S.D.
Conn.	Mont.	Tenn.
Del.	Neb.	Vt.
Fla.	Nev.	Va.
Ga.	N.H.	Wash.
Ill.	N.J.	W.Va.
Ind.	N.M.	Wis.
Kan.	N.Y.	Wyo.
Ky.	N.C.	
La.	N.D.	
Md.	Okla.	

Spell out states not listed above.

Use two-letter Post Office abbreviation only with full addresses, including Zip Code.

### Plurals

- Make the plural of a group of numbers or letters (not words) by adding an "s", not "apostrophe + s", e.g., 1920s, DOTs (The only exception to this are the plurals of single letters, e.g., p's and q's.)

-- Form plurals of names by adding "s" or "es," after a name ending in "s," not by adding an apostrophe plus s, e.g., the Bostroms live in Fuquay, not the Bostrom's live in Fuquay.

## **Punctuation**

### **Hyphens and Dashes**

-- Hyphenate ages of people when used as compound adjectives but not when used as nouns, e.g., four-year-old boys, but a class of four year olds.

-- Use hyphens (-) in spelling out large numbers or in compound adjectives; use em dashes (—), with no space before or after, for parenthetical phrases in sentences. \*Note: use em dashes sparingly. Most parenthetical phrases are better set off with commas.

### **Commas**

-- In a series of short items (up to several words each), don't use a serial comma (the comma before the last item), e.g., Joy Choir, Friendship Choir and Peacemakers.

### **Quotation Marks**

-- Use a single quotation mark only for a quote within a quote. Do not use quotation marks for 'so-calleds' or for colloquialisms.

### **Miscellaneous**

-- Put book, song and movie titles in italics.

-- Use cardinal numbers, not ordinal numbers, for dates: June 10, not June 10<sup>th</sup>.

-- Phone numbers are referred to as 467-5977, ext. XXX. Add area code only when it's not 919. Put area codes in parentheses: (215) 467-3888, not 215-467-3888.

## **Proposed Formatting Guidelines for Dove Tales**

Put only one space between sentences.

Indent using tabs, not spaces.

Make an ellipsis ( . . . ) by putting three periods in a row, with a space before and after and with a space between each period. If an ellipsis is at the end of a sentence, add another period after a space, for a total of four spaced periods.

## **Proposed Peace-Specific References**

Refer to specific rooms by their common name, capitalized, then the room number in parentheses, e.g. Visitor Center (B210)

Bride's Room  
Cry Room  
Visitor Center  
College and Career  
Music Room  
Library

**Ministries – would be helpful if church resources all followed same format on names. For example**

Comfort and Care (no ampersand)  
3Ms (no apostrophe, capital M, no spaces or dash between 3 and M)  
Stephen Ministry (no 's')

Senior High (not Sr. High), Junior High (not Jr. High)  
6<sup>th</sup> Grade Club  
W.I.C. not WIC

Capitalize Diaconate and Session whenever the terms are used in connection with our Peace leaders (just as Congress and Senate are capitalized in newspapers). When writing about diaconates or sessions all around the PCA, do not capitalize the words. Before a name, capitalize Elder (Elder Dan Prins) and Deacon (Deacon Keith McFarland), but not when no names are attached (the elders and deacons voted...). From the AP Stylebook: "Lower case and spell out titles when they are not used with an individual's name ... and when set off from a name by a comma." For an example of the last case, "one of our elders, Dan Prins, said..."

References to Pastors – Pastor Steve, Pastor Andy – are preferences.