

Style Sheet for The Canadian Friend (2013)

Please use this style sheet when you write for the Canadian Friend.

Contents: Word Count, Capitalization, Punctuation, Numbers, Names, Spelling.

Word Count Guidelines

650 words – one page

1000 words – one page and a half

*** ALWAYS put your name and Meeting / affiliation ON the document**

*** Please submit WORD documents with NO embedded formatting**

Regarding Reports: (500 words). The core or heart of the matter is needed. Please avoid the general *we met, we worked, we went home, with a list of a few issues thrown in*. In limiting the number of words I ask writers to pull out the meaningful and leave off the "I caught the 7 am flight from Victoria and transferred in Vancouver for a flight to Ottawa..." As someone said: "Who cares what muffins were served?"

Capitalization

1. Capitalize all names of **Friends’* organized bodies and sessions:**

a) Our Monthly Meeting decided to ask all the Monthly Meetings in Northern Yearly Meeting to join them for a Meeting for Business in the northern part of the Yearly Meeting area.

b) Meeting for Worship for Business is often held after Meeting for Worship, lunch, and committee meetings, in Bucks Quarterly Meeting.

c) Friends for Lesbian and Gay Concerns often hold Meeting for Worship daily at the Friends General Conference Gathering, if the coordinator can find appropriate space.

d) Centuries and time periods capitalized when they are named after people (the Victorian era) or to make sure we understand what we are talking about (the Gay Nineties) but generally not: "The eighteenth century was a time of great intellectual ferment" verses "The Enlightenment was a time of great intellectual ferment".

* Apostrophe not used when writing Friends General Conference

2. Capitalize **names of days and months in plain language:**

She became ill on First Day while teaching First Day School.

3. Capitalize **words that mean God** (Spirit, Inner Spirit, Light and Truth) in cases where the context has that noun standing for God. Use lower case for all pronouns referring to God and Jesus.

4. In **titles and headlines**, capitalize the first letter of all nouns, pronouns, verbs, and all other words of four or more letters, and smaller words if connected with the preceding word such as “When Lions **Dropped In**”.

5. Capitalize:

a) **names** of peoples, nationalities, and races: Blacks, Canadians, Asians, Natives.

b) **words designating points of the compass** when they indicate definite geographical areas (Far East, North Side) but use lower cases when used as adjectives (northern cities, western sunset, wind blowing from the south).

c) **governmental titles** such as (King Herod, Senator Scott) but use lower case when they are mentioned otherwise (senators, the king). Do not capitalize **other titles** (Kate Taylor, clerk of the Religious Education Committee asked the committee to write a letter to Mary Watson, general secretary).

Numbers:

1) Spell out **numbers** through ten. In general, spell out isolated numbers of fewer than three digits (There were twenty-five committee members present, but over 150 were expected.). Use figures for statistical matters (money, dimensions, percents) unless the number starts a sentence. When a **number starts a sentence** spell it out.

2) **Ordinals below 11** are spelled out (first team) but you may use 15th Street MM.

3) **Centuries and decades** are spelled out (the eighteenth century and the thirties).

4) When writing **dates** omit st, nd, rd, th from the day of the month except in plain language, Second Month 9th, 1989.

Punctuation

1) For the sake of consistent clarity and to dispense with debate before each use, it is always correct to keep the last **comma in the series** (I like apples, oranges, and peaches).

2) **Quotation marks:**

a) If the quote contains more than one paragraph, each paragraph begins with quotation marks. Closing quotes, however, are used only at the end of the last paragraph of quoted text. Quotations of five lines or more are usually indented and no quotation marks are used.

b) If a quote is embedded within a longer sentence and ends the sentence, the quotation mark appears inside the period, which closes the whole sentence. Example: **A Friend stood to say, “I feel moved to seek further guidance in this matter”**. If the quote is the complete sentence, the period lies within the quotation mark.

c) Question marks or exclamation points ending a quotation are placed inside the quotes. However, when question marks and exclamation points belong to the whole sentence, they are placed outside the quote (Have you heard “Amazing Grace”?).

3) **Italicize titles or names** of books, plays, magazines, newspapers, films, folders, pamphlets, long poems, and ships. Enclose in quotes titles of short stories, music, short poems, magazine articles, book chapters, radio programs, videos, tapes, compact discs and television shows.

Specific to names:

1) Please use **Meeting House** – two separate words. Meetinghouse also shows up in literature. However for consistency sake we choose Meeting House.

2) Spell out all full names when they first appear (Friends General Conference, Fellowship of Reconciliation) followed immediately by abbreviation (FGC, FCNL) and use only the abbreviation in following appearances.

3) Use full proper names without honorifics such as Sir, or Mrs.

4) Use “Indigenous” rather than First Nations or Aboriginal unless in a title or piece you are quoting.

Spelling: always use Canadian in cases where there are other spellings.

Photos: must be high resolution - 300 dpi minimum and best if a much larger file.

Thank you for your attention to these guidelines.

Sherryll Harris
Editor of The Canadian Friend

UPDATED JUNE 2013.