

Association of Professional Chaplains Publication Style Guide

ACRONYMS

Spell out on first reference with acronym following in parentheses. Use acronym on subsequent references. (Do this on each web page.)

AMPERSAND

An ampersand (&) is used for the word "and" only when it is part of a publication or company title.

Journal of Pastoral Care & Counseling
Bill and Jane went to visit patients.

APC

Annual Conference

The full and proper name of the annual conference is "2010 APC Annual Conference," and it is capitalized. In other forms, it is not capitalized.

2008 conference
APC annual conference

Board of Directors

The words *board of directors* are always preceded by the association name and capitalized. This should be written out in full for the first reference and shortened to *board* in subsequent references. *The board* is a generic term and is not capitalized except when it begins a sentence.

The APC Board of Directors approved the following policy.
The work of APC is guided by the board.
Board members reviewed the budget.

Committees, Councils and Commissions

The work of the association is done through various committees, councils, commissions and task forces. When the proper name of any working group is used, either in a list or within text copy, it shall be capitalized. When any working group is referred to without its proper name, the term *committee* or other identifying name shall not be capitalized. Any article preceding the official name of the working group is not capitalized unless it begins the sentence.

Finance Committee
Communications and Publications Council
Commission on Advocacy
Jane Doe chairs the Finance Committee.
Media relations are the responsibility of the Communications and Publications Council.
The council reviewed the content of the website.
John Doe serves as advocacy chair.
John Doe, Finance Committee chair (NOT John Doe, chair, Finance Committee)

Documents

Names of documents, e.g., mission statement, bylaws, standards, code of ethics, are capitalized only when preceded by the association name.

The APC Mission Statement is reviewed regularly.
The mission statement of the association was reviewed by the board.

Leadership

Use the term "state leader" not "state/area leader." The leader of any committee, council or commission is referred to as the *chair*. Other officers include the following: president, president-elect, secretary, treasurer, member-at-large. Leadership titles are capitalized only when followed by a proper name; only the first letter of a hyphenated word is capitalized.

The committee thanked President John Doe.
John Doe, president of the association, presented the agenda.
The Communications and Publications Council is led by Chair Jane Doe.
Jane Doe, chair of the council, called the meeting to order.
APC President-elect John Doe chaired the meeting.
Jane Doe serves on the board as member-at-large.

Membership

Membership in APC is designated as follows:

Jane Doe is an APC affiliate member.
Jane Doe, APC student member, serves in the intensive care unit.

Name

The name of the association is *Association of Professional Chaplains*. The article *the* is not part of the association name. The association name is abbreviated as *APC*. As a noun, *APC*, like other acronyms, stands alone and does not need to be preceded by *the*. When the association is referred to without its complete proper name, *association* is not capitalized.

Membership in the Association of Professional Chaplains totals over 3,500.
Membership in APC totals over 3,500.
APC membership requires an application fee.
Many volunteers contribute to the work of the association.
I watched a great new show on CBS last night.

When used as an adjective, APC and other acronyms may be preceded by an article (a, an, the)

The strategic plan was approved by the APC board.
The lab is processing the HIV test.
APC would like to add a FAQ page to its website.

Publications

The name of the association newsletter is *APC e-News*. The article *the* is NOT part of the name of the newsletter. When referred to in correspondence or articles in print, *APC e-News* is always printed in italic font. The name of the association journal, *Chaplaincy Today* also is printed in italic font in the content of correspondence or articles.

Submit your article to *APC e-News* by December 1.
APC produces two issues of *Chaplaincy Today* per year.

CAPITALIZATION

Clinical Pastoral Education

When spelled out, clinical pastoral education is lower case. The abbreviated form is capitalized without periods. Supervisor, as in CPE supervisor, is lower case except when it precedes a name.

CPE Supervisor John Doe spoke to the gathering.

John Doe serves as CPE supervisor.

Jane Doe has completed four units of clinical pastoral education.

Department Names

Formal department names within an organization are capitalized. Shortened abbreviated references to departments do not need capitalization.

The Department of Pastoral Care at Griffin Hospital employs six chaplains.

The chaplaincy department is well staffed.

Medical Directives

Use lower case for all terms, e.g., advance directive(s), living will, durable power of attorney for health care, unless reference is made to specific legislation, e.g., the Illinois Living Will Act.

Titles of Written Work

Titles of books and periodicals are italicized and capitalized except for a, and, the, prepositions and conjunctions, except when they are the first word.

The Wounded Healer

Chaplaincy Today

Invitation to a Journey

Titles of articles are enclosed in quotations. The first word is capitalized as well as the first word following a colon.

"Ethical issues in genetic testing"

"Beyond tomorrow: Where do we go next?"

CITATIONS

See end of style guide for format.

GEOGRAPHIC DESIGNATIONS

State Names

Always use postal abbreviations (without periods for names of states and provinces. Include state abbreviations even after major cities.

Jane Doe is from Chicago, IL.

Washington, DC, is the nation's capital.

United States and United Kingdom

Abbreviate without periods, e.g., US, UK

NUMBERS

Numbers of four digits or more take a comma.

1,015 622,181

Numerals are used to express percentages, and the word "percent" is spelled out.

6 percent 93 percent

Spell out numbers below 10 and at the beginning of a sentence. Otherwise, use numerals.

Telephone Numbers

Area codes and telephone numbers are separated by periods (.).

847.240.1014

1.800.240.1014

PERSONAL IDENTIFIERS

Academic Degrees

All identifying degrees used following a person's name are abbreviated without periods. The highest degree is used or all degrees at a given level. When spelled out, they are lower case. Degree specializations are also lower case. No comma between the name and academic degree.

John Doe MDiv

Jane Doe PhD

Jane Doe MDiv MA

John Doe holds a master of divinity degree.

John Doe holds a master of arts in religion.

Credentials

When spelled out, board certified chaplain and associate certified chaplain are lower case; the abbreviated forms are capitalized without periods. In all printed materials, the use of BCC and ACC following the first use of a chaplain's name is encouraged. These are APC certification credentials and follow the individual's name without a comma. For retired chaplains, simply add retired (lower case and in parentheses. PCC is not a certification credential and is not used after names of provisional certified chaplains. Spell out instead.

John Doe BCC (*when used as byline*)

John Doe is a provisional certified chaplain in the Association of Professional Chaplains.

John Doe BCC is a pediatric chaplain.

John Doe BCC (retired) is presenting a workshop next week.

Jane Doe is an APC associate certified chaplain.

Jane Doe ACC serves as staff chaplain.

Certification by other cognate groups is designated in one of the following ways:

John Doe, NACC certified, serves as chaplain at the clinic.

Chaplain Jane Doe is certified by the National Association of Jewish Chaplains (NAJC).

Honorifics

Honorifics are capitalized when they precede the person's name and abbreviated with surnames on subsequent reference. Dr. is always abbreviated. References to the minister, the rector, the chaplain, the rabbi all are lower case.

The Reverend Jane Doe presided at the meeting. Rev. Doe called for the treasurer's report.

The sermon was delivered by the Reverend Dr. John Doe.

Chaplain Jane Doe

Rabbi John Doe

John Doe is a rabbi.

Position Titles

Position titles are capitalized only when they precede a proper name. All other references to position are in lower case.

Executive Director Jane Doe provides leadership for the national office.

Jane Doe is the executive director of the Association of Professional Chaplains.

The weekly prayer service was led by Chaplain John Doe.

John Doe, chaplain on the cardiac unit, led the weekly prayer service.

PUNCTUATION

Commas

Do not insert a comma before a conjunction (and, or, but) in a series, unless one of the elements of the series contains a conjunction or each element of the series could stand alone as a complete sentence.

The colors of the flag are red, white and blue.

She had toast, juice, and green eggs and ham for breakfast.

We suspected Col. Mustard was the killer, and the new evidence proves it.

Do not insert a comma between a name and a credential, e.g., Jr., III, Co., Inc.

Chaplain Mary Lou Jones BCC of Westville, MN; Rev. Alyus Jenks Jr. BCC MDiv of Sunnydale, FL; and Shaquir Radbuka BCC PhD of Greenlawn, PA; are featured guest lecturers at the "Mind, Body, Spirit" conference in Summit, AK, sponsored by Healing Meditations Corp. and Well Wishes Inc.

SPELLING

APC uses the electronic version of the Merriam-Webster dictionary (www.merriam-webster.com). Where two spellings are listed, use the first. Following are some frequently used words:

health care	listserv	webinar	web-based
caregiver	online	website	web-related

TIME

Times of day in even, half and quarter hours are spelled out. If o'clock is used, the number always is spelled out. Exact times are followed by a.m. or p.m. (lower case with periods).

Half past ten

Six o'clock

8:29 p.m.

WEBSITE

The World Wide Web is a proper noun and is capitalized; however *The Chicago Manual of Style* now specifies lower case for web, website and web page. Likewise, while Internet is capitalized, its diminutive (the net) and intranet are not. All electronic (e) words are hyphenated: e-mail, e-article, e-newsletter, e-zine, e-book.

In printed text do not underline the URL of a website.

Visit our website at www.professionalchaplains.org for information on membership.

Hyperlink URLs in text available on computer.

Visit the APC website at www.professionalchaplains.org.

CITATION FORMATS

Chaplaincy Today uses endnotes rather than footnotes following humanities style. Full names of authors should be included unless the publication from which the quote is taken uses only initials. Note that only the first word of an article title is capitalized.

Book:	Author(s), <i>Title</i> (City of Publication: Publisher, year of publication), page number(s).
Initial reference:	Henri Nouwen, <i>Clowning in Rome</i> (New York: Bantam Doubleday Dell Publishers, 2000), 109.
Subsequent reference if not Ibid.:	Nouwen, <i>Clowning</i> , 125.
Book chapter:	Author(s), "Chapter title," in <i>Book Title</i> , ed. name(s), page numbers (City of Publication: Publisher, year of publication).
Initial reference:	Hans Baumgartner and Jan-Benedict Steenkamp, "Response bias in marketing research," in <i>The Handbook of Marketing Research – Uses, Misuses and Future Advances</i> , ed. Rajiv Grover and Marco Vriens, 95-109 (Thousand Oaks, CA: Sage Publications, 2006).
Subsequent reference if not Ibid.:	Baumgartner and Steenkamp, Response bias."
Article:	Author(s), "Article title," <i>Periodical title</i> volume number, issue number (calendar information): page number(s).
Initial reference:	Gerald L. Jones, "The art of written prayer," <i>Chaplaincy Today</i> 21, no. 2 (Autumn/Winter 2005): 19–21.
Subsequent reference if not Ibid.:	Jones, "Written prayer," 20.

Electronic journal:	Author(s), "Article title," <i>Periodical title</i> volume number, issue number (calendar information), page range, URL
Initial reference:	George R. Robie, "Weaving our stories: APC retired chaplains' writing project," <i>Chaplaincy Today</i> 25, no. 2 (Autumn/Winter 2009): 34-38, www.professionalchaplains.org/ChaplaincyToday/display.aspx?F=25_2robie.pdf
Subsequent reference if not Ibid.:	Robie, "Weaving."
Website	Author(s), "Title," Name of site, URL (accessed date).
	Association of Professional Chaplains, "APC president to serve on Joint Commission expert advisory panel for culturally competent patient-centered care," Association of Professional Chaplains, www.professionalchaplains.org/index.aspx?id=1465#media_contacts (accessed May 10, 2010).

For all questions of grammar, capitalization and punctuation not addressed in this style guide, refer to *The Chicago Manual of Style*, 16th edition or contact the editor.