

Mennonite Quarterly Review: Guide to Style and Usage for Contributors

Our editors use the 17th edition of the Chicago Manual of Style. Please follow this guide in preparing your manuscript.

As much as possible, please avoid embedding code that will complicate our formatting process. Avoid copying and pasting material from other sources that may have complicated code embedded.

Images

Please send any graphs, photos, diagrams etc. as jpgs to be embedded after the formatting of your text. Label the jpegs Figure 1, 2, 3, etc. Indicate in square brackets where these should be placed and include the title for the image. For example [Place Figure 1 near here. Title “Area of Investigation: Central Poland.”] You can include a footnote with the image title.

Inclusive Language

Use inclusive language and gender neutral titles as much as possible. For example, refer to the chair of a committee rather than the chairman.

Citations

Use footnotes rather than endnotes or internal citations. Use a shortened citation for sources you refer to more than once. Do not use *ibid*. When in doubt, provide more information and not less so that the copy editor does not have to trackdown missing information. For your convenience here are some standard conventions for long form and short form for the most common kinds of footnotes:

Book

Claus-Peter Clasen, *Anabaptism: A Social History, 1525–1618* (Ithaca, NY: Cornell University Press, 1972), 32–33.

Clasen, *Anabaptism: A Social History*, 34.

Journal Article [Use the full name of the Journal rather than an abbreviation]

James Stayer, Klaus Deppermann, and Werner Packull, “From Monogenesis to Polygenesis: The Historical Discussion of Anabaptist Origins,” *Mennonite Quarterly Review* 49 (April 1975), 83–121.

Stayer, Deppermann, and Packull, “From Monogenesis to Polygenesis,” 83–94.

Chapter in a Book

Martin Rothkegel, “Die Austerlitzer Brüder oder Bundesgenossen: Pilgram Marpeck’s Gemeinde in Mähren,” in A. Schubert, A. von Schlachta, and M. Driedger, eds., *Grenzen des Täufertums / Boundaries of Anabaptism* (Gütersloh: Gütersloher Verlagshaus, 2009), 232–70.

Rothkegel, “Die Austerlitzer Brüder oder Bundesgenossen,” 232–40.

Multiple Editors and Translator

Albert Camus, *The Myth of Sisyphus*, trans. Justin O’Brien, 2nd ed. (New York: Vintage International, 2018), 3.

Unpublished Material

Description or title of the item, Date, Archival number, Box/Folder number (if applicable), Name of Collection (if applicable), Name and location of archive/library

Harold Jantz to John Redekop, unpublished letter, May 22, 1984; Mennonite Brethren archive, Centre for Mennonite Brethren Studies, Winnipeg, Manitoba.

Newspaper/Magazine Article

Author (if known) -- Title of article in inverted commas -- Title of publication (italicized) -- Month, Day, Year (and time if applicable) -- Section (if applicable) -- URL

John Asling, “Trouble Brewing: Mennonite Brethren ‘shocked, dismayed and profoundly saddened’ by new novel,” *Kitchener-Waterloo Record*, June 2, 1984. Religion section, B3.

Website [Do not break urls]

“History of the Project,” Voices Together, accessed January 29, 2021.
<http://voicestogetherhymnal.org/about/history-of-the-project/>

Conference Papers

Author -- Title in inverted commas -- Details of conference (in brackets) -- URL if available

The following are some standard conventions of the CMOS.

Punctuation:

Ellipses: An ellipsis is a set of three periods (. . .) indicating an omission. Each period should have a single space on either side,

except when adjacent to a quotation mark, in which case there should be no space.

Use a **serial or Oxford Comma**: e.g., She ate toast, an egg, and fruit for breakfast.

Possessive Apostrophes

On the subject of [possessive apostrophes](#), *CMoS* says that writers should add:

- An apostrophe + “s” for singular nouns, even if they end in “s” (e.g., *Jesus’s teachings*).
- Just an apostrophe for plural nouns that end in “s” (e.g., *The congregants’ pews*)
- An apostrophe + “s” for plural nouns that do not end in “s” (e.g., *The children’s lessons*).

Exception: when a word is plural in form but singular in meaning (e.g., *economics* or *United States*). *The United States’ ratification of the treaty is pending*.

Number ranges:

“An en dash used between two numbers implies *up to and including*, or *through*” (*CMOS* 17e, 9.60, p. 566). Use an en dash. Do not use a hyphen or a minus symbol for year ranges and page ranges.

See pages 75–180.

The society met from 1932–1954.

Adults were divided into three age groups 18–39, 40–64, and 65 and older.

For page numbers less than 100, use all digits:

4–11
81–83
86–114

For page numbers beginning with 100 or multiples of 100, use all digits

100–105
1200–1213

For page numbers x01 through x09, use the changed part only:

101–4 (not 101–04, for example)
303–7

For page numbers x10 through x99, use two digits, *unless* more are needed to include all the changed parts:

253–64 (definition/meaning: “starting on page 253 and ending on page 264” or “pages 253 through 264, inclusive.”)

597–632

1077–79

1597–600

15454–514

13992–4002

Give inclusive roman numerals in full.

xxvi–xxviii
cvii–cix

Abbreviations for Books of the Bible:

Gen	Genesis	Isa	Isaiah
Exod	Exodus	Jer	Jeremiah
Lev	Leviticus	Lam	Lamentations
Num	Numbers	Ezek	Ezekiel
Deut	Deuteronomy	Dan	Daniel
Josh	Joshua	Hos	Hosea
Judg	Judges	Joel	Joel
Ruth	Ruth	Amos	Amos
1–2 Sam	1–2 Samuel	Obad	Obadiah
1–2 Kgdms	1–2 Kings (LXX)	Jonah	Jonah
1–2 Kgs	1–2 Kings	Mic	Micah
3–4 Kgdms	3–4 Kings (LXX)	Nah	Nahum
1–2 Chr	1–2 Chronicles	Hab	Habakkuk
Ezra	Ezra	Zeph	Zephaniah
Neh	Nehemiah	Hag	Haggai
Esth	Esther	Zech	Zechariah
Job	Job	Mal	Malachi

Ps/Pss	Psalms	Prov	Proverbs
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)	Song (or Cant)	Song of Songs, Song of Solomon, or Canticles

New Testament abbreviations

Matt	Matthew	1–2 Thess	1–2 Thessalonians
Mark	Mark	1–2 Tim	1–2 Timothy
Luke	Luke	Titus	Titus
John	John	Phlm	Philemon
Acts	Acts	Heb	Hebrews
Rom	Romans	Jas	James
1–2 Cor	1–2 Corinthians	1–2 Pet	1–2 Peter
Gal	Galatians	1–2–3 John	1–2–3 John
Eph	Ephesians	Jude	Jude
Phil	Philippians	Rev	Revelation
Col	Colossians		

Deutero-canonical abbreviations

Bar	Baruch	Ep Jer	Epistle of Jeremiah
Add Dan	Additions to Daniel	Jdt	Judith
Pr Azar	Prayer of Azariah	1–2 Macc	1–2 Maccabees
Bel	Bel and the Dragon	3–4 Macc	3–4 Maccabees

Sg Three	Song of the Three Young Men	Pr Man	Prayer of Manasseh
Sus	Susanna	Sir	Sirach (Ecclesiasticus)
1–2 Esd	1–2 Esdras	Tob	Tobit
Add Esth	Additions to Esther	Wis	Wisdom