

# *IBMR* Style Guide

Updated February 1, 2024

In general, we follow the latest edition of the *Chicago Manual of Style* (now 17th ed., 2017), supplemented by *The SBL Handbook of Style*, 2nd edition (2014). The following points of grammar represent details that often need correcting in manuscripts accepted by the *IBMR*.

## Word choice, usage, order

“That,” not “which,” is preferred for restrictive relative clauses.

The planet that I find most intriguing is. . . .

The sun, which I find most intriguing, is. . . .

Demonstratives are used preferably as adjectives, not as pronouns.

This view [opinion, suggestion, etc., *not simply*: This] suggests. . . .

“On the one hand” and “on the other hand” are used only in pairs.

“The whole *comprises* its parts; the parts *compose* the whole.”

In spans of dates, prepositions/conjunctions are used only in pairs.

from 1972 to 1981 (*not*: from 1972–81) / between 1990 and 1992 (*not*: between 1990–92)

Contractions and the impersonal “you” generally appear only in direct quotations, not in the text.

“Saint/St.” is generally deleted from references to evangelists, apostles, church fathers, or others.

In notes and bibliographies, names of publishers, newspapers, or journals appear without “the.” In text, “the” is lower case and roman (e.g., as reported in the *New York Times*). Also, we abbreviate “University” in the names of presses (Oxford Univ. Press).

The phrase “of course” is usually omitted, especially where it suggests a patronizing tone.

“Cf.” (Latin *confer*, “compare”) expresses a contrast with a previously expressed view; “see” directs the reader to a source that further develops the thought (i.e., “cf.” is not used to mean “see”).

Adverbs such as “only” appear as near as possible to the element they modify.

*not*: It only happened yesterday. *but*: It happened only yesterday.

## Spelling

Foreign words or phrases listed in *Merriam-Webster’s Collegiate Dictionary* appear in roman. Those not so listed appear in italics.

Letters referred to as such appear in italics; names of letters, in roman:

the letters *c*, *π*; the letters cee, pi

Italics are used for (1) titles of books, pamphlets, and sermons and poems printed separately, (2) works of art, and (3) names of ships.

The singular possessive is formed by adding -’s (Smith’s, Jones’s, DesCartes’s, Euripides’s, etc.). This rule applies also to names that formerly had been exceptions (Jesus’s, Moses’s).

Geographic names appear in their English form, where these exist (Rome, Cologne, Lyons, etc.).

The names of months are written in full, in text, notes, and bibliographies.

Abbreviations appear only in parentheses and in notes: (e.g., esp., etc., i.e., km., mi.).

In parentheses and in notes, Bible books and other ancient documents abbreviate (per *SBL Handbook*, §8.3) when followed by chapter or by chapter and verse. Otherwise, as always in the text of an article, they are spelled in full when used without chapter and/or verse reference.

Our preferred source for Bible quotations is the NRSV. Other versions quoted are identified with full-cap initials after the reference (e.g., Acts 17:6 NIV).

When “United Kingdom,” “United Nations,” and “United States” appear as adjectives, use abbreviations, with no periods.

the US Senate / the Senate of the United States

Following a city name, names of US states and Canadian provinces in parentheses, notes, bibliographies, publication information, and dissertation notices use the postal codes (CT, NY, BC, ON, etc.). In articles, book reviews, and author notes, names of states and provinces are spelled in full—except that when they appear there in parentheses, the two-letter abbreviations are used.

In notes, the name of the *Bulletin* appears in italics (*International Bulletin of Mission Research*). In the text, in author notes, and elsewhere, the name appears in caps and small caps (INTERNATIONAL BULLETIN OF MISSION RESEARCH).

## Capitalization

Pronouns referring to Deity are lower case.

The first word of a quotation is capital or lower case, depending strictly on the syntax of the including sentence.

Jones said, “The church should . . .” vs. Jones said that “the church should . . .”

Personal titles are capitalized if used before a proper name and not in apposition to it. In all other cases, personal titles are lower case.

John Jones is professor of theology at . . . / Norwegian king Harald V . . .

President Bush seeks . . . / US president Bush wants . . . / The president hopes . . .

We know that Pope Francis believes deeply . . . / Francis became pope in 2013.

In most cases, full names of organizations are in roman and capitalized. Partial names are lower case. Within a sentence, a “the” preceding the name is lower case, even when it is part of the official title.

the Second Vatican Council; the council / the World Council of Churches; the council

the Slavic Gospel Association; the association / the Pew Charitable Trusts; the trusts

Particles (de, van, von, etc.) in names are capitalized or not, and the last name alphabetized, in accordance with author preference as indicated particularly in library catalogs (esp. Library of Congress).

Titles and subtitles of works in English use headline-style capitalization; headings and subheadings of articles use sentence-style capitalization (see *Chicago* 8.158–59). In works published before 1900, however, capitalization may follow the original. Examples of capitalization in titles:

Re-establish / Medium-Sized / Twenty-Three / Twenty-Third / Nineteenth-Century Beliefs

A quoted phrase within a title is normally set in headline-style caps.

“‘What Are We Doing Here?’ Local Theologies of Mission from a Midwestern Catholic Parish”

Foreign-language titles use sentence capitalization, not headline capitalization. That is, besides the first word of title and subtitle, the only words capitalized are those that would be capitalized in normal prose in the respective language.

In author notes, “contributing editor” and “senior contributing editor” use lower case.

## Numbers

Numbers through ninety-nine are usually written out, including in the titles of books and articles; larger numbers (except round numbers such as 3 million, 4.5 billion) are expressed in figures. Figures are used if spelled-out numbers would cluster thickly in a sentence or paragraph. Within a paragraph, be consistent in using figures for the same item.

In attendance were 112 women and 59 [*not*: fifty-nine] men.

In “Noteworthy,” numbers 10 and above are generally expressed as figures.

Spans of numbers (pages, dates, etc.) elide according to *Chicago* 9.61. An en dash, not a hyphen, separates the span. No shortening in spans of numbers beginning with an even hundred (200–202; *not* 200–2).

pp. 100–109 / pp. 101–9 / pp. 110–14 / AD 1990–91.  
(In titles of articles, however, numbers do not elide.)

Dates take the following forms:

the 1920s / the twenties (*not*: the ’20s) / June 1991 / August 6, 1987  
mid-twentieth century / 100 B.C., A.D. 200 (*but*: as requested by an author, B.C.E. / C.E. may be used instead of B.C. / A.D.)

Figures are used with money abbreviations (\$10, £25, SFr 40, etc.) and in phrases such as “part 1” and “chapter 3,” also with “percent.”

Some estimate that barely 2 [*not*: two] percent of Greek histories have survived.

Note numbers appear preferably at the end of a sentence or clause, never in a title or subtitle or in photo captions.

Measurements: both metric and English may be shown.

between 300 and 600 *versts* (320–640 km. / 200–400 mi.)

Within a sentence, items in a list are enumerated using (1), (2), etc., not (i), (ii), etc. or (*a*), (*b*), etc.

Wherever possible, adjacent numbers are avoided.

By 1979, a total of 272 pastors . . . *not* By 1979, 272 pastors . . .

Telephone numbers preferably take the form (203) 624-6672 (using a hyphen, not an en dash).

## Punctuation

### COMMA

The series comma is added where missing, in text and in titles.

in rain, sleet, or snow / *Pentecost, Mission, and Ecumenism*

A noun, phrase, or clause that is in apposition to a noun is set off with commas if it is nonrestrictive, but not if it is restrictive.

His wife, Jane, was the first to . . . [implies he has only one wife]

The Fiji missionary John Burton went . . . [implies there was more than one Fiji missionary]

Short (i.e., usually seven words or less), sentence-initial phrases usually have no comma following. (A comma is used, however, if necessary to avoid confusion.)

In 1834 Duff went . . .

Despite a flood of hostile publicity the missionaries carried on . . .

(*but*: Away from the cold, children can quickly . . .)

A comma separates the clauses of a compound sentence but not the elements of a compound predicate.

He fasted, and she prayed. vs. He prayed\_but never once fasted.

Following a conjunction that separates two coordinate clauses, a phrase or clause is followed by, but usually not preceded by, a comma.

People no longer will be subject to pain, but\_at long last, they will become the . . .

“Jr.,” “Sr.,” and “II,” “III” etc. *are not* set off with commas; abbreviations of religious orders *are* set off with commas.

Martin Luther King Jr. / George G. Hunter III / *but* Fr. Adolfo Nicolás, SJ

#### QUOTATION MARKS

Words or phrases referred to as such are enclosed in quotation marks.

the term “syncretism” / the concept “love” (*but*: the concept of love)

Quotation marks are never used after “so-called,” and usually not after verbs such as “called,” “referred to as,” and “known as.”

the so-called developing (*not*: “developing”) world

it was described as Christian culture (*not*: “Christian culture”)

In most cases, quotation marks are omitted with short quotations of one or two words, especially when the attribution is clear.

Smith said that the people were grateful (*not*: “grateful”)

In relation to other marks of punctuation, quotation marks (double, single, or both) appear (1) *after* periods and commas, (2) *before* colons and semicolons, and (3), depending on sense, *either after or before* question marks and exclamation points.

#### HYPHENS, DASHES

No hyphen appears in compound modifiers whose first element ends in *-ly*.

the recently\_installed president

An en dash is used after a prefix modifying an open compound.

the post–cold war era

For the sake of clarity, a sentence contains no more than one set of em dashes.

In hyphenating URLs and e-mail addresses, follow the directions in *Chicago* 7.46:

1. never break at a hyphen, never add a hyphen;
2. break is possible AFTER a colon or double slash;
3. break is possible BEFORE OR AFTER = or &;
4. break is possible BEFORE a single slash, period, or any other punctuation or symbols;

*For example* (spaces show possible breaks):

www .h-net .org /announce /show .cgi ?ID = 153499

#### OTHER MARKS OF PUNCTUATION

No periods in orders used with names: Fr. Adolfo Nicolás, SJ

Ellipsis points are used within direct quotations but usually not at its beginning or end.

For titles of works with two subtitles (not recommended!), a colon precedes the first, a semicolon precedes the second (see *Chicago* 14.90). Use colon before subtitle, even in foreign titles (14.89, 98).

Question marks or exclamation points with other punctuation (see *Chicago* 6.125; 14.96):

- period: never follows ? or !

- comma: only after titles of works, and only if the grammar of the sentence would normally call for a comma

- . . . in the Word?,” chap. 3 / . . . *in the Word!*, 117-20  
 - colon or semicolon: only after titles of works, and only if the ? or ! is within quotes:  
 . . . *in the Word?*”: *Subtitle*. [but: . . . *in the Word? Subtitle*]

At the end of quoted material extracted from the text, any source given follows the final punctuation, appears in parentheses, and has no punctuation following it. For direct quotations *not* extracted from the text, the source appears before the final punctuation.

## Notes and Bibliography

The format of notes and bibliographies follows *Chicago*, chap. 14, and—most helpfully—the *SBL Handbook*, chap. 6. The following examples give the order of elements in a citation and then some common types of citations. See the *SBL Handbook* for a broad range of examples. (Most *IBMR* articles have endnotes; normally, bibliographies appear only in “Legacy” articles.)

### NOTES

#### BOOK CITATION

FN LN [author], *Book Title*, ed. FN LN, trans. FN LN, 3rd ed., vol. 2, Series (Place: Publisher, date; repr., date), 100–108. [series name usually omitted; “pp.” omitted with page numbers unless needed for clarity]

FN LN [editor], ed., *Title*, vol. 2 of *Volume Title*, ed. FN LN (PUB. INFO), 101–9.

FN LN, “Title” (Ph.D. diss., Institution, 1975).

#### CHAPTER OR ARTICLE CITATION

FN LN, “Chapter Title,” in *Book Title*, ed. FN LN (PUB. INFO), 111–39.

FN LN, “Chapter Title,” in *Short Title*, ed. LN, 201–9. [where the book’s full title appears in a previous note]

FN LN, “My Pilgrimage in Mission,” *International Bulletin of Missionary Research* 20, no. 2 (April 1996): 71–76. **Note: Beginning with the January 2016 issues, the title changed to *International Bulletin of Mission Research*.**

FN LN, “Title,” *Journal*, n.s. [for “new series”] 3, 25, no. 1 (1977): 200–225, doi: 10.2086/525508.

FN LN, review of *Title*, by FN LN, *Journal* 13 (2007): 20–22.

FN LN, “Title,” date, Maryknoll Mission Archives, Maryknoll, NY (henceforth MMA). [often useful to abbreviate the first of several mentions of an archival source]

FN LN, “Title” (paper presented at [event], place, date), 7.

FN LN, “Title,” date, <http://www.gospelcom.net/omsc>, 2–3. [date of accessing a URL not needed]

#### NON-ENGLISH TITLES

- either give the title in the original language [use transliteration for languages that don’t use Latin letters], followed by the translation in brackets [use sentence-style caps].

- or give the title in translation, and then, in brackets, identify the language: e.g., [in Chinese]

### BIBLIOGRAPHY

#### BOOK CITATION

LN, FN. *Book Title*. Edited by FN LN. Translated by FN LN. 3rd ed. Vol. 2. Series. City: Pub., date; repr., date.

LN, FN, ed. *Title*. Vol. 2 of *Volume Title*. Edited by FN LN. City: Publisher, date; repr., date.

LN, FN. “Title.” Ph.D. diss., Institution, 1975.

#### CHAPTER OR ARTICLE CITATION

LN, FN, “Chapter Title.” In *Book Title*, edited by FN LN, 111–39. City: Publisher, date. [*note*: This format follows *Chicago*, not *SBL*.]

LN, FN. “Chapter Title.” In *Short Title*, edited by LN, 201–9. [where the book’s full title appears earlier in the bibliography]

LN, FN. “My Pilgrimage in Mission.” *International Bulletin of Missionary Research* 20 (April 1996): 71–76.

LN, FN. “Title.” *Journal*, n.s. 3, 25, no. 1 (1977): 200–225. doi: 10.2086/525508.

LN, FN. Review of *Title*, by FN LN. *Journal* 13 (2007): 20–22.

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LN, FN. “Title,” date. <http://www.gospelcom.net/omsc>, 2–3.

**BIBLIOGRAPHY** [only for the “hero” of “The Legacy of . . .” series]

1902 *Title*. Place: Publisher.

1903 (ed. ) *Hikayat Abdullah* [The life of Abdullah]. Place: Publisher. Later editions by Place: Publisher, 1912; repr., 1925.

1904 Review of *Title*, by FN LN. *Journal* 30:432–34.

1906 (with FN LN) *Title*. Place: Publisher.

**PLACE OF PUBLICATION AND PUBLISHER**

U.S. places of publication that are relatively large or otherwise well known appear *without* state name (e.g., Atlanta, Grand Rapids, New Haven, Princeton).

Non-U.S. places of publication mention city name (in English spelling, if different from local spelling) but normally not the country (e.g., Accra, Canberra, Rome).

Places of publication that are relatively small or not so well known, or that have similarly named places elsewhere, appear *with* state or country name (e.g., Eugene, OR; Ithaca, NY).

**PUBLISHER**

Except for university presses, the full name of the publisher is often not given. (In particular, “Co.,” “Inc.,” and “Ltd.” are normally omitted, “Publisher/Publishing” sometimes.) An “and” in any publisher’s name is written “&.” In a press’s name, spell “Univ.,” not “University.” For specific guidance about how much of a publisher’s name to include, follow the *SBL Handbook* 6.1.4.1

Also follow the same section of the *Handbook* in deciding which cities need further identification (e.g., Catalonia, Spain; Downers Grove, IL; Farnham, Surrey, UK; Kingston, ON) and which do not (e.g., Chapel Hill, Gütersloh, Manchester, Nashville). Note that a state name is omitted if it appears in the name of the publisher or institution (e.g., Pullman, Wash.: Washington State Univ. Press).

**Book Reviews**

1st LINE: Title—all bold roman; final period

**Title: Subtitle. Rev. ed.**

**Whole-title. Vol. 1: Title; vol. 2: Title. or: Title. Vol. 8 of Whole-title.**

**Title. 20th ann. ed. Foreword by William Burrows.**

2nd LINE: All light italic; final period

Author/editor. *By FN LN, with the assistance of FN LN. / By FN LN, edited by FN LN.*

*By FN LN and FN LN. / By FN LN, with FN LN. / Edited by FN LN, FN LN, and FN LN.*

Place-publisher-date. *Place: Pub., 2001. / Place: Pub., 1995. 2d ed. 3 vols.*

*Place: Pub.; Place: Pub., 1995. / Place: Pub., 2002. (Series.) [but: series information usually omitted]*

Pages. *Pp. ix, 255. / Pp. 304. / Pp. 543, with CD-ROM.*

Price. *\$35 [not: \$35.00]; paperback \$16.95. / €12. / Paperback. No price given.*

*\$79.95 / SFr 110 / £44.95.* [If multiple prices, put first the one that matches the country of the press.]

In prices, no space follows a currency symbol; a space follows currency abbreviations (spelled as listed in *Merriam-Webster’s* table “Money,” with more explicit identification as necessary).

€71	NZ\$39.95	DKK 298	Rs 250
£13.99	\$19.95 <i>or</i>	f 10	(outside
£E 350	US\$19.95	FIM 347	India, \$10)
¥1,200	[used with	KSh 600	SFr 85
AU\$30	other \$s]	L 70,000	SKr 148.50
CA\$36.99	BF 650	NKr 250	KRW 3,000
HK\$395	CzK 200	PhP 625	(approx.
N\$250	DFl 39	R 150 [rand]	\$2.50)

3rd LINE: All roman (bold, then light); *no* final period

**Reviewed by:** J. Jayakiran Sebastian, United Lutheran Seminary, Gettysburg and Philadelphia, PA, USA

**Reviewed by:** Angelyn Dries, OSF, Sisters of St. Francis of Assisi, Milwaukee, WI, USA

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**Reviewed by:** H. L. Richard, independent researcher, USA

## Other

In general, direct quotations of 100 words or more are set off as an extract from the text; shorter quotations are run in (*Chicago* 13.10). However, quotations that include more than one paragraph or that include more than two lines of poetry are normally extracted, regardless of length.

Reference is not made simultaneously to a title and to the meaning of the title (see *Chicago* 8.174).

in his article entitled “The Gods of the People”

*or:* in his article about the gods of the people

*but not:* in his article about “The Gods of the People”

In arranging items alphabetically, the letter-by-letter method is normally preferred. Also, names beginning with Mac-, Mc-, M’-, or St. are alphabetized as they appear (*not* all as Mac- or as Saint; see *Chicago* 16.73–74).

A typical obituary form in “Noteworthy,” with bold and light, is:

**Died. First Name Middle Initial/Name Last Name**, age at death [in figures], position or status, date of death, place of death.

In notes, consecutive citations from the same source are normally collapsed into a single note.

Rauschenbusch’s impact on mission methods was evident when John R. Mott sounded the call for a greater involvement in social issues of the day. Mott endorsed the social gospel when he affirmed: “There are not two gospels, one social and one individual. There is but one Christ who lived, died, and rose again, and relates Himself to the lives of men.”<sup>1</sup> In April 1914, at the “Conference on Social Needs,” Mott gathered social gospel leaders, one of whom was Rauschenbusch, along with representatives from North American student organizations, to address the relationship between students and the social realm. This meeting “marked an epoch in the social thinking of the student community.”<sup>2</sup>

1. Charles Howard Hopkins, *John R. Mott, 1865–1955: A Biography* (Grand Rapids: Eerdmans, 1979), 417.

2. *Ibid.*, 300.

*Delete first note; change second note to:*

1. Charles Howard Hopkins, *John R. Mott, 1865–1955: A Biography* (Grand Rapids: Eerdmans, 1979), 417, 300.

Punctuation and font: follow the recommendation of *Chicago* 6.2, which calls for all punctuation to appear in the same font as the main or surrounding text.

Abbreviations of Catholic and other orders (SJ, MM, etc.) are normally omitted in article titles, in author or translator bylines, and, in book reviews and book notes, in author’s names. They do appear at first mention in an article and in author IDs.

## *IBMR* Word List

### Primary spelling authorities:

*Merriam-Webster's Collegiate Dictionary*, 11th edition (2003), also <https://www.merriam-webster.com> — esp. for use or nonuse of hyphens and of italics; normally follow the first spelling if more than one is given.

*The SBL Handbook of Style*, 2nd edition (2014) — pp. 37–52, is particularly helpful regarding the spelling of terms related to the Bible and to Christianity and other religions.

*Merriam-Webster's Biographical Dictionary*, rev. ed. (1995);

*Merriam-Webster's Geographical Dictionary*, 3d ed. (1997);

In a few cases (indicated below in **bold**), the *IBMR* differs from one or more of these authorities.

9/11	Azusa Street Revival
10/40 Window	baby boomer
abridgment	Baha'i
acknowledgment(s)	Baltic States
adviser	battle of Kosovo, of Armageddon, etc.
African American(s) (n., adj.)	bhakti
African Independent Churches (Independent Churches), African Instituted Churches, African Initiated Churches; African Traditional Religions	Bible women (as missionaries, esp. in Asia)
age: Bronze Age, Ice Age, etc.	Black, White (races)
Al-Aqsa Mosque	Blessed Virgin, Blessed Trinity
all-important (perm.)	body of Christ
Anglican Communion	Book of Common Prayer (considered as a cultural or historical item [like: Bible]), not as a publication [which would call for italics])
Anglo-Catholicism	<b>Book of Daniel, Matthew, etc.</b>
anglophone	Boxer Rebellion, Boxer Uprising
<b>Antichrist (the person)</b> , antichrist (the general spirit)	breathhtaking
anti-Semitic	Broad Church
apartheid	Brother (for member of a religious order)
apostle John, Paul, etc.	building block
<b>Apostolic Council (of Acts 15)</b>	by-product
apostolic fathers, the fathers	ca. ( <i>not</i> : c.)
appendixes	Cape Town Commitment
archbishop of Canterbury, the archbishop ( <i>but</i> : Archbishop Temple)	caregiver
ashram	catalog (n., v.)
assembly: the Tenth Assembly of the WCC, at/in Pusan; the Pusan Assembly, in 2013; the WCC Pusan Assembly; <i>but</i> : the WCC assembly	CD-ROM
audiovisual	charismata
	charismatic(s), charismatic movement
	childcare, child rearing
	Christian World Communion
	Christianization
	Christlike
	Christology, Christocentric; christological



Church (a specific organization or local church): the United Methodist Church; the Catholic Church	diaspora, dispersion; <b>Diaspora</b> (when referring to the scattered colonies of Jews beginning after the Babylonian exile)
church (all Christians in the world or a country; “church” used generically): the universal church, the Danish church, Baptist churches, a Catholic church, Eastern church, Western church, Roman church	Diocese of Kaolak, the diocese
church fathers, the fathers	DIRECTIONS: normally lower case, except for special political or cultural meaning (e.g., Western institutions, North-South tensions, the US South) and compass readings (50° West of Greenwich)
church growth movement, ideas (etc.)	Dissenter, Dissent (in 18th-century England)
churchgoer	Docetism, docetist, docetic
coexist, coexistence	dynasty: the Qing dynasty, etc.
Cold War, the	Dyophysitism, dyophysite
commonsense philosophy; Scottish philosophy of common sense	East African Revival
Communion (= Lord’s Supper, Eucharist)	Eastern bloc, Eastern Europe
Communism, Communist (the specific movement)	ecumenical movement
conciliar, the council, the Second Vatican Council	e-mail
Continent (= Europe), Continental customs; continental Europe, the European continent	emeritus: in author IDs, follows immediately the rank, not the “content”: Professor Emeritus of History, Dean Emeritus of the School of World Mission ( <i>not</i> Professor of History Emeritus, etc.)
convener	empire of Rome; Roman Empire, British Empire, Austro-Hungarian Empire, etc.
co-opt	enculturation (social science) = the process of an individual learning or assimilating the practices and values of a culture (cf. inculturation)
Council of Ephesus, etc.	end time, end-time events
coworker	Enlightenment (as specific 18th-cent. Western movement)
creator God	epiclesis, <i>epiklēsis</i>
cross section	Epistle of James, Romans, etc.
cross-cultural(ly)	<i>eschaton</i>
Cultural Revolution (specific event in Chinese history)	established church, the establishment
curia	Eucharist, eucharistic
cyberspace	Euro-America(n)
<i>da ‘wah</i>	Eurocentric, Eurocentrism
Dalit(s)	Evangelical Revival, Evangelicalism (referring only to the movement in 18th-cent. England)
database, dataset	evangelical(s), evangelicalism, evangelical movement
<b>Day of Pentecost</b>	Evangelist (= one of the four writers of the Gospels)
dechristianize	
decision making	
Deism, Deist	
descendant	
Developing World	
devil, the	
dharma	
dialogue	

EVENTS OF THE CHRISTIAN FAITH: creation, the cross, the fall, incarnation, the resurrection, etc.

eyewitness

fact-finding

faith healing, faith healer

father of mission studies, the; etc.

fathers, the (of the church), apostolic fathers, church fathers

fatwa

fellow workers, fellow Baptist, etc.

Festschrift

fieldwork, field-worker

FINAL CONSONANTS *NOT* DOUBLED IN

UNACCENTED SYLLABLES: benefited, labeling, modeled, **worshiper**, etc.

First Nations (Canadian term)

firstfruits

firsthand

-fold: twofold, threefold, etc.

FOREIGN TERMS APPEARING in *Merriam-*

*Webster's* are roman, not italic:

aggiornamento, a priori, ayatollah, coup d'état, glasnost, kenosis, kerygma, nizam, pinyin, Weltanschauung

francophone

free-market economy

fullness

full-time

Fundamentalism (as a specific 20th-century US movement; otherwise: fundamentalism)

fund-raiser, fund-raising

generation: millennial generation, generation X, baby boomer(s)

Gentile

Global South/North, global southerner

Gnosticism, gnostic (n., adj.)

Godfearer, God-fearing

Godhead, the

good-bye

goodwill

Gospel of Matthew, Matthew's gospel, the Fourth Gospel, the Gospels (division of the canon)

**Gospel, the Good News: preach the Gospel, the Christian Gospel, the Gospel of Jesus Christ, the Gospel message**

grassroots (adj.), grass roots (n.)

Great Commission

Greco-Roman

groundbreaking

gulag

Hadith (the body of Muslim traditions); *but* hadith (sg. and pl., for a particular tradition or traditions)

hajji (one who has gone on a hajj)

halfway

Hapsburg

health care, health-care industry

hemisphere: Northern (Western, etc.) Hemisphere

herculean task

Hesychasm

High Church, High Churchman

hijra

Hinduize(d)

Holiness movement

holistic

Holy Family

-ic (*not*: -ical): aesthetic, analytic, bibliographic, Brahmanic, cyclic, demographic, dialogic, ethnographic, geographic, geologic, geometric, hagiographic, logistic, metaphoric, problematic, prophetic, rabbinic, typographic

-ical (*not*: -ic): dialectical, ecclesiastical, hermeneutical, historiographical, polemical, stereotypical, topographical

ill will

inculturation (missiology) = the process of the Gospel taking on forms that are familiar and at home in a given culture (similar to "indigenization," "adaptation," and "contextualization"; cf. enculturation)

Indian Territory (US history)

indigenous people(s)

industrial revolution

intercultural theology

Internet

iron curtain

“Jesus” film  
 Jesus’s  
 jihad, jihadism, jihadist  
 judgment  
 Kairos Document  
 karma  
 Keswick Convention, Keswick movement  
 kingdom, the kingdom of God, God’s kingdom  
 Koine Greek  
 koinonia, *koinōnia*  
 Kuomintang  
 landowner, landowning, landownership  
 last day(s), the  
 lawgiver  
 laypeople, layperson, layman, laywoman  
 Left, the; *but*: leftist, left wing  
 leitmotiv  
 liberation theology, liberation theologian  
 Life and Work movement  
 lifelong  
 lifestyle, lifetime  
 like: Christlike, warlike, etc.  
 Livingstonia Mission, the mission  
 -long: agelong, lifelong, weeklong, etc.  
 long-standing, long-term (*but*: longtime)  
 Lord’s Supper, Lord’s Table, Lord’s Day  
 lordship (of Christ)  
 magisterium  
 Mahabharata  
 Mainland China  
 Majority World, the Majority World church  
 Mamluks  
 manifest destiny  
 marketplace  
 Mazdaism, Mazdean  
 meeting point  
 Messiah, messianic, messiahship, messianism  
     (*but*: Messianic Jew, Messianic Judaism)  
 mestizo(s)  
 mid-: midseventies, midlife, midcentury (*but* mid-  
     1970s, mid-nineteenth century),  
 middle-class values, values of the middle class  
 milieu(s)  
 mind-set  
  
*minjung* theology  
*missio Dei*  
 Mission: the Niger Mission, the West Africa  
     Mission, etc.  
 missiology  
 mission studies  
 Monophysitism, monophysite  
 Mormons; Church of Jesus Christ of Latter-day  
     Saints  
 Mount (*not*: Mt.) Sinai, Hermon, etc.  
 movement: the Lausanne movement, the civil  
     rights movement, etc. (*but* Oxford Movement)  
 Muhammad  
 Muslim (*not*: Moslem)  
 naive, naïveté  
 National Socialism, national socialist  
 nation-state  
 Native (North) Americans; Native pastorate,  
     Native peoples, etc.  
 neo-orthodox(y), neo-pagan, neo-Pentecostal  
 Neoplatonism, Neoplatonist  
 New Age movement  
 new covenant, old covenant  
 Nicaea, Nicene Creed, Niceno-Constantinopolitan  
     Creed  
 Nonconformity, Nonconformist (in 18th-cent.  
     England)  
 Northern (Western, etc. ) Hemisphere  
 officeholder, office-bearer  
 Oneness Pentecostals  
 Opium Wars  
 -or (*not*: -our): honor, labor, endeavor, etc.  
 ORDERS: the Jesuit order, the Order of Preachers,  
     etc.  
 Orientalism (of E. Said)  
 orientalist, orientalize; Orient (= the East),  
     Oriental  
 otherworldly  
 parable of the wicked tenants, of the good  
     Samaritan, etc.  
 Parliament, parliamentary  
 parousia  
 party: Congress Party, Republican Party, etc.  
 paschal, Pasch

- patristic(s)  
 peacemaking, peacemaker, peacekeeping,  
 peacebuilding, etc.  
 Pentecostal(ism)  
 PEOPLE GROUPS (follow *Merriam-Webster's* for  
 plural form): Apache (sg. or pl.), Cherokee  
 (sg. or pl.), etc.  
 perestroika  
 person(s) of the Trinity, the Second Person of the  
 (Blessed) Trinity  
 pharisaical  
 Pidgin English  
 Pietism, Pietist (as a specific 17th-cent.  
 movement); (other uses:) pietism, pietist  
 policy maker  
 Pope Pius XI; the pope  
 prayer book  
 PREFIXES (normally with no hyphen and closed  
 up): anti-, counter-, multi-, neo-, non-, post-,  
 pre-, re-, semi-, etc. (*but*: hyphen before a  
 capital [anti-Communist], to avoid misreading  
 [re-creation], to avoid the confusion of a  
 double vowel [anti-intellectual, co-opt, de-  
 emphasis, pro-independence])  
 Presbyterian Church (USA)  
**Promised Land** (= Canaan or heaven)  
 proof text (n.)  
 Prophet, the (= Muhammad), the Prophet  
 Muhammad  
 prosperity gospel  
 Providence (as synonym for God), providential  
 province: Guangdong Province  
 Qur'an, qur'anic  
 Radical Reformation  
 reign of God, God's reign  
 Religious Right, the Right, the Left; rightist, leftist  
 revolution, the American (French, etc.)  
 Revolution  
 Right, the; *but*: rightist, right wing  
 Rigveda  
 risen Christ, the  
 risk taking  
 rite: Latin (Zairean, etc.) Rite  
 Rites Controversy, the Chinese Rites Controversy,  
 the controversy  
 Ritualism, Ritualist (as High Church Anglican  
 "school")  
 roundtable conference  
 rule: Benedictine (etc.) Rule  
 rural-life activist  
 Sanskritize(d)  
 Satan, satanic  
 Scripture(s), scriptural; scripture(s) (generic)  
 Seventh-day Adventists  
 shalom  
 Sharia  
 sheikh  
 Shi'a, Shi'ism, Shi'ite  
 sinology, sinologist  
 Sister (for member of a religious order)  
*Sitz im Leben*  
 sizable  
 slaveholder  
 social gospel  
 sociocultural, socioeconomic, etc.  
 Spirit baptism  
 spirit world  
 spiritism, spiritist  
 stepping-stone  
 storyteller, storytelling  
 stumbling block  
 Subcontinent, the (= India)  
 Sunday School  
 sunna  
 Sunni, Sunnism, Sunnite  
 sura  
 Synoptic Gospel(s)  
 Taoism, Taoist  
 tawhid, *tawhīd*  
 Ten Commandments  
 tentmaker, tentmaking  
*theōsis*  
 Third World mission, the Second World, Second  
 World countries  
 Three-Self (Patriotic) Movement  
 time frame

Tradition (in Catholic contexts; otherwise:  
     tradition)  
 transatlantic  
 travelogue  
 Trinity, Trinitarian, the triune God  
 Trojan horse  
 twofold, threefold, etc.  
 Two-Thirds World, Two-Thirds World  
     missionaries  
 unchristian, unchristlike  
 Unequal Treaties (treaties between the West and  
     China, Japan, and Korea)  
 Uniate, Uniatism  
 Unitarian(ism)  
 United Kingdom (n.), UK (adj.)  
 United Nations (n.), UN (adj.)  
 United States (n.), US (adj.)  
 utopia, utopian  
 Veda(s)  
 vicar apostolic  
 vicar-general  
 vice-chairman, vice-chancellor  
 vice president  
 Vietnam(ese)  
 Visser 't Hooft, W. A.  
 voodoo  
 war: Sino-Japanese War, Six Day's War, New  
     Zealand Wars, etc.  
 -ward (*not*: -wards): toward, backward, etc.  
 well-being  
 well-known (well-loved, etc.) scholar *vs.* the  
     scholar is well known (well loved, etc.)  
 West, Western ideas, Westerner, Eastern ideas,  
     non-Western; Westernization, Westernize  
 Who's Who  
 widespread  
 willpower  
**Wisdom** literature, wisdom  
 witch doctor  
 Word of God (= title of Jesus); **Word of God,**  
     **God's Word (= the Bible)**  
 world Christianity  
 World Wide Web, *but* the web, website,  
     webmaster, web page  
 worldview  
 worldwide  
 wrongdoing  
 Yahweh  
 YMCA, YWCA