

THE LANE OF ROSES STYLE GUIDE

CAPITALIZATION

At Lane of Roses, in addition to capitalizing proper nouns, titles, etc., we also have a list of words that we capitalize (or leave lowercase) that others may not.

For a list of words that Lane of Roses capitalizes or leaves lowercase, see page 2 of the Lane of Roses Style Guide.

PUNCTUATION

As a general guideline, all Lane of Roses edits align with The Chicago Manual of Style. The Chicago Manual of Style varies in a few aspects from other style manuals (AMA, APA, etc.), so check out the next page for a quick refresher and some punctuation notes.

AUDIENCE

We always want to be conscious of our audience as we write Daily Devotions, Engagement Posts, and resources for publication at Lane of Roses. We've included some quick tips to help keep your mind focused on the reader and where she may be in her individual journey with God.

FORMATTING

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QUOTING THE BIBLE

When quoting the Bible in written pieces that are published through Lane of Roses, there are a few guidelines to follow. For example, when a verse stands alone in a written resource, italicize the verse while leaving the verse citation in regular font. For a complete set of guidelines for quoting the Bible in your writing, see page 3 of the Lane of Roses Style Guide.

FINAL CHECK

As you complete your final check before submitting your work, ask yourself the following questions:

- Have I used the tools given to me in the Lane of Roses Style Guide throughout this piece?
- Are there any obvious errors (capitalization, formatting, etc.) that I can fix before submitting my work?
- Have I used the correct level of language (discipleship, engagement, etc.) or are there words or phrases that could be explained further?

CAPITALIZATION

| | |
|---------------------------------------|---|
| He, His, Him - when referring to God | the Lord |
| You - when addressing God in prayer | faith |
| Bible, the Bible, Scripture | Creator |
| Holy Spirit, the Spirit | Heaven, the Kingdom, the Kingdom of God |
| Jesus Christ, Christ, or Christ Jesus | Earth |
| Christian | angels |
| God's Word, the Word of God, His Word | satan, Hell, the devil |
| truth | Church or church, depending on use |
| Godly | Fruit of the Spirit |
| Biblical/Scriptural | |
| Heavenly Father, Father | |

PUNCTUATION

Punctuation almost always goes inside quotation marks - "Go." Exception: semicolons.

If you are asking a question about what is inside the quotation then the question mark goes on the outside of what is in quotation. Why do you call me "Lord"?

Possessive: Jesus' - My hope is built on nothing less than Jesus' blood and righteousness.

Commas for direct address - I love You, Lord. Use the Oxford comma (the last comma in a list) - Father, Son, and Holy Spirit

AUDIENCE

Always be conscious of your audience; be careful not to overuse (or use without explaining) words that would be unfamiliar to people who are not Christians or who are new Christians.

Note: Some words may be unfamiliar to non-Christians but essential to understanding the Gospel or other Biblical ideas you may be communicating.

When using these words, italicize them at first appearance, then be sure to briefly define them. Ex. sanctify

FORMATTING

When writing a Daily Devotion in Google Docs, follow the Daily Devotion Expectations document attached to your assigned Trello card. For quick reference, here are some formatting parameters to make sure that you have in place:

- The theme verse for your Daily Devotion is centered at the top of your page and italicized (with the verse citation in regular font).
- The line spacing is set to 1.5 (by clicking Format then Line Spacing).
- The Reflection and Prayer sections at the end of your Daily Devotion have a title that is bold.
- No double spacing between sentences (two spaces instead of one).

QUOTING THE BIBLE

When verse stands alone: Italicize quoted verse, keep verse reference in regular font.

Ex. We love each other because he loved us first. - 1 John 4:19

When verse is quoted inside a paragraph: Use quotation marks and treat Scripture references as parenthetical citation per Chicago (This means period goes outside parentheses. See Chicago for notes and exceptions).

Ex. The Bible says, "We love each other because he loved us first" (1 John 4:19).

Ex. When Paul tells us in Ephesians 4:27 (NLT) that "anger gives a foothold to the devil," we should take heed of his warning.

In Daily Devotions, the theme verse should be quoted from the New Living Translation

Note what translations you reference afterward in the body of all resources. Ex. We love because he first loved us. - 1 John 4:19 ESV

THE FINAL CHECK

When you are finished writing your piece, whether it is a Daily Devotion, an Engagement Post, or a Lane of Roses resource that will be published online or for print, take a few minutes to go through the Lane of Roses Style Guide Checklist to double check your work to ensure that you have followed the guidelines set forth above. And keep in mind, your work here does not go unnoticed or underappreciated.

Work willingly at whatever you do, as though you were working for the Lord rather than for people. - Colossians 3:23

