



Founders Press

Issues of Style and Formatting

- 1) Indentations at the beginning of a paragraph should be 1/4 inch, not 1/2 inch as used to be common. Do not use the space bar or tab key when you indent. (Use paragraph indents on the horizontal ruler in your Word Processor.) Set document margins as follows:

Top:	1 inch	Left	1 inch
Bottom:	1 inch	Right	1.5 inches

The right hand margin for an 8 1/2 by 11 page should be at 6 inches.

- 2) Use only one space between sentences instead of the customary two.
- 3) Make sure your quote marks and apostrophes are the proper symbol (smart quotes). Quotes marks and apostrophes are “curly” not "straight."
- 4) Don't use double dashes between thoughts. The correct typesetting symbol is an “em dash” (shift-option-hyphen) instead of a hyphen to separate parts of a sentence. Also, when you want to use a symbol in place of the word “to” (such as in a range of time, 5 PM–6 PM, or date, 1963–1997), use an “en dash” (option-hyphen) not a hyphen.
- 5) Scripture
 - Be sure to quote Scripture accurately. While a single verse or two stays in the normal body text, large blocks of Scripture should be laid out as a “blocked quote” that is indented 1/2 inches on both sides with the font reduced by one point size from the body text. Do not use quotation marks around a blocked quote.
 - Do not italicize Scripture text.
 - Do not abbreviate Scripture references. Please spell-out.
Genesis (not Gen.)
2 Corinthians (not 2 Cor. or II Corinthians)
 - Please indicate which version or translation you are using (NKJV, ESV). If your manuscript quotes from more than one version, you can tag the reference: (James 1:2, ESV). If you manuscript favors one version, you can include a statement such as: Unless otherwise indicated all Scripture quotations are taken from the NKJV. Preferred version is New King James (NJKV).

- 6) Do not underline or use all caps. For emphasizing words in text or for indicating the title of a book, use italics rather than underscoring.
- 7) Italicize all foreign words, including transliterations of Greek and Hebrew.
- 8) Do not use periods or spaces when listing academic degrees:
MDiv, PhD [not M. Div., Ph. D.]
- 9) When using abbreviations for states, use two letters (caps with no periods):
TX and FL [see sample footnotes for more examples]
- 10) When creating an ellipsis, use option-colon, not spaces and periods:

“We conceive that the Lord Jesus Christ made such a provision by His death ...

- 11) Capitalization:

Do not capitalize the following:

- gospel • epistle (except when naming specific books of the Bible:
Gospel of John / We read in the Gospels...
Pastoral Epistles / the Epistle to the Hebrews)
- psalm (except as a title or reference: The Book of Psalms / Psalm 1:1)
- church (except when naming a specific church: Grace Baptist Church)
- covenant (except when naming a specific covenant: Covenant of Grace, New Covenant)
- biblical • baptism • paedobaptist • divine • apostle • communion • reformer
- law • moral law • doctrines of grace • heaven • hell • worship service • godly

Do capitalize the following:

- Word (when in reference to the Bible: God’s Word)
- Ten Commandments • New Testament
- Baptist • Reformed Baptist • Presbyterian • Reformed • Reformed theology
- Founders Ministries (no apostrophe)
- Calvinism / Calvinistic / Calvinist / hyper-Calvinist
- Arminian • Pelagian / semi-Pelagian • Christian • Gentiles
- Internet • Reformation • Bible • Scripture • Lord’s Supper
- Dispensationalism • Theonomy

Do capitalize personal pronouns for God or references to Him as Creator, Sustainer, Mediator, Advocate, Son, Spirit, etc.

- 12) Do not use serial commas

He read from Matthew, Mark, Luke and John. [YES]
He read from Matthew, Mark, Luke, and John. [NO]

- 13) Please italicize titles of journals, books and confessions of faith: *The Founders Journal*, *Life in the Body of Christ* by Curtis Thomas, *1689 Confession of Faith*.
- 14) Please footnote quotes and provide all necessary bibliographical information on other works used.

¹ Horatius Bonar, *God's Way of Holiness* (Hertfordshire: Evangelical Press, 1979), 91.

In subsequent references you may use a shortened form, but be sure to include both the author and enough of the title so that the reference is not confusing or ambiguous.

² O. Palmer Robertson, *The Christ of the Covenants*, (Phillipsburg, NJ: Presbyterian and Reformed Publishing Company, 1980), 15.

³ Robertson, *Christ of the Covenants*, 49. [GOOD]

³ Robertson, *Christ*, 49. [BAD]

For references to the same work that follow one another with no intervening references, provided that the references are in close proximity, you may use *Ibid.* [not italicized]
For subsequent references to the same work that are spread over several pages and that occur in a new section or chapter, please use the shortened form in place of *Ibid.*

Sample Footnotes

¹ J. I. Packer, *Concise Theology* (Carol Stream, IL: Tyndale House Publishers, 2001), 164.

² Cited in R. C. Sproul, *Faith Alone* (Grand Rapids, MI: Baker Books, 1999), 67.

³ Mark Dever, "Do the Work of an Evangelist," in *Dear Timothy*, ed. Tom Ascol (Cape Coral, FL: Founders Press, 2004), 164–165.

⁴ C. H. Spurgeon, *Spurgeon at His Best* (Grand Rapids, MI: Baker Books, 1988), 116.

⁵ Packer, *Concise Theology*, 164.

⁶ *Ibid.*, 160–163.

⁷ *Ibid.*

⁸ The *Second London Baptist Confession of 1689* is more explicit, stating that God justifies sinners "by imputing Christ's active obedience unto the whole Law, and passive obedience in his death, for their whole and sole righteousness" (11.1).

⁹ Thomas Helwys, *A Short Declaration of the Mystery of Iniquity*, (n.p., 1612), 69.

¹⁰ *The Baptist Encyclopedia*, ed. William Cathcart (Philadelphia, PA: Louis H. Everts, 1881), s.v. Keach, Benjamin.

¹¹ *The Baptist Faith and Message* (Nashville, TN: Sunday School Board of the Southern Baptist Convention, 1963), 6.

¹² Philip Schaff, *The Creeds of Christendom*, 3 vols. (Grand Rapids, MI: Baker Book House, 1983 reprint), 2:62.

¹³ William L. Lumpkin, *Baptist Confessions of Faith* (Valley Forge, PA: Judson Press, 1969), 119.

¹⁴ *Baptist Faith and Message*, 8.

¹⁵ John L. Dagg, *Manual of Theology*, 3rd ed. (Charleston, SC: The Southern Baptist Publication Society, 1858; reprint ed., Harrisonburg, VA: Gano Books, 1982), 179, 181, 201.

¹⁶ James P. Boyce, *Abstract of Systematic Theology* (Philadelphia: American Baptist Publication Society, 1887; reprint ed., Cape Coral, FL: Founders Press, 2006), 125.

¹⁷ George Pritchard, ed., *Memoir of the Life and Writings of the Reverend Joseph Ivimey* (London: George Wightman, 1835), 311.

¹⁸ Lumpkin, *Baptist Confessions*, 162.

¹⁹ C. H. Spurgeon, "Exposition of the Doctrines of Grace," in *The Metropolitan Tabernacle Pulpit*, 63 vols. (Pilgrim Publications: Pasadena, TX, 1969), 7:304.

²⁰ Iain Murray, *The Forgotten Spurgeon* (Edinburgh: The Banner of Truth Trust, 1966), see especially 45–114.

²¹ Speech by Michael Taylor, Annual Assembly of the Baptist Union, in *Reformation Today*, No. 10 (Summer 1972), 36.

²² *Minutes of the Philadelphia Baptist Association from 1707 to 1807* (Philadelphia, PA: American Baptist Publication Society, 1851), 69.

²³ Leonard T. Van Horn, "The Reformed Pastor and His Vows," *The Banner of Truth*, 412 (January 1998), 19.

²⁴ Fred Malone, "Is Preaching Foolish Today?" *The Founders Journal*, 65 (Summer 2006), 2.

²⁵ James P. Boyce, "Three Changes in Theological Institutions," in *James Petigru Boyce: Selected Writings*, ed. Timothy George (Nashville, TN: Broadman Press, 1989), 52.

²⁶ John Calvin, *Institutes of the Christian Religion*, 2 vols., ed. John McNeill, trans. Ford Lewis Battles (Philadelphia, PA: The Westminster Press, 1960), II.v.15.

²⁷ *Ibid.*, II.vi.3.