# Abundance Books

# Author Style Guide

## Format:

- Please follow the guidelines of the *Christian Writer's Manual of Style* and the *Chicago Manual of Style*.
- Use Microsoft Word
- Times New Roman 12 pt. font
- One-inch margins on all sides
- Document: left justified
- Use only one space after punctuation
- Divine pronouns (him, he, me, my, his, you, your) are lower-cased
- State your Bible version with any verses. If only one version is used, inform us of the version used and do not state the version with each verse.
- Check www.BibleGateway.com to make sure you're using the most recent version of the Bible. Only the most recent version of the Bible being quoted may be used.
- Scriptures used in the body of the writing are in quotation marks with the reference following the quote. Example: "For this is how God loved the world: He gave his one and only Son, so that everyone who believes in him will not perish but have eternal life" (John 3:16 NLT). We can learn from this verse... (Note the use of small caps for the Bible version abbreviation. To make small caps, write the text in lowercase, then highlight and change to small caps in font settings.)
- Longer Scripture passages can be in block quotes. Scriptures that are block indented on their own lines have the reference in parentheses *after* the sentence punctuation. For example:

    For this is how God loved the world: He gave his one and only Son, so that everyone who believes in him will not perish but have eternal life. (John 3:16 NLT)

- Scripture must be exactly the way it is in that Bible version including punctuation. No added comments, all-capped or self-italicized words or word substitutions.
- When you copy and paste anything from the web or another document into your Word doc, please do not keep formatting from those other sources. Choose the "keep text only" option when pasting. This is especially important for Bible verses.
- Please check to make sure small caps stay on LORD if you insert a verse. Use capital L, then lower case ord, then highlight ord and select small caps.
- Try to avoid using ellipses if possible. If they are required, use this style: . . . (space dot space dot space dot space.)
- Prayers are written in first person (me, my, I).

## Do Not:

- Mention song titles or lyrics.
- Add any extra lines between paragraphs. You may use paragraph or line formatting to add space after a line/paragraph, but do not use the Enter key to add spacing.