

Style Guide

Gathered Fragments

Journal of

The Catholic Historical Society of Western Pennsylvania

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SECTION I: GRAMMAR TIPS FOR ARTICLE TEXT

QUOTATIONS

1. Short quotations: Quotations that are less than a hundred words are run into the surrounding text and enclosed in quotation marks, “like this.”
2. Long quotations: Quotations that are a hundred words or more are set off as a block quotation:
 - a. Block quotations always start on a new line.
 - b. Block quotations are indented from the left, to set them off from surrounding text.
 - c. Block quotations do NOT have quotation marks.
3. Single quotation marks should be used only for a quote within a quote.
4. If an ellipsis (...) is at the end of the sentence, add a final period (...).
5. Do not change the spelling or quotations in a quotation.
6. Use of [*sic*]: The Latin expression *sic* may be inserted in brackets following a word misspelled or wrongly used in the original (e.g., “He told me he had wrote [*sic*] to your Paternity some time ago, and asked to be allowed to come home, on account of his nervous condition.”).

ITALICIZATION

Italicize

1. Titles of published books, except for the Bible (and books of the Bible) and the Quran (Koran).
2. Names of plays, screenplays, radio and television plays, operas, ballets.
3. Titles of newspapers: *Pittsburgh Catholic*, *Pittsburgh Press*, *Lake Shore Visitor*.
4. Titles of magazines, journals, periodicals, whether English language or not: *Gathered Fragments*, *Catholic Historical Review*.
5. Titles of paintings, sculpture, and other works of art.
6. Words and short phrases in foreign languages (unless anglicized), including Latin.

Do Not Italicize

1. Do not italicize titles of chapters, essays, and short stories; do place them in double quotation marks.
2. Do not italicize the abbreviations i.e. and e.g. Place comma before and after these abbreviations.

ABBREVIATIONS

1. Abbreviations should be consistent and easily identifiable throughout.
2. Do not insert an apostrophe in plurals such as 1840s or NGOs.
3. Use full word for titles of men and women religious (e.g., Father Thomas Coakley, Sister Mary Mark Mullen, Monsignor Martin Ryan).
4. Use periods for designation of religious order abbreviation (e.g., Sister Ferdinand Clark, R.S.M.).
5. The word “saint” is abbreviated in front of a name (e.g., St. Joan of Arc); in the case of plurals, use SS. (e.g., SS. Simon and Jude Church).
6. Spell out century: nineteenth century (not 19th century); hyphenate if used as an adjective: nineteenth-century America.

7. Write out the word percent (i.e., don't use the symbol %).
8. Spell out fractions using a hyphen (e.g., one-third; four-fifths).
9. If an individual is a member of an order, congregation, or religious institute, use the appropriate abbreviation after the name or provide the name of the appropriate group (e.g., Cardinal Seán O'Malley, O.F.M.Cap., or Cardinal Seán O'Malley, a Capuchin friar).

CAPITALIZATION

1. Alternative names for God are capitalized (e.g., the Lord, Providence, the Almighty).
2. Lowercase for names of significant offices (e.g., papacy, presidency) or words derived from proper names (e.g., board of trustees).
3. Capitalize a title when it immediately precedes a personal name (e.g., Bishop Michael O'Connor, Pope Benedict XVI) but lowercase it when used in place of the name or following a name (e.g., the bishop, the pope).
4. Honorific titles and terms of respect are capitalized (e.g., the Reverend, the Most Reverend, His Excellency, His Eminence, His Holiness, Her Royal Highness, the Right-Honorable).
5. Kinship names used in connection with religious offices or callings are capitalized when they precede a personal name (e.g., Father Augustine Smith, Sister Thea Bowman, Brother Thomas), but lowercase when used in place of the name or following a name (e.g. the father, the sister, the brother).
6. Designation of prophets, apostles, saints, and other revered persons often are capitalized, (e.g., John the Baptist; St. John; Blessed Francis Seelos, C.Ss.R.; the Beloved Apostle; the Blessed Virgin Mary; the Messiah); *but* lowercase the general terms (e.g., the apostles, the patriarchs, the psalmist David, the apostle Paul).
7. "Church" is capitalized when part of the formal name of a denomination (e.g., the Roman Catholic Church). "Church" is lowercased when used alone (e.g., the church).
8. Religious buildings are capitalized (e.g., St. Bernard Church, the Basilica of the National Shrine of the Immaculate Conception).
9. Names of official divisions within organized religions are capitalized (e.g., the Diocese of Pittsburgh). The general term used alone is lowercased (e.g., the Pittsburgh diocese).
10. Religious and other movements are generally lowercased (e.g., modernism, civil rights movement); but they should be capitalized if lowercase usage will result in ambiguity (e.g., Catholic Action [to indicate the lay Catholic movement]; Scholasticism [to indicate the school of thought rather than general scholastic pursuits]; First Crusade, *but* the crusades).
11. Major religions are capitalized (e.g., Christianity, Christendom, Christian; Judaism, Jewry, Jewish, Jew; Islam, Muslim, Islamic; *but* atheism, agnosticism).
12. Religious holy days, seasons, and holidays are capitalized (e.g., Good Friday, Lent, St. Patrick's Day, Yuletide).
13. Rites and sacraments are usually lowercased (e.g., matins, lauds, vespers, baptism, penance, reconciliation, confirmation, marriage, ordination, extreme unction, last anointing), *but* terms related to the Eucharistic sacrament are traditionally capitalized (e.g., the Eucharist, the Most Blessed Sacrament, Holy Communion, Last Supper, Mass, High Mass, Low Mass, Benediction).
14. Religious objects are usually lowercased (e.g., altar, chalice, rosary, stations of the cross, sanctuary).

SECTION II: FORMAT FOR CITATIONS

Citations should be succinct and confined to material necessary to support assertions in the text. First mention of a source is a “Notes” reference; subsequent references are “Shortened Notes.”

BOOK

Notes

1. Rev. James W. Garvey, *Salt of the Earth: A History of Immaculate Conception Parish Carnegie, Pa. 1893-1992* (Pittsburgh: J. Pohl Associates, 1994), 3-4.
2. Newman C. Eberhardt, *A Survey of American Church History* (St. Louis: B. Herder Book Co., 1964), 25.

Shortened Notes

1. Garvey, *Salt of the Earth*, 10.
2. Eberhardt, *Survey*, 32.

CHAPTER OR OTHER PART OF EDITED BOOK

Notes

1. Carlton Strong, “Carlton Strong,” in *Beyond the Road to Rome*, ed. Georgina Pell Curtis (St. Louis: B. Herder, 1914), 391.

Shortened Notes

1. Strong, “Strong,” 391.

JOURNAL ARTICLE

Notes

1. James M. MacQueen, “Promoting Pittsburgh Professionally,” *The Charette* 5, no. 12 (December 1925), 3.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality,” *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, “Conundrum: A Story about Reading,” *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened Notes.

1. MacQueen, “Promoting,” 3.
2. Keng, Lin, and Orazem, “Expanding College Access,” 23.
3. LaSalle, “Conundrum,” 101.

NEWSPAPER ARTICLE

Notes

1. Patricia Bartos, “Mother Teresa’s Message: ‘Unloved, Unwanted Our Greatest Poverty,’” *Pittsburgh Catholic*, June 29, 1979, 1.
2. “Cottle Breaks Silence,” *Buffalo Evening News*, August 5, 1895.
3. Gaby Del Valle, “Why Is Art So Expensive?,” *Vox*, October 31, 2018, <https://www.vox.com/the-goods/2018/10/31/18048340/art-market-expensive-ai-painting>.

Shortened Notes

1. Bartos, “Mother Teresa’s,” 1.
2. “Cottle.”
3. Del Valle, “Why Is Art.”

THESIS OR DISSERTATION

Notes

1. Robert E. Carbonneau, C.P., “Life, Death, and Memory: Three Passionists in Hunan, China and the Shaping of an American Mission Perspective in the 1920s” (PhD diss., Georgetown University, 1992), 277.

Shortened Notes

1. Carbonneau, “Life,” 277.

WEBSITE CONTENT

For a source that does not list a date of publication or revision, include an access date.

Notes

1. “Christian Martyrs,” Wikipedia, last modified August 22, 2018, https://en.wikipedia.org/wiki/Christian_martyrs.
2. “A History of the Prep School,” Saint Vincent College, accessed May 11, 2018, www.stvincent.edu/alumni/prep-school.

Shortened Notes

1. Wikipedia, “Christian Martyrs.”
2. “Prep School.”

PERSONAL COMMUNICAITON

1. Andrew Lambing, email message to author, August 1, 2017.

INTERVIEW

1. Francis Glenn, interview by John Smith, January 20, 2018.
2. Francis Glenn, in discussion with the author, January 20, 2018.

IMMEDIATELY SUCCEEDING REFERENCES

1. “Ibid.” can be used in referring to a single work cited in the note immediately preceding (it is never used if the preceding note contains more than one citation).
 - ¹Garvey, *Salt of the Earth*, 10.
 - ²Ibid., 25.
 - ³Ibid.
2. **Do not** use *loc. cit.* and *op. cit.*

For matters not discussed in the first two sections, authors should refer to *The Chicago Manual of Style*, 17th ed. (Chicago, 2017).

SECTION III: SUBMISSION OF ARTICLE

FORMAT

1. Submit as a Word document.
2. Format text in 12-point Times New Roman font.
3. Double space after a period.
4. Single space text within the paragraphs; double space between paragraphs.
5. Do not indent the beginning of a paragraph.
6. The manuscript should be paginated consecutively from page two to finish with page number in upper right-hand corner. Omit page number on first page.
7. Use either footnotes or endnotes, but footnotes will be converted to endnotes during typesetting.
8. The addition of subheadings is encouraged for short manuscripts. The addition of subheadings is required for long manuscripts.
9. Do not assume that if special characters and accents display correctly on your screen, they will display correctly elsewhere. **If either special characters or accents are used, submit both the Word file as well as a pdf of the document to ensure proper placement.**

REVISIONS

1. Once an article has been accepted by the editor and copyedited, revisions will be limited to resolution of issues identified by the editor.
2. Author-initiated revisions are not typically entertained and are at the complete discretion of the editors, time permitting.
3. Where an editor has agreed to consider minor changes, the author should send a version of the manuscript with changes noted in Word's Track Changes function or in boldface.

IMAGES

1. Once an article is accepted, the journal requires images to be provided in either tif or jpeg format. At least 300 dpi is optimal.
2. Any special instructions regarding the reproduction of images should be included when they are submitted.
3. Authors should crop images to eliminate unnecessary background and to emphasize the features being discussed.
4. **Authors are responsible for obtaining all necessary permissions for the reproduction of images and paying any required fees.** They also are responsible for respecting copyright restrictions and observing specific requests for the citation of image sources in photo credits.
5. Use the Image Identification Form to provide the following for each image:
 - a. Suggested caption
 - b. Source
 - c. Suggested placement in relation to article's text.

Image Identification Form
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This form is for an author to provide the following information on submitted images: suggested caption, source, and suggested placement in relation to article’s text. An example is provided in red below.

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Article title:		
Page in draft text	Notes on placement	Image Identification Information
<u>EXAMPLE</u>		
6 or 7	Goes with Return to China subheading	Image file name: 6c–Return Great Wall.jpg Suggested caption: Sisters Rose Rayburg, Baptista Young, Patricia Marie Jackson, Kathleen Boyle pose in front of the Great Wall while waiting for a train, China, 1947 Source: Sisters of St. Joseph of Baden
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