



Style
MANUAL

General Council of the
Assemblies of God

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Introduction

The General Council produces catalogs, newsletters, periodicals, books, curriculum (both dated and undated), and online publications. At any time, some 700 jobs at various stages of production are being coordinated throughout the headquarters complex. Depending on the department you work in, rules and procedures for producing various publications can vary. If you have worked in several departments over the years, you may have learned one set of rules, only to have to learn another set when you transferred. It can be confusing, especially if you should transfer.

This in-house style manual is intended to help clear up some of that confusion and direct you to additional sources of help. It works hand in hand with the following authoritative guides accepted by headquarters departments:

- Periodicals: *The Associated Press Stylebook* (hereinafter *AP*)
- Books or curriculum: *The Chicago Manual of Style* (hereinafter *Chicago*)
- Business letters, brochures, and other correspondence: *The Gregg Reference Manual* (hereinafter *Gregg*)
- Spelling and hyphenation: *Merriam-Webster's Collegiate Dictionary* (hereinafter *Merriam-Webster's*)
- Definitions: *American Heritage Dictionary* (hereinafter *AH*)

In general, then, refer to this in-house manual first for style issues connected exclusively to the Assemblies of God, its doctrines, and most scriptural subjects. Next, consult one of the above style manuals depending on the type of printed piece you are preparing, using *Merriam-Webster's* to direct you on spelling not covered in the style manual.

Style manuals create consistency in word usage and terminology over a wide field of subjects. It's one thing to know how to spell a word correctly; it's another thing entirely to know how to use that word most effectively and how words and phrases are applied in specialized fields. *AP*, for example, carries an entire section on weather terminology and another on sports. The Associated Press created a reference for style consistency in journalism so that information offered in a newspaper in Seattle can be correctly cross-referenced with a paper in Tallahassee. *Chicago* sets similar guidelines for the book-publishing industry. But neither style guide is able to deal with every specialized need of a specific newspaper or book publisher.

That's where our house style manual comes into play. Gospel Publishing House and the various ministry departments of the General Council cover theological material and a host of subjects connected to local church life that journalists and secular authors do not address. The following pages contain helpful guidelines on how to properly include Scripture references in articles, how to refer to different ministry entities of the Assemblies of God (and to the Assemblies of God itself), and how to approach fair payment for a piece of writing. There are lists of words to capitalize (pronouns referring to God, for example) and to lowercase (reflexive pronouns referring to God). By

agreeing on these rules, we present a stylistically unified series of publications from across this building and thereby enhance their use by our constituency.

Frequently Asked Questions

1. What if a rule in one style guide is different from the rule in another (recommended) style guide—which should I follow?

Keep in mind the subject you are researching. If it is tied exclusively to the Assemblies of God, you will probably want to stick with the *GCAG Style Manual's* recommendation. If it falls under a more general subject, you will probably go with the recommendation of the style manual related to the genre you're working in, e.g., periodicals, curriculum.

2. Do I follow style manual rules in every piece of writing, or is it just for publications such as Today's Pentecostal Evangel?

Informal correspondence by e-mail or regular mail probably does not require the use of a style manual, although your care in grammar and spelling does reflect on the department you represent. A look at *Merriam-Webster's* never hurts. At the very least, use your spell checker. Anything you write on behalf of your department, however, should follow a style consistent with that department's publications and the style manual used in their production.

3. What's new in this style manual that was not in the old one? What changes should a longtime employee be aware of?

The new approach is more specialized, so this is a trimmed-down version of the old reference. Again, the emphasis is on knowing which style manual your department utilizes primarily and on becoming familiar with it. Also, a lot of material that was in the old style manual is now in the *Originator's Manual for Print Jobs*, available on the AG intranet home page (click [here](#) to go there now). Whether or not you send jobs into production, take some time to familiarize yourself with this manual as well.

4. Why are names for Satan, such as Antichrist and Father of Lies, capitalized, but not other names, such as adversary and enemy?

Your question might be, When is a common noun a proper noun? E. e. Cummings might answer, "When I say it is." There is arbitrariness to language. Capitalization is one such area—evidenced even in dictionaries. Compare, for example, *Merriam-Webster's* and *AH* on "bible belt" (arbitrarily lowercased here). One has "Bible Belt," and the other has "Bible belt." As for treatment of names for the devil (not "Devil"), it may be that "Satan" is more easily construed as a proper name and "enemy" is not. And if you don't hold the line somewhere, capitalization

can run amok as well as drive you crazy. In the Land of Arbitrariness, accepting the judgment call of a given guide saves you time and energy.

5. *How often will this style manual be updated?*

We hope that will be done as needed.

6. *The submitting author for a department/ministry wants to use a word or term different than any dictionary or style guide (e.g., Sunday School instead of Sunday school). Can a department/ministry establish its own style?*

To a certain extent, yes. But most of these specialized uses should be listed in this house style manual.

7. *As a rule, GPH does not publish any Web site addresses except for authorized AG sites (since sites change so frequently). How do I cite material from a Web source?*

One approach is to check them yourself and then print a disclaimer, letting the reader know that Web sites were correct and acceptable at the time of publication. Another approach is to direct the reader's search, for example, listing topics and organizations rather than a Web site address.

8. *So many style manuals, including our own, seems a little much.*

Agreed, but allowing all of us to do whatever we want would get about the same results as it did in the day of Judges. Of course, someone could stipulate one style manual for all publications... Look upon it as a professional opportunity to become acquainted with various style guides (if you happen to work on various genres of print or transfer to another genre of print). They are in use throughout the world of publishing. So wherever you work as an editor or a writer, there will likely be a professional style guide as well as a house style guide you will be asked to consult and observe. Selah.

9. *Why don't we still use two spaces after a period and a colon?*

On a typewriter each character is mechanically allotted the same amount of space. So two spaces were thought to be needed to help terminal punctuation (including the colon) alert the eye to a full stop. The computer allots each character a proportional amount of space, e.g., the *v* receives more space than the *i* but less space than the *w*. Likewise, terminal punctuation is allotted the appropriate amount of space for the eye. Adding extra space to separate sentences is no longer necessary. That practice applies only to typewriters.

General Usage Guidelines

1. Always use the first choice of capitalization, spelling, or form of a word as given in the latest edition of *Merriam-Webster's*.
2. Watch for unqualified statements using “doubtless,” “always,” “everyone,” and the like. Instead of these, use such words or phrases as “probably,” “often,” “many,” “it seems,” or “may have.”
3. Eliminate the passive voice wherever possible. For example, instead of saying, “There is a sure escape from judgment offered by the Lord,” say, “The Lord offers a sure escape from judgment.”
4. Based on the column width of your copy, break up long passages into paragraphs. Break up long sentences as well.
5. Use “different from,” not “different than.”
6. Permanent truths are usually written in the present tense. For example, “The Bible *is* the Word of God” (but “The Bible *was* written”), and “Jesus *is* the Son of God” (but “Jesus *was* born”).
7. The name Holy Spirit is preferred over Holy Ghost. Use “He” or “Him” when referring to the Holy Spirit, not “It.”
8. The correct term is “baptism *in* the Holy Spirit,” not “baptism *of* ...” or “baptism *with* ...”.
9. Avoid problematic references to Santa Claus, the Easter Bunny, Halloween, and avoid putting leaders or parents in a bad light.
10. Rules for the use of the word “baby”:
 - a. Capitalize when it is part of a name or title: Baby Jesus, Baby Moses.
 - b. Always capitalize it when referring to Jesus, but not if it is preceded by an indefinite article: “the Baby” (Jesus), but “a baby in a manger.”
 - c. Avoid the use of “the Baby Jesus.” Omit “the.”
11. Avoid hypercorrection. Know when and when not to use the objective case, e.g., between you and me, not between you and I. Allow a preposition to remain at the end of the sentence (and especially at the end of a phrase within a sentence), e. g., the world we live in, not the world in which we live; the car she was riding in, not the car in which she was riding. Split the infinitive if it sounds smooth and natural (and especially if it changes the sense when it is moved), e. g., “to be fully

informed,” not “fully to be informed”; “to sharply admonish,” not “sharply to admonish.”

12. Rules for dialogue:

- a. A verbal explanation is separated by a comma:

“Run,” she whispered.

“Run,” she said.

Exception for exclamatory statements: “Run!” she yelled.

- b. Nonverbal action is put in a separate sentence or changed to the gerund form:

“I would run.” She smiled.

“I would run,” she said, laughing.

NOT “I would run,” she smiled.

NOT “I would run,” she laughed.

13. Use italics sparingly.

14. Use slang sparingly and with care. Make sure it is contemporary. Make sure you know its meaning.

15. Do not capitalize terms of affection.

“Of course, dear,” Shelley answered.

16. Antecedents: Make clear who is who when using pronouns.

17. Use of contractions in formal writing should be limited.

18. Okay is preferred over OK due to the problems of forming the verb (okayed, okaying). Furthermore, OK unnecessarily calls attention to itself as an abbreviation when it is not.

19. Lowercase and hyphenate “e-mail” unless it begins a sentence.

20. Foreign words: use sparingly and italicize. (See *Chicago* 7.51 and 7.54.)

21. Limit the use of double words such as “had had” and “that that.”

22. Do not use multiple exclamation points, question marks, or dashes.

23. *Prophesy* (prah-feh-sigh) is a verb (the *act* of prophesying). Present form is prophesies (“she *prophesies* over him”); *prophecy* (prah-feh-see) is a noun, as in a prophecy or prophecies (plural) of the future. (AGTS uses the word “prophet” to

refer to male or female; “prophetess” is not a preferred word for female prophets in scholarly works dealing with women in ministry.)

24. For the possessives of “Jesus” and “Moses,” add only an apostrophe.

Miscellaneous Grammar Rules

1. *Affect* versus *effect*. “Affect” is always a verb meaning to modify or influence. “Effect” may be a noun or a verb. As a verb it means “to accomplish or bring about”; as a noun it means “outcome or result.”

His answer will affect the outcome.
They voted to effect a change.

2. Using “if I was...” and “if I were...”

If a statement is true, use “If I was...”
If a statement is false or hypothetical, use “If I were...”
If you do not know whether the statement is true or false, use “If I was...”

If I was going to town, and I am, I would...
If I were going, but I am not, I would...
If his secretary was there, we did not know it.

However, try to distinguish between the subjunctive and the conditional, which uses the indicative mood (i.e., the usual construction): “But if the government was not responsible for this, then who was?”

3. Using “such as.” Place a comma before, but not after, the phrase “such as.”

I prefer coarse fish, such as carp, catfish, and the like.

Agreement of Subject and Verb

1. Certain nouns or pronouns are considered singular or plural according to the singular or plural number of the key word in a modifying phrase.

Some of my money has been lost.
Some of our students have been awarded scholarships.
There is no food left; all of it has been eaten.
No students are left on the campus; all of them have gone home.
Half of this building is to be completed by fall.
Half of the buildings on our campus are of redbrick construction.

2. “None” (literally “no one,” but frequently meaning “not any”) may be followed by either a singular or a plural verb. Studies of the use of “none” have revealed that

it is as frequently followed by a plural as by a singular verb, especially when the phrase that modifies it contains a plural noun.

None (no one) of our students is a candidate for a class office.

None (not any) of our students have disobeyed college regulations.

3. Nouns that are plural in form but singular in meaning use a singular verb. The following are nearly always used with singular verbs: physics, economics, mathematics, news, politics, whereabouts, ethics. Athletics, on the other hand, is usually used with a plural verb. Note: British usage may be the opposite of American usage; e.g., “The government have announced a trade agreement.” “Liverpool defeat Briton.”

Considerate Identification

Generally, focus on the person, not the disability, ethnicity, etc. Most people like to be identified for who they are, their character, their abilities. So begin by describing a person in that way. If necessary, then mention the disability, ethnicity, etc. For example, if a person’s physical condition has nothing to do with a story, then there is no need to identify the person as being disabled.

Terms may be variable. For example, “colored” may be unacceptable in most contexts (as implied by the table on the next page), but it is retained in the organizational name of the NAACP. Similarly, “Indian” has acceptable uses (e.g., Indian summer, Indian corn). If in doubt about the appropriate usage of a term in your text, inquire of the headquarters ministry that directly addresses the group affected by the term.

Terms to Avoid

abnormal
afflicted
crippled
defect
deformed
disfigured
imbecile

invalid
maimed
moron
palsied
special
withered

CORRECT	INCORRECT
Disabilities	
<i>a person with a disability</i>	a disabled person a handicapped person
<i>people who are disabled</i> (only people in wheelchairs don't mind being called disabled; it is offensive to people who have jobs, family, an independent life, along with a disability)	the disabled the handicapped
<i>disability</i>	handicap
<i>a person who is blind; a blind person</i>	
<i>wheelchair user;</i> <i>a person who uses a wheelchair</i>	wheelchair bound; confined to a wheelchair
<i>a person with spinal curvature</i>	a hunchback, a humpback
<i>She has a disability.</i>	She is crippled.
<i>a person</i> ...who is hard of hearing ...with a hearing impairment ...who is deaf (no hearing) But, <i>a Deaf person</i> (referring to those within the Deaf culture whose first language is American Sign Language)	
<i>a person without speech</i>	a mute
<i>a person</i> ... <i>who is mentally ill</i> ... <i>who has a mental illness</i> ... <i>with a psychiatric disability</i>	He is crazy. ...is a lunatic.
<i>a person</i> ... <i>who has a cognitive disability</i> ... <i>with a developmental disability</i>	retarded
<i>seizure disorder</i>	fit
<i>a person with Down syndrome</i>	a Mongoloid
<i>people of short stature</i>	midgets, dwarfs, or little people
Ethnicity	
<i>African American, black</i>	Negro
<i>Native American, American Indian</i>	Indian (unless from India)
<i>Asian American</i>	Oriental
Gender	
<i>woman</i>	lady

Numbers

Because of the need for clarity and brevity for writing instructions to teachers, curriculum writing will follow *Chicago* 9.14 regarding scientific usage of numbers:

1. Numerals are used to express physical quantities such as distances, lengths, areas, volumes, masses, pressures, etc., whether whole numbers or fractions.

I walk 5 miles a day.

I will be ready in 15 minutes.

You will need an 8½-x-11 sheet of paper.

Bake the cake at 350 degrees.

For narrative copy, follow *Chicago* 9.3.

2. Spell out whole numbers from one through one hundred.
3. Spell out any whole numbers that are followed by hundred, thousand, hundred thousand, million, and so on (one million, but 1.5 million). If a number between one thousand and ten thousand can be expressed in terms of hundreds, that is preferred to numerals:

He wrote an essay of fifteen hundred words.

4. When spelled-out numbers would cluster thickly in a sentence or paragraph, it is often better to use numerals:

The ages of the eight members of the city council are 69, 64, 58, 54, 47, 45, and 35.

Transitional Categories

If you are shifting from one style guide to another, be alert to the following categories:

- Abbreviations
- Apostrophes
- Capitalization
- Commas
- Hyphens
- Lists

Trademark Names

1. *Gregg* (10th ed., p. 114) contains a sample list of trademark names.
 - Capitalize trademark names, brand names, proprietary names, names of commercial products, and market grades.
 - Capitalize all trademarks except those that have become clearly established as common nouns. To be safe, check your dictionary, consult the International Trademark Association (1133 Avenue of the Americas, New York, NY 10036), or do an online search.

Trademark holders typically use a raised symbol (such as TM or ®) after their trademarks in all of their correspondence, promotional material, and product packaging. However, capitalizing the trademarks is sufficient.

Chicago also contains a sample list of trademark names and points out that

- Dictionaries indicate registered trademark names. A reasonable effort should be made to capitalize such names.
 - The symbols ® and TM, which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text (8.162; related entries: 4.16, 8.138).
2. The *Associated Press Stylebook and Briefing on Media Law* (pp. 33, 226, and 250) contains the following information:
 - Brand names: When they are used, capitalize them.
 - Service mark: A brand, symbol word, etc., used by a supplier of services and protected by law to prevent a competitor from using it. When a service mark is used, capitalize it.
 - Trademark: A trademark is a brand symbol, word, etc., used by a manufacturer or dealer and protected by law to prevent a competitor from using it. When a trademark is used, capitalize it.
 - In general, use a generic name unless the brand name, service mark, or trademark is essential to the story.

3. Sample Trade Names and Alternatives

Instead of:	Use:
Band-Aid	bandage
Foose Ball	table soccer
Frisbee	flying disc
Kool-Aid	drink mix
Jell-O	gelatin
Kleenex	tissue
List-serv	e-mail list
Ping-Pong	table tennis
Play Doh	play dough
Plasti-Tak	mounting putty
Popsicle stick	craft stick
Q-tip	cotton swab
Styrofoam	polystyrene plastic
Ziploc	zip-top bag

Common Compound Words

If the compound term appears in the dictionary, use it. The following terms, as yet, do not. The usual progression in compound formation is (1) open compound, (2) hyphenated compound, and (3) closed compound. See *Chicago* 7.82–89 for further principles of forming compounds.

3 x 5 card

a while (obj. of prep.)

awhile (adv.)

Bible-times house

child-size (not child-sized)

Christ child

Christ-life

church time (n.)

churchtime (adj.)

class time

cleanup (n. or adj.)

clean up (v.)

co-king

colaborer

copy master

die-cut (n. or adj.)

die cut (v.)

disciple making (n.)

disciple-making (adj.)

dish towel

dress up (n. or v.)

dress-up clothes

dwelling place

Easter time

e-mail

end-time (adj.)

end-time events

ever-increasing

felt-tip pen

finger paint (n.)

finger-paint (v.)

finger painting (n.)

fingerplay (n. or adj.)	poster board
finger play (v.)	post-Tribulation
first aid	proof-text
first-aid kit	pseudo faith
flannel board	
flannelgraph	role play (n.)
for ever (KJV)	role-play (v. or adj.)
forever (but: for ever and ever)	role playing (n. or adj.)
game board	sketch pad
graveclothes	soul winner
griefstricken	soul-winning (adj.)
	soul winning (n.)
half-dead	Spirit-filled
half-sheet	storytime
happy-faced	swing set
home page	
information age	temple-church
	tenderhearted
meeting place	tender-hearted (KJV)
mission field	tent church
	tent-dweller
nailprints	thatch-roofed
name tags	two-part (adj.)
nonbiblical	two-year-olds
non-Christian (but: unchristian)	
nonheathen	under shepherd
off-balance (adj.)	work sheet
off guard	
	zip-top bag
play mat	
prayer life	
prayer time	

Much of this word list was developed by curriculum editors. If certain terms always send you to the dictionary, open a file for them on your desktop. Then the correct spelling, hyphenation, or capitalization will be only a click away.

Capitalization Guide

General Rules of Capitalization

The following rules govern the capitalization of religious terms most frequently encountered. The list of words under [Alphabetic Capitalization List](#) applies the rules to specific examples.

1. Capitalize all names, titles, and synonyms of the Deity.

2. Pronouns:

- a. Capitalize personal pronouns referring to the Deity.

Me, My, Mine, Thee, Thou, Thy, Thine, You, Your, Yours,
He, His, Him.

- b. Do not capitalize relative pronouns referring to Deity.

who, whose, whom

- c. Do not capitalize reflexive pronouns referring to Deity:

himself, myself, thyself


Exception: Where Bible versions vary from this rule, follow the style of the version being quoted.

3. Capitalize all names for the Bible, specific versions and editions, and books and divisions of the Bible. Likewise, capitalize sacred books of non-Christian religions.
4. Capitalize the names of creeds, important events in history, and significant epochs or eras.
5. Capitalize figurative terms for the atonement of Christ (e.g., the Cross, the Blood) only when they are unmodified. The word “cross” is not capitalized when it refers merely to the wooden cross.

Alphabetic Capitalization List

If the term you are looking for is not here, it may be in *Merriam-Webster's*. Don't overlook the lists that appear at prefixes such as "co-," "post-," "re-," etc. Note: Adding "of Christ," "of God," or similar constructions with proper nouns usually results in lowercasing the capital on the first word (see below).

A


A.D. (before numeral—A.D. 29)
 adversary (Satan)
 Almighty, the (Deity)
 Ante-Nicene Period
 Antichrist (the person)
 Apocalypse, apocalyptic literature
 Apocrypha
 apostle(s); the apostle Paul
 Apostles' Creed 
 Apostolic Church
 Apostolic Era
 apostolic times
 ark, the (Noah's or ark of the covenant)
 Ascension, the (but: ascension of Jesus)
 Atonement, Day of
 Atonement, the (but: the atonement of Christ)
 Augsburg Confession
 Authorized Version (King James)

B

B.C. (after numeral—4 B.C.)
 baby; the baby King (Jesus) (see #10 under General Usage Guidelines)
 Babylonian captivity
 Baptism (meaning in the Holy Spirit; but: baptism in the Holy Spirit or Spirit)
 Baptist
 Battle of Armageddon
 beast (Antichrist)
 Beatitudes
 Beautiful Gate (but: gate Beautiful or gate called Beautiful)
 Bible, biblical, nonbiblical
 Bibleland
 Blessed Hope

Blood, the (but: the blood of Christ)
 Body (the Church, but: body of Christ)
 Book of Acts
 Book of Life, the
 Book of Mormon
 Book of Revelation
 Book, the (Bible)
 Bread of Life (Christ)
 Bride (the Church, but: bride of Christ)

C


Calvary
 catechism
 Catholic (but: catholic, meaning universal)
 century, first (ninth, tenth, twentieth)
 charismatic renewal
 Children of Israel (but: people of Israel)
 Christ (but: a false christ)
 Christ child
 Christian Era
 Christ-life 
 church (a building or a local group)
 Church (if part of a proper name)
 Church Age
 church and state
 church fathers
 Church, the (universal, the invisible body of Christ)
 City of David
 Comforter (the Holy Spirit)
 Communion (the Lord's Supper)
 Council, Jerusalem
 Council, the (Jewish Council)
 Covenant, Davidic
 creation, the
 Creator, the
 cross, a

Cross, the (but: the cross of Christ)
 Crucifixion, the (but: crucifixion of Jesus)
 Crusades, the (medieval expeditions to
 the Holy Land)

D


Damascus Road
 Day of Atonement
 Day of Judgment
 Day of Pentecost
 Day of the Lord
 Decalogue (the Ten Commandments)
 deity (but: the Deity, meaning God)
 devil, the (but: Satan)
 divine, divinity
 divine guidance
 divine providence

E

early Christian
 Early Church
 Elder Brother (referring to Jesus)
 Eleven, the (referring to the apostles)
 end-time, end times, end-times event
 Epistles, the (but: Pauline epistles)
 Eternal City (New Jerusalem)
 eternal Father
 eternal Son 
 Exodus, the (but: the exodus of the
 Israelites)

F


faith, the
 Fall, the (but: the fall of man)
 Father of Lies
 Father, the (but: fatherhood of God)
 Feast of Atonement
 Feast of Ingathering
 Feast of Passover (but: feast of the
 Passover)
 Feast of Pentecost
 Feast of Tabernacles
 Feast of Unleavened Bread

Feast of Weeks
 Fellowship, the (Assemblies of God or
 Pentecostal) 
 first (and second) resurrection
 first Adam (but: Last Adam)
 First Cause, the (Deity)
 First Epistle of John
 Flood, the
 fruit of the Spirit

G

Garden of Eden
 Garden of Gethsemane
 Garden, the (Eden or Gethsemane)
 general epistles
 Gentile
 glossolalia
 Godhead
 God is a Spirit (but: God is spirit)
 God the Almighty
 God's Law
 God-life
 Godlike
 godly
 God-Man
 God's Word (Bible)
 God's word (promise)
 Godward
 Golden Rule
 good news (gospel)
 good Samaritan
 Good Shepherd, the
 gospel (good news), the gospel of Christ
 Gospel of John (or John's Gospel)
 Gospels, the
 Great Commission, the
 Great Tribulation, the
 Great White Throne, the

H

He, His, Him, himself (Deity) 
 heaven
 Heavenly Father
 hell

Holy Bible
 Holy City (New Jerusalem)
 Holy Land
 Holy of Holies, Holy Place, Holiest of All
 Holy Spirit (not Holy Ghost)
 Holy Writ

I

Immanuel
 Incarnation, the (but: the incarnation
 of Christ)
 Infinite, the (Deity)

J



Jerusalem Council
 John the Baptist
 John the Beloved
 Jordan River (but: river Jordan)
 Judgment Seat (but: judgment seat of
 Christ)
 Judgment, the
 Judgment, the Great White Throne
 Judgment, the Last

K


King James Version
 King of Glory
 King of kings
 kingdom of heaven, the
 Kingdom of Israel/Judah
 Kingdom, the (but: kingdom of God)
 Kinsman-Redeemer (Christ)
 Koran, Koranic

L

lake of fire
 Lamb's Book of Life, the
 land of Promise (but: Promised Land)
 Last Adam (but: first Adam)
 last days
 Last Judgment, the
 Last Supper


latter day
 latter rain
 Law of God (or God's Law)
 Law, the (but: the law of Moses)
 Law and the Prophets, the
 Lawgiver (Deity)
 laws of God
 Light of the World (Deity)
 Lily of the Valley (Deity)
 Living Word (Deity)
 Logos, the 
 Lord of hosts 
 Lord of lords
 Lord's Day
 Lord's Prayer
 Lord's Supper (Communion)
 Lord's table
 lordship of Christ, the

M

Man, the (Christ)
 Marriage Supper of the Lamb
 Mass
 Master Teacher (Christ)
 Master, the (Deity)
 mercy seat
 messiah, a
 messiah, false
 Messiah, the (Christ)
 messiahship
 messianic
 Messianic Age
 Millennium, the (but: millennial)
 Most High God, the
 Most Holy Place
 Movement, the (Assemblies of God or 
 Pentecostal)

N

Name, the (but: name of Christ)
 Nazarene (place of birth)
 Nazarite, Nazirite (vow, person)
 neo-Pentecostals
 neo-Platonism


new birth
 new covenant
 new earth
 new heaven
 New Jerusalem 
 New Testament Era
 Nicene Creed
 Nicene Fathers
 Nicene, Nicene Period
 nonbeliever
 nonbiblical
 non-Christian (but: unchristian)
 Northern Kingdom (but: northern
 kingdom of Israel)

O

old covenant
 Old and New Testaments, the
 Old Testament Scriptures
 One, the (Christ)
 orthodox Christianity

P

papal
 Parable of the Prodigal Son
 Paraclete (Deity)
 paradise
 Passover, the; Passover Feast (but:
 Passover supper)
 Pastor Timothy
 pastoral epistles
 Pauline epistles (but: the Epistles)
 Pentateuch, Pentateuchal
 Pentecost, Pentecostal
 Person (Deity; but: person of the
 Holy Spirit)
 Pharisee
 plan of redemption
 Pneuma (Holy Spirit)
 pool of Bethesda
 pope, the
 Post-Apostolic Church
 Post-Nicene Period
 post-Tribulation, post-Tribulational

pre-Tribulation, pre-Tribulational
 Prince of Darkness
 Prince of Peace
 Prodigal Son, the; the Prodigal
 Promise, land of
 Promised Land
 promised land of Canaan
 Prophetic Books (of the Bible)
 Protestant 
 Psalm 23 (but: a psalm)
 Psalmist, the (but: the psalmist David)
 Psalms, Book of

R


Rapture (but: rapture of the Church)
 Redeemer (Christ)
 redemption, plan of
 Reformation, the
 resurrection (final resurrection of the
 dead)
 Resurrection, the (but: the resurrection
 of Christ)
 Revelation, Book of
 revelation of Christ
 river Jordan (but: Jordan River)
 Rose of Sharon (Christ)

S

sabbath (a time of rest)
 Sabbath, Sabbath Day
 Sacred Writings, the
 salvation
 Satan, His Satanic Majesty (but:
 satanic)
 Savior (but: a savior)
 Savior-King
 Scofield Reference Bible
 scriptural
 Scripture, a verse of
 Scripture, the (synonym of Bible)
 Scriptures
 Second Coming, the (but: the second
 coming of Christ)
 Senate (Jewish Senate)

Septuagint
 Sermon on the Mount
 Seventy, the (the specific group Christ sent out two-by-two)
 Shekinah
 Shepherd Psalm, the
 Solomon's Temple
 Son of Man (Deity)
 sonship of Christ, Jesus' sonship
 soul winner, soul-winning (adj.)
 Southern Kingdom (but: southern kingdom of Judah)
 Spirit of God, the
 Spirit of Truth, the
 Spirit, the
 Spirit-filled
 Sunday School

T

tabernacle, the
 Talmud, Talmudic
 temple, the (but: Solomon's Temple)
 Ten Commandments (First Commandment, Sixth Commandment, etc.)
 Thee, Thou, Thine, Thy, thyself (Deity)
 Third Person of the Trinity
 Throne of Grace 
 Transfiguration, the (but: the transfiguration of Christ)
 tree of life
 tribe of Judah
 Tribulation, the (referring to the Great Tribulation period)
 Trinity, the
 Triumphal Entry
 Twelve, the (but: twelve disciples)
 Twelve Tribes (but: twelve tribes of Israel)
 Twenty-third Psalm

U

unbiblical
 unchristian (but: un-Christlike, non-Christian)
 unscriptural
 Upper Room

V

Vedas, Vedic
 Virgin Birth (but: virgin birth of Christ)
 virgin Mary
 Vulgate

W

who, whom, whose (Deity)
 Wise Men (Magi)
 Word of God (Bible)
 Word, the (the Bible as a whole)
 words of God
 written Word

Y

Yahweh
 You, Your, Yours (Deity)

Assemblies of God Terms and Titles

Organizational Name



1. The corporate name, reserved for use when referring to the legal entity, is *The General Council of the Assemblies of God*.
2. Once every two years the full legal body gathers to conduct the business of the church. Each session of the corporation is referred to as a *General Council*.
3. The entire constituency, and popular term by which the church is known, is “Assemblies of God.”



Correct Usages

1. “Assemblies of God” is a collective term and takes a singular verb form:

The Assemblies of God *is* a growing church.
The Assemblies of God *has* many missionaries.

2. Notice the use of Assemblies of God when referring to several churches but not to the organization as a whole:

The Assemblies of God churches *are* sponsoring a revival.
The Assemblies of God of Springfield *have* worked together for this outreach.

3. When the term “Assemblies of God” describes an individual or a church, it should always be used in the plural:

An Assemblies of God church; *not* an Assembly of God church
An Assemblies of God minister; *not* an Assembly of God minister

The only time “Assembly of God” is used in the singular is when the words are part of the individual church name or serve as a substitute for the word “church.” It is correct to say Calvary Assembly of God, First Assembly of God, or the Assembly of God. Since the word “assembly” is synonymous with “church,” it is redundant and incorrect to say “Assembly of God church.” A church in the organization is an Assemblies of God church.

The Executive Presbytery

The Executive Presbytery denotes the full board of seventeen elected ministers. Six executive presbyters (EPs) are resident in Springfield, and eleven live in their respective regions or place of ministry.

The term “Executive Presbytery” applies to the full board. The term “nonresident executive” is not used; “nonresident executive presbyter” is acceptable.

Ministry and Department Titles

The Office of Public Relations updates and distributes a headquarters directory that lists all divisions, commissions, and departments, along with lead personnel.

Publication and Program Titles

When referencing departmental publications or programs, confirm with the sponsoring department the correct usage of titles and frequency of publication. Also refer to the Table of Abbreviations at the end of this section.

Names of Organized Bodies of the Assemblies of God

1. Capitalize the names of councils, colleges, and other institutions.

Kansas District Council (but: district council, or Kansas district)
 Executive Presbytery, General Presbytery (but: executives, executive presbyters, general presbyters)
 Central Bible College (but: Bible college)

2. Capitalize the common noun if it is part of the official name of an organization or group.

Military Personnel Ministries
 First Assembly (but: assembly)
 the Sunshine Class

A common noun used alone is not capitalized (even if applied to a specific institution) except to avoid ambiguity or, in rare cases, to take the place of the true name.

the association, the board, the campaign, the center, the church, the class, the college, the department, the district, the headquarters, the home

3. Capitalize the authorized names of headquarters divisions and departments.

Education Department
 Sunday School Department
 Assemblies of God U.S. Missions

The word “national” is not in the official title of any of these departments. However, sometimes a distinction must be made between a national department and a district department of the same name. If such a distinction is necessary, the word “national” is prefixed to the departmental name but not capitalized.

Sunday School Department *or* national Sunday School Department
 Youth Department *or* national Youth Department

Capitalization of Personal Titles

1. Capitalize titles of honor and nobility, academic and religious titles, official and government titles, and professional titles when used *before* proper names.

Queen Elizabeth II
 Ambassador Fowler
 District Youth Director Tom Williams
 Associate Professor George Leverett
 Pastor C. L. Jeffries

Such titles are not capitalized when used *after* a proper name.

Henry VII, king of England
 Tom Williams, district youth director
 C. L. Jeffries, pastor of Central Assembly

Such titles as general superintendent, district secretary, pastor, teacher, and director are not capitalized when used alone, even though they refer to specific individuals.

General Superintendent Thomas Trask oversees the activities of the Assemblies of God in the United States. When our *general superintendent* travels, he relates what God is doing in Assemblies of God churches nationwide.

2. Descriptive words that are not actual titles are not capitalized, even though they may precede a proper name.

youth leader John Smith
 missionary Jane Doe

Table of Abbreviations

The following table contains many commonly used abbreviations within headquarters. Specific questions regarding an abbreviation may be directed to the individual department listed. Please report any changes to the [style manual committee](#).

Abbreviation	Full Reference	Department/Ministry
ABS	American Bible Society	
ACMR	Annual Church Ministries Report	General Secretary's Office
ACTS	Association of Christian Teachers and Schools	Christian School Services
AG	Assemblies of God (abbreviate only when necessary)	
AGAMA	Assemblies of God Asian Missions Association	AGWM-Asia Pacific
AGFSG	Assemblies of God Financial Services Group	AGFSG
AGMENA	Assemblies of God of the Middle East and North Africa	AGWM-Eurasia
AGTS	Assemblies of God Theological Seminary	Christian Higher Ed.
AGWM	Assemblies of God World Missions	AGWM
AHM	Africa Harvest Ministries	AGWM-Africa
AIC	American Indian College of the Assemblies of God	Christian Higher Ed.
AIM	Ambassadors in Mission	Youth
ALO	Asia's Little Ones	AGWM-Asia Pacific
ALSO	Africa Library Services Office	AGWM-Africa
AMA	Aged Ministers Assistance	Benevolences
ANTC	Advanced National Training Camp	Royal Rangers
APTS	Asia Pacific Theological Seminary	AGWM-Asia Pacific
ATTS	Africa Theological Training Service	AGWM-Africa
BBI	Bethel Bible Institute (Manila, Philippines)	AGWM-Asia Pacific
BEST	Brazilian Extension School of Theology	AGWM-LAC
BGMC	Boys and Girls Missionary Crusade	Children's Ministries
BMA	Bronze Medal of Achievement	Royal Rangers
BOA	Board of Administration	
BOCE	Board of Christian Education	Christian Education
BOH	Book of Hope	AGWM-ISM
BQ	Bible Quiz	Youth
BU	Bethany University	Christian Higher Ed.
CADSA	Fellowship of AG Executives in Southern South America	AGWM-LAC
CASE	Computer and Systems Evaluation Committee	Clyde Hawkins
CBC	Central Bible College	Christian Higher Ed.
CC	Club Connection	Missionettes

Abbreviation	Full Reference	Department/Ministry
CCL	Center for Church Leadership	Ctr. for Church Leadership
CELAD	Fellowship of AG Execs. of Cent. Amer. & Northern S. Amer.	AGWM-LAC
CFAGE	Caribbean Fellowship of Assemblies of God Executives	AGWM-LAC
CFK	Coins for Kids	Missionettes
CMA	Children's Ministries Agency	Children's Ministries
CMM	Center for Ministry to Muslims	CMM
COCHE	Commission on Christian Higher Education	Christian Higher Ed.
COD	Commission on Discipleship	Comm. on Discipleship
COH	Convoy of Hope	Convoy of Hope
CSS	Christian School Services	Christian School Services
CTC	Caribbean Theological College (Bayamon, PR)	Christian Higher Ed.
CTS	Continental Theological Seminary	AGWM-Europe
DCED	district Christian Education director	Sunday School
DD	district Women's Ministries director	Women's Ministries
DHD	district HonorBound director	HonorBound/Men's Min.
DMC	district Missionettes coordinator	Missionettes
DMD	district missions director	AGWM
DMD	district music director	Music Department
DUSMD	District U.S. Missions Director	AGUSM
DYD	district youth director	Youth
EAST	East Africa School of Theology	AGWM-Africa
EC	Executive Committee	AGWM
EFMA	Evangelical Fellowship of Mission Agencies	
EP	Executive Presbytery or executive presbyter	
EPA	Evangelical Press Association	
ERC	Employee Relations Committee	
ETS	Evangelical Theological Seminary (Kiev, Ukraine)	AGWM-Eurasia
EU	Evangel University	Christian Higher Ed.
FAF	Fine Arts Festival	Youth
FCF	Frontiersmen Camping Fellowship	Royal Rangers
GC	General Council	
GCCU	General Council Credit Union	GCCU
GLS	Group Legal Service	Richard Hammar
GMA	Gold Medal of Achievement	Royal Rangers
GNC	Good News Crusades	AGWM

Abbreviation	Full Reference	Department/Ministry
GP	General Presbytery or general presbyter	
GPH	Gospel Publishing House	GPH
GU	Global University	Christian Higher Ed.
HCM	HealthCare Ministries	AGWM-HealthCare Min.
HR	Human Resources Department	Human Resources
IBC	Immanuel Bible College (Cebu City, PI)	AGWM-Asia Pacific
IBS	International Bible Society	
ICI	International Correspondence Institute	Christian Higher Ed.
ICM	Institute of Campus Ministry	Youth/Chi Alpha
IFMA	Interdenominational Foreign Mission Association	
IMM	International Media Ministries	AGWM
ISM	International Service Ministries	AGWM-ISM
JBQ	Junior Bible Quiz	Children's Ministries
KQUSA	KidsQuest USA	Children's Ministries
LAAST	Latin America Advanced School of Theology	Christian Higher Ed.
LABI	Latin American Bible Institute—Texas	Christian Higher Ed.
LABIC	Latin American Bible Institute—California	Christian Higher Ed.
LAC	Latin America and the Caribbean Region	AGWM-LAC
LACC	Latin America ChildCare	AGWM-LAC
LACRDM	Resource and Development Ministries for LAC	AGWM-LAC
LC	Leader's Connection	Missionettes
LFTL	Light for the Lost	Light for the Lost
LTA	Leadership Training Academy	Royal Rangers
MA	missionary associate	AGWM-PFL
MAPS	Mission America Placement Service	AGUSM
MAPS	Missions Abroad Placement Service	AGWM-PFL
MBA	Ministers Benefit Association	AGFSG
MCE	Ministers of Christian Education	Christian Higher Ed.
MEETS	Middle East Evangelical Theological School	AGWM-Eurasia
MIR	missionary-in-residence	AGWM-PFL
MIT	missionary-in-training	AGWM
MLDU	Missionettes Leadership Development Units	Missionettes
MLTG	Missionettes Leader Training Guide	Missionettes
MMRS	Music Ministry Referral Service	Music
NABC	Native American Bible College	Christian Higher Ed.
NAE	National Association of Evangelicals	

Abbreviation	Full Reference	Department/Ministry
NAF	Native American Fellowship of the Assemblies of God	AGUSM
NBFAG	National Black Fellowship of the Assemblies of God	AGUSM
NCB	National Center for the Blind	AGUSM
NCE	National Canoe Expedition	Royal Rangers
NCU	North Central University	Christian Higher Ed.
NMD	National Music Department	Music
NMW	National Missionettes Week	Missionettes
NRRC	National Royal Rangers Center	Royal Rangers
NSSA	National Sunday School Association	Sunday School
NTC	National Training Camp	Royal Rangers
NTT	National Training Trails	Royal Rangers
NU	Northwest University	Christian Higher Ed.
NYM	National Youth Ministries	Youth
OPR	Office of Public Relations	OPR
PAC	Personnel Administrative Committee	Human Resources
PAOC	Pentecostal Assemblies of Canada	
PC4P	PCs for Pastors	Single Adults
PCCNA	Pentecostal/Charismatic Churches of North America	
PEM	Pentecostal European Mission	AGWM-Europe
PFL	Personnel and Family Life Department	AGWM-PFL
PWF	Pentecostal World Fellowship	
PZP	Prayer Zone Partner	Youth
RKTC	Ranger Kids Training Conference	Royal Rangers
ROTY	Ranger of the Year	Royal Rangers
RR	Royal Rangers	Royal Rangers
SABC	Southern Arizona Bible College	Christian Higher Ed.
SABC	Southern Asia Bible College	AGWM-Eurasia
SAGU	Southwestern Assemblies of God University	Christian Higher Ed.
SAO	Southern Asia Outreach	AGWM-Eurasia
SEC	Save Europe's Children	AGWM-Europe
SMA	Silver Medal of Achievement	Royal Rangers
SPBC	South Pacific Bible College	AGWM-Asia Pacific
SSA	Sunday School Agency	Sunday School
STL	Speed the Light	Speed the Light
SU	Southeastern University	Christian Higher Ed.

Abbreviation	Full Reference	Department/Ministry
TBC	Trinity Bible College	Christian Higher Ed.
TC	Teen Challenge	Teen Challenge
VBS	Vacation Bible School	Children's Ministries
VFCC	Valley Forge Christian College	Christian Higher Ed.
VMB	Volunteers in Ministry to the Blind	AGUSM
VU	Vanguard University	Christian Higher Ed.
WAAST	West Africa Advanced School of Theology	AGWM-Africa
WAGF	World Assemblies of God Fellowship	
WAGRA	World Assemblies of God Relief Agency	AGWM
WB	Wycliffe Bible Translators	AGWM
WBC	Western Bible College	Christian Higher Ed.
WEF	World Evangelical Fellowship	
WMB	World Missions Board	AGWM
WMs	Women's Ministries	Women's Ministries
WNTC	Winter National Training Camp	Royal Rangers
WPB	We Build People	Discipleship
XA	Chi Alpha	Chi Alpha
ZBC	Zion Bible College	Christian Higher Ed.

Editors' Information

Sample Pay Scale for Assigned Articles, Work-for-Hire, and Freelance

Each publication establishes its own scale for paying writers, whether assigning manuscripts or using unsolicited freelance manuscripts. The following is a sampling of the pay scale that publications in the building use to pay writers on acceptance of their manuscripts.

Payment Per Word, Assigned

- Publications in the building pay anywhere from 5 to 15 cents per *assigned* word; some publications might round to the next highest \$5 increment, or designate a minimum and maximum payment for assigned writers; some publications also use a sliding scale for writers, for example, 6 cents per word over a designated number of words, 13 cents per word under a designated number of words.
- A kill fee is considered appropriate; when an editor decides an assigned article cannot be used, then 25 to 50 percent of the amount of the original is acceptable payment.

Payment Per Word, Freelance

- Publications in the building designate a different pay scale for freelance articles than for assigned articles, anywhere from saying “we use freelance gratis” to 6 to 15 cents per word; some publications might round to the next highest \$5 increment or designate a minimum and maximum payment for freelance writers.

Payment Per Word, Reprint

- One publication indicated a pay rate of 4 cents per word for reprints (minimum payment of \$20).

Payment for Columns, Regular Features, and Other Writing

- Writers are paid anywhere from \$50 to \$175 for columns in the building's publications, depending on length. Professional writers are considered on a case-by-case basis.
- One publication indicated a rate of \$30 per assigned online exclusive article for their Web site. Others indicated that they do not pay for the article to go online if they have already paid for it to be printed. They do, however, obtain the writer's permission for the article's appearance online.
- Pay for curriculum writing varies by item, for example, stories for take-home papers, activities, devotions.

Public Domain

A manuscript never copyrighted (e.g., United States government publications, the King James Version of the Bible), or on which the copyright has expired, is considered in public domain. Usually 75 years after publication, the copyright on written material expires. Use of such material is free.

Resources for Further Information

The U.S. Copyright Office has an online source for understanding copyrights and copyright law. Go to <http://www.loc.gov/copyright/circs> to download or print information circulars and fact sheets about copyrights, including copyright basics and proper use of the copyright notice.

AP contains information on copyrights, found in the section titled “Briefing on Media Law.” *Chicago* also contains a section covering copyrights and the law.

Here are other Web sites that may be helpful:

Copyright on the Internet—<http://www.fplc.edu/tfield/copynet.htm>

Law about...copyright (Legal Information Institute)—
<http://www.law.cornell.edu/wex/index.php/Copyright>

Copyright and fair use (Stanford University)—<http://fairuse.stanford.edu/>

Scripture References and Quotations

(All quotations are from the New International Version, unless otherwise noted.)

Pertinent Terms

Three terms are pertinent when discussing style and usage for Bible references and quotations—“translation,” “version,” and “paraphrase”:

1. **Translation:** “A rendering from one language into another; *also*: the product of such a rendering” (*Merriam-Webster’s*).
2. **Version:** *Version* is usually used in the title of Bible versions, such as New International Version. Bible versions may also be translations.
3. **Paraphrase:** “A restatement of a text, passage, or work giving the meaning in another form” (*Merriam-Webster’s*). Paraphrase describes an interpretation of concepts rather than a direct translation of language, although the source for the paraphrase may be original languages. *The Living Bible* and *The Message* are examples of Bible paraphrases.

Abbreviations

1. Do not abbreviate names of books of the Bible, except in indexes, lists, or tabulations. When abbreviations are needed, the following should be used.

Gen.	Ps.	Nahum	Phil.
Ex.	Prov.	Hab.	Col.
Lev.	Ecc.	Zeph.	Thess.
Num.	S. of Sol.	Hag.	Tim.
Deut.	Isa.	Zech.	Titus
Josh.	Jer.	Mal.	Phile.
Jud.	Lam.	Matt.	Heb.
Ruth	Ezek.	Mark	James
Sam.	Dan.	Luke	Peter
Kings	Hosea	John	John
Chron.	Joel	Acts	Jude
Ezra	Amos	Rom.	Rev.
Neh.	Oba.	Cor.	
Est.	Jonah	Gal.	
Job	Micah	Eph.	

2. Commonly used Bibles (with abbreviations) are as follows:

ASV	American Standard Version
CEV	Contemporary English Version
-----	<i>Good News Bible</i>
KJV	King James Version
-----	<i>The Message</i>
NASB	<i>The New American Standard Bible</i>
NCV	New Century Version
NEB	<i>The New English Bible</i>
NIV	New International Version
NIRV	New International Reader's Version
NKJV	New King James Version
NLT	<i>New Living Translation</i>
NRSV	New Revised Standard Version
<i>Phillips</i>	<i>The New Testament in Modern English</i>
RSV	The Revised Standard Version
TCNT	<i>The Twentieth Century New Testament</i>
TLB	<i>The Living Bible</i>
TEV	Today's English Version
TNIV	Today's New International Version

3. Italicize the title of a Bible translation or paraphrase but not a version, for example, *Good News Bible*, but Today's English Version (which are the same translation).

Authority

1. When quoting a Bible verse in any medium, use the version of the Bible designated by your departmental leadership.
2. Sunday School curriculum should include both NIV and KJV, as specified by policy and reaffirmed in the November 19-20, 2002, Executive Presbytery.

Capitalization

1. Follow the style of the Bible being quoted.
2. When a Scripture passage is written in paragraph form, capitals come at the beginning of new sentences, not at each new verse.

Numerals

1. Use Arabic, not Roman, numerals to indicate book, chapter, and verse divisions. When the Scripture reference begins the sentence, spell out the numeral.

1 Samuel 18 (not I Samuel xviii or I Samuel 18)
First Corinthians 13 was the reading for today.

2. For a book that has no chapters, that is, only verses, cite only verses.

Obadiah 4; 3 John 3,4; Jude 17–21

Parentheses

1. A Scripture reference is placed in parentheses if its omission would not destroy the completeness of the sentence.

Jesus admonishes us, “Love your enemies” (Matthew 5:44).
Peter warned that “no prophecy of Scripture came about by the prophet’s own interpretation” (2 Peter 1:20).
Balaam practiced divination and was killed by the sword (Joshua 13:22).

2. However, if the reference is an essential part of the sentence, it is not set off by parentheses.

Please explain Proverbs 14:12.
The shortest verse in the Bible is John 11:35, “Jesus wept.”

Permissions

1. When quoting verses or passages from the Bible, most uses for articles, exposition, curriculum, or discussion are allowed without obtaining written consent from the publisher to quote from the version in use. (The King James Version is not copyrighted, so no permission statement is needed for quotations from that version.) However, the copyright page of a given version will usually explain the “fair use” of quoting it and indicate whether the publisher’s permission is needed. This page will often suggest the correct abbreviation to use in references.

Following is an example of the “fair use” permission from the NIV:

The “NIV” and “New International Version” trademarks are registered in the United States Patent and Trademark Office by International Bible Society. Use of either trademark requires the permission of International Bible Society.

The NIV text may be quoted in any form (written, visual, electronic, or audio), up to and inclusive of five hundred (500) verses, without express written permission of the publisher, providing the verses quoted do not amount to a complete book of the Bible or account for 25 percent or more of the total text of the work in which they are quoted.

Notice of copyright must appear on the title or copyright page of the work as follows:

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When quotations from the NIV text are used in non-saleable media, such as church bulletins, orders of service, posters, transparencies, or similar media, a complete copyright notice is not required, but the initials (NIV) must appear at the end of each quotation....

Permission requests for non-commercial use that exceed the above guidelines must be directed to, and approved in writing by, International Bible Society, 1820 Jet Stream Drive, Colorado Springs, CO 80921.

It is recommended that Assemblies of God publications/media review the permission statements in the Bible versions used and comply with the requested notices.

Portions of Verses

1. No letters (a, b, c) should be used after a Scripture reference to indicate that only part of the verse has been used.

1 Samuel 5:2 (not 1 Samuel 5:2a)

2. If a quoted portion of a verse expresses a complete thought, do not use an ellipsis either at the beginning or the end of the quotation.

He used a portion of John 3:16 for his text: “For God so loved the world that he gave his one and only Son.”

If the thought is incomplete, use an ellipsis (according to your departmental style guide).

Ecclesiastes 3:7 expresses it nicely: “A time to be silent, and a time to speak....” (or “A time to be silent, and a time to speak...”)

3. When a verse portion follows a comma or colon, capitalize the first word even if it is not capitalized in the Bible.

Paul said, “Live a life full of love, just as Christ loved us” (Ephesians 5:2).
BUT: Paul said that we should “live a life full of love, just as Christ loved us” (Ephesians 5:2).


4. Do not use incomplete references using “ff” (Hebrews 4:12ff), unless allowed by departmental style for a specific use, such as an index listing.

Punctuation


1. Follow the style of the version or translation being quoted.
2. Do not use a space after the colon in a Bible reference.

Luke 4:3

3. Where a comma separates two verses in a reference, do not use a space after the comma.

Genesis 3:15,21. 

4. Where the reference includes more than two consecutive verses, use the hyphen or en-dash, according to departmental style.

John 3:16–20. 

Exception: To avoid a temporary confusion in citing passages referring to two chapters, spell out the word “to” or “through” between chapters.

Luke 3:4 to 5:6
Luke 3:4 through 5:6
NOT: Luke 3:4-5:6.

Spelling

1. Scripture citations, references, or quotations interspersed in the text of an article or in the chapter of a book shall follow the spelling in modern usage.

2. When referring to one of the psalms, use the singular: Psalm 19.


Version or Translation

1. When quoting Bible verses or passages, the name or abbreviation of the version should be given following the quotation. When quoting from Bibles that use paragraph form rather than verse numbers, correlate the quotation as closely as possible to chapter and verse number(s).

Examples of correct use of version name or abbreviation following the quotation:

“Now abideth faith, hope, love, these three; and the greatest of these is love” (1 Corinthians 13:13, ASV).

“In this life we have three great lasting qualities—faith, hope and love. But the greatest of them is love” (1 Corinthians 13:13, *Phillips*).

“Don’t just pretend that you love others: really love them. Hate what is wrong. Stand on the side of the good” (1 Corinthians 13:13, *Living Bible*). 

2. The permission statement, if any, required by the publisher should be printed/displayed in Assemblies of God publications’ copyright page/masthead, title page, media credits screen, or comparable location.
3. A variety of Bible versions may be used in Assemblies of God publications, depending on the use and audience. The publication may include a standing statement on its copyright/masthead page explaining which Bible version is used for quoted Scripture passages. A note about how exceptions to the usual version quoted will be indicated should be included. [Example: Bible verses/passages printed in this magazine are from the New International Version (NIV), unless otherwise noted.]
 - a. The version or translation quoted should be identified in all cases not addressed by a standing statement or if a standing statement is not used. When the latter circumstance is true, the identification abbreviation is included in each quotation reference, although some may choose to omit references to the King James Version in their correspondence because of their readers’ familiarity with it. It is recommended that for readers’ convenience the copyright/masthead page include a key to the abbreviation(s) used.

Note: Sometimes the term “Authorized Version” may appear in a text. It is a reference to the King James Version of the Bible: the version *authorized* by King James to be read in the churches of England. It is clearer to substitute the terms “King James Version” or “KJV,” depending on the context.

Appendix

General Council/Gospel Publishing House Publishing Code Of Ethics

(Adapted from Evangelical Press Association Guidelines with permission)

PRINCIPLE 1. MISSION AND MINISTRY: The Assemblies of God is committed to fulfilling a threefold mission. Its primary reason for being is 

- 1.1** To be an agency of God for evangelizing the world
- 1.2** To be a corporate body in which people may worship God
- 1.3** To be a channel of God's purpose to build a body of saints being perfected in the image of His Son
- 1.4** In addition, the General Council and Gospel Publishing House are to serve the Fellowship in fulfilling this threefold mission by providing "Pentecostal curricular materials, literature, periodicals and publications that may be a service to our Fellowship and the Kingdom of God, using all available mediums" (statement 4, Mission Statement for Headquarters).

PRINCIPLE 2. PURSUIT OF TRUTH: The foremost responsibility of all publications of the General Council is faithfulness to the will of God as expressed in the Bible and to the articulation of the truth.

- 2.1 Accuracy:** Great care should be taken to acknowledge authorship and sources and to verify the accuracy of facts and quotations of both original and previously published material. False or misleading statements can seriously damage the reputation and credibility of individuals and organizations.
- 2.2 Design and photography:** Charts, graphs, illustrations, and photographs should not distort information or mislead readers. Alterations that change the substance or the meaning of journalistic photographs should be avoided.
- 2.3 Editing:** Manuscript editing is a creative and cooperative enterprise between editor and writer. General Council journalists, editors, and designers should ensure accuracy in editing and layout for their publications. Viewpoints should be presented without distortion or malice. Editing should not change the intent of the author nor add material without permission from the author. Editors should maintain in a timely way necessary communication with authors.
- 2.4 Internet technology:** The same principles and practices that govern traditional journalism should also apply to publishing on the Internet. However, because of the way Internet material is easily borrowed and widely shared, those engaged in electronic journalism must make rigorous efforts at accuracy and copyright acknowledgment. Electronic journalists should be wary of the temptations posed by the medium's immediacy and should exercise restraint in passing along questionable information and use care in checking facts and sources.
- 2.5 Writing:** Good writing represents reality in a truthful, comprehensive, and helpful way. Writers should minimize the use of secondary material, be clear about potential conflicts of interest, and distinguish between personal opinion and verifiable facts. General Council journalists, editors, and designers will not engage in plagiarism or the fabrication of people, events, and quotations.

PRINCIPLE 3. HONESTY AND INTEGRITY: General Council journalists, editors, and designers should be honest and courageous, acting with integrity in service to the public and their organizations.

3.1 Copyright: Outside of standard "fair use" exceptions, General Council publications do not publish any material without the consent of its authors or owners. Copyright laws must be scrupulously observed.

3.2 Compensation: All financial agreements with the authors, designers, and artists should be written and carefully followed. General Council publications should fairly compensate authors and artists for any use of their materials on the Internet, CD-ROMs, or other "new media." Specific arrangements between publications and their authors or artists should be made so that both sides will be satisfied with their fairness.

3.3 Invasion of privacy: Since newsgathering is often intrusive, journalists should interact with sources with sensitivity and respect.

PRINCIPLE 4. INDEPENDENCE: The General Council should establish and protect its own editorial freedom and independence and should support freedom of the press as an essential human right worldwide.

4.1 Advertising: Advertisements in General Council publications should not defraud or mislead readers. Editorial favors are not to be predicated upon the sale of advertising, nor should non-advertisers receive unfavorable treatment or be excluded from articles because they do not advertise. The products and style of presentation in advertisements should not conflict with a periodical's Christian commitment. Paid advertising should be clearly distinguished from editorial content. Editors should not permit advertisers or product sponsors to evaluate articles prior to publication unless the publication has openly disclosed such a policy to its readership.

4.2 Endorsements: General Council journalists, editors, and designers should avoid making endorsements that would compromise their editorial independence.

4.3 Gifts: General Council journalists, editors, and designers should decline gifts that may unduly influence the performance of their work. Token courtesies, such as meals or media passes, should be accepted only in the normal course of editorial production.

PRINCIPLE 5. FAIRNESS: General Council journalists, editors, and designers should exhibit trustworthiness, fair play, and civility in their work.

5.1 Conflicts of interest: General Council journalists, editors, and designers must avoid real and apparent conflicts of interest.

5.2 Newsgathering and Reporting: Fairness and thoroughness should characterize the process of newsgathering. Journalists and writers should not deceive sources concerning the purpose of their interview or the subject matter of their articles, nor should they break laws in the course of reporting. Journalists and writers should welcome independent checking of facts and quotes and be prepared to provide corroboration of sources.

In handling controversial subjects, General Council journalists, editors, and designers should investigate opposing viewpoints thoroughly. No essential information should intentionally be excluded from published reports. Distortion, sensationalism, and prejudice must be avoided.

5.3 Publisher Relationships: Publishers should deal with employees, contributors, advertisers, and vendors in a fair and open manner. In employment, racial, gender, disability or age discrimination, and sexual harassment must not be permitted.

PRINCIPLE 6. OPENNESS AND DISCLOSURE: General Council journalists, editors, and designers should be open and forthright in all their activities.

6.1 Circulation: For General Council publications that accept advertising, circulation reports must be publicly available, verifiable, and annually updated.

6.2 Restrictions on reporting: If a news source asks a General Council journalist for anonymity, questions in writing, or other special conditions, such arrangements should be developed in consultation with editors. When appropriate, readers should be informed of these agreements. If a source requests confidentiality, a General Council publication should honor that agreement.

PRINCIPLE 7. ACCOUNTABILITY AND RESPONSIBILITY: General Council publications, by virtue of their biblical commitments, aspire to operate with the highest standards of accountability and responsibility.

7.1 Corrections and clarifications: When substantive mistakes are made, whatever their origin, General Council publications will publish a correction or clarification at the earliest opportunity. When the subject of an article and a publication disagree over the accuracy of a report, the publication should offer the aggrieved party reasonable space on a letters page or in another appropriate forum for its point of view.

7.2 Peer accountability: General Council journalists, editors, and designers who see their colleagues violating the principles of ethical journalism should, out of Christian love, voice their concerns, first to the individual or publication involved. General Council journalists, editors, and designers should be grateful for admonition, correction, and encouragement in righteousness from their colleagues.

Style Manual Committee

Glen Ellard, Committee Chair
Scott Harrup
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Paul Smith
Donna Swinford

Suggestions for updates to the style manual or particular questions on style issues may be submitted to any committee member. The committee will discuss possible changes and issue revisions to this manual as needed.