**MOODY BIBLE INSTITUTE**

# PUBLIC RELATIONS AND WEB

**STYLE GUIDE**

# *VERSION 2.2*

Updated Nov. 2011

# Adapted from

# *Associated Press Stylebook*

# and

# *A Christian Writer’s Manual of Style*

# This style guide contains the most important and most-used style guidelines for content on Moody’s websites and Public Relations documents. For a more comprehensive list of guidelines, consult the *Associated Press Stylebook*.

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**CONTENT GOALS**

**Primary Message**

**In our writing, the most important questions we want to answer for readers are:**

1. Who Moody is Moody Bible Institute? (people and ministries)
2. What does it do?

**Content Goals**

* Help our visitors grow in their relationship with Christ
* Educate readers about Moody’s ministries and encourage participation in them
* Convert consumers into givers
* Inspire readers with our stories
* Encourage repeat visitors with new, compelling content and a pleasant user experience
* Increase our reach, strengthen our brand and maintain our trustworthiness
* Ultimately, help our visitors grow in their relationship with Christ

**WHY A STYLE GUIDE?**

***Using this Style Guide helps to achieve our goals in the following areas …***

**Brand Representation**

Our website and promotional materials represent Moody to hundreds of thousands of people each year. Our content should be professional and impactful, promoting our brand. We want people to read our content and know it came from Moody.

**Consistency and Clarity**

Consistency in communication is important. Using the same logos, fonts, grammar and writing style help to establish our message and keep it clear and uniform across all ministries, from all contributors.

**Aesthetics**

Writing for the Web, Public Relations or Marketing is different than writing an essay, a research paper or other print materials. Our style maximizes page space and keeps content simple, clean and pleasing to the eye.

**QUICK GUIDE – MOST USED STANDARDS**

**Academic degrees (pg. 18)**

Use *master’s degree* (possessive), *Master of Arts* (not possessive), *master of business administration* (not possessive), *M.B.A.* (with periods).

**Academic and professional titles (pg. 18)**

Capitalize only when preceding a name (*President Dr. Paul Nyquist; Dr. Paul Nyquist is the president*.)

**Countries (pg. 18)**

*She used to live in London, England, which is in the U.K. Now she lives in the U.S.*

**Dashes (pgs. 10–11)**

An *en* dash (–) should be used with consecutive numbers.

chapters 36–39 pages 131–45

Use an *en* dash (­–) without spaces in date and time ranges.

June 15–29, 2010 from 11–12 p.m.

An *em* dash (—) is used to indicate breaks in the text. There are no spaces preceding or following the *em* dash. It is also used to indicate a quotation. For example:

Feel for others—in your pocket.—C. H. Spurgeon

**Dates (pg. 19)**

*The party is Monday, Aug. 4, 2010.*

**e-mail (pg. 19)**

### Scripture References (pg. 21)

*2 Corinthians 1:1*

**State names and abbreviations (see chart on pg. 23)**

Spell out the names of the 50 U.S. states when they stand alone; abbreviate with a city

She lives in Arizona. She lives in Phoenix, Ariz.

**Telephone Numbers (pg. 23)**

*(847) 555-1234; (800) DL-MOODY*

**Time (pg. 21)**

*7 p.m.; 11:30 a.m.*

**website, webmaster, Web page (pg. 23)**

**WEB-SPECIFIC STANDARDS**

**Text Styles**

**H1 style**

Use only for page titles; should ideally match the page's browser and menu titles (dark blue).

height=34

**H2 style**

Use for subheadings (i.e., “From Word. To Life.” in Moody Stories);   
can be repeated on a page, unlike H1 (light blue).

height=35

**H3 style**

For sub-H2 headings or for use as subheadings on pages with many links (black).

**ScreenHunter_01 May. 28 09.50.gif**

**Bold**

Use as headings for subgroups underneath H2 items, and on FAQ pages as the question font.

**Normal**

Use for most content; generally the only type of text that should be hyperlinked (exceptions: bold book titles in right column content; italicized book titles in regular copy).

**Quote and Quote Ref**

Quote is used for scripture references and other quotes (blue italics). Quote Ref is used for the verse in scripture references or the source of the quote or as more decorative text below banners or in right column content.

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**Metadata**

**Search Description**

A brief summary of your page’s content that appears in search engine results. Try to include keywords and keep below 150 characters. (e.g. Moody Bible Institute’s Israel tour schedule)

**Search Keywords**

Words and phrases users would search to find this page. Include the default and add keywords describing your content. (e.g. Israel tour, Founder’s Week)

**Browser Titles**

* Most cases: walk down navigation, each step separated by “|”
* Limit of four “steps”
* Eliminate “steps” wherever possible because of repetition, with discretion and consistency
* Tabbed sub-navigation (5th level), separated by “ – ” (space, hyphen, space)

**Corporate**

**General**

Begins with Moody Bible Institute and walks down navigation

“Moody Bible Institute | About Moody | Our Beliefs | Purpose and Values”

**News**

Main news page, “Moody Bible Institute | [Year] News”

Story Format:

Moody Bible Institute | [Year] News | [Story Title]

“Moody Bible Institute | 2010 News |Moody President Paul Nyquist Named Time Man of The Year”

**Events**

Main event page, “Moody Bible Institute | Events”

Event Format:

Moody Bible Institute | Events | [Event Name]

“Moody Bible Institute | Events | Candlelight Carols”

**Education**

**General**

Remove “steps” wherever possible (when navigation is repetitious or displaying is unneeded)

“Moody Bible Institute | Applying to Moody | Admission Requirements | General Admissions – Home School Candidates” (can be cut to)

“Moody Bible Institute | Admission Requirements | Home School Candidates”

**Programs**

Moody Bible Institute | [Level] Programs | [Program Title] | [Program Specific] – [Tabbed Navigation]

“Moody Bible Institute | Undergraduate Programs | Bible | Bachelor of Arts in Biblical Studies "

**Graduate**

Moody Theological Seminary and Graduate School | [Sub Nav]

Moody Theological Seminary and Graduate School | Master of Divinity - In Action

**Distance Learning**

Moody Bible Institute - Distance Learning | [Sub Nav]

“Moody Bible Institute - Distance Learning | Regional Classrooms | Miami, Florida”

**Radio**

**General**

Moody Radio | [Sub Nav]

“Moody Radio | Contact Us”

**Programs**

Moody Radio | [Program Title] | [Sub Nav]

“Moody Radio | Midday Connection | Today’s Program”

**Past Programs**

Moody Radio | [Program Title] | [Program Date] | [Program Title]

“Moody Radio | Midday Connection | April 15, 2010 | Life Mapping”

**Conferences**

Moody Conferences | [Conference Name/Description] | [Conference Nav]

“Moody Conferences | Men’s Conference | Schedule and Topics”

**Links and Files**

**Internal links or Quicklinks**

Links pointing to pages within the same site (i.e., Conferences to Conferences, Education to Education) open in the same window. Ektron’s default Target Frame is "Same Window."

**External links**

Links to external sites, other Moody sites or to downloadable files (i.e., PDFs) open in a new window so users know they have left the current website. In Ektron’s hyperlink settings, set the Target Frame to “New Window.”  
  
**Document links**

Links to documents are in PDF format, not Word or other. File names clearly represent the file topic without being too long; file names are in lowercase, with words divided by an underscore (missions\_conference\_flyer.pdf). Set the Target Frame to “New Window.”

**Hyperlinked text**

Best practices say to use action-oriented words when hyperlinking ("download the brochure"; "fill out the application") or words that describe what's being linked to ("Israel Trip brochure";"Steve Green's website") instead of "click here."

**Hover Text**

**E-mail link hover text**

Links to e-mail addresses have hover text that explains who is being contacted (e.g., [mbialum@moody.edu](mailto:mbialum@moody.edu) hover text is "Moody Alumni Association e-mail"; [sboyle@moody.edu](mailto:sboyle@moody.edu) is "Susan Boyle e-mail").

**Web link hover text**

Links to websites have hover text that explains where the link leads (e.g., [christianitytoday.com](http://christianitytoday.com) hover text is "*Christianity Today* website"; [stevegreenministries.org](http://www.stevegreenministries.org/) is "Steve Green Ministries' website").

**Images**

Add hover text to images by typing the image description in the "Title" field.

**Banner images**

Hover text is section title or message.

**General images**

Hover text is description of image.

**Thumbnail images on home pages**

Hover text is event or program title.

**Thumbnail images on other pages**

Hover text is the same as the section title.

**Action graphic images**

Hover text is the action of the link (i.e., Begin a New Application).

**Books**

Hover text is title of book.

**GRAMMAR AND STYLE STANDARDS**

**GRAMMAR**

**Part I: Punctuation**

**Apostrophes**

An apostrophe and the letter *s* are used to indicate possession, including singular nouns ending with -*s* and plural nouns that do not end in *-s.* Possessives of plural nouns use an apostrophe without the letter *s*. Proper names ending in *-s* also use an apostrophe without the letter *s.*

apostle’s (one apostle)

apostles’ (more than one apostle)

the music class’ concert (singular noun ending in -*s*)

the children’s pastor (plural noun not ending in -*s*)

C. S. Lewis’ books (proper noun ending in -*s*)

In the case of Jesus, Moses and ancient names ending in –*es*, it is better to reword the sentence to avoid the possessive as indicated.

Jesus’ death and resurrection the death and resurrection of Jesus

Moses’ staff the staff of Moses

Xerxes’ army the army of Xerxes

Ramses’ dynasty the dynasty of Ramses

Avoid using possessives with long epithets; it is better to reword the sentence to avoid ambiguity.

The Apostle to the Gentile’s writings ... (ambiguous)

The writings of the Apostle to the Gentiles ... (clear)

Apostrophes are not used with the plurals of proper names.

keeping up with the Joneses

Apostrophes are used with the plurals of academic and professional degrees when abbreviated with periods.

M.A.’s M.Div.’s

Apostrophes are used to indicate decades.

the ‘60s the ‘80s

Apostrophes are used when a year is abbreviated to two numerals.

class of ’99 Spirit of ‘76

In general, apostrophes are not used when a single letter is made plural, although certain proverbial expressions are exceptions.

Learn your ABCs. Dot your i’s and cross your t’s.

**Colons**

No space should precede or follow colons in Scripture references

Romans 8:1 Mark 1:5

### Commas

Commas are generally placed before coordinating conjunctions, such as *and, but, or, not, for,* when the conjunction joins two simple sentences. In very long sentences a semicolon may be preferable. Use commas with nonrestrictive adjectival clauses. Use commas when an adverbial clause introduces a sentence. Consider the following examples:

The students enjoy studying the Bible together, and they often sing a few worship songs.

(two simple sentences joined by a conjunction)

The students enjoy studying the Bible and singing worship songs.

(no comma; compound predicate)

The Bible, which continues to be a bestseller, is read by millions.

(nonrestrictive, or nonessential, clause)

The book that I love to read is the Bible.

(restrictive, or essential, clause)

Having been justified by faith, we have peace with God (Romans 5:1).

(adverbial clause introducing a sentence)

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

The three persons of the Trinity are the Father, the Son and the Holy Spirit.

Students are required to take English I, Geometry I, History I and Psychology I.

Use a comma before the concluding conjunction in a complex series of phrases.

The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

Do not use commas with personal titles such as *Jr.* and *III.*

Joseph Stowell III Martin Luther King Jr.

Commas are used with academic titles and degrees following a person’s name.

C. Everett Koop, M.D., will speak on campus next week.

Jane Doe, Ph.D., wrote an excellent book on missions.

Use commas when a city and a state are cited in text.

The student moved to Chicago, Ill., to attend Moody Bible Institute.

Do not use commas when only the month and year are cited; use commas only if the day of the month is also included.

December 2000 December 31, 2000

Commas are used after the following abbreviations.

i.e., e.g.,

**Dashes**

An *en* dash (–) should be used with consecutive numbers.

chapters 36–39 pages 131–45

Use an *en* dash (­–) without spaces in date and time ranges.

June 15–29, 2010 from 11–12 p.m.

An *em* dash (—) is used to indicate breaks in the text. There are no spaces preceding or following the *em* dash. It is also used to indicate a quotation. For example:

Feel for others—in your pocket.—C. H. Spurgeon

#### 

**Ellipses**

In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown below. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. For example:

“There is therefore now no condemnation ... in Christ Jesus.”

The Bible is the Word of God. ... It is eternally true.

**Hyphens**

When two or more words together modify another noun, they are often hyphenated. For example:

The former drug addict became a born-again Christian.

However, the determining factor for hyphenation is grammatical function. For example, when *born again* functions as a predicate it is not hyphenated.

The former drug addict is born again.

An exception to the above is an adverbial modifier ending in –*ly*, which is never hyphenated.

A widely recognized expert recommends that children read more.

In most cases, the following prefixes do not use hyphens and form closed compounds: *anti-*, *multi-*, *non-*, *para-*, *post-*, *pre-*, *re-*, *semi-*, *un-*.

anticlimatic postmodern

prehistorical unchurched

multinational reunify

nondiscrimination semicolon

parachurch

co- retains the hyphen when forming nouns, adjectives and verbs that indicate occupation or status:

co-author co-pilot

co-host co-signer

co-owner co-star

Hyphens are, however, used with these same prefixes in the following situations:

1. before a proper noun

anti-Semitic

non-Christian

1. when the resulting word could be confused for another word

re-create

re-cover

1. when the prefix stands alone

micro- and macroeconomics

1. with some repeated vowels

anti-intellectual

co-op

(except reexamine, preexistent, etc.)

1. with compounds that might be otherwise confusing

pro-life

The following prefixes form hyphenated compounds: *all-*, *cross-*, *ex-*, *full-*, *half-*, *self-* and *well-*.

all-powerful half-baked

cross-cultural self-righteous

ex-convict well-known

full-blown

The following ethnic designations are generally not hyphenated when used as nouns.

African American Native American

Asian American Irish American

The suffix *–like* is not usually hyphenated.

Christlike childlike

The prefix *vice* is not hyphenated and is left open, as in the title *vice president*.

### Periods

Use periods only with complete sentences, including lists, photo captions or tables.

D. L. Moody held the following convictions:

1. The Bible is the Word of God.
2. Bible education is essential for servants of the Lord.
3. The Word of God must be preached.

Moody Bible Institute offers numerous graduate degrees, including the following:

* Master of Divinity
* Master of Arts in Biblical Studies
* Master of Arts in Urban Ministry

No periods are used when a question mark, exclamation point or abbreviation ends a sentence.

The student graduated with an M.Div.

Did the students receive their degrees?

Please meet in The Commons on Monday, June 7 at 8:30 a.m.

Periods and commas are placed inside quotation marks

Jesus said, “I will never leave you.”

**Quotation Marks**

Only use single quotation marks when quoting within a quote, never for aesthetics.

“I liked when he said, ‘patience is a virtue.’ It was inspiring,” said Dave Smith.

Periods and commas are placed inside quotation marks. Semicolons and colons are placed outside quotation marks. Question marks and exclamation points are placed inside *only* *if* they are part of the original quotation.

##### The angel cried, “Fear not!”

Jesus said, “I will never leave you.”

Was the title of the article “God Cares About You”?

Do not use quotation marks when referring to a specific word in text; use quotation marks only to indicate a word’s definition.

The word *gospel* refers to the good news of eternal life in Jesus Christ.

In the New Testament, the Greek word *theos* means “god.”

### Scripture References

Spell out books of the Bible. Use numerals for books with numbers before them; for example, 2 Corinthians 1:1.

No space should precede or follow colons in Scripture references; for example, Romans 8:1.

Use semicolons to separate multiple Scripture references. Use commas to separate multiple references from the same book. For example:

Acts 1:1–8; Ephesians 1:1–18, 4:8–9, 6:10–18; 1 Peter 4:12–19

**Spaces**

Use one space following a sentence period before the first letter of the next sentence. For example:

Moody is located in Chicago. Both undergraduate and graduate degrees are offered.

#### Part II: Capitalization

**Religious Words and Phrases**

All names of the Trinity and of foreign deities should be capitalized.

El Shaddai Allah

Paraclete Baal

Common epithets for persons of the Trinity, biblical characters or historical persons should be capitalized.

Alpha and Omega Son of Man

Comforter Virgin Mary

King of Kings Venerable Bede

*Apostle* and *prophet* are not usually capitalized when used in apposition to a proper name, but they are usually capitalized when they form a common epithet.

the apostle John (used in apposition to a proper name)

the prophet Jeremiah (used in apposition to a proper name)

the Beloved Disciple (epithet used in place of a proper name)

*Pharaoh* is capitalized only when it is used as a proper name.

Moses spoke to Pharaoh.

The pharaoh refused to let the people go.

Names for Satan are capitalized.

the Beast Father of Lies

the Devil Evil One

Names for specific parts of the Bible are usually capitalized. If a common noun is used alone to refer to the Bible, it is usually capitalized; if the common noun is used in conjunction with a part of the Bible, it is not capitalized.

Pentateuch New Testament

Beatitudes Lord’s Prayer

the Psalms the book of Job

The word *gospel* is capitalized when used alone to refer to the actual written gospels or when used as a title for a section of Scripture; it is not capitalized when used as a common noun. When the word *gospel* in used to refer to the good news of Jesus Christ, it is not capitalized.

The Gospel of John uses contrasting images of light and dark.

The Gospels record the life and work of Jesus Christ.

The Synoptic Gospels include the gospels of Matthew, Mark and Luke.

The story of the woman at the well is found in John’s gospel.

D. L. Moody fearlessly preached the gospel to the lost in Chicago.

The word *parable* is not usually capitalized unless it is being used as a title.

Jesus often spoke in parables.

He taught about forgiveness in the parable of the prodigal son.

The Parable of the Prodigal Son is found in Luke 15.

In general, names of biblical events are not capitalized when they are further modified by a proper noun, but are capitalized when they are used alone.

the nativity of Christ the Nativity

the crucifixion of Jesus the Crucifixion

Creeds, confessions and religious holidays are usually capitalized.

Apostles’ Creed Westminster Confession

Christmas Ash Wednesday

Historic councils are capitalized.

Council of Chalcedon Council of Nicea

Denominations are usually capitalized.

Baptist Roman Catholic

Reformed

Places of worship are capitalized only if they refer to a specific location or organization.

Episcopal Church the church

Temple Emmanuel the temple

St. Paul’s Cathedral the cathedral

Pronouns referring to persons of the Trinity are capitalized.

God sent His Son Yahweh and His commandments

God in His mercy Jesus spoke to His disciples

Nouns and adjectives used as possessives with persons of the Trinity are not usually capitalized.

God’s omnipotence God’s fatherhood

Jesus’ sonship the Spirit’s indwelling

Capitalize *church* when referring to the body of believers.

In Revelation, Christ returns for the Church.

**Geographical Directions or Regions**

In general, lowercase *north*, *south*, *northeast*, when they indicate compass direction; capitalize these words when they designate regions. Do not capitalize compass points only when they describe a section of a state or city, but capitalize widely known sections. Capitalize *city* if part of a proper noun or official name.

The cold front is moving west.

He is from the Midwest.

The North was victorious.

He grew up in western Texas.

The South Side of Chicago

The City of Chicago

**Lists**

Do not use capitalization or ending punctuation in a list unless each item constitutes a complete sentence.

At the completion of this section, students should be able

* to list the books of the Bible in order
* to identify the major divisions of the Old Testament
* to identify the Pauline epistles

**Titles**

In general, confine capitalization to formal titles used directly before and individual’s name.

Joseph M. Stowell, president of Moody Bible Institute (title following personal name)

The president of Moody Bible Institute (title used in place of personal name)

##### Yesterday, President Stowell signed the letter. (title immediately preceding personal name)

The title *Reverend* should be used with the definite article in written text.

the Reverend Billy Graham *not* Reverend Billy Graham

#### Part III: Italicization

**Italicized Words**

Italics should be used with a word from a foreign language or an unfamiliar word. An accompanying definition for such a word should be placed in quotation marks.

The *sitz im leben* is the historical context of a biblical passage.

*Heilsgeschichte* is the German word meaning “history of salvation.”

In the New Testament, the Greek word *theos* means “god.”

If a possessive is italicized, the following -*’s* should not be italicized.

They joined *Christianity Today*’s staff at the same time.

**Publication Titles**

The following works should be set in italics:

Bible versions *New International Version*

book titles *Pilgrim’s Progress*

court cases *Brown v. Board of Education*

feature-length films *The Prince of Egypt*

long poems *Paradise Lost*

magazines *Christianity Today*

newspapers the *New York Times*

oratorios, symphonies *Messiah*, *Symphony in C Major*

television series *60 Minutes*

music album titles *Concert in Central Park*

Note that the definite article is not italicized unless it is actually part of the publication’s title. Similarly, unless the word *magazine* is actually part of the publication’s title, it not should be italicized.

*Parent’s Magazine* *Time* magazine

Use quotation marks to set off pieces within major works, songs, poems, chapters in books and articles in magazines ("Who is God?," "Amazing Grace," "Stopping by Woods on a Snowy Evening," etc.) *Note: this is an exception to the* AP Stylebook.

**Abbreviations**

The following abbreviations should not be italicized:

ibid. i.e.,

et al. e.g.,

**Moody Radio Programs and Specials**

Programs should be italicized in all instances. Put program episodes in quotation marks.

The May 20 episode of *Chris Fabry Live!* was called, “What is Grace?”

Special titles should be placed inside quotation marks.

Enjoy traditional Christmas songs on Moody Radio’s “The Sounds of Christmas.”

**STYLE**

**Abbreviations**

**General**

In general, abbreviations should be avoided in written text and should only be used in parenthetical notes, footnotes or bibliographic citations. Even such common abbreviations as the following should not be used in text.

*avoid replace with*

e.g., for example,

i.e., that is, namely

etc., and so forth, and so on, and more

vs. versus

**Countries**

Do not abbreviate countries, alone or when mentioning with a city. Exceptions include certain uses of U.S., U.K. and U.A.E., etc.

She used to live in London, England, which is in the U.K. Now she lives in the U.S.

###### Academic Courses

Course numbers should be listed as follows: *BI 501*, *UM 502* and so on. The department code is set in capital letters with a space between the department code and course number.

**Academic degrees**

Use *master’s degree* (possessive), *Master of Arts* (not possessive), *master of business administration* (not possessive), *M.B.A.* (with periods). Do not capitalize the names of degrees unless a proper noun (bachelor's degree in English). The preferred form is to avoid an abbreviation and use instead a phrase (John Jones has a doctorate in psychology). In faculty profiles or lists, use abbreviated form (B.S., North Dakota University; M.Div., Dallas Seminary).

**Academic departments**

Use lowercase except for words that are proper nouns or adjectives (the library, Crowell Library, etc.). Do not capitalize *office* or *department* unless part of a formal name (The Office of the President, etc.). Generally, opt for the less formal style (Student Services department, Financial Aid office, etc.).

**Academic majors**

Individual majors are listed as follows: *English major*, *Music major* and so on. Please note the hyphenation of the following phrase: *Non-communications major*.

**Academic and professional titles**

Capitalize when preceding a name; use lowercase elsewhere (department Chairman Jim Smith; Jim Smith, chairman and professor of Educational Ministries).

**Addresses**

Use abbreviations *Ave.*, *Blvd.*, *St.* and abbreviate compass points only with a numbered address (820 N. LaSalle Blvd., but North LaSalle Boulevard). Spell out all other kinds of streets (alley, drive, terrace, road). Use periods in *P.O. Box*.

**Ampersand (&) usage**

Ampersands should not be used to replace *and* within body text or on page titles. The exception is if the ampersand is in the name of a company, program or other name ("Procter & Gamble," “Bob & Friends in the Morning”).

**Courtesy titles**

Refer to a person by first and last name on first reference and by last name on second reference (exception: Moody Radio host bios). In general, use courtesy titles (Mr., Miss, Ms. and Mrs.) only in direct quotations.

Use *Dr.* and name when referring to someone with a doctorate degree. If mentioned on the Web and is a member of faculty at Moody, link to their faculty profile. Refer as *Dr.* and last name on subsequent references.

Dr. Paul Nyquist is the ninth Moody president. Dr. Nyquist has four children.

**Dates**

**Days of the week**

Capitalize them and spell them out. Do not abbreviate, except when needed in a tabular format: *Sun*, *Mon*, *Tue*, *Wed*, *Thu*, *Fri*, *Sat* (three letters, without periods). Separate days of the week from the month with a comma.

The party is Monday, Aug. 4, 2010.

**Dates in copy**

Always use Arabic figures, without *st*, *nd*, *rd* or *th*. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.

January 1972 was a cold month. Jan. 2 was the coldest day.

**Dates in tables**

Use these three-letter forms without a period:

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

When space limitations require, use numerals (no beginning zero) separated by slashes (5/5/07).

Use an *s* without an apostrophe to indicate spans of decades or centuries (the 1890s, the 1800s, the '80s, etc.)

**E-mail vs. email**

Lowercase, with a hyphen on web (e-mail), lowercase one word in print and PR pieces (email).

**I.D.**

Use periods between the letters in *I.D.* when abbreviating identification so as not to confuse with the state abbreviation for Idaho (*ID*).

**Numbers**

**Ages**

For an age or a grade, hyphenate both noun and adjective forms.

*noun forms adjective forms*

18-year-olds a 5-year-old child

5th-graders a 7th-grade education

**Apostrophes**

Apostrophes are used to indicate decades

the ‘60s the ‘80s

Apostrophes are used when a year is abbreviated to two numerals

class of ’99 Spirit of ‘76

**Dates**

Always use Arabic figures, without *st*, *nd*, *rd* or *th* (May 26, April 14).

When space limitations require, use numerals (no beginning zero) separated by slashes (5/5/07).

**Fractions and Decimals**

Hyphenate a fraction that is used as an adjective but not one that is used as a noun.

Two thirds formed a majority.

The two-thirds majority vote meant that the bill passed.

Do not spell out numbers used in conjunction with a statistical average.

He had a 3.9 grade-point average.

She has a .295 batting average

**Measurements**

Use figures and spell out common dimensions. Hyphenate adjectival forms before nouns

9-by-5 card He is 5 feet 6 inches tall.

**Money**

In general, use least number of decimal places possible. Only spell out the word *cents* and *dollar* for denominations one dollar or less.

The book cost $4. Will you give me a dollar?

I lost 25 cents. The renovation totaled $4.35 million.

For specified amounts, the word takes a singular verb

He said $500,000 is what they want.

**Numerals vs. words**

Spell out numbers ten and under. Use numerals for all other numbers. A sentence should never begin with a numeral and should be rewritten if necessary. Do not spell out numbers in ranges.

He has four children.

There were 1,298 visitors last year.

Eighty-four members volunteered.

The rain should last 2-3 days.

Do not use ordinal designations, such as *st, nd, rd* or *th,* with days of the month.

On April 1, many people like to play practical jokes on other people.

On the first day of April, many people like to play practical jokes on other people.

**Ordinals**

Spell out *first* through *ninth* when they indicate sequence in time or location. Use *1st*, *2nd*, etc. when the sequence has been assigned in forming names and in academic grades. Consult the *AP Stylebook* for specific cases.

He was first in line.

They live in the 7th Ward.

Mrs. Davis was my 5th grade teacher.

An ordinal must be spelled out if it begins a sentence. If the ordinal is hyphenated, do not capitalized the second word. (Note that awkward constructions can be avoided by rewriting the sentence.)

Fifty-second Street is lined with shops and restaurants.

**Percentages**

When the word *percent* is used with a general approximation, numerals are not used. For example:

About twenty percent of the students competed in the writing contest.

When the word *percent* is used to convey actual statistics, numerals are used. (Notice that the word *percent* is always spelled out in written text.) For example:

The poll showed that 21 percent of the listeners were in high school.

The teachers received between 3 to 5 percent cost-of-living raises.

In tables or lists, the percent symbol (%) should be used.

**Series**

Series of numbers should be separated with an *en* dash (–), but an *en* dash should not be used in text when the prepositions *from* and *to* can be used, except when used in times and dates.

Read pages 135–45.

During the academic year 2000–2001, new guidelines will be implemented.

D. L. Moody lived from 1837 to 1899.

The show ran from 3–4 p.m.

**Scripture References**

For books of the Bible that are divided into multiple sections, such as the Corinthian letters and John’s epistles, use an Arabic numeral, not a Roman numeral, to designate the specific book. For example:

1 Corinthians Not: I John

2 Corinthians II John

III John

**Time format**

Use the fewest possible numerals (7 p.m., 7:25 a.m.).

Use *a.m.* and *p.m.*, lowercase, with a space between the numeral and with punctuation.

Do not put a 12 in front of *noon* or *midnight*. Midnight is part of the day that is ending, not the day that is beginning. Do not include time of day descriptions with *a.m.* or *p.m.*

The concert begins at 7 p.m. ~~in the evening~~ and ends at ~~12~~ midnight.

The concert begins at 7 p.m. and ends at midnight.

For time spans, separate with an *en* dash (–) and no spaces. If both times are a.m. or both are p.m., only one *a.m.* or *p.m.* is necessary.

Bible study is from 3–5 p.m. The conference will be from 9 a.m.–12 p.m.

**Telephone Numbers**

Use parenthesis around area code and dashes between number sets for domestic numbers. Do not uses dashes, only spaces, with international numbers. Do not display *1* before *800* numbers.

(847) 555-1234 08 00 90 13 87

(800) 333-3333 +44 08457 300 700

**On campus/on-campus**

Use a hyphen if *on campus* is used as an adjective and no hyphen if used as a noun.

Sarah lives on campus. I live in an on-campus apartment.

###### Quoted Material

In general, quotes should be set-off from other paragraphs with a hard return, with the quote itself beginning the new paragraph. The previous paragraph should transition into the quote.

The journey to the remote African village was not easy.

“It was very difficult to get to our camp,” said Jane. “The dirt roads were hard to navigate.”

Use a comma if a quotation is introduced by a verb such as *said* or *wrote*.

David wrote, “The Lord is my shepherd.”

Use a colon if a quotation is introduced by an expression such as *as follows* or *thus.*

Luther revealed his steadfast conviction when he exclaimed the following: “Here I stand!”

**Scripture passages**

The following considerations should be kept in mind. (These guidelines may be altered if an excessively awkward style results.)

Use the *present tense* only when referring to a book of the Bible. For example:

In 1 John, we read that our sins are forgiven.

John 3 teaches that God loves the world.

*not*

Peter warns us to beware of the devil.

Use the *past tense* when referring to a specific biblical author. For example:

Paul wrote that a person could only be justified by faith alone.

Isaiah wrote about Yahweh’s faithfulness to Israel during a time of great national apostasy.

**State names and abbreviations**

Spell out the names of the 50 U.S. states when they stand alone (can be abbreviated for tables if necessary).

She lives in Arizona.

Abbreviate state names in conjunction with the name of a city, county, town, village or military base. Eight states are never abbreviated, except in tables if necessary: *Alaska*, *Hawaii*, *Idaho*, *Iowa*, *Maine*, *Ohio*, *Texas*, *Utah*.

She lives in Phoenix, Ariz. He is from Salt Lake City, Utah.

Do not use two-letter postal code abbreviations in text; use only in addresses.

  Her address is 123 Main St., Phoenix, AZ, 12345.

**State names and abbreviations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **State** | **Abbreviation** | **Postal Code** | **State** | **Abbreviation** | **Postal Code** |
| Alabama | Ala. | AL | Montana | Mont. | MT |
| Alaska | none | AK | Nebraska | Neb. | NE |
| Arizona | Ariz. | AZ | Nevada | Nev. | NV |
| Arkansas | Ark. | AR | New Hampshire | N.H. | NH |
| California | Calif. | CA | New Jersey | N.J. | NJ |
| Colorado | Colo. | CO | New Mexico | N.M. | NM |
| Connecticut | Conn. | CT | New York | N.Y. | NY |
| Delaware | Del. | DE | North Carolina | N.C. | NC |
| Florida | Fla. | FL | North Dakota | N.D. | ND |
| Georgia | Ga. | GA | Ohio | none | OH |
| Hawaii | none | HI | Oklahoma | Okla. | OK |
| Idaho | none | ID | Oregon | Ore. | OR |
| Illinois | Ill. | IL | Pennsylvania | Pa. | PA |
| Indiana | Ind. | IN | Rhode Island | R.I. | RI |
| Iowa | none | IA | South Carolina | S.C. | SC |
| Kansas | Kan. | KS | South Dakota | S.D. | SD |
| Kentucky | Ky. | KY | Tennessee | Tenn. | TN |
| Louisiana | La. | LA | Texas | none | TX |
| Maine | none | ME | Utah | none | UT |
| Maryland | Md. | MD | Vermont | Vt. | VT |
| Massachusetts | Mass. | MA | Virginia | Va. | VA |
| Michigan | Mich. | MI | Washington | Wash. | WA |
| Minnesota | Minn. | MN | West Virginia | W.Va. | WV |
| Mississippi | Miss. | MS | Wisconsin | Wis. | WI |
| Missouri | Mo. | MO | Wyoming | Wyo. | WY |

**Time zones**

Display time zone (abbreviated *CT*) only when referring to clock times for office hours, contact information and similar information. Only list time zone (abbreviated *CDT* or *CST*) after a clock time only when referring to Moody Radio program air times.

**Telephone numbers**

**Web**

Use numerals, in the form *(212) 621-1500* or *(800) 111-1000*; use hyphens, not periods. For phone numbers with letter shortcuts, use the form *(800) DL-MOODY*.

**theDaily/theMemo**

Use numerals, in the form *212-621-1500* or *800-111-1000*; use hyphens, not periods. For phone numbers with letter shortcuts, use the form *800 DL-MOODY*.

**Textbooks**

Use MLA format for textbook listings, as per Undergraduate School standards.

**Website and webmaster**

Lowercase, one word.

**Web page**

Uppercase, two words.

**Moody Places, Events and Publications**

**Alumni Student Center**

Use full name. Do not abbreviate to *ASC* unless *Alumni Student Center (ASC)* is used at first mention. Same for  
 *ASC II*.

**Campus Post Office**

Use full name on first reference. Can abbreviate to *CPO* on further references.

**Crowell Hall**

Use full name on first reference, *Crowell* on subsequent references.

**Culbertson Hall**

Use full name on first reference, *Culbertson* on subsequent references. Do not use *Culby*.

**theDaily**

One word. *The* is all lowercase, capital “D” in *Daily*.

**Doane Memorial Music Building**

Use full name on first reference, *Doane* on subsequent references.

**Dryer Hall**

Use full name on first reference, *Dryer* on subsequent references.

**Fireplace Reading Room**

Always use full name, not *Fireplace Room* or other variants.

**Fitzwater Hall**

Use full name on first reference, *Fitzwater* on subsequent references.

**Founder’s Week**

Commemorates the February 5 birthday of D.L. Moody with speakers and preachers at The Moody Church.

**From Grace to Growth: A Gathering for Women**

Moody conference for women—use full name in headings and first references, *From Grace to Growth* on succeeding references.

**Houghton Hall**

Use full name on first reference, *Houghton* on subsequent references.

**Jenkins Hall**

Use full name on first reference, *Jenkins* on subsequent references.

**Joe’s Coffee Shop**

Use full name on first reference, *Joe’s* on subsequent references. Do not use *JOE’S*, *Joe’s Coffee House*, *Joe’s Café* or *Joe’s Coffee.*

**Let’s Stay Together**

Described as a marriage and family conference

**The Marriage You’ve Always Wanted**

Marriage conference featuring author Dr. Gary Chapman

**theMemo**

One word, italicized. *The* is all lowercase, capital “M” in *Memo*.

**Moody Bible Institute**

Use *Moody Bible Institute* on first reference, *Moody* on second reference. Use MBI as little as possible. Avoid *the Institute*.

**Moody Bible Institute—Spokane**

Use *Moody Bible Institute*—*Spokane* on first reference (*em* dash, with no spaces); *MBI*—*Spokane* on second reference.

**Moody Campus Radio**

Use full name. Not *Campus Radio*, *Student Radio*, *MCR* or other variants.

**The Moody Church**

Use the church's official corporate name, not *Moody Church* or *Moody Memorial Church*. Note: the sanctuary itself retains the name *Moody Memorial Church*, but this title is not used.

**Moody Conferences**

Use *Moody Conferences* on first reference, *Moody Conferences* or *Moody* on second reference. Do not use *Conference Ministries*.

**Moody Music Ensembles**

Use official names—Moody Chorale, Moody Men's Collegiate Choir, Moody Symphonic Band, Moody Women's Concert Choir & Bell Ensemble—on first reference. Moody can be dropped on subsequent references.

**Moody Publishers**

Use *Moody Publishers* on first reference, *Moody Publishers* or *Moody* on second reference. Do not use *Publishers*, *Moody Publishing*, *Moody Press* or other variants.

**Moody Radio**

Use *Moody Radio* on first reference, *Moody Radio* or *Moody* on second reference. Do not use *Moody Broadcasting*, *Moody Broadcasting Network* or *MBN*.

***The Moody Standard***

Use full name, not *The Standard*, *Moody Student Newspaper* or other variants.

**Practical Christian Ministry**

Use full name on first reference. Can abbreviate to *PCM* on further references.

**re|FOCUS Pastors’ Conference**

Can be referred as *Moody Pastors’ Conference*, but should not be referred to as *re|FOCUS* by itself.

**Share**

Moody Radio’s annual giving program; usually accompanied by the year; not *SHARE*

**Smith Hall**

Use full name on first reference, *Smith* on subsequent references.

**Solheim Center**

Use full name on first reference, *Solheim* on subsequent references.

**Student Council**

Use full name on first reference. Can abbreviate to *StuCo* (one word, capitalized “c”) on further references.

**The Sweeting Center**

Use full name on first reference, *Sweeting* on subsequent references.

**Torrey-Gray Auditorium**

Hyphen between names.

**Walton Building**

Use full name on first reference, *Walton* on subsequent references.

**Walk Worthy Conference for Men**

Use full name on first reference, *Walk Worthy* on succeeding references.

**Moody Radio Programs (Network)**

**A Love Language Minute**

A weekly one-minute program that encourages couples to grow in their marriage. A Love Language Minute is hosted by bestselling author Dr. Gary Chapman.

**Best of In the Market with Janet Parshall**

Always use full name, not *Best of* *In the Market*

**Building Relationships with Dr. Gary Chapman**

A weekly 54-minute program offering life-changing insight and realistic advice rooted in the Word. Hosted by bestselling author, Dr. Gary Chapman, Building Relationships is designed to provide fun and informative, practical help for your marriage.

**Celebration of Praise**

A weekly three-hour program that endeavors to bridge music divides and unite Christians in worship. Hosted by Roy Patterson, Celebration of Praise encourages listeners to remember that heaven will be a place of diverse worshipers from every tribe, tongue and kind.

**Chris Fabry Live!**

*Chris Fabry Live!* is designed to build up the spiritual immune system of the Christian man and woman. Current events and issues, caller interaction, special guests, and a few surprises all complement each other on this program. *Chris Fabry Live!* challenges and encourages listeners in their journeys of faith.

**Conference Echoes**

A weekly program that presents classic messages of notable Bible speakers from Moody Bible Institute events.

**Inside Look with Greg Wheatley**

Greg Wheatley takes you behind the scenes of everyday issues that affect us all in this weekly program.

**In the Market with Janet Parshall**

Always use full name, not *In the Market*

*In the Market with Janet Parshall*, challenges listeners to examine major news stories and issues being debated in the marketplace of ideas and speaks to them with the Word of God. In this fast-paced, caller-driven program, Janet evaluates newsworthy topics with guests and listeners using the Bible as a framework for discussion. This daily program addresses relevant issues important to Christians, with an engaging mix of listener interaction and commentary from highly respected guests.

**Living a Legacy**

A weekly 24-minute Bible-teaching program featuring Dr. Crawford Loritts. Each program is full of in-depth teaching, challenging lessons and practical applications—all grounded firmly in the Bible. The goal of this program is to bring about spiritual awakening and maturity in the body of Christ, through a clear message from God’s Word.

**Midday Connection**

A live 55-minute radio program designed to encourage women, with a focus on growing the whole person: body, mind and soul. Hosted by Anita Lustrea and Melinda Schmidt, the program brings listeners relevant content about marriage, parenting, the workplace, finances and issues that affect their spiritual lives. *Midday Connection* is a community of women growing together.

**Moody Presents**

*Moody Presents* is a weekly 26-minute teaching program hosted by Jon Gauger. Join us as we feature the best preaching of past Moody Bible Institute presidents, as well as Moody's current president, Dr. Paul Nyquist.

**Music for Saturday**

A weekly four-hour program that encourages listeners to reflect on God’s goodness through music and devotional thoughts. Music for Saturday is hosted by Donna Leland.

**Music for Sunday**

A weekly six-hour program that encourages listeners to reflect on God’s goodness through music and devotional thoughts. Music for Sunday is hosted by Roy Patterson.

**Music Thru The Night**

An overnight program, hosted by Mike Kellogg, that blends personal biblical insight and encouraging stories of believers with warm inspirational music. *Music Thru The Night* ministers to a wide demographic of listeners—both young and old—and serves as a reminder to look to the power of Jesus Christ over the disabling, negative influences of this dark world.

**Sound of Majesty**

A daily one-hour program that introduces listeners to the grandeur and majesty of sacred music. Sound of Majesty is hosted by Greg Wheatley.

**Soundfile**

A weekly program that highlights the best segments of several programs aired on Moody Radio each week. Soundfile combines highlights of Midday Connection**,** Chris Fabry Live!**,** Music Thru the Night**,** In the Market with Janet ParshallandToday in the Word.

**Stories of Great Christians**

A daily 15-minute program featuring the dramatized stories of some great leaders of the Christian Church.

**Sunday Praise**

A weekly three-hour program that prepares listeners to worship Jesus in their respective Sunday services. Sunday Praisehelps listeners remember who they are in Christ, and focus on what is lasting and truly important.

**The Land and the Book with Dr. Charlie Dyer**

Dr. Charlie Dyer helps you understand the complex tapestry of people and events that make up Israel and the Middle East from a biblical perspective.

**The Word in Song**

An evening music program that features praise and worship selections, as well as inspirational favorites. The Word in Song, hosted by Donna Leland, helps us to focus our eyes on Jesus Christ and live our lives to please Him.

**Today in the Word**

*Today in the Word* features daily messages from the wide variety of pastors and evangelists who have spoken at Moody Bible Institute conferences and events over the years. *Today in the Word* also showcases biblical analysis, commentaries, Bible questions and answers, teaching segments from Moody classrooms and special features on God at work through Moody students, faculty and alumni.

**Voices of the Past**

A weekly 55-minute program that presents prominent Christian speakers, such as Vance Havner, Bruce Dunn, Corrie ten Boom and many others, who challenged audiences during their time on earth. Now, through Voices of the Past, their message of God’s timeless truth can be heard again today.

**Bios and Profiles**

**Professional Bios for Moody Radio**

1. Keep it brief: two paragraphs at most.  
2. Keep it informal: use full name on first reference, and first name after that.  
3. Keep it relevant: include only the information listeners need to know to relate to the host:

Professional title and present ministry

Education

Awards (NRB, etc.), affiliations (boards, etc.), and accomplishments (books, etc.)

Personal information (family and outside interests—optional)

**Sample**  
*Jane Smith is host and executive producer of The Moody Radio Hour at WXYZ FM in Fair Oaks, N.H. She received her bachelor of science degree in Communications from the University of Southern Washington (Walla Walla, Wash.) and her M.Div. from Christian Theological Seminary (El Limon, Nev.).*   
  
*Jane is the 2012 National Religious Broadcasters Radio Personality of the Year, and serves on the board of Orphan Missions International. Jane recently authored her first book for teens,* When God Calls, Don’t Hang Up. *She enjoys field hockey, and plays the organ at First Congregational Church in Fair Oaks. She and her husband, Dale, have seven children and live in Valley View, N.H.*

**Guest Bios for Moody Radio**

Same as above, but slightly more formal: use full name (with title if applicable) on first reference, and last name (without title) after that.

**Sample**

*Dr. Howard Hendricks is chairman of the Center for Christian Leadership and distinguished professor at Dallas Theological Seminary. Hendricks continues to speak and minister in several countries through speaking engagements, radio, tapes and films. (Etc.)*  
  
**Faculty Profiles for Education**

Use (edu)Faculty smart form.

**Start Date**

Month Year (July 2004, etc.)

**Personal Information**

Include past professional experience, awards, affiliations, accomplishments, present research, areas of expertise, etc., in prose form.

**Educational Background**

Bulleted list of degrees and certifications, in order of advancement (B.A. Political Science, University of Wisconsin, etc.)

**Publications**

Use MLA style for formatting publications. List books, articles, Web articles and other media, in that order, with each category bolded. If multiple categories, use bulleted list in each category, starting with the most recent in each category.

**Professional/Personal Interests**

Include family and outside interests, in prose form—optional. Outside of teaching position at Moody, list interests, hobbies, ministry pursuits, family life.

**Sample**

# Michael Rydelnik

**Title:** Professor of Jewish Studies  
**Department:** World Missions and Evangelism  
**School/Area:** Undergraduate  
**Position:** Teaching  
**Start Date:** January 1994

**Educational Background:**

Diploma, Moody Bible Institute  
B.A., Azusa Pacific University  
Th.M., Dallas Theological Seminary  
D.Miss., Trinity Evangelical Divinity School

**Publications:**

* *The Messianic Hope: Is the Hebrew Bible Messianic?* Nashville: Broadman Holman. (Forthcoming 2008)
* *My Search for Messiah.* Grand Rapids: Discovery House. (Forthcoming)

**Book Chapters:**

* “Ground Zero: The Centrality of Israel in Bible Prophecy.” In *Prophecy Light of Today*, ed. Charles H. Dyer. Moody, 2002

**Articles:**

* “An Extended Review of Paul the Convert.” Mishkan. (1995)

**Professional/Personal Interests:**

Research Interests: Messianic prophecy; use of the Old Testament in the New; the relationship of the Law of Moses to the New Covenant believer; the history of Jewish Christianity; Jewish missions and Jewish/Christian relations; Zionism and modern Israel; the Bible as canonical literature

Other interests: Baseball, politics, literature, preaching, taking students to Israel, hiking and biking

# Religious Terms and Phrases

**Christian clichés and jargon to avoid**

Avoid overused words and phrases which may be ambiguous to new or non-believers.

food, fun and fellowship get into the Word

abundant life born again

daily walk prayer warrior

soul winning burden on my heart

**Names of God**

**El Shaddai** (Lord God Almighty)

**El Elyon** (The Most High God)

**Adonai** (Lord, Master)

**Yahweh** (Lord, Jehovah)

**Jehovah Nissi** (The Lord My Banner)

**Jehovah-Raah** (The Lord My Shepherd)

**Jehovah Rapha** (The Lord That Heals)

**Jehovah Shammah** (The Lord Is There)

**Jehovah Tsidkenu** (The Lord Our Righteousness)

**Jehovah Mekoddishkem** (The Lord Who Sanctifies You)

**El Olam** (The Everlasting God)

**Elohim** (God)

**Qanna** (Jealous)

**Jehovah Jireh** (The Lord Will Provide)

**Jehovah Shalom** (The Lord Is Peace)

**Jehovah Sabaoth** (The Lord of Hosts)

**Alphabetical List of Commonly Used Religious Terms and Phrases**

**- A -**

**Aaronic**

Aaronic priesthood

Abba

Abrahamic covenant

Abraham’s bosom

Abraham’s side

Adonai

Advent

Advent season

Advocate, the

age of grace

age to come

agnostic(ism)

Allah

**Almighty, the**

almighty God

Alpha and Omega

amillennial(ism)(ist)

ancient Near East

Ancient of Days

**angel**

the angel Gabriel

angel of the Lord

Annunciation

**Anointed**

Anointed One

anointing of the sick

ante-Nicene fathers

anti-Catholic

**antichrist** (general spirit)

Antichrist, the (person)

anti-Christian

antichurch

anti-Semitism

anti-Zionist

appendixes

**Apocalypse** (Revelation of John)

apocalyptic

**Apocrypha** (noncanonical writings)

apocryphal

**apostle**

apostolic

apostle John, Paul, etc.

Beloved Apostle, Apostle to the Gentiles, etc.

apostles, the

Apostles’ Creed

apostolic age

apostolic council (Acts 15)

archangel

**ark**

Noah’s ark

ark of testimony

ark of the covenant

Armageddon

Arminian(ism)

Ascension

Ash Wednesday

Athanasian Creed

atheist

Atonement

Augsburg Confession

**- B -**

babe in the manger

baby Jesus

Babylonian captivity

**baptism** (general)

Baptism (of Christ)

Battle of Armageddon

Beast (Antichrist)

Beatitudes

Beelzebub

Being (God)

Beloved Apostle

Best-seller, best-selling

Betrayal (of Christ)

**Bible**

Bible Belt

Bible school

Bible study

biblical

blessed name (Christ)

Blessed Virgin

blood of Christ, the

body of Christ

**Book** (Bible)

book of Genesis (book of Matthew, etc.)

Book of Life

Book of Mormon

Book of the Covenant

Book of the Law

Book of Truth

born-again (adjective)

Bread of Life (Bible or Christ)

Bridegroom (Christ)

bride of Christ

brotherhood of man

Buddha

burnt offering

**- C -**

Calvary

Calvinist

**Canon, the** (Scripture)

canon of Scripture

Captivity (specific historical event)

catalog

**catholic** (universal)

Catholic Church

Catholic Epistles (James, etc.)

Catholicism

Celestial City

**charismatic**

charismatic church, charismatic movement

cherub(im)

chief priest

Chief Shepherd

children of Israel

chosen people (Jews)

**Christ**

Christlike

Christ child

Christianize

Christmas Day

Christmas Eve

Christocentrism

Christology

christological

**church** (body of Christ, building, service)

church age

church and state

church fathers (the Fathers)

church in America

church triumphant

church invisible, militant, universal, visible

Church of England

Church of Rome

City of David

Comforter

**commandment**

the first commandment

the Ten Commandments

Communion (sacrament)

**Communism**

communist (adjective)

Communist (noun)

confirmation

conservatism, conservative

counseled, counseling

Counselor

**Covenant**

covenant of grace, covenant of works

**creation** (the result)

Creation (the act)

Creator

**cross, the** (the wooden object)

Cross, the (the event)

crown

**Crucifixion, the**

the crucifixion of Christ

Crusades, the

Curse, the

**- D -**

Dark Ages, the

Davidic covenant

Davidic law

Day of Atonement

Day of Judgment

Day of Pentecost

Day of the Lord

Dead Sea Scrolls

Decalogue

Defender (God)

deism

**Deity, the**

deity of Christ

Deluge, the

demon(ic)

Depression, the

Deuteronomic

Deuteronomist

**Devil, the**

a devil

Diaspora, the

disciples

dispensation(alism)(alist)

dispensation of the Law

Dispersion

divided kingdom

**divine**

Divine Father

Divine Doctor

divine guidance

Divine Providence (God)

Divinity, the

the divinity of Christ

Door, the (Christ)

doxology, the

Dragon, the (Satan)

**- E -**

early church

East Coast

Easter Sunday

Eastern religions

ecumenical(ism)

**El**

Elohim

El Shaddai

Emmaus road

end times, the

Enemy, the (Satan)

Epiphany

**epistle**

John’s epistle

the Epistle to the Romans

Epistles, the (New Testament letters)

**eschatology**

eschatological

**Eternal, the**

the eternal God

Eternal City, the

eternal life

eternity

Eucharist

**evangelical**

evangelist (person who evangelizes)

Evangelist (one of the gospel writers)

Evil One

**Exile, the**

exilic period

Exodus, the

extrabiblical

**- F -**

**faith, the** (Christianity)

faith-healing

**Fall, the**

fall of man

false Christ (generic)

false prophet (general)

False Prophet (in Revelation)

far-out

Father, the (God)

#### Father of Lies

fatherhood of God

Fathers, the (church Fathers)

**Feast, the** (Passover)

Feast of Booths

Feast of Tabernacles

Feast of the Dedication

First Adam

Firstborn, the (Christ)

First Person of the Trinity

Flood, the

footwashing

**Four Gospels, the**

fourth gospel

free will

free world

fundamentalist(ism)

**- G -**

Galilean, the (Christ)

Garden of Eden

Garden of Gethsemane

gehenna

**Gentiles**

gentile believers

General Epistles

gnostic(ism) (generic)

Gnostic(ism) (specific sect or heresy)

**god** (pagan)

God (Yahweh)

Godhead (essential being of God)

godlike

godless, godsend

godly

God-man

God’s house

God’s Word (Bible)

God’s word (promise)

Golden Rule, the

Good Book, the

Good Friday

Good News, the

Good Samaritan

**Good Shepherd**

the parable of the good shepherd

**gospel**

Gospel of John, etc.

Gospels, the

gospel truth

Gothic (style or type of art)

grain offering

Great Awakening

Great Commandment

Great Commission

Great High Priest

Great Judgment

Great Physician

Great Shepherd

Great Tribulation

Great White Throne

**- H -**

hades

hang-up

Hannukah

Head, the (Christ)

heaven

heavenly Father

hell

Herodian

Herod’s temple

**high priest, a**

High Priest, the (Christ)

**holiness**

the Holiness Movement

**holocaust** (generic reference)

Holocaust (specific historical event)

**holy**

Holy Bible

Holy Book (Bible)

Holy City

Holy Communion

Holy Eucharist

holy family

Holy Ghost

Holy Land (the land of Canaan, the land of Jesus)

#### the holy name of Jesus

#### Holy of Holies

Holy One (God, Christ)

Holy Scriptures

#### Holy Spirit

Holy Trinity

Holy Week

house of the Lord

**- I -**

#### Immanuel

**Incarnation, the**

the incarnation of Christ

indexes

infant Jesus

inner veil

Intercessor, the (Christ)

intertestamental

#### Isaian

#### Isaianic

**- J -**

Jehovah

Jesus

Jesus Prayer, the

Jewish Feast (Passover)

Johannine

John the Baptist

**Jordan River**

the river Jordan

Jubilee

**Judaic**

Judaica

Judaism

Judaizer

Judean

Judeo-Christian

judges, the (leaders in Israel)

Judgment Day

judgment seat of Christ

**- K -**

kerygma (Greek for “preaching”)

King (God or Christ)

*King James Version*

**kingdom, the**

Christ’s kingdom

kingdom of God

kingdom of heaven

kingdom age

**King of Glory**

King of Kings

kingship of Christ

Kinsman-Redeemer

**Koran**

koranic

**- L -**

lake of fire

**Lamb, the** (Christ)

Lamb of God

Lamb’s Book of Life

land of Canaan

land of Jesus

Land of Promise

**Last Day, the**

last days, the

Last Judgment, the

last rites

Last Supper, the

last times, the

**law** (as opposed to grace)

Law, the (Pentateuch)

law of Moses, a (an individual ordinance)

Law of Moses, the (the entire collection of individual ordinances)

Lawgiver (God)

layperson

Lent(en)

Levitical

Levitical decrees

liberal(ism)

**Light** (Christ)

light of Christ in the world

Light of the World (Christ)

living God

living Word

Logos, the

**Lord, the**

our Lord

Lord of Hosts

Lord of Lords

Lord’s Anointed, the (Christ)

Lord’s Day, the

lordship of Christ

lordship salvation

Lord’s Prayer, the

Lord’s Supper, the

Lord’s Table, the

**Lost Tribes**

lost tribes of Israel

Lukan

**- M -**

Magi

Magnificat, the

**major prophets** (people)

Major Prophets (OT books)

Majority Text

mammon

**Man, the** (Jesus)

Man of Sin

Man of Sorrows

Markan

Marcan

Masorete

Masoretic text

Mass (Catholic service)

matrimony

Matthean

Mediator, the (Christ)

medieval

medieval era

mercy seat

**Messiah, the** (Christ)

messiahship

messianic

Middle Ages, the

midtribulation(al)

**millenarian**(ism)(ist)

millennial kingdom

Millennium, the

ministry, the

**minor prophets** (people)

Minor Prophets (OT books)

Mishnah

modernism

Mosaic

Mosaic Law

Most High, the

Mount of Olives

Mount of Transfiguration

Mount Olivet

Mount Sinai

Muhammad (preferred spelling)

Muslim (preferred designation)

**- N -**

name of Christ

**Nativity, the**

nativity of Christ

Near East

neo-orthodox(y)

new age

new ageism

new birth

new covenant

new heaven and new earth

*New International Version*

New Jerusalem

New Testament church

Nicene Creed

Noah’s ark

non-Christian

northern kingdom

**- O -**

old covenant

Old World

Olivet discourse

Omnipotent, the

**One, the**

the one true God

**Only Begotten, the**

only begotten of the Father

only begotten son of God

orthodox(y)

**- P -**

Palm Sunday

the papacy

parable of the prodigal son (specific parables are not capitalized unless used as titles)

parachurch

Paraclete, the

**paradise**  (heaven)

Paradise (Garden of Eden)

Parousia

partial Rapture

part-time

Paschal Lamb (Christ)

Passion Week

**Passover**

Passover Feast

Passover Lamb

**Pastoral Epistles**

Pastoral Letters

pastorate, the

**patriarch, a**

Patriarch, the (Abraham)

**Paul the apostle**

the apostle Paul

Pauline

Pauline Epistles

Paul’s epistles

Pauline Letters

Paul’s letters

peace offering

Pentateuch

Pentecost

Pentecostal(ism)

**person of Christ**

persons of the Trinity

the Three Persons of the Trinity

Petrine

**pharaoh, the** (general)

Pharaoh (title used as personal name)

**pharisaic** (attitude)

Pharisee (specific sect)

Pilgrims, the

pillar of cloud

pillar of fire

Poetic Books

**pope, the**

Pope Benedict XVI

postbiblical

post-Christian

postexilic

postmillennial(ism)(ist)

predestination

premillenial(ism)(ist)

pretribulation(al)

priesthood of believers

priesthood of Christ

Prince of Darkness

Prince of Peace

Prison Epistles

Prison Letters

Prodigal Son, the

Promised Land (Canaan or heaven)

Promised One, the

proof text

**prophet Jeremiah**

the Weeping Prophet

prophets, the (people)

Prophets, the (OT books)

Protestant(ism)

**Providence** (God)

providence of God

providential

**psalm, a**

psalmist, the

Psalms, the (OT book)

Psalter, the

**Pseudepigrapha**

pseudepigraphal

purgatory

Puritan(ism)

**- Q -**

Qumran

**- R -**

**Rabbi, the**

a rabbi

rabbinical

Rapture, the

real presence

Received Text, the

Redeemer, the

Reformation

Reformed church

Reformed theology

Reformers

Renaissance

**Resurrection, the**

the resurrection of Christ

Rock, the (Christ)

Roman Catholic Church

**- S -**

Sabbath

sabbatical

sacrament(s)

sacramental(ism)

Sacred Host

Sadducee (specific sect)

Sanhedrin

**Satan**

satanic

satanism

Savior

scribe

**scriptural**

scripture(s) (nonbiblical religious writings)

Scripture(s) (Bible)

**Second Adam**

Second Advent

Second Coming

second coming of Christ

Second Person of the Trinity

secular humanism

seder

**Semite**

Semitic

Semitism

Septuagint

seraph(im)

Sermon on the Mount

Serpent, the (Satan)

Seventh-day Adventist

seven seals

Seventieth Week

shalom

Shechinah

sheol

Shulammite

Sin-Bearer, the

sin offering

skeptic, skepticism

Solomon’s temple

**Son of God**

Son of Man

sonship of Christ

southern kingdom

Sovereign Lord

storytelling

Sunday school

Supreme Being, the

Sustainer, the

synagogue

**Synoptic Gospels, the**

synoptics, the

synpotic writers, the

**- T -**

tabernacle, the

table of shewbread

Talmud

Targum

temple, the

**Tempation, the**

the temptation in the desert

**Ten Commandments**

the tenth commandment

the first commandment

**Ten Tribes**

the ten tribes of Israel

**tent, the**

Tent of Meeting

the Tent of the Testimony

Testaments, the

Textus Receptus

theistic

theologian

Third Person of the Trinity

throne of grace

Thummin

tomb, the

Torah

Tower of Babel

Transfiguration, the

Transjordan

Tree of Knowledge of Good and Evil

Tree of Life

tribe of Judah

Tribulation, the (event)

Trinitarian

Trinity, the

Triumphal Entry

triune God

**Twelve, the**

the twelve disciples

**- U -**

unchristian

ungodly

united kingdom (specific period in Israel’s history prior to divided kingdom)

universal church

universalism(ist)

unscriptural

Upper Room, the

Upper Room Discourse

uptight

**- V -**

Vacation Bible School

Victor, the (Christ)

videotape

Vine, the

Virgin Birth, the

#### Virgin Mary, the

visible church

Vulgate

**- W -**

Water of Life, the

**Way, the**

the Way, the Truth, and the Life

Western church

Westminster Confession

Wicked One, the (Satan)

Wisdom Literature

wise men

**Word, the**

Word made flesh

Word of God

Word of Life

Word of Truth

worldview

worshiped, worshiper, worshiping

Writings, the

**- Y -**

#### Yahweh

Year of Jubilee