



## BEACONS of LIGHT PASTORAL PLANNING PATHWAY

# Style Sheet

When writing for the Archdiocese of Cincinnati, use [AP Style](#) with the following caveats:

### *audience*

Use **second-person pronouns as much as possible, especially** when writing guidance (*The first thing to do is to have your pastor appoint someone to start pulling people together; Love in Action leaders for your Family of Parishes are critical and even called for in Parameter 13*).

### *archdiocese / diocese*

Capitalize only when used as a proper name (*Archdiocese of Cincinnati, Cincinnati Archdiocese*); lowercase in plural uses or when it stands alone (*the Cleveland and Columbus dioceses, the archdiocese*).

### *church*

Do not capitalize unless it is part of the formal name of a building, a congregation, or a denomination (e.g. *St. Gertrude Church; the Catholic Church; St. Gertrude and Good Shepherd churches*). Generally, use church for the building, parish for the organization and its people.

### *department*

Always lowercase, even when part of a specific department (*Stewardship department*).

### *Divine pronouns*

Capitalize pronouns referring to God, Jesus, and the Holy Spirit (*What does He ask of us?; Jesus is His only Son*).

### *faith*

Always lowercase faith (*It's important to teach our children about the Catholic faith*).

### *Family Leadership Team*

Always capitalize; can be abbreviated *FLT* on the second usage.

### *Family of Parishes / Families of Parishes / Family*

*Family of Parishes* refers to the parishes that have come together to form one Family; *Families of Parishes* refers to several individual Families. Always capitalize *Family of Parishes* and *Families of Parishes*. Always capitalize *Family* when it is used to refer to a *Family of Parishes*. Never use *Parish Family*, and never abbreviate *Family of Parishes* as *FOP* or *FoP*.

### *Headers*

Write headers in title case (*How to Create a Sense of Community*) rather than sentence case (*How to create a sense of community*).

- Capitalize all words except articles (*a, an, the*); prepositions of three or fewer letters (*for, of, on, up, etc.*); and conjunctions of three or fewer letters (*and, but, for, nor, or, so, yet, etc.*) unless any of those start or end the title.
- Capitalize prepositions of four or more letters (*above, after, down, inside, over, with, etc.*) and conjunctions of four or more letters (*because, while, since, though, etc.*)
- Capitalize both parts of a phrasal verb (*What To Look For in a Mate; Turn Off the Lights in Silence; but: A Life of Eating Chocolate for Stamina; Living With Both Feet off the Ground*). Note the different uses of *for* and *off*, and thus the different capitalization, in those examples.
- Capitalize *to* in infinitives (*What I Want To Be When I Grow Up*).

### ***inventory / inventory tool***

Lowercase unless part of a specific inventory (*Use the Combined Inventory Tool; If any parish in your Family of Parishes has not already taken the Love in Action Parish Inventory, it should do so soon and share the inventory with the other parishes in the Family*).

### ***milestone***

Lowercase (*milestone, Love in Action milestone*) unless followed by a specific number (*Milestone 4*).

### ***missionary discipleship***

Always lowercase.

### ***numbers***

- Spell out numbers one through nine and use numerals for numbers 10 and above (*There are three parishes in this Family of Parishes; We had 25 new parishioners this month*); always spell out numbers at the beginning of a sentence (*Seventy-five song books are missing*)
- **dates** - Spell out the day of the week and the month; when a year follows a month and a day, it must be set off by commas (*On August 21, 2021, the parish will have its parish picnic*).
- **ordinal** - Use *first, second, third*, etc., not *1st, 2nd, 3rd* in a sentence; when using ordinal numbers, like *22nd*, do not superscript *nd*.
- **ranges** - An en dash (–) is used to connect numbers and, less often, words. With continuing numbers (such as dates, times, and page numbers) it signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to* or *through* (or *until*), never the en dash, should be used if the word *from* precedes the first element in such a pair; similarly, *and* should be used if *between* precedes the first element:
  - *For more information, see chapters 14–16.*
  - *Join us on Thursday, 11:30 a.m.–4:00 p.m. to celebrate.*
  - *The new school year runs August 2021–May 2022.*
  - *She was a parishioner from 2012 to 2016* (not from 2012-2016)
  - *I usually go to adoration between 5:30 p.m. and 7:00 p.m.* (not between 5:30 p.m.–7:00 p.m.)

- **telephone numbers** - Use parentheses around the area code (*513*) *561-5954* and use dashes not periods to separate the digit groupings. When including an extension, place a comma after the phone number followed by *ext.* and the extension.
- **time**
  - Times of day in even (*seven in the morning*), half (*the meeting ended at five thirty*), and quarter hours (*I'll see you at a quarter past nine*) are usually spelled out in text. With o'clock, the number is always spelled out (*The meeting is at ten o'clock*). EXCEPTION: Use numerals when talking about Mass times, as well as on promotional materials or when the time needs to be emphasized.
  - Use numerals with *a.m.* or *p.m.* and do not use minutes for on-the-hour time (*Mass is at 8 a.m. and 10:30 a.m. on Monday*).
  - Do not use *noon* after *12* to indicate *12 p.m.* (*Mass will be at 12 p.m. on Sunday*), and do not use *morning, afternoon, or evening* in conjunction with *a.m.* or *p.m.* (this is redundant).

### ***parish***

In Catholic usage, most parishes are territorial, consisting of Catholics within the parish's geographic boundaries. Capitalize as part of formal name (e.g. *St. Gertrude Parish*) and lowercase in all other uses. Generally, use *church* for the building, *parish* for the organization and its people.

### ***pastoral council***

Always lowercase pastoral council unless it is part of a proper name (*The St. Susanna Pastoral Council has a meeting next week; the pastoral council supports the pastor*).

### ***Pathway / pathway***

There is one *Pastoral Planning Pathway*, but each of the principles also has a *pathway*. Lowercase when used with the principles (Eucharist pathway; Love in Action pathway); capitalize when Pathway refers to the entire project (*the Pastoral Planning Pathway; the Pathway*).

### ***Pathway Team***

Always capitalize *Pathway Team*, but lowercase *team* when used alone, even when referring to the *Pathway Team*. Never abbreviate.

## ***Persons of the Trinity:***

Capitalize *Trinity* and all names of persons of the Trinity (*God, Jesus, Son of God, the Holy Spirit, the Father*, etc.).

## ***Phase***

Capitalize when followed by a number (*Phase 2*), otherwise lowercase (*phase*).

## ***prayers***

Capitalize only proper names of fixed prayers (e.g. *Our Father, Hail Mary, Act of Faith, Sign of the Cross*, etc.).

## ***Principle***

Capitalize when followed by a number (*Principle 1*), otherwise lowercase (*principle, the Leadership principle*).

## ***professional titles***

- Lowercase professional titles when they come after a person's name (*Mike Schafer, director of communication*) or stand alone (*We are hiring a new graphics designer; The dean is in a meeting; The pastor will be celebrating Mass*).
- Capitalize professional titles when they immediately precede a person's name and are thus used as part of the name (*President Abraham Lincoln*).

## ***Punctuation***

### • **italics / reverse italics**

- **emphasis** - Occasionally use italics for emphasis, when the meaning of the sentence depends on the italics.
- **reverse** - When an italicized sentence contains a word or phrase that would normally be italicized, do not italicize it to retain the emphasis (e.g. *Blessed Pier Giorgio Frassati took as his motto verso l'alto*).
- **titles of works** - Italicize titles of books, movies, journals, and paintings.
- **unfamiliar foreign words and phrases** - Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. If the word becomes familiar to readers through repeated use throughout the work, it need be italicized only on its first occurrence.

- **ellipses:** The ellipsis (...) is a series of dots that indicates an intentional omission of a word, sentence or whole section from a text without altering its original meaning. When using, the three periods are close to each other with a space before and after the three dots (*The pastor paused for a few minutes ... and then continued his homily*).
- **em dashes:** This can be used to replace commas, parentheses, colons and semicolons. In general, the em dash is seen as being more interruptive or striking than other punctuation, so it is often used stylistically to draw a reader's attention to a particular bit of information. When using, leave a space on either side (*Our Family of Parishes is very welcoming — everyone feels part of the community*).
- **Oxford (serial) comma:** Do not use the Oxford comma, the final comma in a list of things (Incorrect: *Please include your name, email, and phone number*; Correct: *Please include your name, email and phone number*).
- **parentheses** - Stronger than a comma and similar to the dash, parentheses are used to set off material from the surrounding text
  - Used to enclose glosses of unfamiliar terms or translations of foreign words—or, if the term is given in English, to enclose the original word: *Blessed Pier Giorgio Frassati took as his motto verso l'alto (to the heights)*; *The Germans have two terms for eating—one for the way humans eat (essen) and another for the way animals eat (fressen)*.
  - When parentheses appear within parentheses, use square brackets within the parentheses: *Blessed Pier Giorgio (an Italian boy whose motto was verso l'alto [to the heights]) has greatly influenced our L'alto: High School program*.
- **quotation marks** - Punctuation goes inside quotation marks (e.g. *"What are you searching for?"*)
  - **titles of works** - Quotation marks are usually used for the titles of subsections of larger works, including chapter, article, and song titles.
  - **scare quotes** - Quotation marks are often used to alert readers that a term is used in a nonstandard (or slang), ironic, or other special sense. Nicknamed scare quotes, they imply, "This is not my term" or "This is not how the term is usually applied" (e.g. *On a digital music player, a "track" is really just a separately encoded file in a directory*).

- **single quotation marks** - Use single quotation marks when a quote appears within a quote (e.g. *The priests said, “And Jesus said, ‘Feed my people’”*).

### **Religious Titles**

- **archbishop / bishop:** Capitalize only when used as a formal title before a name (*Archbishop Schnurr, Bishop Fernandes*); lowercase when it stands alone (*the archbishop, the bishop*).
- **Brother** - Capitalize when used as a title before a name. Use *Brother* (not *Br.*) before the person’s first name (or last name, if preferred); never use without a person’s name.
- **Deacon** - Capitalize when used as a title before a person’s name (e.g. *Deacon Greg; the deacon*).
- **Father:** Spell out *Father* instead of using the abbreviated form *Fr.* and never use alone without a person’s name (*Father John Paul*).
- **pastor** - The head of a parish. Lowercase.
- **Rev. / Reverend** - Although never used as a title of address in direct speech, *Reverend* can be used in place of *Father* in formal or official policy documents and letters. Never abbreviate as *Rev.*
- **Sister** - Spell out *Sister* instead of using the abbreviated form *Sr.* and never use alone without a person’s name (*Sister Maria Francesca*).

### **rosary**

Lowercase *rosary*, whether referring to the prayer or the beads, as well as the mysteries (joyful, sorrowful, glorious, and luminous).

### **sacraments**

Capitalize the individual sacraments (e.g. *Baptism, first Communion, Holy Matrimony*, etc.) but not the word *sacrament*, even when referring to “the sacrament of Reconciliation.” Note, *marriage* is not capitalized, and *Holy Matrimony* should be used when using *the sacrament of*

### **Saint**

Abbreviate as *St.* in proper names of saints and the places and institutions named after them (*St. Teresa of Avila, St. Margaret of York Church*); abbreviate as *Sts.* in the plural form (*Sts. Peter and Paul*). Lowercase in all other uses (*The saint is known for her humility*).

### **Subheaders**

Write subheaders in sentence case (*How to create a sense of community*) rather than title case (*How to Create a Sense of Community*).

### **Stewardship Core Team**

Always capitalize *Stewardship Core Team*, but lowercase *team* when used alone, even when referring to the *Stewardship Core Team*. Never abbreviate.

### **Transitional Team**

Always capitalize *Transitional Team*, but lowercase *team* when used alone, even when referring to the *Transitional Team*. Never abbreviate.

### **worship commission**

Always lowercase *worship commission* unless it is part of a proper name (*The St. Cecilia Worship Commission meets on Monday nights; St. Cecilia’s worship commission will meet next week*).