

The following Manuscript Template is provided to help you submit your book to Redeeming Press for publication. Please note these two things:

#### 1. Use of Microsoft Styles

The first section of this document contains examples of the way your manuscript should be formatted, and descriptions of the Microsoft Word Styles we want you to use. If you do not know what Styles are, please [watch the YouTube video we have prepared](http://www.youtube.com/watch?v=0NWpW9t39qI) which briefly introduces styles and how to use them in this template. Each section below shows what the style looks like, and some of the styling they contain.

**Note:** If you do not have Microsoft Word, you can use the [free OpenOffice “Writer” program](http://www.openoffice.org/). It also uses styles, and they are usually found in a little drop-down box on the left.

#### 2. A Brief Style Guide

The bottom of this document also contains a brief “Style Guide.” Though the terminology is similar, this Style Guide is not to be confused with the Microsoft Word Styles. In the Publishing Industry, all books and articles follow something called a “Style Guide” which governs whether to use footnotes, endnotes, or in-text references, which words are capitalized (e.g., Should you capitalize pronouns for God (He or he), how to use dates (e.g., 70 BC or 70 B.C. or 70 BCE or BC 70 or B.C. 70 or B.C.E. 70), what abbreviations are used for references to books of the Bible (e.g., Ex 7:14 or Ex. 7:14 or Exod 7:14 or Exod. 7:14 or Exodus 7:14), and thousands of other details that go into preparing a book for publication.

The brief Style Guide at the end of this document provides only a few brief suggestions of our preferences, but to be honest, we don’t really care which Style rules you follow in preparing your manuscript, *as long as you are consistent.* To aid you in this process, we suggest you get one of the popular Christian Style Guides that are available and follow them in all of your writing. Here is [*Zondervan’s Style Guide*](http://www.amazon.com/gp/product/0310487714/ref%3Das_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0310487714&linkCode=as2&tag=tiheco-20), and [*The Little Style Guide*](http://www.amazon.com/gp/product/0805427872/ref%3Das_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0805427872&linkCode=as2&tag=tiheco-20). If you are curious, [here is a guide I try to follow in most of my own writing](http://gracecommentary.com/style-rules/).

Happy Writing!

Book Title

Subtitle (if Any) Goes Here (Use “Quote” Style)

Jeremy Myers (Use “Centered” Style)

# Chapter Title

Sometimes authors want each chapter to begin with a quote or Scripture verse. If so, use the “Quote” Style. It looks like this, and is Times New Roman, 12pt, Centered, with one inch margins.

Each chapter must begin with a chapter title, using the “Chapter Title” Style. It is Times New Roman font, 18pt, Centered, Small Caps, with upper and lower borders. It is always followed by the “First Paragraph” Style, which is what you see in this paragraph. First Paragraph Style is Times New Roman, 12pt, Left Justified, with no first line indent.

The vast majority of your document will use the “Normal” Style. It is the default style for this Manuscript Template, and uses Times New Roman, 12pt, Left Justified font. Note that your final book manuscript will not be using these exact settings, but the editorial process and typesetting process needs the authors to use consistent Document Styles so that changes can quickly and easily be made to the entire document all at once, simply by modifying the styles that are in use.

For example, books are usually printed with “Full Justification” which justifies the font on the left and on the right. That formatting will be added near the end of the typesetting process, but we don’t want the authors to type this way because it often makes it look like there are extra spaces in between words, and the editors need to remove any places where extra spaces have been added.

## Section Headings

Authors should do their best to subdivide their chapters into section. This not only aids the reader in understanding the content and thought flow of the book, but also helps with the visual appearance of the book as well. Books with section headings such as this are more “appealing” to the eye. The “Section Heading” style should be used. It uses Times New Roman, 12pt, Centered, Small Caps, is preceded by a 12pt space above, and is followed by the “First Paragraph” Style.

### Subsection Heading

You do not really have to include Subsection headings if you do not want to, but we have included them for your use if you have a more complex outline and thought structure to your book. If you want your Sections to have these sorts of Subsections, then use the “Subsection Heading” Style. It uses Times New Roman, 12pt, Left Justified, is preceded by a 12pt space above, and is followed by the “First Paragraph” Style.

#### Sub-Subsection Heading – Heading 4

We really do not recommend using this Fourth Level of division, but if you really must do so, we have created the Style “Heading 4” for this use. It is for further subdivisions under the Subsection Heading and can be found in your Styles as “Heading 4.” You might think that it should be “Heading 3” since it is only the third level of headings in the chapter, but the Chapter Title is actually “Heading 1” with the Section Heading being “Heading 2” and the Subsection Heading being “Heading 3.” So this Sub-subsection heading is “Heading 4.” We named it differently than the others to discourage use.

Please do not subdivide your document any further than Heading 4. Though your Word Document Styles may show a “Heading 5,” please do not use it.

Also remember that Section Headings in a document are just like outlines. If you have a Point I, you must have a Point II. If you have a Subpoint A, you must have a Subpoint B. So each chapter should have at least two Section Headings, and if you use Subsection Headings or Heading 4 headings, there must be two or more.

## Other Types of Styling in Your Manuscript

This section shows examples of some of the other types of styling you may have in your manuscript. Each example will begin with a Subsection heading, followed by an example and a brief description of the style.

### Basic Punctuation

There are some basic guidelines for using proper punctuation in your sentences. Though you might find some variation among publishers, our preferences are as follows.

First, put one space in between sentences; not two. People who were trained to type on old typewriters were told to put two spaces after a period, but this is no longer standard practice. One space is preferred.

**Incorrect:** This is a sentence. This is another sentence.
**Correct:** This is a sentence. This is another sentence.

When quoting a Scripture verse or another author, the end-of-sentence punctuation goes inside the quote marks; not outside.

**Incorrect:** “This is a quote”. Even if you are using a comma, “put it inside the quote marks”, rather than outside.
**Correct:** “This is a quote.” Even if you are using a comma, “put it inside the quote marks,” rather than outside.

When making a parenthetical comment or adding a parenthetical reference, the parentheses go after any quote marks (if they are used), but before any punctuation.

**Incorrect:** “In the beginning, God created the heavens and the earth.” (Gen 1:1). This is the opening line to Genesis. (and to the entire Bible).
**Correct:** “In the beginning, God created the heavens and the earth” (Gen 1:1). This is the opening line to Genesis (and to the entire Bible).

When using footnote or endnote references, they go after everything. There is no punctuation that will follow a footnote or endnote number. Try to avoid, if possible, using footnote and endnote references in the middle of a sentence.

**Incorrect:** “This is an insightful comment from a famous author.[[1]](#footnote-1)”
**Correct:** “This is an insightful comment from a famous author.”[[2]](#footnote-2)

Hopefully these basic punctuation guidelines will help you prepare a manuscript that consistently follows most of the publishing standards. Some of the following sections go into some more details on specific instances where other formatting is used.

### Block Quote

This is a block quote. It uses Times New Roman, 11pt, with a space above and below, and a left indent of .2 inches. You should use a block quote if the quoted text exceeds three lines of typed text. If the quoted text is three lines or less, just put the quote inside quote marks. Note that you do *not* use quote marks when styling a quote in a block quote. Also, please do not confuse the styles “Quote” and “Block quote.” The “Quote” Style is for an opening quotation at the beginning of a chapter (see the top of this chapter), and should not be used elsewhere.

Block quotes can go into second or third paragraphs if you desire. However, the default setting for this style is that after the block quote ends, when you press “Enter” on your keyboard, it will revert to the “Normal” style. To continue your block quote onto a second paragraph as done in this example here, just select the “block quote” style again, and it will create a second paragraph of the block quote.[[3]](#footnote-3)

### Footnotes

This is not the footnote style, but I put it here because I added a footnote to the block quote above. Our preference at Redeeming Press is for using “Footnotes” rather than “Endnotes” as we think this creates a better experience for the reader. All of us have experienced frustration in trying to locate the references at the end of a chapter or book for something that was footnoted in the text of the book. Using footnotes at the bottom of the page where they are referenced has the drawback of making the book appear more “technical” and “academic” than the author might want, but has the benefit of reader usability.

If you strongly prefer endnotes to footnotes, let us know and we can work with you on making these adjustments for your book. Note, however, that all eBooks will use “Endnotes” as this is a more natural way of coding the HTML and XML that is within much of the eBook formatting.

When using footnotes (or endnotes), follow the publishing standards where the first time a book or article is references in a chapter, all of the bibliographic data is provided.[[4]](#footnote-4) Subsequent references to the same work can provide a shortened reference, usually just the last name of the author, a shortened title or the book or article, and a page number.[[5]](#footnote-5)

### List Paragraph

Sometimes the author may want to include a bulleted or numbered list within their document. Use the “Bulleted List” or “Numbered List” styles to accomplish this. You would first select this style, and then select from your other menus whether you want this to be a bulleted list or a numbered list. Examples of both are included below.

* This is a bulleted list.
* This is a second bullet in this list.
* Note that in the final book, the formatting might change on these lists somewhat, but using the “List Paragraph” Style will enable the editors and Typesetter to quickly make adjustments to all lists at once.

That was a bulleted list. Here is a numbered list:

1. This is a numbered list.
2. This is the second number in this list.
3. Note that the formatting looks exactly the same as the numbered list, except that this numbered list is using numbers instead of bullets. Again, this is intentional so that we can quickly make styling changes to all lists in your book at one time using the “List Paragraph” Style.

### First Paragraph

Every once in a while, you will want to use the “First Paragraph” Style in places that are not “First Paragraphs.” For example, this paragraph here is a First Paragraph. It is the first paragraph in this subsection. But there are other places you may also want to use the “First Paragraph” style. Where? You may want to use this style after block quotes or List Paragraphs if you are continuing the thought of the paragraph and not wanting to start a new paragraph. Here are two examples.

Let us say I have a block quote here which is several lines long. Let us say I have a block quote here which is several lines long. Let us say I have a block quote here which is several lines long. Let us say I have a block quote here which is several lines long. Let us say I have a block quote here which is several lines long.

After I am done with this block quote, I want to continue the paragraph which the block quote was “part of” rather than starting a new paragraph. A new paragraph would require a new paragraph indent, but if I want to continue a paragraph already in progress, I can use the “First Paragraph” style as done in this paragraph to make sure there is no new paragraph indent.

The same styling can be used for list paragraphs:

1. This is a numbered list.
2. This is the second number in this list.
3. This is the third point in the list.

Now that once the list is over, if I do not want to start a new paragraph but continue the thought of the paragraph, I can use the “First Paragraph” Style to make sure that this paragraph does not have the first line indent that a new paragraph would have.

### Hyperlinks

Feel free to include hyperlinks in your document, though as a general rule of thumb, try not to do so within the body of your text, but in the footnotes instead. Clearly, paper books do not technically have hyperlinks, but all the eBook versions of your book will have fully-functioning hyperlinks so that people can click the links and be taken to the website referenced.

However, since we do not want hyperlinks to appear out of place, our Hyperlink style looks like this: [This is a Hyperlink](http://redeemingpress.com). It is underlined to show it is a hyperlink, but is not in blue the way hyperlinks usually are because we do not want the text to appear strange in the print version of your book (I have put some of the hyperlinks in this document in blue so that you can see that they are hyperlinks.) Again, using styles, we can quickly make adjustments as needed for the various versions of your book.

## Any Questions?

There will most likely be questions you have about using Styles and formatting your manuscript for Redeeming Press. If so, please do not hesitate to ask questions by leaving a comment on the [Manuscript Guidelines](http://redeemingpress.com/authors/manuscript-guidelines/) or send a question to submissions@redeemingpress.com

# Brief Style Guide

As indicated on the first page of this document, we want to include a brief style guide for you to use in your writing if you do not already have one. As we stated on the first page, we don’t really care if you use this suggested Style Guide in preparing your manuscript, *as long as you use some sort of Style Guide.* Whatever Style Guide you use, we simply want you to be consistent. To aid you in this process, we suggest you get one of the popular Christian Style Guides that are available and follow them in all of your writing. Here is [Zondervan’s Style Guide](http://www.amazon.com/gp/product/0310487714/ref%3Das_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0310487714&linkCode=as2&tag=tiheco-20), and [The Little Style Guide](http://www.amazon.com/gp/product/0805427872/ref%3Das_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0805427872&linkCode=as2&tag=tiheco-20). If you are curious, [here is a guide I try to follow in most of my own writing](http://gracecommentary.com/style-rules/) and which forms the basis for the brief Style Guide below.

## General Writing Rules

Below are some general writing rules to keep in mind as you prepare your manuscript.

* For both BC and AD, do not use periods, and the number comes before the letters: (100 BC-100 AD)
* To denote two or more consecutive page numbers, use hyphens, not commas: (pp. 9-10. NOT pp. 9, 10).
* For citing page numbers over 100, retain the “hundreds” digit (pp. 101-109. NOT: pp. 101-09
* Use of ellipses indicating omission of material will be designated by three dots (…)
* Capitalize divine pronouns for God (He, Him, etc). This includes references to God the Father, Jesus, the Holy Spirit, and all three members of the Trinity as a group (They, Them).

The following common abbreviations may be used (do not italicize):

* Gk. or Heb. use for “Greek” or “Hebrew” within a parenthetical expression, otherwise write out
* e.g., (exempli gratia “for example”)
* i.e., (id est “that is”)
* lit., literally
* viz., (vide licet “that is” or “namely” introduces examples or lists)
* ibid., (ibidem “at” or “in the same place”)
* cf. compare
* c. circa
* et al. (et alia, and others)
* n. note
* p. page
* pp. pages
* v. verse
* vv. verses
* f(f). following page(s)

## Books of the Bible References

Here are some suggestions to be consistent when referencing books of the Bible.

* Non-parenthetical Bible references will be spelled out, while parenthetical references will be abbreviated. E.g., “The greatest essay on love ever penned is found in the Bible (1 Cor 13:1-13).” vs. “The greatest essay on love ever penned is 1 Corinthians 13:1-13.
* In parenthetical references, abbreviate titles of biblical books without punctuation when giving both chapter and verse(s) (e.g., Rom 8:28-29).
* Spell out titles of biblical books when they begin a sentence. E.g., First John 1:9 is an important…
* Spell out titles of biblical books when giving only the chapter(s): E.g., Romans 8 or Romans 8–11.
* A regular dash (-) separates verses, while an en dash (–) separates chapters. E.g., (Rom 8:38-39) vs (Romans 8–9).
* When separating biblical references in lists, use semi-colons (e.g., Rom 5:8; Eph 4:9; Rev 1:2-5).
* When consecutive verses within a reference are given, use a hyphen. E.g., Rom 10:9-10; Eph 2:8-9; Rev 20:21-22.
* Verses in the same chapter but which are separated by one or more verses are separated by commas. E.g., Rom 10:5, 9-10; Eph 2:4, 8-9.

Here is a list of the Bible Book Abbreviations:

|  |  |  |  |
| --- | --- | --- | --- |
| Genesis | Gen | Micah | Mic |
| Exodus | Exod | Nahum | Nah |
| Leviticus | Lev | Habakkuk | Hab |
| Numbers | Num | Zephaniah | Zeph |
| Deuteronomy | Deut | Haggai | Hag |
| Joshua | Josh | Zechariah | Zech |
| Judges | Judg | Malachi | Mal |
| Ruth | Ruth |  |  |
| 1-2 Samuel | 1-2 Sam | Matthew | Matt |
| 1-2 Kings | 1-2 Kgs | Mark | Mark |
| 1-2 Chronicles | 1-2 Chr | Luke | Luke |
| Ezra | Ezra | John | John |
| Nehemiah | Neh | Acts | Acts |
| Esther | Esth | Romans | Rom |
| Job | Job | 1-2 Corinthians | 1-2 Cor |
| Psalm(s) | Ps(s) | Galatians | Gal |
| Proverbs | Prov | Ephesians | Eph |
| Ecclesiastes | Eccl | Philippians | Phil |
| Song of Solomon | Song | Colossians | Col |
| Isaiah | Isa | 1-2 Thessalonians | 1-2 Thess |
| Jeremiah | Jer | 1-2 Timothy | 1-2 Tim |
| Lamentations | Lam | Titus | Titus |
| Ezekiel | Ezek | Philemon | Phlm |
| Daniel | Dan | Hebrews | Heb |
| Hosea | Hos | James | Jas |
| Joel | Joel | 1-2 Peter | 1-2 Pet |
| Amos | Amos | 1-2-3John | 1-2-3John |
| Obadiah | Obad | Jude | Jude |
| Jonah | Jonah | Revelation | Rev |

Do not abbreviate Apocryphal books such as 1 Esdras or Song of the Three Children. Do not abbreviate Pseudepigraphical books such as the Psalms of Solomon, or Early Patristic books such as Ignatius, Letter to the Philippians.

Here is a list of Bible Version Abbreviations

* ESV – English Standard Version
* GEB – Grace English Bible
* KJV – King James Version
* NASB – New American Standard Bible
* NET – New English Translation
* NIV – New International Version
* NKJV – New King James Version
* NLT – New Living Translation
* NRSV – New Revised Standard Version
* RSV – Revised Standard Version
* YLT – Young’s Literal Translation

## Capitalization Guide

The following list will help maintain consistency in how we capitalize words in the online commentary. If there are questions about anything below, or words which should be added to the list, please suggest it in the comment section below.

## A

Abrahamic covenant

Abraham’s Bosom

Abyss, the

Adonai

Advent, the

Advocate, the

Allah

Almighty, the

almighty God, the

Alpha and Omega (Christ)

amillennarian

amillennial (ism)

angel (cap if theophany)

angel of the Lord (cap if theophany)

Anointed, the

ante-Christian

ante-Nicene fathers

Antichrist, the

anti-Christian

anti-Semitism

anti-Trinitaria

Apocalypse, the (the Revelation of John)

Apocrypha, the

Apostle Peter

Apostle to the Gentiles (Paul)

apostles

Apostles’ Creed

apostolic age

apostolic benediction (2 Cor 13)

apostolic council (Acts 15)

apostolic faith

archangel

ark, the (Noah’s)

ark of the testimony

ark of the covenant

Ascension, the

Athanasian Creed

Atonement, the

## B

Babe (Baby) in the manger, the

Baby Jesus, the (adjectival)

Babylonian captivity (Jews)

baptism

Battle of Armageddon, the (final battle)

Beast, the (Antichrist)

Beatitudes, the

Betrayal, the

Bible school

biblical

blessed name (Christ)

Body of Christ (the Church)

book of life

Book of \_\_\_\_\_\_ (Bible Book, e.g., Acts)

burnt offering

## C

Calvary

Canon, the (Scripture)

canon of Scripture, the

captivity, the (of the Jews)

catholic (universal)

Catholic Church (Roman Catholic)

Catholic Epistles (James et al.)

Catholicism

celestial city (abode of the redeemed)

charismatic, a

charismatic church (adjectival)

cherub, cherubim

chief priest

Chief Shepherd (Christ)

child Jesus

children of Israel

chosen people

Christ

Christ child

Christian

Christian Era

Christianlike –ize, –ization

Christlike

christology, -ical

Church (Body of Christ)

church (local, or a building)

church (service)

church age

church fathers (the Fathers)

City of David (Jerusalem, Bethlehem)

Comforter, the (Holy Spirit)

commandment (first, etc.)

covenant, the

covenant of grace, of works

Creation, the

Creator, the

Cross, the (event, not wooden object)

Crucifixion, the

crucifixion of Christ

Curse, the (consequent to the Fall)

## D

Daniel’s Seventieth Week, the

Davidic covenant

Day, the (standing alone, for the day of the Lord)

Day of Atonement (Yom Kippur)

Day of Judgment

Day of Pentecost

Day of the Lord

Dead Sea Scrolls

Decalogue

deism

Deity, the

deity of Christ

Deluge, the

devil, a

Devil, the (Satan)

Diaspora

disciples

dispensation –alism

dispensation of the Law

Dispersion, the

divine

Divinity, the (God)

Door, the (Christ)

Dragon, the (Satan)

## E

early church

east (as a direction. alt. Middle East).

Eastern Church (if denomination)

Ecumenism, –ical

El (name of God)

Eleven, the

end times, the

Enemy, the (Satan)

epistle (John’s epistle, etc.)

Epistle to the Romans

Epistles, the (NT apostolic letters)

Eschatology, –ical

Eternal, the (God)

Eternal City (Rome)

eternal God, the

eternal life

eternity

Evangel (any of the four gospels)

Evangelicals, –ism

evil one, the (Satan)

Exile, the (Babylonian captivity of the Jews)

Exodus, the (from Egypt)

## F

faith, the (Christianity)

faith-healing

Fall, the

fall of man

False Prophet (of Revelation)

Father, the

fatherhood of God

Fathers, the (church fathers)

Feast of Tabernacles

Feast of the Dedication

Feast of the Passover

Feast of Unleavened Bread

first Adam

First Advent

firstborn (if not Christ)

Firstborn, the (Christ)

First Cause, the

Flood, the

Fourth Gospel, the

Fundamentalists, –ism

fundamentals of the faith

## G

Galilean, the (Christ)

Garden of Eden

Gehenna

General Epistles (NT division)

Gentile, a (distinguished from Jew)

Gentile laws

Gethsemane, Garden of

gnostic (generic)

Gnosticism

God
god(s) (when referring to a false god)

God Almighty

God is spirit

Godhead (essential being of God)

godhead (godhood of godship)

godless

Godlike

godly

God-man

Godsend

God’s house

Godspeed

God’s Word

Godward

golden candlesticks, the

Golden Rule, the

Good News, the (Gospel)

Good Samaritan

Good Shepherd

gospel, the (message, good news)

Gospel (the Gospel of John)

Gospels, the

Great Commandment, the

Great Commission, the

Great High Priest, the

Great Judgment, the

Great Physician, the

Great Shepherd, the

Great Tribulation, the

Great White Throne, the

Guide, the (Holy Spirit)

## H

Hades (hell)

Hagiographa

Head, the (Christ, head of the church)

heaven (abode of the redeemed)

heavenly Father

He, Him, His (God, Christ, Holy Spirit)

hell

Herod’s temple

High Church (Anglican)

High Priest, the (Christ)

high priest, a

High Priestly Prayer, the

Holy Bible

Holy City

holy family

Holy Ghost (use Holy Spirit)

Holy Land (Palestine)

Holy of Holies (prefer “Most Holy Place” for NKJV)

Holy One, the

Holy Place (the outer chamber in the tabernacle/temple)

Holy Scriptures

Holy Trinity

Holy Writ

house of the Lord

## I

Immanuel

Incarnation, the

Incarnation of Christ

intertestamental

invisible church

## J

Jacob’s Trouble (the Tribulation)

Jehovah

Jordan River (but, the river Jordan)

Judaic

Judaism, –ist, –istic

Judaize(r)

Judean

Judges, the

Judgment Day

Judgment Seat of Christ

## K

kingdom, the

kingdom age

kingdom of God

kingdom of heaven

King James Version (Revised Standard Version, Jerusalem Bible, etc..)

King of Glory (Christ)

King, the (Christ)

kingship of Christ

## L

lake of fire

Lamb of God (Christ)

Lamb’s Book of Life

land of Canaan

Land of Promise

Last Day, the

last days, the

Last Judgment, the

Last Supper

last times, the

law (as opposed to grace)

Law, the (OT division)

Law of Moses

Liberal, –ism

Light of the World (Christ)

living God

living Word (Bible)

Logos, the

Lord of Hosts

Lord of Lords

Lord’s Anointed, the (Christ)

Lord’s Day, the

lordship of Christ

Lord’s Prayer, the

Lord’s Supper, the

Lord’s Table, the

love chapter, the

Low Church (Anglican)

## M

Magi

Man, the (Jesus)

Man of Sin, the (Antichrist)

Man of Sorrows, the

marriage supper

Masoretic

Mediator, the (Christ)

mercy seat

Messiah, the (Christ)

messiahship

messianic

midtribulation(al)

millennial kingdom

Millennium, the

minor prophets (people)

Minor Prophets (OT division)

Mishnah

Modernists, -ism

Mosaic Law

Most High, the

Mount of Transfiguration, the

Muhammed (preferred)

Muslim (preferred)

## N

name of Christ, the

Nativity, the

neoorthodoxy

Neo-Pentecostalism

New Birth

New Covenant (NT)

new heaven and new earth

New Testament church

Nicene Creed

Nicene fathers

Noachian (pretaining to Noah)

non-Christian

north (as a direction. alt. King of the

North)

Northern Kingdom (Israel)

## O

Omnipotent, the

Only Begotten, the

only begotten of the Father

only begotten Son of God

orthodoxy

## P

Palestinian covenant

Palm Sunday

papacy

Parable of the Prodigal Son

Parable of the Unworthy Servant

Paraclete, the

paradise (heaven)

Paradise (Garden of Eden)

Parousia

partial Rapture

Passover

Pastoral Epistles

patriarch (Abraham)

Pauline Epistles

Pentateuch

Pentecost

Pentecostal, –ism

person of Christ

Persons of the Trinity, the three

Pharaoh, the

pharisaic (attitude)

Pharisaic (in reference to Pharisees)

Pharisee

pillar of cloud

pillar of fire

pope, the

postbiblical

post-Christian

postmillenarian

postmillennial, –ism

post-Nicene fathers

premillenarian

premillennial, –ism

pretribulation, –al

priesthood of believers

priesthood of Christ

Prince of Peace (Christ)

Prison Epistles

Prodigal Son, the

Promised Land (Canaan or heaven)

Promised One, the (Christ)

Prophet Isaiah, the (et al.)

prophets, the (people)

Prophets, the (books of OT)

Protestant, –ism

Providence (God)

providence of God

providential

psalm, a

psalmist, the

Psalter, the (the Psalms)

pseudepigrapha

## R

rabbi, rabbinical

Rapture, the

Redeemer, the

Reformation

Reformed theology

Reformers

Renaissance

Resurrection, the

resurrection of Christ

Rock, the (Christ)

## S

Sabbath (day)

sabbatical year

Sadducee

Satan

satanic

Satanism

Savior

scribe

scriptural

Scripture(s) (Bible)

Sea of Galilee

Second Adam (Christ)

Second Advent, the

Second Coming, the

Second Coming of Christ

Second Person of the Trinity

Septuagint (LXX)

Seraph, –im

Sermon on the Mount

Serpent, the (Satan)

Seventieth Week (of Daniel)

shekinah

Shepherd Psalm, the

Sin-Bearer, the

Solomon’s temple

Son of God

Son of Man

sonship of Christ

south (as a direction. alt. Queen of the

South)

Southern Kingdom (Judah)

sovereign Lord

Sunday school

Son of Righteousness

Supreme Being, the

synagogue

Synoptic Gospels

Synoptics, the

## T

tabernacle, the (OT building)

table of showbread

Talmud

temple, the (at Jerusalem)

Ten Commandments (but “the second commandment”)

Ten Tribes, the

ten tribes of Israel, the

Testaments, the

Third Person of the Trinity

throne of grace

Time of Jacob’s Trouble

time of the Judges, the

Time of the Gentiles, the

tomb, the

Torah

Tower of Babel

Transfiguration, the

Tree of Life (in Garden of Eden)

tribe of Judah

Tribulation, the (historical event)

Trinitarian

Trinity, the

triune God

Twelve, the

twelve apostles, the

Twenty-third psalm

## U

unchristian

universal church

unscriptural

Upper Room, the

Upper Room Discourse

## V

Vine, the (Christ)

Virgin Birth, the

Virgin Mary

## W

Water of Life (Christ)

Way, the (Christ)

Way, the Truth and the Life

west (as a direction)

Western Church, the

wicked one, the (Satan)

Wisdom Literature, the

wise men, the

Word, the (Bible or Christ)

Word made flesh (Christ)

Word of God (Bible or Christ)

Word of Life

Word of Truth, the

Writings, the (OT division)

## Y

Yahweh

Year of Jubilee

## Greek and Hebrew Transliteration

We prefer that you do not use Greek and Hebrew fonts in your manuscript. If you are writing a technical or academic book such as a commentary, our preference is that you transliterate the Greek and Hebrew words into English using the following guide. All Greek and Hebrew transliteration should be typed out using italics.

### Greek Transliteration Guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| alpha | a |  | nu | n |
| beta | b | xi | x |
| gamma | gby itselfngfor gg | omicron | o |
| delta | d | pi | p |
| epsilon | e | rho | r |
| zeta | z | sigma | s |
| eta | *ē* | tau | t |
| theta | th | upsilon | u  |
| iota | i | phi | ph |
| kappa | k | chi | ch |
| lambda | l | psi | ps |
| mu | m | omega | *ō* |

### Hebrew Transliteration Guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| aleph | not noted at beginning or end of wordotherwise use‘  |  | lamed | l |
| bet | bwith dageshvw/o dagesh  | mem | m |
| gimmel | g | nun | n |
| dalet | d | samekh | s |
| hey | h | ayin | none or‘ |
| vav | v | pey | pwith dageshfw/o dagesh |
| zayin | z | tsade | ts |
| chet | ch | qof | q |
| tet | t | resh | *r* |
| yod | y | sinshin | *s* for sin*sh* for shin |
| kaf | kwith dageshkhw/o dagesh  | tav | *t* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| qamets | a  |  | chireq | i |
| patach | a | chireq yod | i |
| chateph patach | a | cholem | o |
| qamets hey | ah | cholem qamets | o |
| tsere | ei / e | qamets chatuph | o |
| segol | e | cholem vav | o |
| chateph segol | e | qibbuts | u |
| tsere yod | ei | shureq | u |
| segol yod | ei | sheva | *e* or ‘ |

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2. Footnote to where the insightful comment was found. [↑](#footnote-ref-2)
3. This is a footnote. When you insert a footnote into your document, it automatically selects the Footnote style. It is similar to the “Normal” style, but is 10pt font.

You can add multiple paragraphs to a footnote, just as you would when typing regular paragraphs in the rest of the manuscript. [↑](#footnote-ref-3)
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