

Standards Manual
English Publications

Revised 2005

Property of Watchtower Bible and Tract Society of New York, Inc.

Printed in U.S.A.

English

stdm 1 - Foreword
Standards Manual
English Publications

Revised 2005

Property of Watchtower Bible and Tract Society of New York, Inc.

Printed in U.S.A.

English (*stdm-E*)

Foreword

The rules and principles of the *Standards Manual* are applied to English text so that the English publications of Jehovah's Witnesses have a consistent style. The *Standards Manual* does not set standards for languages other than English. Each language has its own principles and characteristics to which to conform. See *Branch Organization* for the function of the English *Manual* with respect to other languages.

Legitimate exceptions to rules of the *Standards Manual* may be appropriate for some feature of text that has specialized content or purpose. An authorized override of *Manual* guidelines may adjust text in a way that the *Manual* may not specifically cover. This allows special situations to be appropriately handled. Text is conformed to the *Standards Manual* unless an authorized override specifically directs otherwise.

Format

The 2005 revision of the *Standards Manual* is divided into eight numbered sections. Within each section, headings are listed alphabetically. Paragraphs are numbered consecutively beginning with the first paragraph and continuing to the last paragraph of the section.

A Table of Contents is provided for the *Manual* as a whole. Additionally, each numbered section has its own table of contents. Entries in the tables of contents are identified by paragraph numbers, not by page numbers.

The Index cites entries by the section number followed by a colon and the paragraph number within the cited section, in the pattern of chapter and verse citation for the Bible.

Because no page numbers are used in the *Manual*, all cross-references are independent of paging format.

stdm-1 1 - Abbreviations

Section 1

Abbreviations

Use of Abbreviations	stdm-1 1-3
Bible	
Bible Translations	stdm-1 4-6
Books of the Bible	
Bible Book Names in Field Publications	stdm-1 7
Citation of Chapters	stdm-1 8
Citation Using the Word "Verse(s)"	stdm-1 9
Bible Book Names in Internal Publications	stdm-1 10

Citation of Chapters	stdm-1 11
Citation Using the Word "Verse(s)"	stdm-1 12
Regular Abbreviations for Internal Publications	stdm-1 13
Special Abbreviations for Internal Publications	stdm-1 14
Dates	stdm-1 15
Geographic Terms	
Addresses	stdm-1 16
Compass Points	stdm-1 17
Lands and Countries	stdm-1 18
"United States"	stdm-1 19
States of the United States	stdm-1 20-1
Miscellaneous Abbreviations	
Ampersand	stdm-1 22
"Etc."	stdm-1 23
"Fort," "Island," "Mount"	stdm-1 24
"Saint"	stdm-1 25-6
"Versus"	stdm-1 27
Parts of Publications	stdm-1 28-9
Field Publications	stdm-1 30
Internal Publications	stdm-1 31
Personal Titles	stdm-1 32-4
Plurals of Abbreviations	
Abbreviations Containing No Periods	stdm-1 35
Abbreviations Containing Periods	stdm-1 36
Units of Measurement	stdm-1 37
Publications of Jehovah's Witnesses	stdm-1 38
Punctuation	
Acronyms	stdm-1 39
Names of Organizations	stdm-1 40-1
Punctuated Abbreviation Ends a Sentence	stdm-1 42-3
Single Word Represented	stdm-1 44
Temperature	
"Degree" Used	stdm-1 45
Figures Used	stdm-1 46
Kelvin Scale	stdm-1 47
Time	
With A.M. and P.M.	stdm-1 48
With "O'clock"	stdm-1 49
Weights and Measures	stdm-1 50-1
Area and Volume	stdm-1 52
Change in Physical State	stdm-1 53
Speed	stdm-1 54
Volume and Weight	stdm-1 55
Metric System	stdm-1 56

U.S. System
Year in Figures

stdm-1 57
stdm-1 58

USE OF ABBREVIATIONS

1 The proper use of abbreviations depends on the nature of the text. Apart from certain customary exceptions, such as “Mr.,” “Dr.,” “a.m.,” and “B.C.E.,” abbreviations are not used in straight text. They are appropriately used in tabular matter and lists.

2 For an extensive list of abbreviations, see *Webster’s*.

3 When abbreviations listed in this *Manual* differ from those found in *Webster’s*, follow the *Manual*.

BIBLE

Bible Translations

4 Write out names of Bible translations the first time they appear in an article. Alternatively, the short name may be used at the first occurrence. Symbols may be used thereafter in that article.

5 A beginning article in the title of a Bible translation is dropped following a possessive. The article is retained in references.

Examples:

In the Hebrew Scriptures, Byington’s *Bible in Living English* uses the name Jehovah.

The New English Bible, % 1961, 1972 Edition, (Cambridge University Press, NY), p. 242.

6 Wherever abbreviations are appropriate, the following are used. Titles are italicized in publications of Jehovah’s Witnesses.

Sym.	Full Name	Short Name
An	<i>The Anchor Bible</i>	<i>Anchor Bible</i>
AS	<i>American Standard Version</i>	<i>American Standard Version</i>
AT	<i>The Bible--An American Translation</i> [Smith, Goodspeed]	<i>An American Translation</i>
Ba	<i>Septuagint</i> [S. Bagster and Sons]	<i>Bagster</i>
Be	<i>Berkeley Version of the New Testament</i> <i>The New Berkeley Version in Modern English</i>	<i>Berkeley Version</i> <i>New Berkeley Version</i>
By	<i>The Bible in Living English</i>	<i>Byington</i>
CB	<i>A Translation in the Language of the People</i>	<i>Charles B. Williams</i>
CC	<i>Catholic Confraternity Version</i>	<i>Confraternity</i>
CK	<i>A New Translation in Plain English</i>	<i>Charles K. Williams</i>
Da	<i>The ‘Holy Scriptures’</i> [J. N. Darby]	<i>Darby</i>
Dy	<i>Douay Version</i>	<i>Douay</i>

<i>ED</i>	<i>The Emphatic Diaglott</i> [B. Wilson]	<i>Diaglott</i>
<i>ER</i>	<i>English Revised Version</i>	<i>English Revised Version</i>
<i>EVD</i>	<i>The Holy Bible--English Version for the Deaf</i>	<i>English Version for the Deaf</i>
<i>Fn</i>	<i>The Holy Bible in Modern English</i> [Ferrar Fenton]	<i>Fenton</i>
<i>IB</i>	<i>The Interpreter's Bible</i>	<i>Interpreter's Bible</i>
<i>Int</i>	<i>The Kingdom Interlinear Translation of the Greek Scriptures</i>	<i>Kingdom Interlinear</i>
<i>JB</i>	<i>The Jerusalem Bible</i>	<i>Jerusalem Bible</i>
<i>JP</i>	<i>The Holy Scriptures</i> [The Jewish Publication Society of America]	<i>Jewish Publication Society</i>
<i>KJ</i>	<i>King James Version</i>	<i>King James Version</i>
<i>Kx</i>	<i>The Holy Bible</i> [Ronald A. Knox]	<i>Knox</i>
<i>La</i>	<i>The Holy Bible From Ancient Eastern Manuscripts</i> [George M. Lamsa]	<i>Lamsa</i>
<i>Le</i>	<i>The Twenty-Four Books of the Holy Scriptures</i>	<i>Leeser</i>
<i>LXX</i>	<i>Septuagint</i>	<i>Septuagint</i>
<i>Mo</i>	<i>A New Translation of the Bible</i> [James Moffatt]	<i>Moffatt</i>
<i>MR</i>	<i>The Modern Reader's Bible</i> [Richard G. Moulton]	<i>Moulton</i>
<i>NAB</i>	<i>The New American Bible</i>	<i>New American Bible</i>
<i>NAS</i>	<i>New American Standard Bible</i>	<i>New American Standard</i>
<i>NE</i>	<i>The New English Bible</i>	<i>New English Bible</i>
<i>NIV</i>	<i>The Holy Bible--New International Version</i>	<i>New International Version</i>
<i>NJB</i>	<i>The New Jerusalem Bible</i>	<i>New Jerusalem Bible</i>
<i>NLV</i>	<i>Holy Bible--New Life Version</i>	<i>New Life Version</i>
<i>NTIV</i>	<i>The New Testament in an Improved Version</i>	<i>New Testament Improved Version</i>
<i>NW</i>	<i>New World Translation of the Holy Scriptures</i>	<i>New World Translation</i>
<i>Ph</i>	<i>The New Testament in Modern English</i> [J. B. Phillips]	<i>Phillips</i>

<i>REB</i>	<i>The Revised English Bible Bible</i>	<i>Revised English Bible</i>
<i>Ref. Bi.</i>	<i>New World Translation of the Holy Scriptures--With References</i>	<i>Reference Bible</i>
<i>Ro</i>	<i>The Emphasised Bible [Joseph B. Rotherham]</i>	<i>Rotherham</i>
<i>RS</i>	<i>Revised Standard Version</i>	<i>Revised Standard</i>
<i>SBB</i>	<i>Soncino Books of the Bible</i>	<i>Soncino</i>
<i>Sd</i>	<i>The Authentic New Testament [Hugh J. Schonfield]</i>	<i>Schonfield</i>
<i>SEB</i>	<i>The Simple English Bible Bible</i>	<i>Simple English Bible</i>
<i>Sh</i>	<i>The New Testament [Samuel Sharpe]</i>	<i>Sharpe</i>
<i>Sp</i>	<i>The New Testament of Our Lord and Saviour Jesus Christ [Francis Aloysius Spencer]</i>	<i>Spencer</i>
<i>Ta</i>	<i>Tanakh--The Holy Scriptures</i>	<i>Tanakh</i>
<i>TC</i>	<i>The Twentieth Century New Testament</i>	<i>Twentieth Century New Testament</i>
<i>TEV</i>	<i>Today's English Version Version</i>	<i>Today's English Version</i>
<i>Vg</i>	<i>Vulgate [Latin, Jerome]</i>	<i>Vulgate</i>
<i>We</i>	<i>The New Testament in Modern Speech [Richard Francis Weymouth]</i>	<i>Weymouth</i>
<i>Yg</i>	<i>The Holy Bible [Robert Young]</i>	<i>Young</i>

WARNING: *The Living Bible*, *The New Living Translation*, and *The New Testament* [Johannes Greber] should never be quoted in any publications of Jehovah's Witnesses.

Books of the Bible

Bible Book Names in Field Publications

7 Names of Bible books in Scripture citations are spelled out in publications that are for field distribution.

Citation of Chapters

8 In Scripture citations for full chapters, the word "chapter" is spelled out and a comma is used between the Bible book name and the chapter number. When such references are part of the text, no comma is used.--See also "Commas," paragraphs **103-4**, **133**.

Examples:

When man rebelled in the garden of Eden, he rejected God as his Ruler.

(Genesis, chapter 3) This was evident in ancient Israel.

Jesus' prophecy about the last days, as found in Matthew chapter 24, is often used in the field ministry.

Citation Using the Word "Verse (s)"

9 When a Scripture citation in text includes the word “verse(s),” a comma is used after the chapter number and the word “verse(s)” is spelled out. The word “verse(s)” and its number are set off by commas.

Examples:

The first prophecy of the Bible is found at Genesis chapter 3, verse 15, and embodies a sacred secret that was progressively revealed through the Scriptures.

Psalm 24, verses 7 to 10, celebrates the triumphant entry of the ark of the covenant into Jerusalem.

Bible Book Names in Internal Publications

10 The names of Bible books in Scripture citations are abbreviated in publications that are largely for internal organizational use by Jehovah’s Witnesses.

Citation of Chapters

11 In Scripture citations for full chapters, a comma is used between Bible book and chapter. When such references are part of the text, no comma is used.

Examples:

When man rebelled in the garden of Eden, he rejected Jehovah God as his Ruler.--Gen., chap. 3.

Jesus’ prophecy about the last days, as found in Matthew chapter 24, is often used in the field ministry.

[Field publication as well as internal publication]

Citation Using the Word “Verse (s)”

12 When a Scripture citation in text includes the word “verse(s),” the style for internal publications is the same as for field publications.

Regular Abbreviations for Internal Publications

13 Names of Bible books are abbreviated in citations in publications for internal use. Following are the regular abbreviations.

Gen.

Ex.

Lev.

Num.

Deut.

Josh.

Judg.

Ruth

1 and 2 Sam.

1 and 2 Ki.

1 and 2 Chron.

Ezra

Neh.

Esther

Job

Ps. (Plural and singular)

Prov.

Eccl.

Song of Sol.
Isa.
Jer.
Lam.
Ezek.
Dan.
Hos.
Joel
Amos
Obad.
Jonah
Mic.
Nah.
Hab.
Zeph.
Hag.
Zech.
Mal.
Matt.
Mark
Luke
John
Acts
Rom.
1 and 2 Cor.
Gal.
Eph.
Phil.
Col.
1 and 2 Thess.
1 and 2 Tim.
Titus
Philem.
Heb.
Jas.
1 and 2 Pet.
1, 2, and 3 John
Jude
Rev.

Special Abbreviations for Internal Publications

14 Special abbreviations of Bible book names are used in publications having restricted space, such as *Indexes* and talk outlines.

Ge
Ex
Le
Nu

De
Jos
Jg
Ru
1Sa and 2Sa
1Ki and 2Ki
1Ch and 2Ch
Ezr
Ne
Es
Job
Ps (Plural and singular)
Pr
Ec
Ca [Song of Solomon]
Isa
Jer
La
Eze
Da
Ho
Joe
Am
Ob
Jon
Mic
Na
Hab
Zep
Hag
Zec
Mal
Mt
Mr
Lu
Joh
Ac
Ro
1Co and 2Co
Ga
Eph
Php
Col
1Th and 2Th
1Ti and 2Ti
Tit

Phm
Heb
Jas
1Pe and 2Pe
1Jo, 2Jo, and 3Jo
Jude
Re

DATES

15 The names of days of the week and of months are not abbreviated in straight text. The following abbreviations are used in tabular matter and lists.--See also "Numbers," paragraph **25**.

Days:

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Months:

Jan.	Feb.	Mar.	Apr.
May	June	July	Aug.
Sept.	Oct.	Nov.	Dec.

GEOGRAPHIC TERMS

Addresses

16 When abbreviations of addresses are needed for tabular matter and lists, the following are used.

Apartment	Apt.
Avenue	Ave.
Boulevard	Blvd.
Basement	Bsmt.
Block	Blk.
Building	Bldg.
Fort	Ft.
Freeway	Fwy.
Heights	Hts.
Highway	Hwy.
Hospital	Hosp.
Lane	Ln.
Manager	Mgr.
Mount	Mt.
Room	Rm.
Parkway	Pkwy.
Saint	St.
Street	St.
Turnpike	Tpk.

Compass Points

17 Compass points are spelled out in text but are abbreviated on handbills, in convention lists, and on similar items. In addresses no periods are used in compound compass directions, but periods are always used in single compass points.--See also "Capitalization," paragraph **35**.

Examples:

E. S. W. SE NNW SSW

Lands and Countries

18 Names of lands and countries are usually spelled out in text.

“United States”

19 The use of “United States” is governed by the following rules:

When used as a noun, “United States” is spelled out.

When used as an adjective, “United States” is abbreviated “U.S.”

When used with currency, “United States” is abbreviated “U.S.”

When following a state name, “United States” is abbreviated “U.S.A.”

Examples:

The government of the United States

The U.S. government

\$3.50 (U.S.)

U.S. Department of Agriculture

Cedar Point, Ohio, U.S.A.

But: United States branch

States of the United States

20 Abbreviations of the names of the states of the United States are not used in general text.

21 When applicable, the following are the abbreviations for states, territories, and possessions of the United States. The two-letter form is used only with the ZIP code and in convention lists.

Ala., AL

Alaska, AK

Ariz., AZ

Ark., AR

Calif., CA

Colo., CO

Conn., CT

Del., DE

D.C., DC

Fla., FL

Ga., GA

Guam, GU

Hawaii, HI

Idaho, ID

Ill., IL

Ind., IN

Iowa, IA

Kans., KS

Ky., KY

La., LA

Maine, ME

Md., MD

Mass., MA

Mich., MI

Minn., MN
Miss., MS
Mo., MO
Mont., MT
Nebr., NE
Nev., NV
N.H., NH
N.J., NJ
N. Mex., NM
N.Y., NY
N.C., NC
N. Dak., ND
Ohio, OH
Okla., OK
Oreg., OR
Pa., PA
P.R., PR
R.I., RI
S.C., SC
S. Dak., SD
Tenn., TN
Tex., TX
Utah, UT
Vt., VT
V.I., VI
Va., VA
Wash., WA
W. Va., WV
Wis., WI
Wyo., WY

MISCELLANEOUS ABBREVIATIONS

Ampersand

22 The ampersand (&) should never be used as a substitute for the word “and” in text. The character may be used in titles and in names of companies.

Examples:

U.S. News & World Report

Peat, Marwick, Mitchell & Co.

“Etc.”

23 The abbreviation “etc.” should not be used in text, and it should never be preceded by “and.” Neither “etc.” nor its equivalent “and so forth” should be used after examples that are preceded by the expression “such as.”

Examples:

Not: The eating of some animals, such as the rock badger, the hare, the pig, the camel, etc., was forbidden under God’s Law to Israel.

But: The eating of some animals, such as the rock badger, the hare, the pig, and the camel, was forbidden under God’s Law to Israel.

“Fort,” “Island,” “Mount”

24 In geographic names, “Fort,” “Island,” and “Mount” are spelled out in text but are abbreviated in lists. They may be abbreviated on maps if required for space.

“Saint”

25 In geographic names, “Saint” is abbreviated.

Examples:

In 1941 a convention was held in St. Louis.

St. Vincent had a 4 percent increase during the 2003 service year.

26 “Saint” in personal titles is to be spelled out and quoted or otherwise qualified to indicate that the term is misapplied.

Examples:

Among the so-called saints demoted by the Catholic Church were “Saint” Valentine and “Saint” Nicholas.

Which “saint” is invoked depends on what type of request the petitioner wishes to make.

“Versus”

27 “Versus” should be spelled out in general text and in titles. In titles and subheads, follow capitalization rule. For legal cases only, the preference is “v.” (rather than “vs.”) set in italics between italicized names of the parties involved.-- See also “Italics,” paragraph **19**.

Examples:

The issue of true worship versus false can be clarified by considering such scriptures as Matthew 7:21-23 and 1 John 4:3.

For information on distribution of literature without the approval of a local or state official, see *Cantwell v. State of Connecticut*.

PARTS OF PUBLICATIONS

28 Abbreviations of the names of the following parts of publications are not used in text, but the abbreviations may be used in tabular matter and reference lists.

Singular	Plural		
appendix	app.	--	
book	bk.	books	bks.
chapter	chap.	chapters	chaps.
column	col.	columns	cols.
edition	ed.	editions	eds.
example	ex.	examples	exs.
figure	fig.	figures	figs.
footnote	ftn.	footnotes	ftns.
line	l.	lines	ll.
manuscript	ms.	manuscripts	mss.
number	no.	numbers	nos.
page	p.	pages	pp.
paragraph	par.	paragraphs	pars.
verse	vs.	verses	vss.
volume	vol.	volumes	vols.

29 For contractions and abbreviations for such features as yearly service charts and monthly service charts, see the *Yearbook* and *Our Kingdom Ministry*.

Field Publications

30 In field publications, abbreviations are not used in text, in parenthetical material, or in footnotes.

Internal Publications

31 In internal publications, abbreviations of names of publication parts are used in parenthetical material and in footnotes when giving the location of cited and quoted material.--See also "Italics," paragraph **22**.

Examples:

Elder discusses material with two experienced publishers.--*km* insert 6/96 pars. 20-2.

See *The Watchtower*, April 1, 1934, pp. 99-106.

PERSONAL TITLES

32 Titles denoting position or rank should be spelled out in general text. This does not apply to "Dr.," "Mr.," and "Mrs.," except when these are used as substitutes for personal names in direct address.

33 Two titles of the same significance should not be used, one preceding the name and the other following.

Examples:

Not: Dr. Walter Franklin, M.D.

But: Dr. Walter Franklin

Or: Walter Franklin, M.D.

34 Two titles of different significance can be used, one preceding the name and the other following.

Example:

Professor Theodore Howard, D.D.S.

PLURALS OF ABBREVIATIONS

Abbreviations Containing No Periods

35 To form plurals of capped abbreviations that contain no periods, follow *Webster's*. If a plural is not listed in *Webster's*, add a lowercase "s" without an apostrophe.

Examples:

IQs PTAs

APRs CEOs

Abbreviations Containing Periods

36 For plurals of abbreviations having internal periods, add an apostrophe and a lowercase "s" to the abbreviation. (To determine what the caps stand for, see *Webster's* or an encyclopedia.)

Examples:

M.B.A.'s M.D.'s Ph.D.'s

Units of Measurement

37 Abbreviations for units (weight, measure, time) are the same for singular and plural in both the U.S. system and the metric system. Periods are used only when needed to prevent misreading.

Examples:

doz ft lb

ml km yr

a. in. hr

PUBLICATIONS OF JEHOVAH'S WITNESSES

38 For a listing of mnemonic symbols for publications of Jehovah's Witnesses, see the *Watchtower Publications List* for the current year. For shortened forms of titles, see *Our Kingdom Ministry*.

PUNCTUATION

Acronyms

39 Periods are not used in acronyms.--See also "Appendix," paragraph 7.

Examples:

AIDS HIV DNA

Names of Organizations

40 Periods are not used in expressions in which the letters stand for the names of organizations.

Examples:

WTC FBI IUCN
NATO UN EU

41 Government agencies, service organizations, fraternal societies, labor unions, and other groups are often designated by their initials. If used only once in an article or a chapter, the name is given in full. If used more than once, the name is given in full and is followed by the acronym in parentheses. Use only the acronym in all subsequent references in that article or chapter.

Examples:

World Health Organization (WHO)
National Organization for Women (NOW)

Punctuated Abbreviation Ends a Sentence

42 When an abbreviation having periods ends a sentence, the final period of the abbreviation also serves as the closing period of the sentence.

Example:

Jerusalem was destroyed in 607 B.C.E.

43 If a statement takes closing punctuation other than a period, the required punctuation is added following the period of the abbreviation.

Example:

The alarm went off at 4:30 a.m.!

Single Word Represented

44 Periods are not used when capped letters represent a single word.

Examples:

IV [intravenous] TB [tuberculosis]
TV [television] PS [postscript]

TEMPERATURE

"Degree" Used

45 When the word "degree" is used, spell out "Fahrenheit" or "Celsius."--*Note:* Do not use "Centigrade."

Example:

Most people are reasonably comfortable when the temperature is between 70 and 80 degrees Fahrenheit.

Figures Used

46 When temperature is expressed in figures with the degree sign, the name of the system of measurement is abbreviated. The unit of measurement on the Fahrenheit scale is “°F.” and on the Celsius scale “°C.” Note that there is no space between the degree sign and the letter of abbreviation.

Example:

Most people are reasonably comfortable when the temperature is between 70 and 80 degrees Fahrenheit [21°C. and 27°C].

[Note that the symbol is used with both figures.]

Kelvin Scale

47 When the unit “kelvin” is used, do not use the word “degrees” or the degree sign (°) with it. The plural, “kelvins,” is valid.

Examples:

On the temperature scale devised by Lord Kelvin, the temperature unit is “kelvin,” lowercased, and the abbreviation of the unit is “K,” capped without a period.

On the Kelvin scale, the boiling point of water is 373 kelvins (373 K).

TIME

With A.M. and P.M.

48 When abbreviations are used with time of day, figures are used.--See also “Numbers,” paragraph **51**.

Abbreviations:

a.m. (ante meridiem), before noon

p.m. (post meridiem), after noon

m. (meridies), noon (12:00 p.m., midnight)

Examples:

We work until 5:00 p.m.

The meeting begins at 7:00 p.m.

With “O’clock”

49 When “o’clock” is used, follow the number rule.--See also “Numbers,” paragraph .

Examples:

Not: The meeting begins at 7 o’clock.

But: The meeting begins at seven o’clock.

Not: The meeting ends at eleven o’clock.

But: The meeting ends at 11 o’clock.

WEIGHTS AND MEASURES

50 Always spell out units of weights and measures when they occur in text outside parentheses and brackets.

Examples:

Not: In this particular test, a ml of salt solution is injected.

But: In this particular test, a milliliter of salt solution is injected.

Not: The Sea of Galilee is about 13 mi. long and about 71<MEPS

ROMAN,2121>2 mi. wide.

But: The Sea of Galilee is about 13 miles long and about 7.5 miles wide.

51 Use abbreviations inside parentheses and brackets in internal publications.

Examples:

Not: An inscription reads in part: "The water flowed from the spring toward the reservoir for 1,200 cubits [533 meters (1,750 feet)], and the height of the rock above the head(s) of the quarrymen was 100 cubits [45 meters (146 feet)]."--*Ancient Near Eastern Texts*, p. 321.

But: An inscription reads in part: "The water flowed from the spring toward the reservoir for 1,200 cubits [533 m (1,750 ft)], and the height of the rock above the head(s) of the quarrymen was 100 cubits [45 m (146 ft)]."--*Ancient Near Eastern Texts*, page 321.

Not: Evidently the Israelites used a cubit that was one handbreadth (2.9 inches) longer than the common cubit.

But: Evidently the Israelites used a cubit that was one handbreadth (2.9 in.) longer than the common cubit.

Area and Volume

52 Terms of square and cubic measurements are to be stated as "sq mm," "cu mm," rather than "mm²" and "mm³." (The same rule applies to "sq in.," "cu ft," and so on.)

Area

Volume

sq mm, square millimeter cu mm, cubic millimeter

sq cm, square centimeter cu cm, cubic centimeter

sq m, square meter cu m, cubic meter

Change in Physical State

53 Various units are employed to describe the nature of change affecting the physical state of some entity, such as change of volume, rate of flow, rate of movement.

Speed

54 Speed is rate of movement regardless of direction.--See also "Commas," paragraph **73**.

Linear

Rotary and Cyclic

fps, feet per second rpm, revolutions per minute

fpm, feet per minute Hz, one cycle per second

mph, miles per hour kHz, one thousand cycles
per second

km/hr, kilometers per hour MHz, one million cycles per
second

Volume and Weight

55 Volume and weight primarily reflect a change of quantity.

Volume

Weight

cfm, cubic feet per minute lb/sec, pounds per second

gps, gallons per second lb/hr, pounds per hour

gpm, gallons per minute

Metric System

56 The three principal units of measurement in the international metric system are the meter, the gram, and the liter.

Length

Weight

Capacity

mm, millimeter mg, milligram ml, milliliter

cm, centimeter g, gram L, liter (cap to
prevent misreading
"l" as the numeral 1)

m, meter kg, kilogram kl, kiloliter
km, kilometer

U.S. System

57 For abbreviations in the U.S. measurement system, see *Webster's*.

YEAR IN FIGURES

58 A year in figures is abbreviated, or contracted, by removing the leading two digits and replacing them with an apostrophe.--See also "Numbers," paragraph **55**.

Examples:

'60 [1960] '75 [1975]

stdm-2 1 - Capitalization

Section 2

Capitalization

Capitalization	stdm-2 1
Dictionary Capitalization	stdm-2 2-4
Ancient Manuscripts	stdm-2 5-8
Archaeological Objects	stdm-2 9
Astronomical Terms	
Heavenly Bodies	stdm-2 10-13
Bible Terms	stdm-2 14
Bible Terms Associated With the Word "Day"	
When "Day" Follows the Term	stdm-2 15
When "Day" Precedes the Term	stdm-2 16
Bible Terms Used as Common Nouns	stdm-2 17
Common Noun Form as an Adjective	stdm-2 18
Bible Terms Used as Proper Nouns	stdm-2 19
Proper Noun Form as an Adjective	stdm-2 20
Book Parts	stdm-2 21-2
Buildings and Organizations	stdm-2 23
Common Noun Elements	stdm-2 24
Plurals of Names	stdm-2 25
Names of Congregation Meetings	stdm-2 26
Publications of Jehovah's Witnesses	stdm-2 27
Correspondence	stdm-2 28
Family Titles Used as Names	stdm-2 29
Games	stdm-2 30
Geographic Terms	
Coast	stdm-2 31-2
Common Noun Elements in Place Names	stdm-2 33-4
Compass Points	stdm-2 35
Geographic Divisions	stdm-2 36
Regions and Localities	stdm-2 37

“River,” “Mountain,” and Similar Terms	stdm-2 38-41
Involving Foreign Words	stdm-2 42
Representing the Whole Geographic Name	stdm-2 43
State	stdm-2 44-5
Governmental and Legal Terms	
Governmental Bodies	stdm-2 46-7
Judicial Bodies	
A Specific Court	
“Court” as a Part of a Full Name	stdm-2 48
“Court” as a Substitute for a Full Name	stdm-2 49
Not a Specific Court	stdm-2 50
Laws	stdm-2 51
Legislative Bodies and Legislative Action	stdm-2 52
Holidays and Special Periods	stdm-2 53
Hyphenated Compounds	
In Text	stdm-2 54
Beginning a Sentence	stdm-2 55
In Titles and Headings	stdm-2 56
Jehovah	
Defining Substitute Terms	stdm-2 57-8
Modifiers of Substitute Terms	
Adjectives Ending in “ly” and “ful”	stdm-2 59
Coordinate Adjectives	stdm-2 60
Preceding a Substitute Term	stdm-2 61
Preceding a Term Capped in the Bible	stdm-2 62
Superlatives	stdm-2 63
Personal Pronouns	
“One”	stdm-2 64
Other Pronouns	stdm-2 65
Jesus	
Defining Substitute Terms	stdm-2 66-7
Substitute Terms With “Christ”	stdm-2 68
Modifiers of Substitute Terms	
Adjectives Ending in “ly” and “ful”	stdm-2 69
Coordinate Adjectives	stdm-2 70
Preceding a Substitute Term	stdm-2 71
Preceding a Term Capped in the Bible	stdm-2 72
Superlatives	stdm-2 73
Personal Pronouns	
“One”	stdm-2 74
Other Pronouns	stdm-2 75
Meanings of Nouns	
Common Nouns	stdm-2 76
Proper Nouns	stdm-2 77
“O,” “Oh”	stdm-2 78
Personal Titles	

Titles as Synonyms in Direct Address	stdm-2 79
Titles of Offices	
British Commonwealth Text	stdm-2 80
“Cardinal” in Roman Catholic Usage	stdm-2 81
Generic Use	stdm-2 82
Personal Name Attached	stdm-2 83
Photo Credits	stdm-2 84
Poetry	
Quotes From the Bible	stdm-2 85-6
Quotes Not From the Bible	stdm-2 87
Seasons and Weather	stdm-2 88-9
Signs	stdm-2 90
Special Capitalization	stdm-2 91
Terms in Publications of Jehovah’s Witnesses	
Titles, Headlines, and Subheads	
Articles, Conjunctions, and Prepositions	stdm-2 92
Compound Prepositions	stdm-2 93
Capitalization and Artistic Layout	stdm-2 94
First and Last Word	stdm-2 95
Following a Dash	stdm-2 96
Nouns, Pronouns, Verbs, Adjectives, Adverbs	stdm-2 97
Second Element of Hyphenated Words	stdm-2 98-9
Words of Four or More Letters	stdm-2 100
Trademarks	stdm-2 101
Common Noun Identified by a Trademark	stdm-2 102
Within Sentences	
Following a Colon	stdm-2 103
Parentheses	stdm-2 104
Partial Sentences	
Following an Exclamation Point or a Question Mark	stdm-2 105
Study Questions	stdm-2 106
Questions	stdm-2 107
Quotes	
Complete	stdm-2 108
Incomplete	stdm-2 109
Part of Text	stdm-2 110
Preceded by “That”	stdm-2 111
Rules and Sayings	stdm-2 112
The Words “Yes” and “No”	stdm-2 113

CAPITALIZATION

1 Capitalization lends distinction, importance, and emphasis to words. Overuse of capitalization tends to defeat this effect. Capitalization should thus be used sparingly where optional. The standards herein specify usage designed for consistent style in publications of Jehovah’s Witnesses.

DICTIONARY CAPITALIZATION

2 The capitalization standards set out in *Webster's* dictionaries should be applied in the following order:

1. *Webster's Collegiate* currently approved for proofreading

2. Latest available edition of *Webster's* unabridged

3. *Webster's* unabridged, the second edition

3 Biographical and geographical sections of *Webster's Collegiate* take precedence over *Webster's* biographical and geographical dictionaries.

4 Words listed in *Webster's* as "cap," "usually cap," and "often cap" are capped. However, the *Standards Manual* takes precedence over the dictionaries.

ANCIENT MANUSCRIPTS

5 Cap the titles of ancient manuscripts. These titles are not italicized.

Examples:

Chester Beatty Papyrus No. 1

Aleppo Codex

Codex Vaticanus (Vatican Manuscript 1209)

Dead Sea Scrolls

Received Text

6 Lowercase the word "codex" when it is used in the generic sense.

Examples:

Not: Christians pioneered the use of the Codex.

But: Christians pioneered the use of the codex.

7 When a plural generic term follows two or more proper names of ancient manuscripts, it should be lowercase.

Example:

For translators of the Bible, the Sinaitic and Alexandrine manuscripts furnish invaluable insights.

8 When a plural generic term follows a proper name that identifies a collection of ancient manuscripts, it should be lowercase.

Examples:

The Chester Beatty papyri are the most precious manuscripts in the Chester Beatty Library, located in Dublin, Ireland.

Discovered in Egypt in 1939, the Fouad 266 papyri were prepared in the second or the first century B.C.E.

ARCHAEOLOGICAL OBJECTS

9 Cap names of specific archaeological objects, even when this rule does not agree with *Webster's*.

Examples:

Moabite Stone Nabonidus Chronicle

Rosetta Stone Sennacherib's Prism

ASTRONOMICAL TERMS

Heavenly Bodies

10 Cap the names of stars, planets, and constellations according to *Webster's*.

11 Cap the words "sun," "moon," and "earth" when they are used in context with proper nouns designating other astronomical bodies.

Examples:

The diameter of the star named Betelgeuse is greater than the distance between Earth and Sun.

The atmosphere of Mars cannot support the creatures of Earth.

12 Never cap the word “earth” when it is preceded by the article “the” or when “the” is implied by the context.

Examples:

The preaching has spread to the four corners of the earth.

Jehovah created the sun, the moon, and the stars to serve as luminaries for people on earth.

13 Always cap the word “earth” when it is preceded by the word “planet.”

Examples:

The planet Earth will forever be inhabited.

What future awaits our planet, Earth?

BIBLE TERMS

14 Bible terms are capitalized according to their usage in a sentence.

Bible Terms Associated With the Word “Day”

When “Day” Follows the Term

15 If a Bible term is used as a proper noun and “day” follows the term, “day” is capped if it completes the expression. If it is used as a common noun, “day” is lowercased.

Examples:

The high priest entered the Most Holy only on Atonement Day.

Righteousness will be taught during Judgment Day.

Jehovah gave the Sabbath day only to the Israelites. The concept of a sabbath day appears in secular law.

The concept of a judgment day is found in more than a few religions.

When “Day” Precedes the Term

16 If the word “day” precedes the Bible term, capping is determined by whether the term can be read properly without using “day.” If it can be read properly, “day” is not capped.

Examples:

The Israelites fasted on the Day of Atonement.

Righteousness will be taught earth wide on the Day of Judgment.

The Christian congregation was formed and began its work on the day of Pentecost.

Bible Terms Used as Common Nouns

17 If a Bible term is used as a common noun, it is not capped. This usage is generally revealed by the presence of the indefinite article “a” or “an” or by the context.

Examples:

A global flood is featured in hundreds of legends.

An earthly paradise would be welcomed by most people.

The idea of a sabbath is embodied in many religions.

Common Noun Form as an Adjective

18 The adjective form follows the same capitalization rule as the noun form.

Examples:

The great crowd hope to live on a paradise earth.
Virtually all nations and tribes have a flood legend.

Bible Terms Used as Proper Nouns

19 If a Bible term is used as a proper noun, it is capped. This usage will generally be revealed by the presence of the definite article “the” or some demonstrative adjective, such as “this” or “that.” Proper noun usage can also be indicated by context.

Examples:

The Deluge forced the sons of God to dematerialize.
Established by Jehovah, this Kingdom will never be destroyed.
Expressing God’s righteousness, that Flood destroyed only wicked people.
Adam and Eve were placed in the Paradise that God had prepared.

Proper Noun Form as an Adjective

20 The adjective form of a Bible term that is a proper noun follows the same capitalization rule as the proper noun form.

Example:

The only Flood survivors were Noah and his wife and their three sons and their wives.

Many Kingdom blessings will be so remarkable that we cannot now imagine them.

The activities of the Israelites were circumscribed by Sabbath regulations.

BOOK PARTS

21 Cap “chapter,” “contents,” “index,” “appendix,” and other names of book parts only when the part named is within the book that is making the reference. If referring to another book or to Bible books, do not cap.

Examples:

The meanings of technical terms used herein can be found in the Glossary.

[Same book]

See Contents on page 5.

[Same book]

The interested student will find in Chapter 21, “Judgment Day and Afterward,” a comprehensive explanation of the subject.

[Same book]

Please see the book *Knowledge That Leads to Everlasting Life*, chapter 2.

You will find the opening part of this prophecy in Matthew chapter 24.

22 Cap the word “volume” and similar terms when referring to a multivolume work.

Examples:

Construction details and furnishings of Solomon’s temple are described in *Insight*, Volume 2, pages 1076-8.

Polycarp reportedly based his stand on the authority of the apostles, according to *Eusebius*, Book 5, chapter 24.

BUILDINGS AND ORGANIZATIONS

23 Cap the names of buildings, organizations, and institutions.

Examples:

Assembly Hall

Kingdom Hall

Boston Symphony Orchestra University of Chicago

Common Noun Elements

24 Common noun elements of proper nouns, such as “club,” “college,” “company,” “hotel,” “railroad,” and “society,” should not be capped when they are used in the plural with two or more proper nouns.

Examples:

the Union Pacific and Southern Pacific railroads

Simmons and Radcliffe colleges

the Warner and Paramount theaters

Plurals of Names

25 When the name of a building, an organization, or an institution is plural, retain the cap.

Examples:

Assembly Halls Kingdom Halls

Hospital Liaison Committees

Names of Congregation Meetings

26 When the name of a congregation meeting is plural, retain the cap.

Examples:

Congregation Book Studies Service Meetings

Public Meetings *Watchtower* Studies

Publications of Jehovah’s Witnesses

27 When the name of a publication of Jehovah’s Witnesses is plural, retain the cap as well as the italics.--See also “Italics,” paragraph **30**.

Examples:

Our Kingdom Ministrys *Indexes*

Watchtowers *Yearbooks*

CORRESPONDENCE

28 In the salutation of a letter, the first word of the salutation and the name of the person addressed (or the noun used in place of the name) are capped.

Examples:

Dear Brother Smith: Dear Brothers:

Dear Sir: Gentlemen:

FAMILY TITLES USED AS NAMES

29 Cap such words as “father,” “mother,” and “uncle” when they are used as proper nouns; otherwise they are lowercase.

Examples:

I have received a letter from Mother.

I have received a letter from my mother.

Yesterday Uncle John came.

Did you know that my uncle had come?

GAMES

30 Names of games of any type or format are not capped unless they are trademarks. Check *Webster’s*.

GEOGRAPHIC TERMS

Coast

31 Lowercase the word “coast” when it is used with names of land areas.

Examples:

coast of Florida California coast

32 Cap the word “coast” when it is used with the name of a body of water.

Examples:

Atlantic Coast Pacific Coast

Common Noun Elements in Place Names

33 Cap “street,” “avenue,” “park,” “square,” “airport,” “stadium,” and similar common noun elements when used as part of a proper noun.

Examples:

Adams Street Kennedy Airport

Prospect Park Kirov Stadium

34 Lowercase such common noun elements when they are used in the plural with proper nouns.

Examples:

Union and Market streets.

LaGuardia and Newark airports

Compass Points

35 Names of points of the compass, and adjectives derived from them, are capped when they are part of a name established by usage, not when they simply denote direction or compass point.--See also “Abbreviations,” paragraph 17.

Examples:

California and Nevada are considered part of the Far West.

In the Deep South, there is a Baptist church on almost every corner.

A traveler suffers from jet lag when flying either east or west.

Jericho is near the northwest corner of the Dead Sea.

Geographic Divisions

36 Cap names of the divisions of the world, of a continent, or of a country.

Examples:

Kenya is located in East Africa.

The Middle East is a caldron of dissension.

The Far North has extreme climatic variations.

Customs in the South differ from those in the North as well as from those in the West.

Regions and Localities

37 Cap popular designations for regions and localities.

Examples:

Bible Belt East Side, West Side

City of Churches Eastern Shore (Chesapeake Bay)

Deep South Great Plains

District of the Jordan West Coast

“River,” “Mountain,” and Similar Terms

38 Cap generic geographic terms, such as “river,” “lake,” “sea,” “mountain,” and “valley,” when they are used with a proper name and form an organic part of it.

Examples:

Jordan River Kidron Valley

Lake Van Mediterranean Sea
Mount Hermon Plain of Sharon
Sea of Galilee Valley of Hinnom

39 When a plural generic geographic term follows two or more proper names, it is lowercased.

Examples:

Himalaya and Andes mountains

Jordan and Euphrates rivers

40 When a generic geographic term precedes a proper name, it is capped, even when it is in the plural, unless the generic term itself is preceded by the article “the.”

Examples:

Lake Erie

the river Jordan

Mounts Hermon and Tabor

41 When a generic geographic term, such as “valley” or “range,” follows a capped generic term, it is lowercase.

Examples:

Jordan River valley Rocky Mountain range

Involving Foreign Words

42 Some names contain foreign words that are the equivalents of generic terms.

Examples:

Rio Grande Sahara Sierra Nevada

Technically, these words should not be accompanied by a generic term. In informal contexts, however, such forms as “Rio Grande River,” “Sahara Desert,” and “Sierra Nevada Mountains” are often used.

Representing the Whole Geographic Name

43 When generic terms are used alone for the whole geographic name, they should be lowercase, even if the meaning is specific, except in such instances as the following:

Examples:

the Canal [the Panama Canal]

the Falls [Niagara Falls]

the Channel [the English Channel]

the Gulf [Gulf of Mexico]

State

44 Lowercase the word “state” when it is used in a general sense and when it does not follow a proper noun.

Examples:

Taxes are high in the state of New York.

The city of Manaus is in the state of Amazonas.

45 Cap the word “state” when it follows a proper noun, when it refers to an entire country or the government thereof, and when it refers to a region of a country. For specifics, see *Webster’s* unabridged.

Examples:

Taxes are high in New York State.

The State Church of Denmark is the Lutheran Church.
Maine is considered to be one of the New England States.
When Church and State conspire to control the people, there is trouble.
They attended state-sponsored schools.
The city of Manaus is in Amazonas State.
But: Nazi state, Communist state

GOVERNMENTAL AND LEGAL TERMS

Governmental Bodies

46 Cap the names of governmental departments, bureaus, offices, and services.

Examples:

the Cabinet Department of the Interior
Census Bureau Internal Revenue Service

47 Lowercase terms that are used alone in place of the full name. Exceptions may occur in articles submitted by branches.

Examples:

agency association authority
board bureau commission
council department panel

Judicial Bodies

A Specific Court

“Court” as a Part of a Full Name

48 Cap the word “court” when it appears as part of the full name of a specific court.

Examples:

European Court of Human Rights
International Court of Arbitration
U.S. Supreme Court, the Supreme Court

“Court” as a Substitute for a Full Name

49 Cap the word “court” only when it appears as a substitute for the full name of the U.S. Supreme Court. Otherwise lowercase.

Examples:

U.S. Supreme Court, the Supreme Court, the Court
Court of Appeals of the Fifth District, the court

Not a Specific Court

50 Lowercase the word “court” when it does not refer to a specific court.

Examples:

The case went to the court of appeals.
But: The case went to the Court of Appeals of the State of Ohio.

Laws

51 Cap such words as “act,” “law,” and “amendment” only in the formal titles of bills that have become law. Lowercase such words when used in general reference.

Examples:

Equal Rights Amendment Public Law 94-553
the prohibition amendment the Tariff Act
established by an act of Congress the Clean Water Act

Legislative Bodies and Legislative Action

52 Cap the names of legislative bodies. Lowercase generic references to legislative action and legislative bodies.

Examples:

Chicago City Council
Congress
House of Commons, the Commons
House of Lords, the Lords
House of Representatives, the House
Texas Legislature
the lower house, the two houses
the state senate, the state legislature
the city council
parliamentary law
congressional, senatorial

HOLIDAYS AND SPECIAL PERIODS

53 Cap the names of holidays, festivals, and other special days or periods.--See *Webster's*.

HYPHENATED COMPOUNDS

In Text

54 All elements of hyphenated compounds in text follow the rules of capitalization for simple words.

Examples:

Man is not a life-giver.
Jehovah is the Life-Giver.

Beginning a Sentence

55 If a hyphenated compound begins a sentence, only the first element is capped unless the compound is a substitute title referring to Jehovah or to Jesus, in which case all elements are capped.

Examples:

Down-to-earth people are hard to find.
Life-giving water flows from the throne of God.
"Life-Giver" bespeaks Jehovah's Creatorship.

In Titles and Headings

56 Hyphenated compounds in titles and headings follow the cap rules for titles.-- See also "Capitalization," paragraphs **92-100**.

Examples:

In-and-Out Privileges Denied Life-Giver
Secretary-General Statute-Giver

JEHOVAH

Defining Substitute Terms

57 A substitute term in this section is a noun that refers to Jehovah. The term is capped. Context limits its application to Jehovah.

58 Even if a noun referring to Jehovah is used in a generic sense, it remains a substitute term and is capped. This usage is often indicated by the presence of an indefinite article.

Examples:

the King, Israel's King, a King

the Repurchaser, Israel's Repurchaser, a Repurchaser

the Shepherd of Israel, our Shepherd, a Shepherd

the Designer of the universe, a Designer, an imaginative Designer

Modifiers of Substitute Terms**Adjectives Ending in "ly" and "ful"**

59 Adjectives ending in "ly" and "ful" are not capped.

Examples:

heavenly Grandfather husbandly Protector

kindly Shepherd merciful Judge

Coordinate Adjectives

60 Coordinate adjectives are not capped.

Examples:

Jehovah is the wise, imaginative Designer of man.

Jehovah was the unique, peerless Benefactor of ancient Israel.

Preceding a Substitute Term

61 A single modifier is normally capped if it specifically qualifies the office or function identified by the substitute term. Modifiers that refer to the qualities or attributes of the one filling the office or exercising the function are usually not capped.

Examples:

Jehovah is the Great Designer of the universe.

the Greater Abraham

the Great Potter

the Supreme Overseer

the Great Refiner

the Foremost Teacher

the Preeminent Communicator

the Incomparable Educator

our trustworthy Friend

the first Evangelizer

our loving Helper

mankind's dependable Sustainer of life

Preceding a Term Capped in the Bible

62 A modifier is lowercased when it immediately precedes a capped term taken from the Bible.

Examples:

ever-living God glorious Jehovah

jealous God majestic Sovereign Lord

Superlatives

63 Superlatives are not capped.

Examples:

the greatest Designerour finest Friend

Personal Pronouns

"One"

64 The pronoun “One” without modifiers is capped if used to designate Jehovah when “Jehovah,” “God,” “Sovereign Lord,” “Jehovah God,” “Sovereign Lord Jehovah,” or equivalent identification from the Bible does not appear in the same sentence.

Examples:

We must obey the One who created the heavens and the earth.

Jehovah is the one we must obey.

Jehovah God is the Supreme One.

Other Pronouns

65 Pronouns other than “one” that refer to Jehovah, such as “he,” “him,” “himself,” and “his,” are capped only to avoid ambiguity.

Examples:

Although a creature may forsake Jehovah God, never will He fail.

Like Jesus, true Christians desire the approval of God, and that requires complete obedience to Him.

He could learn by listening to his heavenly Father and observing His works.

JESUS

Defining Substitute Terms

66 A substitute term in this section is a noun that refers to Jesus. The term is capped. It is usually preceded by wording that limits its application to Jesus.

67 Even if a noun referring to Jesus is used in a generic sense, it remains a substitute term and is capped. This usage is often indicated by the presence of an indefinite article.

Examples:

the Ransomer, our Ransomer, a Ransomer

the Liberator, our Liberator, a Liberator

Jehovah’s Executioner, an Executioner

a Great Teacher

Substitute Terms With “Christ”

68 Substitute terms are not coupled with the title “Christ” and the combination attached to the name Jesus. This prevents a multiplying of titles with the name.

Examples:

Not: King Christ Jesus

But: King, Christ Jesus

Or: King Jesus Christ

Not: the Lord Christ Jesus

But: the Lord, Christ Jesus

Or: the Lord Jesus Christ

Or: the Lord Christ (Romans 16:18)

Modifiers of Substitute Terms

Adjectives Ending in “ly” and “ful”

69 Adjectives ending in “ly” and “ful” are not capped.

Examples:

merciful Judge heavenly Ruler

Coordinate Adjectives

70 Coordinate adjectives are not capped.

Examples:

the resurrected, glorified Bridegroom
diligent, joyful Master Worker
a kind, patient Teacher.

Preceding a Substitute Term

71 A single modifier is normally capped if it specifically qualifies the office or function identified by the substitute term. Modifiers that refer to the qualities or attributes of the one filling the office or exercising the function are usually not capped.

Examples:

. . . Jesus. This Great Teacher, Jehovah resurrected . . .
compassionate Redeemer
Chief Vindicator
the promised Deliverer
God's appointed Spokesman
Greater David
the leading Sanctifier of Jehovah's name
Greater Congregator
Chief Minister

Preceding a Term Capped in the Bible

72 A modifier is lowercased when it immediately precedes a capped term taken from the Bible.

Examples:

archangel Michael beloved Son
long-awaited Messiah unblemished Lamb

Superlatives

73 Superlatives are not capped.

Examples:

Jesus was the greatest Teacher ever to tread this earth.

Personal Pronouns**“One”**

74 The pronoun “One” is capped if used in place of “Jesus,” “Christ,” and “the Christ” when one of these designations does not appear in the same sentence.

Examples:

We must earnestly strive to follow the example of the One who died for us.
Rulership over the earth has been given to the One who has the legal right.
Jesus is the one qualified for the role of Liberator.

Other Pronouns

75 Pronouns other than “one” that refer to Jesus, such as “he,” “him,” “himself,” and “his,” are capped only to avoid ambiguity.

Example:

Satan twisted the Scriptures to put pressure on Jesus, thus testing His integrity in three ways.

MEANINGS OF NOUNS**Common Nouns**

76 The meanings of common nouns are lowercased and quoted.

Examples:

The word “bishop” comes from a Greek word meaning “overseer.”

The land was called Patagonia--from a Spanish word meaning “big feet.”

Proper Nouns

77 The meanings of proper nouns are capped and quoted.

Examples:

Beth-arabah “House of the Desert Plain”

Priscilla “Little Old Woman”

Shqipëria “The Land of the Eagle”

There may be exceptions, for obvious reasons.

Examples:

So the designation “Shinto,” meaning “the way of the gods,” sprang up.

Ahura Mazda, meaning “a wise god,” ordained these laws.

“O,” “OH”

78 Vocative “O” in English is always capped, but “oh” is lowercased unless it begins a sentence or stands alone.

Examples:

“Hear the word of Jehovah, O house of Israel.”

Once a person learns the truth, oh, what a completely different outlook he has!

Oh how often Jehovah’s enduring worshippers cry out for strength!

PERSONAL TITLES**Titles as Synonyms in Direct Address**

79 Cap titles used in direct address as synonyms of proper names.

Examples:

“Yes, Miss.” “Come this way, Doctor.”

“Oh, no, Sir.” “How are you, Dad?”

Titles of Offices**British Commonwealth Text**

80 Exceptions to the normal rules governing the capitalization of titles may occur in text submitted by Commonwealth branches and in copy dealing with Commonwealth countries.

Examples:

Archbishop of Canterbury

Crown [denoting head of state]

Duke of Windsor

King [without personal name]

Palace of Westminster

Prince [without personal name]

Prince of Wales

Queen [without personal name]

Queen Mother

“Cardinal” in Roman Catholic Usage

81 The Roman Catholic Church title “cardinal” is lowercased when it precedes the full name of the person so identified. When it appears with only the last name of the person, the title is capped. When it appears within the full name of the person, preceding his last name, the title is capped.

Examples:

cardinal John Henry Newman

Cardinal Newman

John Henry Cardinal Newman

Generic Use

82 Do not cap a title that is used as a general term of classification.

Examples:

The Assyrian king ruled harshly.

U.S. presidents can hold that office for a maximum of eight years.

Personal Name Attached

83 Cap titles when they precede proper names. Titles that follow proper names or are used alone are not capped. When the plural of a title precedes two or more proper names, the title is capped.

Examples:

The administration of former President Nixon was marked by scandal.

When Bill Clinton was elected president, Prime Minister John Major was in office.

It was not until the reigns of Kings David and Solomon that the entire Promised Land came under Israelite control.

The bishop of Bordeaux said that the Catholic Church does not represent a beacon of light and hope.

Balaam told Moabite King Balak that God would curse Israel if the people could be enticed to commit fornication.

PHOTO CREDITS

84 Photo credits should appear exactly as in copy supplied by Image Services.

POETRY**Quotes From the Bible**

85 Quotations of Bible poetry are usually treated as prose. In such prose form, the caps that would not normally be used in prose should be eliminated. This applies to all translations of the Bible.--See also "Quotes," paragraph **45**.

Examples:

Not: "I will exalt you, O my God the King, And . . ."--Psalm 145:1.

But: "I will exalt you, O my God the King, and . . ."

Not: "Happy are the ones faultless in their way, The . . ."--Psalm 119:1.

But: "Happy are the ones faultless in their way, the . . ."

86 Poetry inserted as text using the MEPS function Get Verse should be carefully checked in regard to poetic capping. Text inserted using Get Verse may also require adjustment of the words "you" and "your" to remove any small-cap format.--See also "Quotes," paragraph **46**.

Examples:

Not: "Please, may the badness of wicked ones come to an end, And may you establish the righteous one; And God as righteous is testing out heart and kidneys."--Psalm 7:9.

But: "Please, may the badness of wicked ones come to an end, and may you establish the righteous one; and God as righteous is testing out heart and kidneys."--Psalm 7:9.

Not: "YOU must not add to the word that I am commanding YOU, neither must YOU take away from it, so as to keep the commandments of Jehovah YOUR God that I am commanding YOU."--Deuteronomy 4:2.

But: "You must not add to the word that I am commanding you, neither must you take away from it, so as to keep the commandments of Jehovah your God that I am commanding you."--Deuteronomy 4:2.

Quotes Not From the Bible

87 When quotations of material in poetic format are incorporated in text, a diagonal (/) indicates the end of the poem's line or the poetic break of the song. In such a case, if the first word of the line is capped in the poem, it is also capped in the quote.

Example:

"When lame ones leap just like the hart, / When loved ones never have to part--/
Such blessed times you'll realize, / If you keep your eyes on the prize."

SEASONS AND WEATHER

88 An effort is made to avoid the use of seasonal terms, such as "fall" and "spring," to mark the time when an event took place. Such terms may confuse readers, since seasons differ in the Northern and Southern hemispheres. Furthermore, there are no distinct four seasons in equatorial areas, but the year may be divided into a wet season and a dry season. When the season has relevance, it may also be mentioned.

Examples:

January 17 turned out to be a cold winter day in Norway.

January 17 turned out to be a hot summer day in Sydney.

Papua New Guinea has no recognizable summer or winter, only wet and dry periods. These depend on the two prevailing seasons--the northwest monsoon, occurring from December to May, and the southeast trade winds, from May to December.

89 When storms are given personal names, cap both the storm designation and the personal name.

Examples:

When Hurricane Andrew hit the coast of Florida, it caused a great deal of damage.

A close watch is being kept on Tropical Storm David.

SIGNS

90 Cap the wording of signs in the same way that titles are capped, and use quotes.--See also "Capitalization," paragraphs **92-100**.

Examples:

Go to the door marked "Exit." (But: Go to the exit door.)

The sign said "Do Not Enter."

The sign he carried read "Religion Is a Snare and a Racket."

SPECIAL CAPITALIZATION

91 Both "Terms in Publications of Jehovah's Witnesses" and "Special Terminology" list those terms that require special capitalization and provide permanent overrides of *Webster's* that have been established to accommodate unique needs.--See the list below and "Appendix," paragraph **32**.

TERMS IN PUBLICATIONS OF JEHOVAH'S WITNESSES

Term	Capping Rule
Aborigine, Aboriginal	Cap when referring to the Aboriginals of Australia
active force	Lowercase
Adversary	Cap when used as a substitute term to refer to the Devil; otherwise lowercase.--See also "Capitalization," paragraph 17 .
Almighty	Cap when used alone as a substitute term, as "the Almighty," and if not preceded by a definite article, as "Almighty God" and "God Almighty." Lowercase if preceded by an article, as "the almighty God," "an almighty God"
Alpha and Omega	Cap when used in Scriptural sense; lowercase when referring to the Greek alphabet
Anointed	Cap when used alone as a substitute term referring to Christ
appeal committee	Lowercase
ark	Lowercase "ark of the covenant." With reference to it, cap "the Ark" if the expression stands alone.--See also "Capitalization," paragraph 14 .
ark, Noah's	Lowercase
Assembly Hall	Cap
Assembly Hall Fund	Cap
Atonement Day	Cap.--See also "Capitalization," paragraphs 15-16 .
Avenger	Cap as a substitute term referring to Jesus
Baptizer	Cap when used alone as a substitute term referring to John
Bethel Entrants' School	Cap
Bethel family	Lowercase family
Bethel Home	Cap; but "Bethel homes"
Bethelite	Cap
Bible, Biblical	Cap; but "unbiblical" (<i>Webster's</i>)
Bible books	"First Kings" at beginning of sentence, "1 Kings" in text; but,

“first book of Kings”; “Paul’s first letter to the Corinthians.”
May spell out book number in titles and in text of talk manuscripts

Bible Students	Cap when used as an organizational designation
Bible students	Lowercase when referring to those in Bible study program
Branch Committee	Cap; but lowercase committee members (“Branch Committee coordinator”)
[country] branch	Lowercase “branch” with country name
branch office	Lowercase
bride	Lowercase
Bridegroom	Cap when used alone as a substitute term referring to Jesus
British Library, the	Not, The British Library
British Museum, the	Not, The British Museum
canon	Lowercase
Chief Agent	Cap when used alone as a substitute term referring to Jesus
church (of Christ)	Lowercase
church	Lowercase word if reference is made to the building unless it is part of the name of the religious group
	Examples: She goes to church every Sunday. There is a sizable Catholic church on Cranberry Street. But: She regularly plays bingo at the Church of the Resurrection. Lowercase word when it refers to the organization but stands alone
	Example: The church has perpetuated false teachings through the centuries. [Context shows which church.]
Church	Cap word if reference is made to the organization and the word is preceded or followed by name of denomination. Cap word if

reference is to the religious part of human society as a whole

Examples:

The Catholic Church has perpetuated many false teachings through the centuries.

The Anglican Church is also known as the Church of England.

Irish Catholics had to choose between Church and State.

- circuit assembly Lowercase
circuit overseer Lowercase
Common Era Cap
communism, communist Follow *Webster's*, which basically caps according to context
Congregation Cap only when part of the name of a modern-day congregation
Example:
Brooklyn Heights Congregation
But: Berlin, New Jersey, congregation
Congregation Book Study Cap; but lowercase "book study"
Congregation Book Study overseer Cap; but lowercase "book study overseer"
Congregation Service Committee Cap; but lowercase "service committee"
Congregation's Cap
Publisher Record
Constitution Cap when referring to the constitution of a specific country; but, "constitutional"
Convention Committee Cap (also, District Convention Committee)
Country Committee Cap
covenant Lowercase
Day of Atonement Cap.--See also "Capitalization," paragraphs **15-16**.
Day of Judgment Cap.--See also "Capitalization," paragraphs **15-16**.
Deluge Follow "Flood" rule.--See also "Capitalization," paragraphs **14, 17-20**.
Department Cap when used as part of the name of a department

Examples:

	Art Department
	Writing Department
	Cap when reference is to governmental agencies.--See also "Capitalization," paragraphs 46-47 .
	Examples:
	Department of Justice
	Department of the Interior
district convention	Cap only when part of the name.--See also "Convention Committee," this list.
	Examples:
	"Faith in God's Word" District Convention
	"Faith in God's Word" Convention
district overseer	Lowercase
Edition	Cap when used with the publication name
	Example:
	<i>The New World Translation of the Holy Scriptures</i> , 1984 Edition, shows 39,500,000 copies printed in all editions.
Epistle	Cap when referring to the letters of the Christian Greek Scriptures; lowercase in other instances
Executioner	Cap when referring to Jesus
Exodus	Cap when referring to the Exodus from Egypt
fatherhood	Lowercase in reference to Jehovah and Jesus
fax	Lowercase
Feast	Follow "Festival" rule
Festival	Cap when referring to specific festivals and when used as part of the name, such as Festival of Ingathering, Festival of Pentecost; lowercase when used in a general sense
firstborn	Lowercase when used in a general sense; cap when used as a noun in referring to Jesus
Flight (number)	Cap [airline flight]

Flood	Cap with reference to the Flood of Noah's day; pre-Flood.--See also "Capitalization," paragraphs 14, 17-20 , and "Paradise," this list.
garden of Eden	Lowercase "garden"
garden of Gethsemane	Lowercase "garden"
Gehenna	Cap
Gentile	Cap
Gentile Times	Cap
Gestapo	Cap when referring to the German organization
Gilead Extension School	Cap
Gilead School	Cap; but lowercase "school" when it is used alone
godless	Lowercase
godlike	Lowercase
godly	Lowercase
godship	Lowercase when reference is to false gods; cap when referring to Jehovah's rulership
Golden Rule	Cap
Gospel	Cap when referring to the four Gospels in the Bible; lowercase in other instances
Governing Body	Cap with reference to modern-day organization of Jehovah's Witnesses; lowercase when referring to that of the first-century congregation. Names of Governing Body committees are capped Examples: Publishing Committee Service Committee Teaching Committee Writing Committee
government	Lowercase
Grandfather	Cap when referring to Jehovah
great crowd	Lowercase
Hades	Cap
heavenly	Lowercase
heil Hitler	Lowercase "heil" when used as a verb; cap when used as a greeting
high priest	Lowercase when used in a general sense; cap when referring to

Jesus or when used as a title
 with a personal name
 Holy Cap when referring to compartment
 in temple
 Holy Bible **Substitute terms:**
 Divine Library
 Sacred Scriptures
 Sacred Word
 Holy of Holies Cap when referring to compartment
 in the tabernacle or the temple
 Holy Place Cap when referring to compartment
 in the tabernacle or the temple
 holy spirit Lowercase
 Hospital Information Cap
 Services (HIS)
 Hospital Liaison Cap
 Committee (HLC)
 International Program Cap [construction organization]
 international servants Lowercase [long-term volunteers,
 under Order of Special
 Full-Time Servants]
 international volunteers Lowercase [short-term volunteers,
 not under Order of Special
 Full-Time Servants]
 Islam, Islamic Cap
 Jehovah's Witnesses Cap in all cases when referring
 to Jehovah's Witnesses of today;
 lowercase the word "witnesses"
 when it does not refer to the
 modern-day organization
 Do not use the expression
 "Jehovah's Christian Witnesses"
 Do not use the expression "a
 Jehovah's Witness." Instead, use
 "one of Jehovah's Witnesses" or
 a comparable expression
Examples:
 Jehovah's faithful Witnesses
 the faithful Witnesses of Jehovah
 Witnesses of Jehovah
 Christian Witnesses of Jehovah
 Jehovah's modern-day Witnesses
 Lowercase when reference is being
 made to Jehovah's witnesses of
 past ages

Jehovah's Witnesses Cap (secondary form: "Assembly
 Assembly Hall Hall of Jehovah's Witnesses")
 Judge Cap with personal name of a Bible
 judge
 Judges Cap, as in "the period of the
 Judges"
 Judgment Day Cap.--See also "Capitalization,"
 paragraphs **15-16**.
 judicial committee Lowercase
 King Cap when used alone as a
 substitute term referring to
 Jehovah or to Jesus.--See also
 "Capitalization," paragraph **83**.
 Kingdom Cap when referring to the
 rulership of Jehovah or of Jesus
 Christ.--See also
 "Capitalization," paragraphs **14,**
 17-20.
 Lowercase when used in a general
 sense or when referring to
 Jesus' rulership over the
 anointed congregation.--Col. 1:13.
 Kingdom Hall Cap
 Kingdom Hall Cap
 Construction Group
 Kingdom Hall Lowercase "construction servant"
 construction servant
 Kingdom Hall Fund Cap
 Kingdom Ministry School Cap
 kingdom of Israel Lowercase "kingdom"
 kingly Lowercase
 kingship Lowercase
 Koran Cap
 Lamb Cap when used alone as a
 substitute term referring to
 Jesus
 Law Cap when referring to the Law of
 Moses
 law Lowercase when referring to an
 individual law from Law of Moses
 Law covenant Cap "Law"
 Life-Giver Cap when used alone as a
 substitute term referring to
 Jehovah
 Lord's Evening Meal Cap
 Lord's Prayer Cap

Master	Cap when used alone as a substitute term referring to Jesus
Mediator	Cap when used alone as a substitute term referring to Jesus
meetings	Cap references to the five congregation meetings: Congregation Book Study, Public Meeting, Service Meeting, Theocratic Ministry School, and <i>Watchtower</i> Study
Memorial	Cap when referring to Lord's Evening Meal
Messiah	Cap when used alone as a substitute term referring to Jesus
millennial hope	Lowercase
Millennial Reign	Cap
Millennial Rule	Cap
Millennium	Cap when referring to Thousand Year Reign
Ministerial Training School	Cap
"minor" prophets	Lowercase (quoted because we do not view them as minor in importance)
model prayer	Lowercase
Mosaic Law	Cap
Most Holy	Cap when referring to compartment in temple
movies	Cap designation "X rated," "R rated," "X-rated movies" For television ratings, follow the same rule Examples: TV-M rated TV-G rated TV-14 rated
new covenant	Lowercase
new heavens	Lowercase
new system	Lowercase [Do not use "New Order."]
new world	Lowercase unless referring to the Americas

Nobel Prize winner	Lowercase “winner”; if full name of prize is given, cap main words
	Example: Nobel Prize for Economics
northern kingdom	Lowercase “northern kingdom” of Israel
paradisaic	Lowercase
Paradise	Cap when used as a proper noun in referring to the earth under Kingdom rule or to the original Paradise; lowercase when used as a common noun. Adjective usage follows the style of the noun usage.--See also “Capitalization,” paragraphs 14, 17-20 . Lowercase when referring to spiritual paradise
Passover	Cap
Passover Day	Cap
Patient Visitation Group	Cap
Pentecost	Cap; but, day of Pentecost.--See also “Capitalization,” paragraphs 15-16 .
Pioneer Service School	Cap; lowercase “pioneer school”
Plains of Moab	Cap; lowercase “desert plains of Moab”
pope, the pope	Lowercase; but cap when name appears with title, as “Pope Paul”
presiding overseer	Lowercase
Promised Land	Cap
promised Seed	Lowercase “promised”
pronouns	Lowercase when referring to Jehovah or Jesus Christ unless ambiguity is involved.--See also “Capitalization,” paragraphs 64-5, 74-75 .
psalm	Lowercase when the word “psalm” is used to refer to a single Bible psalm if no number follows the word. Cap when a number follows the word or when an ordinal precedes. Lowercase when preceded by two or more ordinal citations

Examples:

A psalm of David
19th Psalm
See Psalm 2
the 85th and 86th psalms
Psalms 9 and 10
2nd chapter of Luke
Cap when referring to the name
of the book in a series of
chapter and verse citations
separated by semicolons

Example:

Psalm 1:5; 16:3; 142:6

psalmist	Lowercase
Public Meeting	Cap; but lowercase “public talk”
Ransomer	Cap when used alone as a substitute term referring to Jehovah or to Jesus
Redeemer	Cap when used alone as a substitute term referring to Jehovah or to Jesus
Regional Building Committee	Cap; but lowercase “regional committee”
Repurchaser	Cap when used alone as a substitute term referring to Jehovah
Sabbath	Cap when used as a proper noun; lowercase when used as a common noun.--See also “Capitalization,” paragraphs 14-20 .
Sabbath day	Cap “Sabbath” when it is a proper noun; lowercase when a common noun.--See also “Capitalization,” paragraphs 14-20 .
satanic	Lowercase
Satanism	Cap
Savior	Cap when used alone as a substitute term referring to Jehovah or to Jesus
Scriptural	Cap
Scripture	Cap when reference is made to collection of inspired writings. Lowercase when reference is made to a particular verse or group of verses

secretary	Lowercase when referring to congregation secretary
Seed	Cap when used alone as a substitute term referring to Jesus
Sermon on the Mount	Cap; but lowercase "sermon" when appearing alone
Serpent	Cap when used alone as a substitute term referring to the Devil
Service Meeting	Cap
service overseer	Lowercase
Sheol	Cap
Shepherd	Cap when used alone as a substitute term referring to Jehovah or to Jesus
Society	Cap when referring to Watch Tower Society and Watchtower Society
Son	Cap when used alone as a substitute term referring to Jesus
Sovereign	Cap when used alone as a substitute term referring to Jehovah
Spanish flu	Lowercase word "flu"
special assembly day	Lowercase
spiritual paradise	Lowercase
Statute-Giver	Cap when referring to Jehovah
tabernacle	Lowercase
tablet	Lowercase
Tartarus	Cap
Ten Commandments	Cap; also, Ten Words
Ten Plagues	Cap
Tetragrammaton	Cap
the British Library	Lowercase "the"
the British Museum	Lowercase "the"
Theocracy	Follow "Kingdom" rule
Theocratic	Cap; but lowercase "school" when it stands alone
Ministry School	Cap; but lowercase "school overseer"
Theocratic Ministry School overseer	Cap
Theocratic Ministry School Schedule	Cap
<i>The Watchtower Announcing Jehovah's Kingdom</i>	No dash

Thousand Year Reign Follow "Kingdom" rule.--See also
"Capitalization," paragraph 17.

Times of the Gentiles Cap

Tower of Babel Cap

Trinity Cap when referring to
Christendom's

Watchtower Cap; but lowercase "the
Educational Center educational center"

Watchtower Farms Cap [Use with plural verb.]

Watchtower Study Cap

Watchtower Study Cap; but lowercase "study
conductor conductor"

Witness(es) Cap when used with regard to the
modern-day organization and its
members, including cases in
which the term stands alone and
refers to one or more of
Jehovah's modern-day
Witnesses.--See also "Jehovah's
Witnesses," this list.

Examples:

Jehovah's Witnesses

Christian Witnesses of Jehovah

Jehovah's modern-day Witnesses

The Witnesses preach globally.

When the Witness called, . . .

Word Cap when used alone as a
substitute term referring to
Jesus Christ or to the Bible; but
lowercase when referring to the
message of God found in the Bible

world power Lowercase when referring to world
powers generically or when
numbering world powers

Example:

Rome was the sixth world power of
Bible history.

World Power Cap when referring to a specific
nation

Example:

Babylonian World Power

World War I Cap; but lowercase first world
war

World War II Cap; but lowercase second world
war

zone overseer Lowercase

TITLES, HEADLINES, AND SUBHEADS

Articles, Conjunctions, and Prepositions

92 Articles, conjunctions, and prepositions of three letters or less are lowercase unless they are the first or the last word, they follow a dash, or they are of equal importance with another word capitalized in the title.

Examples:

A Day in the Life of a Missionary

Success--At All Costs?

Whose Side Is God On?

Saved, Not by Works, But by Undeserved Kindness

At Death, Neither Soul Nor Spirit Continues Living

Compound Prepositions

93 The individual elements of compound prepositions are capped according to the regular capitalization rules outlined in this section.

Examples:

Apart From as to by Means of

by Way of on Account of Instead of

out of Outside of

Capitalization and Artistic Layout

94 When a title is arranged for artistic effect, certain words may not follow regular capitalization rules. If such a title is later quoted, cap according to regular capitalization rules. The table of contents follows regular capitalization rules.

Examples:

Family Happiness book

Title page: **The Secret of FAMILY HAPPINESS**

Quote: *The Secret of Family Happiness*

Reasoning book:

Title Page: Reasoning from the Scriptures

Quote: *Reasoning From the Scriptures*

First and Last Word

95 Cap first and last word, no matter what part of speech.

Examples:

A Field Producing Wheat and Weeds

Youth--What Are You Looking For?

In Search of a Father

What's This World Coming To?

Following a Dash

96 Cap the first word after a dash, no matter what part of speech. If a dash is implied (on covers and in art), cap as after a printed dash.

Examples:

Jehovah--A Strong Tower

Armageddon--And After

Nouns, Pronouns, Verbs, Adjectives, Adverbs

97 Cap all nouns, pronouns, verbs, adjectives, and adverbs, regardless of length.

Examples:

Can I Do Any Better Than My Parents?
Why Do I Get So Depressed?
Why Say No to Drugs?

Second Element of Hyphenated Words

98 In titles with hyphenated words, follow regular capitalization style. If a hyphenated word begins with a prefix, the second element is not capped unless it is a proper noun.--See also "Capitalization," paragraph **56**.

Examples:

The Kingdom--A God-Given Hope
"Peoples Must Stream" to Life-Giving Waters
Why the Cost-of-Living Crisis?
Anti-intellectualism a Growing Trend
Clergy Reveal Their Anti-Christian Spirit

99 The second element of a hyphenated proper noun is not capped because the elements joined by hyphens form but one name.

Examples:

Bath-sheba
Baal-perazim
Exception: Jehovah-Shammah (Ezek. 48:35, fn.)

Words of Four or More Letters

100 Cap all words of four or more letters, no matter what part of speech.--See also "Capitalization," paragraph **94**.

Examples:

Are You Serving With Jehovah's Organization?
Questions From Readers

TRADEMARKS

101 A trademark is a name protected by law. Thus, many firms insist on capitalization and also on certain phrasing of the trademark plus a generic term. Check *Webster's* and other reference works for usage.

Common Noun Identified by a Trademark

102 When a trademark is used, do not cap an associated common noun that is identified by the trademark.

Examples:

Campbell's soup Eagle pencil
Doublemint gum Ford station wagon

WITHIN SENTENCES

Following a Colon

103 The first word after a colon, or a comma that takes the place of a colon, should be capped when it begins a complete sentence, lowercase when it begins a partial sentence.

Examples:

The breastpiece was securely mounted on the ephod in this way: Two wreathed chains of pure gold were attached to two gold rings at opposite corners of the upper part of the breastpiece.

The question is asked, Why would Jesus entrust the care of his mother to the apostle John instead of to his fleshly brothers?

The distribution of the land among the tribes was governed by two factors: the casting of the lot and the size of the tribe.

Parentheses

104 A sentence enclosed in parentheses and embedded within another sentence need not begin with a cap or end with a period.

Examples:

“. . . standing where it ought not (let the reader use discernment), then let those in Judea . . .”

A third Hebrew word that is applied solely to birds of prey is understood to mean “screamer” (compare the use of the verb at 1 Samuel 25:14), and it fittingly describes the shrieks of many carnivorous birds.

Partial Sentences

Following an Exclamation Point or a Question Mark

105 The word following an exclamation point or a question mark is not always construed as beginning a new sentence requiring a cap. If the matter following is closely connected with what precedes, completing the thought or making the meaning clearer, no cap is necessary.

Examples:

“They try to heal the breakdown of my people lightly, saying, ‘There is peace! There is peace!’ when there is no peace.”

In the heady days when Nazism was rising to power in Europe, the cry “Heil Hitler!” was really a shout of adoration.

People will often lament, “Why did God let this happen?” when there is some calamity.

Study Questions

106 The use of (a) and (b) in study questions does not necessarily require a cap as for a new sentence.

Cap unnecessary:

When attending meetings of Jehovah’s Witnesses, what may you observe regarding (a) money collections? (b) the meetings themselves? (c) the attitude of the people attending?

Cap necessary:

(a) Why is hell not a place where people suffer? (b) Was Jesus ever in hell?

Questions

107 The first word of a direct question should be capped.

Examples:

In analyzing his material, a good writer will always ask himself the question, Is the meaning clear?

We may ask, How can it best be understood?

Quotes

Complete

108 A quotation that is complete in itself and that is introduced by a reporting verb, such as “said,” “asked,” “replied,” and “commented,” should begin with a capital letter. The same rule applies to material that is single quoted.--See also “Quotes,” paragraph **50**.

Examples:

Direct quotation:

Jesus said: "This good news of the kingdom will be preached in all the inhabited earth."

Interrupted quote:

"This good news of the kingdom," Jesus said, "will be preached in all the inhabited earth."

Incomplete

109 Quotes that are not complete in themselves begin with a lowercase letter unless the first word is a proper noun.

Examples:

The "good news of the kingdom" is being preached earth wide.

The Millennium begins when "New Jerusalem, coming down out of heaven from God," . . .

Part of Text

110 When a quotation, either run into or set off from the text, is used as a part of text, the quote begins with a lowercase letter unless the quote itself begins with a proper noun.

Examples:

Truly, as Jesus said, "there is more happiness in giving than there is in receiving."

Jesus instructed his disciples to pay back "Caesar's things to Caesar, but God's things to God."--Matthew 22:21.

Preceded by "That"

111 If a quote is immediately preceded by the conjunction "that," the first word of the quote is lowercase unless the word is a proper noun.--See also "Commas," paragraph **93**, and "Quotes," paragraph **10**.

Examples:

Jesus said that "the seed is the word of God."--Luke 8:11.

The disciple James warned that "friendship with the world is enmity with God," and the apostle John said that "the whole world is lying in the power of the wicked one."--James 4:4; 1 John 5:19.

The party chairman boldly asserted that "Democrats can clean up the Republican mess."

Rules and Sayings

112 The first word in a rule or a saying should be capped.

Examples:

Write up cases and incidents from your own experience that illustrate the truth of these sayings: Haste makes waste; A stitch in time saves nine.

Some religions teach this, Once saved, always saved.

The Words "Yes" and "No"

113 The words "yes" and "no" are not usually capped when they appear within a sentence. They are capped only when emphasis is on the directness of the answer.

Examples:

When asked whether he would give the talk, he said yes.

A Christian's no must always mean no.

He emphatically answered, "No!"

stdm-3 1 - Commas

Section 3

Commas

Purpose of the Comma	stdm-3 1
Adverbial Clauses	
Following the Main Clause	stdm-3 2
Introduced by "Because"	stdm-3 3
Introduced by "Before," "When," "While," "As," or "Since"	stdm-3 4-5
Introduced by "If"	stdm-3 6
Introduced by "So That"	stdm-3 7
Introduced by "Unless" and "Except"	stdm-3 8
Nonrestrictive Adverbial Clause	stdm-3 9
Preventing Misreading of First Clause	stdm-3 10
Restrictive Adverbial Clause	stdm-3 11
Internal Adverbial Clause	stdm-3 12
Preceding the Main Clause	stdm-3 13
Applying to Two Independent Clauses	stdm-3 14
Introduced by "As," "Since," or "While"	stdm-3 15
To Ensure Correct Reading	stdm-3 16
Adverbial Phrases	stdm-3 17
Alternative "Or," Appositional "Or"	stdm-3 18
Alternative "Or"	stdm-3 19-20
Appositional "Or"	stdm-3 21-2
Antithetical Elements	
Following the Main Clause	stdm-3 23
With "Not . . . But"	stdm-3 24
Appositives	
Appositives Distinguished From Series Items	stdm-3 25
Nonrestrictive Appositives	stdm-3 26
Restrictive Appositives	stdm-3 27
Compound Predicates	stdm-3 28
Compound Sentences	
Omission of a Common Verb	stdm-3 29
Separating Coordinate Clauses	stdm-3 30
Introduced by "For"	stdm-3 31
Introduced by "So," "Then," or "Yet"	stdm-3 32
Joined by "But"	stdm-3 33-4
No Coordinating Conjunction Used	stdm-3 35
Short, Closely Connected Coordinate Clauses	stdm-3 36
Verbs in the Imperative Mood	stdm-3 37
Conjunctions	stdm-3 38-9
Consecutive Proper Nouns	stdm-3 40
Direct Address	stdm-3 41

Ellipsis Points	stdm-3 42-4	
Em Dash in Place of a Comma	stdm-3 45	
Abrupt Break or Afterthought	stdm-3 46	
Appositives	stdm-3 47	
Elements Having Internal Commas	stdm-3 48	
Emphasis	stdm-3 49	
Emphasizing Single Words	stdm-3 50	
Emphatic Second Independent Clause	stdm-3 51	
Repetition and Restatement	stdm-3 52	
Expressions Having Closing Punctuation		
Embedded in a Sentence	stdm-3 53	
Series Elements	stdm-3 54	
Interpolations	stdm-3 55-7	
Introductory Expressions		
Independent Comments	stdm-3 58	
Introductory "So"	stdm-3 59	
Introductory "Surely"	stdm-3 60	
Introductory "Thus"	stdm-3 61	
Transitional Expressions	stdm-3 62	
Transitional Words Versus Adverbs	stdm-3 63	
Multiple Adjectives Preceding a Noun		
Adjective and Noun Forming a Unit	stdm-3 64	
Adjective Modifying a Word in a Series	stdm-3 65	
Independent Adjectives	stdm-3 66	
Numbers		
Dates		
Day, Month, and Year Given	stdm-3 67	
Only Month and Year Given	stdm-3 68	
Only Name of Day Given With Year	stdm-3 69	
Dimensions, Weights, and Measures	stdm-3 70	
Figures of Four Digits or More	stdm-3 71	
Unrelated Figures	stdm-3 72	
When Commas Are Not Used in Figures	stdm-3 73	
"O," "Oh"	stdm-3 74	
Parenthetical Expressions	stdm-3 75-6	
Phrases		
Absolute Phrase	stdm-3 77	
Correlative Phrase	stdm-3 78	
Elements Common to More Than One Phrase	stdm-3 79	
Infinitive Phrase	stdm-3 80-1	
Interrogative Phrase	stdm-3 82	
Introductory Phrase	stdm-3 83-7	
Participial Phrase	stdm-3 88	
Quotes		
Direct Quote	stdm-3 89-91	
Parts of Speech	stdm-3 92-3	

Quote Followed by Descriptive Participle	stdm-3 94-5
Restrictive and Nonrestrictive Modifiers	stdm-3 96
Nonrestrictive	stdm-3 97
Restrictive	stdm-3 98
“Such as” and “Such . . . as”	stdm-3 99-101
Scripture Citations	
Footnotes	stdm-3 102
Full Chapters	stdm-3 103-4
Series	stdm-3 105-10
Nonessential Element Following a Conjunction	stdm-3 111
Of Clauses	stdm-3 112-4
Of Phrases	stdm-3 115
Of Predicates	stdm-3 116
Of Words	stdm-3 117-8
Construction Normally Avoided	stdm-3 119
“That,” “Which”	stdm-3 120
“Of Which” and Similar Forms Using “Which”	stdm-3 121
“That” With Introductory Clause	stdm-3 122-3
“Too”	stdm-3 124-7
Wrong Use of Commas	
After Last Item of a Series	stdm-3 128
Around Restrictive Words Within a Sentence	stdm-3 129
Before an Indirect Quotation	stdm-3 130
Before Restrictive Element at End of Sentence	stdm-3 131
Before Second Element of a Correlative Conjunction	stdm-3 132
Between Bible Book Name and Chapter in Text	stdm-3 133
Between Independent Clauses Not Joined by a Conjunction	stdm-3 134
In Place of a Conjunction	stdm-3 135
Separation of Verb and Object	stdm-3 136

PURPOSE OF THE COMMA

1 Commas are used to make the meaning of a sentence clear. The comma has two primary functions. It sets off nonessential expressions, and it separates elements within a sentence. Keep in mind at all times that the purpose of the comma is to prevent misreading.

ADVERBIAL CLAUSES

Following the Main Clause

2 Punctuation of an adverbial clause following the main clause depends on the nature of the adverbial clause.

Introduced by “Because”

3 Adverbial clauses introduced by “because” are usually restrictive.

Examples:

The Bible is accurate because it is inspired by God.

The preaching work always achieves its intended purpose because it is under Kingdom control.

A faithful Christian does not celebrate Christmas, because he wants to please God.

No one then will ever have to be afraid, because Jesus will use his power for the benefit of all who obey him.

Introduced by “Before,” “When,” “While,” “As,” or “Since”

4 Do not use a comma before an internal adverbial clause introduced by “before,” “when,” “while,” “as,” or “since” that restricts the time of action of the principal verb.

Examples:

We should review the current magazines before we go in field service.

Jehovah’s promise began to be fulfilled when Babylon was conquered and freedom was offered to the Israelite exiles.

Endurance becomes more significant as the last days extend themselves beyond what many had anticipated.

House-to-house preaching has been the hallmark of Jehovah’s Witnesses since that method was organized in the congregations in 1922.

5 When an internal adverbial clause introduced by “as,” “while,” or “since” does not restrict the verb but expresses cause or condition, use a comma before it.

Examples:

Preaching to Muslims and Hindus is a real challenge, as few respond to the Kingdom message.

Jehovah’s people are concerned with divine interests, while the world is concerned with human interests.

The Governing Body urges as many as possible to pioneer, since the time left for giving a witness is short.

Introduced by “If”

6 Clauses introduced by “if ” are nearly always restrictive and are not set off. A nonrestrictive “if ” clause may be loosely added as an afterthought or inserted with the sense of “though” and is set off.

Examples:

We can reach the goal if everyone sticks to the schedule.

That was a very good job, if I do say so myself.

The cleaning of the Kingdom Hall is a necessary, if routine, activity.

Introduced by “So That”

7 Use a comma before an internal adverbial clause of result introduced by “so that” but not before a clause of purpose introduced in that way.

Note: Meaning is at times changed by the use of or the omission of a comma.

Examples:

Convention arrangements have been simplified, so that fewer brothers need to work during the sessions.

[Comma indicates clause of result: Fewer workers are needed as a result of the simplification.]

Convention arrangements have been simplified so that fewer brothers need to work during the sessions.

[Clause of purpose: Simplification is intended to minimize the number of workers needed.]

Introduced by “Unless” and “Except”

8 Adverbial clauses introduced by “unless” and “except” are usually restrictive.

Examples:

A person cannot enter Bethel unless he shows his ID.

Bethel is open for tours every Saturday except when it is spring-cleaning day, Gilead graduation, or the Pennsylvania annual meeting.

I am planning to go out in service on Saturday, unless, of course, my guests arrive early.

Nonrestrictive Adverbial Clause

9 A nonrestrictive adverbial clause following the main clause should be preceded by a comma. Clauses introduced by “though” or “although” are always nonrestrictive.

Examples:

As these ‘former things pass away,’ God-fearing humans will be ushered into the glorious new world, where God “will wipe out every tear from their eyes.”-- Revelation 21:3-5.

The house-to-house work is the primary preaching method, while other methods are used to speak to people wherever they may be found.

Preventing Misreading of First Clause

10 Be careful not to omit a comma that is needed to prevent the subject of the second clause from being read, even momentarily, as a part of the object of the first clause.

Examples:

While we watched, the baptism candidates filed out of the auditorium.

Because studies canceled, return visits were down that month.

Restrictive Adverbial Clause

11 A restrictive adverbial clause following the main clause, which limits the action of the main verb to a particular time, manner, or circumstance, should not be preceded by a comma.

Examples:

Our faith is tested when people disregard our preaching.

The great day of Jehovah will arrive exactly on schedule whether people think so or not.

Internal Adverbial Clause

12 A comma is not used before an internal adverbial clause that precedes the main clause on which it depends unless the adverbial clause is clearly nonrestrictive and can be read as a parenthetical element.

Examples:

Not: Bethel has several small washing machines, and, after the workday ends, we may use them.

But: Bethel has several small washing machines, and after the workday ends, we may use them.

Not: This means that, if they leave for the convention by eight o'clock, they will arrive before nine.

But: This means that if they leave for the convention by eight o'clock, they will arrive before nine.

Not: Evening witnessing is encouraged because particularly when it is cold, more people are found at home.

But: Evening witnessing is encouraged because, particularly when it is cold, more people are found at home.

Preceding the Main Clause

13 Use a comma after an adverbial clause preceding its principal clause unless the adverbial clause is short (usually three words or less) and no misreading would result from the omission.

Examples:

After some years had passed, the ban was suddenly lifted.

When we returned we were shocked to see that the car was gone.

Applying to Two Independent Clauses

14 When an introductory adverbial clause applies to two independent clauses that it introduces, no comma separates the independent clauses. This prevents the misreading of the adverbial clause as applying only to the first independent clause.--See also "Commas," paragraph **30**.

Examples:

Not: Before you conduct a home Bible study, carefully read all the printed material to be covered, and look up all the unquoted scriptures.

But: Before you conduct a home Bible study, carefully read all the printed material to be covered and look up all the unquoted scriptures.

Introduced by "As," "Since," or "While"

15 A comma is always used after an adverbial clause introduced by "as," "since," or "while" when the conjunction expresses cause or condition. Without the comma these conjunctions express time only.

Examples:

As we said, we cannot accept the offer on those terms.

Since they visited, we gave them a tour.

While he walked he was happily whistling a Kingdom melody.

As we approached we could see some of the renovated buildings.

To Ensure Correct Reading

16 A comma may be necessary after an introductory adverbial clause to ensure correct reading.

Examples:

When he entered, the elevator fell.

As he boarded, the train doors closed behind him.

ADVERBIAL PHRASES

17 Adverbial phrases within a compound sentence should be treated separately within each independent clause and punctuated accordingly.

Examples:

The Bethel family has grown in recent years, and though housed largely in the Bethel complex, many in the family are scattered about in different buildings in Brooklyn Heights.

Many new congregations are formed in Mexico each year, and regardless of size, all of them need qualified men to take the lead.

ALTERNATIVE "OR," APPOSITIONAL "OR"

18 Alternative “or” and appositional “or” should be carefully distinguished so that no commas necessary to clearness of meaning are omitted.

Alternative “Or”

19 Words or phrases in text introduced by an alternative “or” are not set off by commas.

Examples:

The words a person most frequently hears in a New York department store may well be “Cash or charge?” rather than “Thank you” or “Please.”

Under the state guidelines, a pen or a pencil may be used to fill out the form.

20 If the alternative words or phrases appear within parentheses or brackets, no comma is used.

Examples:

I will be expecting you Monday (or Thursday) if that is convenient for you.

You can visit the clinic at the Bethel infirmary right after breakfast (or right after lunch).

“Before gray hair you should rise up, and you must show consideration for the person of an old man [or woman].”--Leviticus 19:32.

Appositional “Or”

21 Words or phrases in apposition in text are often introduced by “or.” Such words should be set off with commas.

Examples:

Underground passages, or tunnels, connect the buildings of the Bethel Home complex.

The “weeds” in Matthew chapter 13 represent false, or imitation, Christians.

22 If the words or phrases in apposition appear within parentheses or brackets, the comma follows the “or.”

Examples:

Similarly, aquaphobia (or, hydrophobia), a fear of water, may stem from an experience of nearly drowning.

The good news about Jesus Christ is contained primarily in the four Gospels (or, Evangelists).

“His loving-kindness [or, “loyal love,” footnote] is to time indefinite.”--2 Chronicles 7:3.

ANTITHETICAL ELEMENTS

Following the Main Clause

23 Set off an antithetical element following the main clause on which it depends.

Examples:

Jesus sought to attract honesthearted people to the Kingdom, not to drive them away.

Subjection to secular authority is Scripturally shown by conscientious obedience to law, not by hypocritical observance of patriotic ceremonies while violating the law.

With “Not . . . But”

24 An antithetical phrase that is introduced by “not” and followed by “but” is usually set off by commas. Short phrases do not require commas. This

construction should not be confused with construction that uses the correlative conjunction “not only . . . but also.”--See also “Commas,” paragraph 78.

Examples:

The preaching work is accomplished, not by sensational television extravaganzas, but by ordinary people who take the message of the Kingdom to individual listeners.

Driven by the fear of man, Peter denied Jesus not once but three times.

APPOSITIVES

Appositives Distinguished From Series Items

25 Care should be exercised to distinguish appositives from elements in a series.--See also “Commas,” paragraph 47.

Examples:

Not: During the latter part of the week, Brother Smith, the circuit overseer, and Brother Jones called on inactive publishers.

But: Later in the week, Brother Jones and Brother Smith, the circuit overseer, called on inactive publishers.

Nonrestrictive Appositives

26 Use commas with nonrestrictive appositives.

Examples:

The first man on earth, Adam, sinned in the garden of Eden.

[There was only one first man on earth.]

Abraham’s wife, Sarah, is an excellent role model for Christian women.

[Comma is used for monogamous relationships.]

Restrictive Appositives

27 Use no commas with restrictive appositives.

Examples:

Not: The inspired prophet, Daniel, described the succession of Gentile world powers.

[Daniel was not the only prophet.]

But: The inspired prophet Daniel described the succession of Gentile world powers.

[There were many prophets; the absence of commas restricts this prophecy to Daniel.]

Jacob loved his wife Rachel more than he did Leah.

[No comma with polygamous relationships.]

COMPOUND PREDICATES

28 In a compound predicate, the two predicates should not be separated by punctuation.--See also “Commas,” paragraph 135.

Examples:

He attended the entire convention and thereafter started coming to the meetings. Jehovah’s Witnesses have expanded their preaching work to over 230 lands and have established branch offices in many of those countries.

COMPOUND SENTENCES

Omission of a Common Verb

29 When two or more coordinate clauses require the same verb, omission of the verb in the clauses following the first should be marked by a comma unless the clauses are short and no misreading would result.

Examples:

The external ministry of preaching the Kingdom is the most visible activity of the Christian congregation, and the internal ministry of shepherding the flock, the least.

The apostle Paul departed for Syria and Cilicia with Silas; Barnabas, for Cyprus with Mark; and Demas, for the world with the selfish ones.

The *Reasoning* book is printed on Bible paper, *The Watchtower* on freesheet, and “*See the Good Land*” on coated stock.

Separating Coordinate Clauses

30 The coordinate clauses of a compound sentence are usually separated by a comma, though a semicolon may be called for because of complexity of thought.-
-See also “Commas,” paragraph 14.

Examples:

Many congregations desperately need to build Kingdom Halls, and the need is being met by the Kingdom Hall Fund.

Under God’s Kingdom following the great tribulation, there will be no tears of sadness, no death, no mourning or pain; unending happiness and peace will be man’s lot.

Introduced by “For”

31 A coordinate clause introduced by the conjunction “for” should be set off by punctuation to prevent the misreading of “for” as a preposition.

Examples:

He was in a hurry, for his dinner was getting cold.

He ran, for his life depended on it.

Introduced by “So,” “Then,” or “Yet”

32 A coordinate clause introduced by “so,” “then,” or “yet” is separated from the preceding clause by a comma or a semicolon.

Examples:

I was late, so I skipped lunch.

I was late, yet I did not want to skip lunch.

I was already late; then I had to go back for my keys, so I had to skip lunch.

Joined by “But”

33 Coordinate clauses joined by “but” take a comma; a semicolon is used when the clauses are complex or when one clause is balanced against two others.--

See also “Commas,” paragraph 14.

Examples:

Proofreaders may try to make a sentence clear by use of punctuation, but they cannot with punctuation alone clarify a sentence that is badly worded.

We know that Jesus began ruling in the heavens in 1914, and we know that the end of this system will take place in our generation; but we do not know exactly when the “great tribulation” will come.

34 If “but” is not followed by a clause, no comma is used. If “but” is the second element of a correlative conjunction, no comma is used.

Examples:

He came to the Public Meeting but did not stay for the *Watchtower* Study.
Not only did he come to the Public Meeting but he also stayed for the *Watchtower* Study.

No Coordinating Conjunction Used

35 Independent coordinate clauses that are not connected by a conjunction should be separated by a semicolon, not a comma. Otherwise, the clauses should be punctuated as two simple sentences, or a suitable coordinating conjunction should be added.--See also "Commas," paragraph **134**.

Examples:

Not: The roll tender mounts the paper rolls, the bundler takes away the printed signatures.

But: The roll tender mounts the paper rolls; the bundler takes away the printed signatures.

Or: The roll tender mounts the paper rolls. The bundler takes away the printed signatures.

Or: The roll tender mounts the paper rolls, and the bundler takes away the printed signatures.

Short, Closely Connected Coordinate Clauses

36 The comma may be omitted between coordinate clauses that are short and closely connected in thought, especially if the connective is "and."

Example:

They walked and we rode.

Verbs in the Imperative Mood

37 When one or both verbs in coordinate clauses are in the imperative mood and the subject is not expressed, separate the clauses with a comma.

Examples:

Stack all the chairs in the lobby, and thoroughly vacuum the carpet in the main hall.

You may not be able to come, but please try.

CONJUNCTIONS

38 Use a comma before "and," "but," "or," "nor," and "for" when they join independent clauses. If the clauses are very short and the second clause does not start with "for," meaning "because," or with "but," the comma may be omitted.

Examples:

The United States branch office is in Brooklyn, but the printery is at Walkill.

There were not very many brothers available, for the convention was in progress at the same time.

39 A comma is not used before the subordinating conjunction "but that."

Examples:

It never rains but that it pours.

There is clearly no question but that the theory of organic evolution is false.

I do not doubt but that you are surprised.

CONSECUTIVE PROPER NOUNS

40 Consecutive proper nouns that refer to different people, places, and things should be separated by a comma. Years and figures are considered proper nouns.--See also "Commas," paragraph **85**.

Examples:

To Jehovah's Witnesses, Christendom is an abomination.

From Dallas, Marie took the plane to New York.

For France, Versailles is a national treasure.

In 1914, Jesus became King.

At 30, Jesus was baptized.

DIRECT ADDRESS

41 Set off words and proper names used in direct address.

Examples:

I plead not guilty, Your Honor, to the charge of failing to pay my taxes.

If you agree, brothers, we will make an announcement to the congregation at the next Service Meeting.

You may not like it, George, but all Bethelites are expected to make their beds before they go to work in the morning.

ELLIPSIS POINTS

42 If a portion of a quote is replaced with an ellipsis and the deleted portion is preceded by a comma, the comma is retained if it ties in grammatically with the portion following the ellipsis. If the deleted portion is not preceded by a comma but one is needed for the correct punctuation of the quote, the comma is inserted after the ellipsis.

Examples:

"Happy are those conscious of their spiritual need, . . . happy are those who mourn, . . . happy are the mild-tempered, . . . happy are the merciful."--Matthew 5:3-7.

"Happy are you when people reproach you and persecute you . . . , since your reward is great in the heavens."--Matthew 5:11, 12.

43 No ellipsis is needed if the word "Selah" is omitted from a quote of Scripture unless the word "Selah" is being discussed.

44 If a portion of a quote is replaced with an ellipsis and the deleted portion is preceded by a period, the period is retained if it grammatically ties in with the portion following the ellipsis. If no period precedes the deleted portion, the ellipsis will cover for it, making it unnecessary to add a period after the ellipsis. The word following the ellipsis is cap or lowercase according to grammatical rules.

Examples:

"The heads of the horses were as heads of lions, and out of their mouths fire and smoke and sulphur issued forth. . . . Their tails are like serpents."--Revelation 9:17, 19.

"And so to the Jews I became as a Jew . . . To those without law I became as without law . . . To the weak I became weak, that I might gain the weak."--1 Corinthians 9:20-22.

EM DASH IN PLACE OF A COMMA

45 The em dash may be used to create an emphatic separation of words and to mark a sudden change in construction. The em dash should be used sparingly. The guidelines in this section present options rather than set requirements.

Abrupt Break or Afterthought

46 An em dash may be used to indicate an abrupt break in thought or to separate an afterthought from the main part of the sentence.

Examples:

Why did such men as Tyndale, Moffat, Judson, and Morrison labor for years--some even risking their lives--to translate a book for people they did not know? Pope Lucius III established the Inquisition at the Council of Verona in 1184, and its organization and procedures were perfected--if such a word can be used to describe that fearsome institution--by other popes.

Appositives

47 Em dashes may be used to set off an appositive if an appositional comma might be misread as a series comma. If an em dash marks the opening of an appositive, an em dash should close the appositive unless the appositive ends the sentence.--See also "Commas," paragraph **25**.

Examples:

Ancient books had natural enemies--fire, moisture, mold.

The sin of the first man, Adam--Adamic sin--is the cause of the inbred imperfections of the human race.

Archaeologists have dug up many artifacts--pottery, ruins of buildings, clay tablets, coins, documents, monuments, and inscriptions--that confirm the accuracy of the Bible.

Elements Having Internal Commas

48 If a nonrestrictive element contains internal commas, em dashes may be used to set the element off.

Examples:

The beauty, the symmetry, and often the fragrance of flowers--from the tiniest desert flower, daisy, or buttercup to the intricate variety of the orchids--make one marvel.

While many are worried about the future, the Bible shows that things are far worse--and at the same time, far better--than they imagine.

Emphasis

49 The em dash may be used to set off a nonrestrictive element that merits special emphasis.

Examples:

Never is rebellion against Jehovah God justified--not now, not ever.

I consider myself much better off than those who profess to see--that is, physically--but who are spiritually blind.

The serious mistakes of King David were not covered over but were committed to writing--and that while David was still ruling as king.

Emphasizing Single Words

50 Single words requiring special emphasis may be set off by em dashes.--See also "Italics," paragraph **4**.

Examples:

The Bible's references to an invisible realm inhabited by mighty spirit creatures cannot be proved--or disproved--scientifically.

Ulfilas set out to translate the Bible into what was then a modern but not a written language--Gothic.

Emphatic Second Independent Clause

51 To give special emphasis to the second independent clause in a compound sentence, an em dash may be used in place of a comma before the coordinating conjunction or an em dash may be used to replace both comma and conjunction.

Examples:

Thus, in one chapter of 166 words, there is only one word (three letters) in question after a thousand years of transmission--and this word does not significantly change the meaning of the passage.

Throughout his life, David consistently accepted reproof and correction--indeed, he prayed for it.

The Bible has inspired in many of its readers a remarkable degree of loyalty--some have risked death just to read it.

Repetition and Restatement

52 Em dashes may be used to set off and emphasize words that repeat or restate a preceding thought or to make the meaning more quickly understood.

Examples:

When Jehovah overthrew Babylon, he demonstrated his universal sovereignty--that he was the greatest King.

They are self-appointed prognosticators whose messages really spring from their own false reasoning--yes, their foolish, fleshly thinking.

Candid Bible writers spared no one--not even themselves--in recording the hard facts.

Jesus loyally paid the exact price required--a perfect human life--to balance the scales of justice.

EXPRESSIONS HAVING CLOSING PUNCTUATION

Embedded in a Sentence

53 If an expression such as a title or a quote has closing punctuation and is embedded in a sentence preceding a sentence element, no comma is added following the expression.--See also "Quotes," paragraphs **13-14**.

Examples:

My brother received from the same full-time minister the booklet *Where Are the Dead?* published by Jehovah's Witnesses.

Brother Knorr gave the gripping public talk "Peace--Can It Last?" showing that there would be a postwar peace period in which a great preaching work would be accomplished.

The man angrily yelled, "Get off my property!" manifesting a very hostile disposition.

Series Elements

54 Elements in a series may have such closing punctuation as an exclamation point or a question mark. A serial comma follows the closing punctuation of the element.

Examples:

The three articles in the cover series were entitled “Are You at Peace With Your Neighbor?,” “Pursue Peace With Your Neighbor,” and “Who Is My Neighbor?” Bible commentaries that have been published by Jehovah’s Witnesses include “*Babylon the Great Has Fallen!*” *God’s Kingdom Rules!*, *Pay Attention to Daniel’s Prophecy!*, and *Revelation--Its Grand Climax At Hand!*

INTERPOLATIONS

55 Interrupting words and expressions inserted into a sentence as comments or transitions are set off with commas.

Examples:

The great crowd highlighted at Revelation 7:9, it seems clear, will be quite large even though Brother Rutherford did not think it would be.

The destruction of Jerusalem in the first century, on the other hand, took place after a siege of only four months.

56 Sentences with “do you think” should be carefully analyzed. Note the difference in the following expressions.

Examples:

Why do you think they are marching on city hall?

[Meaning: What reason do you have for thinking that they are marching?]

Why, do you think, are they marching on city hall?

[Meaning: For what reason are they marching?]

Why do you think Gilead was moved to Patterson?

[Meaning: What reason do you have for thinking that they have moved?]

Why, do you think, was Gilead moved to Patterson?

[Meaning: For what reason did Gilead move?]

57 An interpolation that does not require a pause in oral reading does not need to be set off.

Examples:

Of course we will.

There is therefore no reason to become alarmed.

That is indeed so.

INTRODUCTORY EXPRESSIONS

Independent Comments

58 Use commas after introductory adverbs and phrases when they function as independent comments. Each comment should be reviewed to ensure that it expresses the writer’s intent.

Note, for instance, the difference:

By all means, do come over.

By all means do it.

Perhaps, when you come tomorrow.

Perhaps you can come tomorrow.

Examples:

Function	Expression
Affirmation:	by all means, indeed, of course, yet
Denial:	no
Regret:	unfortunately
Pleasure:	fortunately

Qualification: ideally, if necessary, literally
Personal viewpoint: according to him, in my opinion,
personally

Assertion of candor: actually, frankly, in reality, to be
honest

Assertion of fact: certainly, doubtless, in fact,
obviously

Weak assertion: apparently, perhaps, presumably

Introductory “So”

59 No comma is needed after an introductory “so” unless the sentence could be misread without it.

Examples:

Not: So what if Kingdom Hall expenses exceed the budget?

But: So, what if Kingdom Hall expenses exceed the budget?

Introductory “Surely”

60 A comma is used after an introductory “surely” if the word is simply an independent comment. If “surely” is essential to the meaning of the main clause, no comma is used.

Examples:

Surely, he would never do that!

Surely divine favor rests upon those who obey Jehovah.

Introductory “Thus”

61 A comma is used after an introductory “thus” if it conveys the thought “for this reason,” introduces an example, or indicates degree. No comma is used if it conveys the thought “in this manner.” Care should be exercised when this comma is inserted or deleted, since it can change the meaning of the sentence.

Examples:

Isaiah prophesied that Jehovah’s anointed servant would be despised, avoided, afflicted, wounded, and pierced. Thus, Jesus’ hardships on earth would test his integrity to the limit.

Isaiah prophesied that Jehovah’s anointed servant would be despised, avoided, afflicted, wounded, and pierced. Thus Jesus would be tested while on earth.

Thus far, nothing has been done about the squatters.

Transitional Expressions

62 Use commas after introductory adverbs and phrases when they function as transitional expressions. These nonessential words and phrases help the reader mentally relate the preceding thought to the idea being introduced.

Examples:

Function Expression

Addition: also, besides, furthermore, in addition

Consequence: accordingly, as a result, consequently,
hence, therefore

Summarizing: briefly, by and large, in conclusion

Generalizing: as a rule, generally, usually

Restatement: in other words, namely, that is

Contrast

and comparison: instead, likewise, on the contrary,
rather, yet

Concession: anyway, in any event, nevertheless, still

Sequence: afterward, at first, at times, finally,
in time, in turn, later on, meanwhile

Diversion: by the way, incidentally

Illustration: for example, for instance, for one thing

Transitional Words Versus Adverbs

63 The use of words as transitions and the use of the same words as adverbs should be carefully distinguished.

Examples:

However limited he may otherwise be, he gives a very effective witness.

However, limited as he is, we would be unwise if we assigned him that responsibility.

Yet, another reason for giving him the job is that he is punctual.

Yet another reason for giving him the job is that he is punctual.

MULTIPLE ADJECTIVES PRECEDING A NOUN

Adjective and Noun Forming a Unit

64 One or more adjectives may be included with a noun, forming a unit. An adjective modifying this unit should not be separated from it by a comma.

Examples:

Not: They were confronted with the tall, imposing, Babylonian, State idol.

But: They were confronted with the tall, imposing Babylonian State idol.

[“Babylonian State idol” is one term, referring to a unique image.]

Not: The missionaries found listening ears in the many small, native villages they visited.

But: The missionaries found listening ears in the many small native villages they visited.

[“Native villages” is a unit, a single thing.]

Not: It was a warm, beautiful, sunny, April day.

But: It was a warm, beautiful, sunny April day.

[“April day” is considered to be a compound noun, one item. The adjectives modify “April day,” not “day.”]

Not: He is a bright, charming, talented, young man.

But: He is a bright, charming, talented young man.

[“Young man” is thought of as one word.]

Adjective Modifying a Word in a Series

65 If an adjective in a series of consecutive adjectives modifies another word in the series, do not separate them by a comma.

Examples:

The first stone in the first row of the breastpiece of the high priest was a brilliant red ruby.

[This highlights the brilliance of the color rather than the reflectance of the stone.]

The pioneers rented a room in a gleaming white house.

[The color of the house was a gleaming white.]

Independent Adjectives

66 Use a comma to separate two or more independent adjectives that precede a noun only if “and” could be used in place of the comma.

Examples:

The smooth, rounded cone of Mount Tabor rises abruptly from the Plain of Jezreel.

The churches seem to specialize in long, stultifying, meaningless sermons.

NUMBERS

Dates

Day, Month, and Year Given

67 Use a comma following the year in such expressions as the following.

Examples:

Not: On July 16, 1962 there was . . .

But: On July 16, 1962, there was . . .

Only Month and Year Given

68 When the month and the year are given but not the day, commas are not used.

Examples:

He started writing the book in May 1994 and finished in April 1995.

World War I erupted in July 1914.

Only Name of Day Given With Year

69 When the name of a holiday, or other special day, and the year are given but not the month and date, commas are not used.

Examples:

The Christian congregation was founded in an upper room in Jerusalem at Pentecost 33 C.E.

Christmas 1927 was the last one observed at Bethel because the holiday was conclusively exposed as pagan on December 12, 1928, in a radio talk given by Brother Richard H. Barber.

Dimensions, Weights, and Measures

70 Commas are not used in dimensions, weights, and measures.

Examples:

The fierce muskellunge was 4 feet 7 inches long and weighed 41 pounds 5 ounces.

The Kingdom Hall auditorium is 74 feet 6 inches long, but the platform takes up 10 feet 11 inches of it.

Figures of Four Digits or More

71 Commas should be used to set off figures of four digits or more.--See also “Commas,” paragraph **73**.

Examples:

1,914 years ago 200,000,000

Unrelated Figures

72 When two unrelated figures appear adjacent to each other in a sentence, reword to separate them if possible. Otherwise, separate them with commas.--See also “Numbers,” paragraph **53**.

Examples:

Possible: In 1914, 14 nations were engulfed by World War I.

Better: World War I engulfed 14 nations in 1914.

Or: In 1914, World War I engulfed 14 nations.

When Commas Are Not Used in Figures

73 Commas are not used in house numbers, degrees of temperature, page numbers, radio-frequency designations, serial numbers, telephone numbers, years, and ZIP codes. They are also not used to the right of a decimal point or to the right of a diagonal.--See also "Numbers," paragraph **21**.

Examples:

3848 Atlantic Avenue 1/3294

3071°F page 1612

1550 kHz [not, kc.] 625-3600

the year 1914 3.14159

"O," "OH"

74 Do not use a comma after the vocative "O." The vocative "O" requires another word to complete it. Use a comma after "oh" if other words follow. Set off "oh" if it is embedded in a sentence.

Examples:

"To you, O Jehovah, I keep calling. O my Rock, do not be deaf to me."--Psalm 28:1.

Oh, how I enjoyed that convention!

We have waited, oh, so long!

PARENTHETICAL EXPRESSIONS

75 Set off a parenthetical phrase or clause that interrupts the even flow of a sentence and could be omitted without altering the meaning of the sentence.

Examples:

Why has God permitted so much time, about 6,000 years now, for settling this issue?

The identity of the "other sheep," which occupied our attention for decades, has now been clearly established.

76 Set off a phrase, a name, or a number that makes a preceding reference more specific.

Examples:

A clear identification of "the faithful and discreet slave" is given in *The Watchtower* of March 1, 1981, page 24, column 2, paragraph 1.

The Bethel policy on Saturdays off is found in the *Dwelling* manual, page 12, under the subhead "Saturdays Off."

PHRASES

Absolute Phrase

77 Set off an absolute phrase wherever it appears in a sentence.

Examples:

The rain having stopped, we resumed street work.

We opened the street door, it being unlocked, and rang the doorbell in the foyer.

Correlative Phrase

78 A correlative phrase is not set off from the main clause unless the phrase is nonrestrictive.--See also "Commas," paragraph **24**.

Examples:

In Mexico well-established congregations are found not only in the big cities but in the rurals as well.

Jehovah's Witnesses are criticized by groups of every sort, both religious and nonreligious.

Our new territory varies a lot, not only from county to county but also from home to home.

Another important feature of true worship is faith in Jesus Christ, not only as a great prophet but also as God's only-begotten Son.

Elements Common to More Than One Phrase

79 Use a comma before an element that belongs equally to two or more expressions but that appears only after the last expression.

Examples:

We can often readily recognize, but many times cannot readily solve, problems that affect the work.

As Jehovah's Witnesses are honestly, so Christendom is dishonestly, handling the Word of God.

Infinitive Phrase

80 A comma is not used after an infinitive phrase that is the subject of a sentence.

Examples:

To write clearly requires careful organization of ideas as well as sentence structure that is free of ambiguity.

To acquire mere acquaintances is easy; to make true friends is not.

81 A comma is used after an introductory infinitive phrase.

Examples:

To be accepted for Bethel, you must have a recommendation from the elders in your congregation and from the circuit overseer.

To remain in Bethel, you must carry out your assignments responsibly and adhere to Bethel standards of deportment.

To stay healthy, you must eat nutritious food.

Interrogative Phrase

82 A short direct question that falls at the end of a sentence is preceded by a comma.

Examples:

You are going to the meeting, aren't you?

Starting on the top floor seems better, don't you agree?

Getting all your homework done first is a good idea, isn't it?

Introductory Phrase

83 Do not set off an introductory phrase if the phrase immediately precedes the verb.

Examples:

Not: Just to the west of the Brooklyn Bridge, rises the office complex of world headquarters.

But: Just to the west of the Brooklyn Bridge rises the office complex of world headquarters.

Not: Within all congregations, will be found a wide range of personalities and aptitudes.

But: Within all congregations will be found a wide range of personalities and aptitudes.

84 A comma is usually not necessary following an introductory phrase unless the sentence could be misread without the comma or unless the phrase consists of four or more words.

Examples:

In the spring of 1919, a federal court reversed the convictions of the representatives of the Bible Students, as Jehovah's Witnesses were then called. At times, we have to suffer hardship for the sake of the preaching work.

On rare occasions a student will begin attending meetings on his own.

85 If an introductory phrase ends in a figure and is followed by a proper noun or the figure could be read as a modifier of the word that follows, set off the phrase even if it has fewer than four words.--See also "Commas," paragraph **40**.

Examples:

In 1914, God's Kingdom was established in the heavens.

Since 1938, elders have been appointed rather than elected.

86 If an introductory phrase ends with a verbal (used as a noun, adjective, or adverb) or a preposition, a comma is used before a following noun.

Examples:

Seeing the brothers escaping, the frustrated clergy vilified the leaders of the mob. Soon after, renovation started on the 107 building.

87 If a question is introduced by a phrase, a comma is used before the question.

Examples:

In 1914, what was the identity of the king of the north and the king of the south?

In time, what preaching method became identified with Jehovah's Witnesses?

Participial Phrase

88 Set off a participial phrase unless it is restrictive. Set off a participial phrase that applies to the subject, not the object, when it occurs at the end of the sentence.

Examples:

Last weekend, working the territory around the Kingdom Hall, we found a person who had never before seen *The Watchtower*.

Congregations that need a Kingdom Hall loan must submit an application showing how the money will be used.

She gave her a gift, showing that she wanted to be kind.

QUOTES

Direct Quote

89 A direct quote of a few words should be set off by a comma from the statement that introduced it. A quotation of two sentences or more should be set off by a colon.

Examples:

John said, "Watch out!"

His wife cried out, "Do not leave without me!"

She said: "I'm so glad you stopped to talk with me. I haven't had any of your Bible literature for a long time."

90 A published quote of any length should be set off by a colon.

Examples:

Paul said: "Flee from fornication."

Jesus said: "Go forth" and "make disciples."

London's *Daily Telegraph* observed: "Since 1979 some 1,500 churches have been closed in England."

The New Encyclopædia Britannica reports: "The gains and losses of the German princes were determined by the convenience of the principal powers: France, Sweden, and Austria." [printed version]

The *Encyclopædia Britannica* explains: "Tektites have been the subject of intense scientific scrutiny throughout much of the 20th century." [computer version]

91 When the opening portion of an interrupted quote has closing punctuation, no comma is used.--See also "Quotes," paragraph **6**.

Examples:

Not: "Look!," the angel exclaimed, "I am declaring to you good news."

But: "Look!" the angel exclaimed, "I am declaring to you good news."

Parts of Speech

92 A quote that is the subject or object of a sentence should not be set off.

Examples:

"Keep on the watch" was repeatedly stressed by Jesus.

For the information marches of the 1930's, the slogan on the first placard was "Religion is a snare and a racket."

"Look!" is used in the *New World Translation* where the *King James Version* has "behold" or "lo."

93 A quote immediately preceded by the conjunction "that" should not be separated from "that" by a comma.--See also "Capitalization," paragraph **111**, and "Quotes," paragraph **10**.

Examples:

Not: *The Careful Writer* says that, "we can introduce clarity, precision, and grace into the most ordinary of our written communications."

But: *The Careful Writer* says that "we can introduce clarity, precision, and grace into the most ordinary of our written communications."

Not: The Bible assures us that, "everyone who calls on the name of Jehovah will be saved."

But: The Bible assures us that "everyone who calls on the name of Jehovah will be saved."

Quote Followed by Descriptive Participle

94 A descriptive participle following a quote should be set off.

Examples:

"Now comes the best part," he announced, smiling.

"Be careful. The streets are icy," he cautioned, frowning.

95 An adverb following a quote should not be set off.

Examples:

“Remember, don’t drink the water,” he directed firmly.

“Look at the beautiful sunset!” she said excitedly.

“He should have been arrested!” stated the newspaper boldly.

RESTRICTIVE AND NONRESTRICTIVE MODIFIERS

96 When a participial, infinitive, or prepositional phrase or a clause appears at a point other than the beginning of a sentence or of a clause, commas are omitted or inserted depending on whether the modifier is restrictive or nonrestrictive.

Nonrestrictive

97 A nonrestrictive phrase or clause should be set off with commas, since it can be omitted without changing the meaning of the principal clause.

Examples:

Mundane activities, such as mowing the yard and washing the dog, cannot Scripturally be classified as sacred service.

At Bethel, where everyone is a dedicated servant of Jehovah, there is a unique form of security.

Restrictive

98 A restrictive phrase or clause should not be set off by commas.

Examples:

We should be very observant and cautious when witnessing in a dangerous neighborhood.

Such features of the public ministry as return visits and Bible studies are properly ranked as sacred service.

“Such as” and “Such . . . as”

99 “Such as” and “such . . . as” may be used to introduce one or more examples of the kind of thing or person that is being discussed.

100 A nonrestrictive expression introduced by “such as” is set off. A restrictive expression introduced by “such as” is not set off.

Example:

Marsupials, such as kangaroos and opossums, have an abdominal pouch for carrying their young.

Animals such as kangaroos and opossums have an abdominal pouch for carrying their young.

101 “Such . . . as” is used with a restrictive expression and is not set off.

Example:

Such animals as kangaroos and opossums are marsupials, which have an abdominal pouch for carrying their young.

SCRIPTURE CITATIONS

Footnotes

102 When the Scripture citation refers to a footnote on a Bible verse, no comma is used between the Bible book name or symbol and the word “footnote” when such a reference is part of text. When the footnote citation appears in parentheses or at the end of a paragraph following an em dash, a comma is used to set off the footnote notation.

Examples:

A *Jerusalem Bible* footnote on Genesis 2:17 makes this perceptive comment on the significance of partaking of the forbidden fruit: “It is the power of deciding for

himself what is good and what is evil and of acting accordingly, a claim to complete moral independence by which man refuses to recognise his status as a created being. The first sin was an attack on God's sovereignty, a sin of pride." Note this perceptive comment on the significance of partaking of the forbidden fruit: "It is the power of deciding for himself what is good and what is evil and of acting accordingly, a claim to complete moral independence by which man refuses to recognise his status as a created being. The first sin was an attack on God's sovereignty, a sin of pride."--Genesis 2:17, *Jerusalem Bible*, footnote.

Full Chapters

103 In field publications, when a Scripture citation in parentheses or following an em dash at the end of a paragraph is given for full chapters, spell out the word "chapter" and use a comma after the book name.--See also "Abbreviations," paragraph **8**, and "Commas," paragraph **133**.

Examples:

Nebuchadnezzar dreamed of an image made of various metals. (Daniel, chapter 2) Daniel interpreted the dream.

Daniel interpreted Nebuchadnezzar's dream of an image made of various metals.--Daniel, chapter 2.

104 When a Scripture citation for full chapters is part of text, no comma is used between the book name and the word "chapter." Such a citation may be part of a "See," "Compare," or "Contrast" statement only by override. When the statement appears within parentheses or following an em dash at the end of a paragraph, no comma is used.

Examples:

The account in Daniel chapter 2 shows that Daniel interpreted Nebuchadnezzar's dream of an image made of various metals.

Daniel interpreted Nebuchadnezzar's dream of an image made of various metals.--See Daniel chapter 2.

The account in Daniel chapter 2 shows that Daniel interpreted Nebuchadnezzar's dream of an image made of various metals. (Compare Daniel chapter 4.)

Nebuchadnezzar rewarded Daniel with a high office in the government.

SERIES

105 In a series in the form "a, b, and c" or "red, white, and blue," a comma is used before the conjunction.

Examples:

Among the most discussed dates in theocratic chronology are 607 B.C.E., 70 C.E., and 1914 C.E.

Faithful men of old, such as Abraham, Moses, and David, will no doubt be resurrected soon after Armageddon.

106 At times, the intended meaning of a sentence determines whether a comma should be used before a conjunction or not.

Examples:

"Marie, Alice, and Bob are here."

[Three persons announced]

"Marie, Alice and Bob are here."

[Two persons announced, Marie being addressed]

107 A comma should not be used after the last member of a series unless the sentence structure demands a comma at that point.

Examples:

Not: Tomatoes, carrots, and radishes, are served in salads at Bethel.

But: Tomatoes, carrots, and radishes are served in salads at Bethel.

Not: Among neighbors, workmates, schoolmates, and relatives we may find hearing ears.

But: Among neighbors, workmates, schoolmates, and relatives, we may find hearing ears.

Not: Many young people view movie stars, musicians, and athletes, as role models.

But: Many young people view movie stars, musicians, and athletes as role models.

108 If all elements in a series are joined by “and” or by “or,” do not use commas to separate the elements.

Examples:

The weatherman called for rain or snow or sleet, but that sounds like a guess rather than a forecast.

The four living creatures of Ezekiel’s vision could go left or right or forward or backward without turning.

109 In a series of three or more items, do not use a comma in place of “and” before the last item unless the intent is to indicate that the list is incomplete. Omission of “and” implies “and the like.”--See also “Commas,” paragraph **128**.

Examples:

Potatoes can be used to make chips, salads, patties, French fries.

[Implies incomplete listing]

Potatoes can be used to make chips, salads, patties, and French fries.

[Implies complete listing]

110 Care should be exercised to distinguish appositives from elements in a series.

Examples:

Not: During the latter part of the week, Brother Smith, the circuit overseer, and Brother Jones called on inactive publishers.

[Ambiguous. Brother Smith was the circuit overseer.]

But: During the latter part of the week, Brother Jones and Brother Smith, the circuit overseer, called on inactive publishers.

Nonessential Element Following a Conjunction

111 If a nonessential element follows the conjunction (and, or, nor) in a series, omit the comma before the conjunction to avoid excessive punctuation.

Examples:

Not: Congregation publishers, pioneers, missionaries, and, of course, Bethelites were on hand for the dedication of the new branch facilities.

But: Congregation publishers, pioneers, missionaries and, of course, Bethelites were on hand for the dedication of the new branch facilities.

Of Clauses

112 In a series of three or more clauses without internal punctuation, a comma is used before the conjunction.--See also "Commas," paragraph **114**.

Examples:

To cover our missionary assignment, we walked, we sailed, we paddled, we drove, and we hitchhiked--whatever it took to search out the people.

In preparing recommendations, the elders consider whether a brother adequately manifests the fruitage of the spirit, whether he is dependable, whether he is steady in field service, whether he attends meetings regularly, and whether he is able to give counsel.

We are strengthened spiritually when we preach, when we meet together, when we study, and when we pray.

113 If one or more members of a series contain commas, semicolons may be necessary between the series members to make the meaning clear.

Examples:

Auxiliary pioneers have a field service requirement of 60 hours per month; regular pioneers, 90 hours; and special pioneers and missionaries, 140 hours. Bethel families produce literature; congregations distribute it; but angels, working behind the scenes, support the entire process.

114 In a series, independent clauses with internal punctuation are separated by a semicolon. Short independent clauses, however, may be separated by commas.-
-See also "Commas," paragraph **112**.

Example:

To get to Newark International Airport from Bethel, cross the Brooklyn Bridge to lower Manhattan; follow the signs to the Holland Tunnel; from the Holland Tunnel, take Route 9 over the Pulaski Skyway; then follow the airport signs.

Of Phrases

115 In a series of three or more phrases, a comma is used before the conjunction.

Examples:

To be true to our dedication, we must consistently demonstrate loyalty to Jehovah, to his Word, and to his organization.

Some basic speech counsel points in the Theocratic Ministry School are theme developed, repetition for emphasis, and effective conclusion.

Of Predicates

116 In a sentence having a compound predicate of three or more parts, a comma is used before the conjunction.

Examples:

Clutching his perishable prize, the little boy jerked open the front door, raced to the kitchen, flung open the refrigerator, and carefully put the Popsicle in the freezer.

To be spiritually healthy, a Bethelite must be present for the daily text discussion, attend the Monday night *Watchtower* Study, support his congregation, avoid a recreation-oriented personal life, pray reverently, and study regularly.

Of Words

117 In a series of three or more words, a comma should be used before the conjunction.

Examples:

Bookbinding materials include vinyl, glue, paste, crash, thread, and chipboard. A nutritionally proper diet requires a balanced intake of carbohydrates, proteins, fats, vitamins, minerals, and dietary fiber.

118 Words customarily used in pairs are set off as a single element in a series.

Examples:

Watchtower and *Awake!* magazines, books and Bibles, return visits and Bible studies, and dedication and baptism are combinations that form naturally in our field ministry.

Bread and butter, pen and ink, and cream and sugar are things that are often thought of together.

Construction Normally Avoided

119 A compound subject consisting of a series without a conjunction is normally avoided. To correct such a construction, delete the last comma and use a conjunction before the last element of the series.

Examples:

Undesirable: Books, magazines, brochures, tracts, were distributed.

Preferable: Books, magazines, brochures, and tracts were distributed.

“THAT,” “WHICH”

120 Do not use a comma before “that” introducing a restrictive clause. If a nonrestrictive clause is introduced, use a comma and “which.”

Examples:

The message that Jehovah’s people preach is of the greatest importance to everyone on earth.

The Bible, which is available to almost everyone on earth, contains a life-giving message.

“Of Which” and Similar Forms Using “Which”

121 “Which” may be restrictive in clauses introduced by “of which,” “in which,” “that which,” and similar combinations.

Examples:

Jehovah’s Witnesses form a worldwide brotherhood of which Jehovah has said: “Look! My own servants will rejoice.”

Jehovah’s love moves us to keep our hearts fixed on that which is righteous and upright.

It was a muddy wallow in which only a real hog could delight.

“That” With Introductory Clause

122 When “that” introduces a dependent clause that is introductory in nature, do not use a comma following “that.”

Examples:

Not: It is our expectation that, when Gog of Magog launches his attack, all the governments will assault Jehovah’s people.

But: It is our expectation that when Gog of Magog launches his attack, all the governments will assault Jehovah’s people.

123 When “that” introduces an interrupting dependent clause, set off the clause.

Examples:

They confirmed that, as it had been rumored, they were going to be leaving.

Jesus prophesied that, as we have experienced, the last days would be a time of increasing distress worldwide.

“TOO”

124 When preceded by a verb or a verb form, the word “too” should be set off (even though the pronoun “you” may be understood). When preceded by a proper noun, noun, pronoun, or noun substitute, “too” is not set off.

Examples:

The importance of meeting attendance is well understood, too, by Witnesses in war-torn countries.

Notice, too, that Jesus was always loving toward his disciples.

We rejoice, too, in the prospect of eternal life.

Jehovah too can be hurt at heart.

We too can share in the joy of preaching.

You too should cultivate an attitude of fearlessness.

Traveling too can be educational.

125 When it follows an introductory expression, “too” is set off.

Examples:

Today, too, people grieve Jehovah’s spirit.

Then, too, backgrounds vary greatly.

126 When it appears at the end of a sentence or of an internal clause, “too” should not be set off.

Examples:

Although Revelation 19:11-21 explicitly describes the destruction of only the political element, the other secular elements will be destroyed too.

Whether young or old, you can enjoy recreation too, but it should be balanced with spiritual activities.

127 The word “too” should not be set off from a word that it modifies.

Examples:

Sadly, as experience shows, the world’s relief aid is usually too little too late.

Jehovah has done things too wonderful for us even to comprehend.

WRONG USE OF COMMAS

After Last Item of a Series

128 No comma should be inserted after the last item of a series when the final item is preceded by a conjunction. If there is no conjunction, a comma may be inserted to indicate that the series is not complete, but this construction is normally avoided.--See also “Commas,” paragraph **109**.

Examples:

Not: Reading, writing, and arithmetic, are still the basics of education.

But: Reading, writing, and arithmetic are still the basics of education.

Around Restrictive Words Within a Sentence

129 Commas should not set off restrictive elements within a sentence.

Examples:

Not: Because the trains were running late, we had to walk, very fast, to get to the meeting on time.

But: Because the trains were running late, we had to walk very fast to get to the meeting on time.

Before an Indirect Quotation

130 A comma should not be inserted before an indirect quotation.--See also "Quotes," paragraph 17.

Examples:

Not: The circuit overseer asked, how many auxiliary pioneers there were in the last six months.

But: The circuit overseer asked how many auxiliary pioneers there were in the last six months.

Before Restrictive Element at End of Sentence

131 A comma should not be inserted before a restrictive element at the end of a sentence.

Examples:

Not: Many desire to serve in a foreign field, as missionaries.

But: Many desire to serve in a foreign field as missionaries.

Not: Brothers register with Selective Service, when they reach 18 years of age.

But: Brothers register with Selective Service when they reach 18 years of age.

Before Second Element of a Correlative Conjunction

132 No comma is used before the second element of a correlative conjunction.

Examples:

Not: Not only do men disregard the laws of man, but they also flout the pronouncements of God.

But: Not only do men disregard the laws of man but they also flout the pronouncements of God.

Not: Our course of action is always determined by the Bible, whether the nations approve, or not.

But: Our course of action is always determined by the Bible, whether the nations approve or not.

Not: We cannot overemphasize the importance of both house-to-house work, and return visits.

But: We cannot overemphasize the importance of both house-to-house work and return visits.

Not: The Bible neither caters to human weakness, nor sets standards that are too high for weak humans to meet.

But: The Bible neither caters to human weakness nor sets standards that are too high for weak humans to meet.

Between Bible Book Name and Chapter in Text

133 A comma is not used between a Bible book name and the word "chapter" in text.--See also "Abbreviations," paragraph 8, and "Commas," paragraphs 103-4.

Examples:

Not: A good wife is described at length in Proverbs, chapter 31.

But: A good wife is described at length in Proverbs chapter 31.

Between Independent Clauses Not Joined by a Conjunction

134 By itself, a comma is not used to separate independent clauses. Either a semicolon or a comma with a conjunction may be used. Alternatively, the clauses may be punctuated as two sentences.--See also "Commas," paragraph 35.

Examples:

Not: The brothers take care of the heavier physical work, the sisters are given the lighter assignments.

But: The brothers take care of the heavier physical work. The sisters are given the lighter assignments.

Or: The brothers take care of the heavier physical work; the sisters are given the lighter assignments.

Or: The brothers take care of the heavier physical work, and the sisters are given the lighter assignments.

Or: The brothers take care of the heavier physical work, while the sisters are given the lighter assignments.

In Place of a Conjunction

135 In a compound predicate of two parts, do not use a comma in place of a conjunction to join the parts.--See also "Commas," paragraph **28**.

Examples:

Not: At the end of each month, we are supposed to fill out our field service report, immediately drop it in the box.

But: At the end of each month, we are supposed to fill out our field service report and immediately drop it in the box.

Separation of Verb and Object

136 A comma should not separate the object of a sentence from the verb.

Examples:

Not: The most important Christian quality is, love.

But: The most important Christian quality is love.

stdm-4 1 - Hyphens

Section 4

Hyphens

Purpose of the Hyphen	stdm-4 1
Compound Adjectives	stdm-4 2
Adjective Plus a Noun With "d" or "ed" Added	stdm-4 3
Adjective Component Ending in "d"	stdm-4 4
Adjective Plus Noun	
Not Preceding the Word Modified	stdm-4 5
Preceding the Word Modified	stdm-4 6
To Prevent Misreading	stdm-4 7
Adverb Plus Adjective or Participle	
Distinguishing "ly" Adjectives	stdm-4 8
From "ly" Adverbs	
When the Adverb Cannot Be Misread	stdm-4 9
When the "ly" Modifier Can Be Misread	stdm-4 10
Not Preceding the Word Modified	stdm-4 11
Preceding the Word Modified	
When "More" Forms a Compound of	stdm-4 12
Comparative Degree	
When the Adverb Can Be Misread	stdm-4 13
When the Adverb Cannot Be Misread	stdm-4 14

Compound Modifier That Is Quoted	stdm-4 15
Compounds Denoting Color	
Combining Two Colors or a Color and a Noun	stdm-4 16
One Component Ending in “ish”	stdm-4 17
Preceding the Word Modified	stdm-4 18
Noun or Adjective Plus Participle	
Components Employed With Different Meaning	stdm-4 19
Not Preceding the Word Modified	stdm-4 20
Preceding the Word Modified	stdm-4 21
Verb Plus Preposition or Adverb	
Used as an Adjective	
Not Preceding the Word Modified	stdm-4 22
Preceding the Word Modified	stdm-4 23-4
Used as a Noun	stdm-4 25
Used as a Verb	stdm-4 26
When the Compound Adjective Is a Proper Noun	stdm-4 27
Form Dependent on Meaning	
Compound Expressions Ordinarily Written as Two Words	stdm-4 28
Compound Nouns Ordinarily Written as a Solid Word	stdm-4 29
Compound Nouns Written as Two Words	stdm-4 30
Compounds That May Change Form	stdm-4 31
Compounds That May Require a Change in Form	stdm-4 32
In Apposition to a Noun	stdm-4 33
Use of “Full” and the Suffix “ful”	stdm-4 34
When a Suffix Is Added	stdm-4 35
Number Compounds	
Cardinal Numbers	
With an Adjective or a Participle	stdm-4 36
With a Noun	stdm-4 37-8
With “odd”	stdm-4 39
Fractions	
As Modifiers of Nouns	stdm-4 40
As Nouns	stdm-4 41
“Of a” or “of an” Between a Fraction and a Noun	stdm-4 42
Ordinal Numbers	stdm-4 43
Phrases	
Phrases Used as Adjectives	stdm-4 44
Prefixes	
As Found in <i>Webster’s</i>	stdm-4 45
Deviations for Easier Reading	stdm-4 46
When the Second Component Is Capped	stdm-4 47
Words Usually Hyphenated	stdm-4 48
Words Usually Treated as Solid	stdm-4 49

Suffixes

According to <i>Webster's</i>	stdm-4 50
Suffix That Creates Three Successive "l's"	stdm-4 51
With the Suffix "fold"	
With Figures	stdm-4 52
With Spelled-Out Numbers	stdm-4 53
Suspended Compounds	
Adjectives With One Component in Common	stdm-4 54
Expressions to Be Avoided	stdm-4 55
Two Nouns of Equal Value	stdm-4 56

PURPOSE OF THE HYPHEN

1 The purpose of the hyphen is to prevent misreading. To that end, the three most important functions of the hyphen are

1. to indicate that two or more words are functioning together as a temporary compound
2. to indicate permanent compounds
3. to avoid ambiguity

COMPOUND ADJECTIVES

2 If listed in *Webster's*, a hyphenated compound should be used as listed regardless of its position in a sentence. If not listed in *Webster's*, a compound should be treated according to the rules found herein.

Adjective Plus a Noun With "d" or "ed" Added

3 When a compound adjective consists of an adjective plus a noun with "d" or "ed" added, the combination should be hyphenated whether it appears before the noun modified or elsewhere in the sentence.

Examples:

A cold-faced householder answered the door.

Leah was dull-eyed.

They were in good spirits, happy-eyed and smiling.

Adjective Component Ending in "d"

4 When the adjective component of the compound ends in "d," the "d" should be omitted.

Examples:

ripple-edged tray [Having rippled edges]

curve-walled enclosure [Having curved walls]

Adjective Plus Noun

Not Preceding the Word Modified

5 A compound adjective consisting of an adjective plus a noun is not hyphenated when it does not precede the word modified.--See also "Hyphens," paragraph **2**.

Examples:

Christians of the first century were often persecuted.

Living in our modern day is stressful.

Preceding the Word Modified

6 A compound adjective consisting of an adjective plus a noun is hyphenated when it precedes the word modified.--See also "Hyphens," paragraphs **15, 27**.

Examples:

first-century Christians modern-day living

To Prevent Misreading

7 A compound adjective consisting of an adjective plus a noun may need to be hyphenated to prevent misreading.

Examples:

The years had slipped away, and he began to realize that he was now an old book collector.

[An old person who collects books]

He was an old-book collector.

[Someone who collects old books]

Adverb Plus Adjective or Participle**Distinguishing “ly” Adjectives From “ly” Adverbs**

8 Since some adjectives end in “ly,” adjectives and adverbs must be carefully distinguished in an adverb plus adjective or participle compound.

When the Adverb Cannot Be Misread

9 In a compound consisting of an adverb plus an adjective or a participle, do not hyphenate the compound if the adverb cannot be misread as an “ly” adjective modifying the noun.

Examples:

newly interested person

recently formed congregation

frequently used expressions

repeatedly quoted scripture

a quickly built Kingdom Hall [not, quick-build]

When the “ly” Modifier Can Be Misread

10 In a compound consisting of an “ly” modifier and an adjective or a participle, hyphenate the compound if the modifier could be misread as modifying the noun.

Examples:

monthly-average earnings scholarly-looking man

worldly-acting teenager daily-updated Web page

Not Preceding the Word Modified

11 When a compound adjective consisting of an adverb plus an adjective or a participle does not precede the word modified but appears elsewhere in the sentence, the compound is hyphenated only if it is hyphenated in *Webster’s* or if it can be misread.

Examples:

Materialism is a danger that is ever present.

It is a territory that is most desired by pioneers.

It concerns people who are best informed.

His thoughts were well expressed.

She looks well-dressed in silk.

Preceding the Word Modified**When “More” Forms a Compound of Comparative Degree**

12 When the adverb “more” forms a compound of comparative degree, the compound is not hyphenated. However, in some cases the adverb may be misread. If so, reword the expression.

Examples:

Not: We can look forward to more remarkable developments.

[Could be understood either as “events that are more remarkable” or as “more events that are remarkable”]

But: We can look forward to further remarkable developments.

[Or other adjustment that clarifies the meaning]

Not: Jehovah’s expanding visible organization needs more spiritual men.

[Could be understood either as “men who are more spiritual” or as “more men who are spiritual”]

But: Jehovah’s expanding visible organization needs an increasing number of spiritual men.

[Or other adjustment that clarifies the meaning]

Not: The territory needs more thorough coverage.

[Could be understood either as “more thorough” or as “more coverage”]

But: The territory needs to be covered more thoroughly.

Or: The territory needs to be covered more frequently.

[Or other adjustment that clarifies the meaning]

When the Adverb Can Be Misread

13 When a compound adjective consists of an adverb plus an adjective or a participle, the compound is hyphenated if it precedes the word it modifies and the adverb can be misread as a modifier of the noun.

Examples:

a long-awaited verdict the above-cited principles
a fast-moving account the best-informed people
a well-educated man the worst-dressed woman

When the Adverb Cannot Be Misread

14 When a compound adjective consists of an adverb plus an adjective or a participle, the compound is not hyphenated if the adverb cannot be misread as a modifier of the noun.

Examples:

a less severe climate a less alarming condition
a much appreciated gift the then existing kingdom
a most impressive event the least motivating talk

Compound Modifier That Is Quoted

15 When a compound modifier is quoted, no hyphen is used, since the quotes link the elements of the compound and thereby prevent misreading.--See also “Hyphens,” paragraphs **6, 27**.

Examples:

Not: Some opposers charge that Jehovah’s Witnesses are a “Devil-inspired” religion.

But: Some opposers charge that Jehovah’s Witnesses are a “Devil inspired” religion.

Or: Some opposers charge that Jehovah's Witnesses are a Devil-inspired religion.

Many people bring bogus "pain and suffering" lawsuits.

Psychics may claim "road to Damascus" revelations.

Compounds Denoting Color

Combining Two Colors or a Color and a Noun

16 An adjective compounded of two colors or of a color and a noun is always hyphenated.

Examples:

The crystal was emerald-green.

Emerald-green grass is beautiful.

One Component Ending in "ish"

17 A compound adjective denoting color in which the first component ends in "ish" is hyphenated when it precedes the word modified or when it is a predicate adjective.

Examples:

The leaves are reddish-brown.

Reddish-brown leaves covered the ground.

Yellowish-green foliage decorated the hillside.

Preceding the Word Modified

18 A compound adjective denoting color that precedes the word modified is hyphenated.

Examples:

A metallic-red car sat in the driveway.

Everything was covered with light-gray ash.

Dark-brown sludge floated on the polluted waters.

Noun or Adjective Plus Participle

Components Employed With Different Meaning

19 A component consisting of a noun or an adjective plus a participle should not be confused with one having the same components intended to express a different meaning.

Examples:

Not: Much attention is being focused on the problem of plastic-killing sea life.

[This incorrectly states that sea life is killing plastic.]

But: Much attention is being focused on the problem of plastic killing sea life.

[This correctly states that plastic debris in the sea is killing sea life.]

Not Preceding the Word Modified

20 A compound consisting of a noun or an adjective plus a participle is not hyphenated when it does not precede the word modified unless misreading can result.

Examples:

Our clothing should not be shabby looking.

The experience was mind numbing.

The region was war torn.

The talk "The Challenge of Maturity" was thought-provoking.

[Stimulated thought]

The talk “The Challenge of Maturity” was thought provoking.
[Judged to be irritating]

The apostles were able to cure the demon-possessed.

Preceding the Word Modified

21 When a compound adjective consisting of a noun or an adjective plus a participle precedes the word it modifies, the compound is hyphenated.

Examples:

It was a mind-numbing experience.

Who would buy such a shabby-looking jacket?

He lived in a war-torn region.

Verb Plus Preposition or Adverb

Used as an Adjective

Not Preceding the Word Modified

22 A compound adjective consisting of a simple verb plus a preposition or an adverb is not hyphenated when it does not precede the word modified.

Examples:

In most Bethel rooms, some cabinets are built in.

Wax that is built up is not easily removed.

Preceding the Word Modified

23 A compound adjective consisting of a simple verb plus a preposition or an adverb is hyphenated when it precedes the word it modifies.

Examples:

Built-in cabinets are popular in Bethel.

Built-up wax is not easily removed.

The brothers need a pull-together spirit.

24 No hyphen should be used between a hyphenated compound adjective and the word it modifies.

Examples:

Not: He used the trade-in-value of his old car for the first payment on a new one.

But: He used the trade-in value of his old car for the first payment on a new one.

Used as a Noun

25 When a compound consisting of a simple verb plus a preposition or an adverb is used as a noun, it may be written as a solid word or may be hyphenated depending on the sentence structure.

Examples:

A buildup of wax is not easily removed.

In Bethel rooms there are many built-ins.

Used as a Verb

26 When a compound consisting of a simple verb plus a preposition or an adverb is used as a verb, it is written as two words.

Examples:

If furniture is waxed too much, wax is easily built up.

The pioneers wore out their shoes.

Jerry asked if he could stand in for Ron.

When the Compound Adjective Is a Proper Noun

27 When the compound adjective is a proper noun, no hyphen is used.--See also "Hyphens," paragraphs **6, 15**.

Examples:

United Nations intervention

Supreme Court decision

Southern Baptist Convention delegates

But: Note Latin-American in *Webster's*.

FORM DEPENDENT ON MEANING

Compound Expressions Ordinarily Written as Two Words

28 If a compound expression ordinarily written as two words is preceded by an adjective that modifies the first word, no hyphen is needed.

Examples:

school student high school student

school district high school district

Compound Nouns Ordinarily Written as a Solid Word

29 If a compound noun ordinarily written as a solid word is preceded by an adjective that modifies the first part of the compound, separate the components of the compound and insert a hyphen following the adjective.

Examples:

schoolboy high-school boy

taxpayer income-tax payer

schoolteacher parochial-school teacher

Compound Nouns Written as Two Words

30 If a modifier is used before a compound noun written as two words, the components of the noun are joined by a hyphen to prevent misreading.

Examples:

dress designer famous dress-designer

[He is not a designer of famous dresses.]

line design fine line-design

[If quality is being considered]

Compounds That May Change Form

31 Some otherwise permanent compounds change form according to position and meaning. The permanent compound may have to break into separate words that are treated according to their function in the sentence.

Examples:

"Greenhouse" is a solid compound noun, but note distinction:

He grew tomatoes in his greenhouse.

[Compound noun]

He lived in a green house.

[Adjective and noun]

"Waterfall" is a solid compound noun, but note distinction:

He saw a waterfall in the mountains.

[Compound noun]

He saw a glass of water fall off the table.

[Noun and verb]

Compounds That May Require a Change in Form

32 Some words may be written either as one word or as separate words, depending on the meaning.

Examples:

anymore	Do not send magazines anymore.
any more	Do not send any more magazines.
anyone	Did you see anyone?
any one	Any one of these is satisfactory.
anyway	I'll come anyway.
any way	I'll go any way you like.
great-grandfather	He is a great-grandfather.
great grandfather	To the boy, he was a great grandfather.
handwriting	The handwriting on the wall is plain to see.
hand writing	The hand writing on the wall is plain to see.
matter-of-fact	He is very matter-of-fact.
matter of fact	It is a matter of fact.
underway	The warship depends on underway refueling.
under way	The campaign got under way in April.

In Apposition to a Noun

33 When an adjective plus noun compound is in apposition to a noun, no hyphen is used.

Examples:

Not: The Bible book of James was written by Jesus' half-brother James.

But: The Bible book of James was written by Jesus' half brother James.

Use of "Full" and the Suffix "ful"

34 Distinguish such phrases as "car full of people" and "careful of people."

Examples:

Not: The car full of people stood up.

[This says that the car stood up.]

But: The careful of people stood up.

Not: Add a cup full of rye flour to the dough.

[This says that the cup is added.]

But: Add a cupful of rye flour to the dough.

When a Suffix Is Added

35 A compound must be joined by a hyphen if a suffix is added.

Examples:

dessert spoon	dessert-spoonful
measuring cup	measuring-cupful
successor trustee	successor-trusteeship

NUMBER COMPOUNDS

Cardinal Numbers

With an Adjective or a Participle

36 Hyphenate a compound adjective in which one component is a cardinal number and the other an adjective or a participle if misreading would result without the hyphen.

Examples:

three-tiered wedding cakes

[Unspecified number of cakes with three tiers each]

three tiered wedding cakes

[Three cakes, each with an unspecified number of tiers]

ten stringed harps

ten-stringed harps

six paperback books

two hardcover volumes

With a Noun

37 Always hyphenate a compound in which the first component is a cardinal number and the second a noun. (Exception: percent)

Examples:

one-class flight 65-mile-an-hour speed limit

11-inch stick ten-pound bag

300-dollar clock 7 percent increase

38 This rule is particularly important when the noun modified is in the plural, for without the hyphen the phrase might be ambiguous. Note the difference in meaning in the examples.

Examples:

ten acre farms ten-acre farms

two dollar tickets two-dollar tickets

With “odd”

39 Compounds of a cardinal number with “odd” are hyphenated.

Examples:

40-odd 180-odd

Fractions

As Modifiers of Nouns

40 Hyphenate fractions used as modifiers of nouns.--See also “Numbers,” paragraph **33**.

Examples:

two-thirds majority one-half-mile race

As Nouns

41 Fractions used as nouns are not hyphenated.--See also “Numbers,” paragraph **33**.

Examples:

three fourths of the students

one half of the states

“Of a” or “of an” Between a Fraction and a Noun

42 If the words “of a” or “of an” appear (or are understood) between a fraction and a noun, no hyphen is used.--See also “Numbers,” paragraphs **35, 37**.

Examples:

The recipe called for two thirds cup of milk.

The highway was one fourth mile wide.

Ordinal Numbers

43 Hyphenate a compound in which one component is an ordinal number when the compound precedes the word it modifies.

Examples:

second-floor room [Room on the second floor]

fourth-grade student [Student in the fourth grade]

20th-century events [Events of the 20th century]

PHRASES

Phrases Used as Adjectives

44 Phrases used as adjectives are hyphenated when they precede the noun they modify.

Examples:

hard-to-find books easy-to-read instructions

PREFIXES

As Found in *Webster's*

45 The pattern found in *Webster's* should be followed. Words that are solid will normally be treated as solid, while those that are hyphenated will normally retain the hyphen.

Deviations for Easier Reading

46 Note that in some patterns, deviations result in easier reading. This factor should be considered when a word is not found in *Webster's*.--See *Webster's* under "co-."

Examples:

co-edition co-organizer

co-owner coauthor

codefendant coworker

When the Second Component Is Capped

47 When the second component of a word containing a prefix is capped, the word should be hyphenated and the cap retained.

Examples:

ante-Nicene anti-Semite

extra-Biblical non-Biblical

non-Christian post-Armageddon

post-Flood pre-Christian

Words Usually Hyphenated

48 If the pattern in *Webster's* shows that a word is usually hyphenated, *Webster's* pattern should be followed.

Examples:

self-blessing self-guided

self-polishing self-restraint

Words Usually Treated as Solid

49 If the pattern in *Webster's* shows that a word is usually treated as a solid word, the pattern in *Webster's* should be followed. If a *Webster's* entry uses a hyphen, follow the entry.

Examples:

cleanhearted hard-hearted
postapostolic preconvention
prepress prerecord

SUFFIXES

According to *Webster's*

50 Suffixes defined as such in *Webster's* are added without a hyphen to form a solid word according to the pattern in *Webster's*. If a *Webster's* entry uses a hyphen, follow the entry.

Examples:

clawlike fatherless flu-like
dollarwise judgeship

Suffix That Creates Three Successive "I's"

51 When a suffix beginning with the letter "I" is attached to a word ending in "II," a hyphen is used.

Examples:

ball-like shell-less

With the Suffix "fold"

With Figures

52 The suffix "fold" is hyphenated when used with figures.

Examples:

75-fold 25-fold

With Spelled-Out Numbers

53 At the end of a spelled-out number, the suffix "fold" is not preceded by a hyphen. Instead, the compound becomes a solid word.

Examples:

tenfold a hundredfold
fivefold a thousandfold

SUSPENDED COMPOUNDS

Adjectives With One Component in Common

54 When successive compound adjectives have one component in common, it may be omitted in all except the last. The hyphen is then retained in each one.

Examples:

first-, second-, and third-grade students
second- and third-degree burns

Expressions to Be Avoided

55 Avoid such expressions as the following.

Examples:

Not: copper and glassware
But: copperware and glassware
Not: gold and silversmith
But: goldsmith and silversmith

TWO NOUNS OF EQUAL VALUE

56 Use a hyphen between two nouns used together to indicate that the person or thing referred to partakes of the character of both nouns.

Examples:

secretary-treasurer king-priest

stdm-5 1 - Italics

Section 5

Italics

Purpose of Italics	stdm-5 1
Audiovisual	stdm-5 2
Dramas and Musical Works	stdm-5 3
Emphasis	stdm-5 4
Added to Quotes	stdm-5 5
Italics in Other Bible Translations	stdm-5 6
<i>New World Translation</i>	stdm-5 7
Foreign Words	
Compound of Foreign Word With English	stdm-5 8
Exception to <i>Webster's</i>	stdm-5 9
Short Quotation in a Foreign Language	stdm-5 10
Words Not Listed in Main Section of <i>Webster's</i>	stdm-5 11-12
Letters or Numbers	
In Algebraic Equations	stdm-5 13
In Parentheses and After Verse Numbers	stdm-5 14
In Sentences	stdm-5 15
Reference to an Accompanying Illustration	stdm-5 16
Punctuation	stdm-5 17
Special Usage	
Credit Lines	stdm-5 18
Names in the Title of a Court Case	stdm-5 19
Style	
Within an Italic Block of Text	stdm-5 20
Within a Sans Serif Block of Text	stdm-5 21
Titles of Publications	stdm-5 22
Bible Translator's Name in Place of the Title	stdm-5 23
Computer Programs	stdm-5 24
Embodying the Word "Bible"	stdm-5 25
Foreign Title With Translated Title	stdm-5 26
Newspapers	stdm-5 27
News Services	stdm-5 28
Opening Article Following a Possessive	stdm-5 29
Plurals of Titles of Publications of Jehovah's Witnesses	stdm-5 30
Quotes That Are Part of a Title	stdm-5 31
Recordings	stdm-5 32
Sacred Writings	stdm-5 33
"The" as the First Word in a Title	stdm-5 34
Titles Having Punctuation	stdm-5 35-6
When a Title Is Abridged	stdm-5 37
With Margin, Marginal, and Footnote	stdm-5 38
Vehicles	stdm-5 39

PURPOSE OF ITALICS

1 Italics are primarily used for emphasis, foreign words, names of vehicles, and titles of publications, motion pictures, television series, and other literary and artistic works.

AUDIOVISUAL

2 The titles of plays, motion pictures, operas, television series, and other types of audiovisual presentations are italicized.--See also "Italics," paragraph **3**.

Examples:

I went to see the musical *Oklahoma!* last week.

Jehovah's Witnesses released a motion picture called *Heritage*.

The first video that we produced was *Jehovah's Witnesses--The Organization Behind the Name*.

I went with my parents to a showing of the "Photo-Drama of Creation."

[Considered a talk]

But: We viewed the drama video *Warning Examples for Our Day*.

DRAMAS AND MUSICAL WORKS

3 Titles of dramas and musical works are set in roman and are quoted.--See also "Italics," paragraph **2**.

Examples:

One memorable convention drama was entitled "Why Respect Theocratic Arrangements?"

Song number 146 is "Flee to God's Kingdom!"

I listened to "Oklahoma!" on CD last night.

EMPHASIS

4 Italics may be used to emphasize a word or a phrase. When used too freely for this purpose, however, they lose their force.--See also "Commas," paragraph **50**.

Examples:

Prayer is directed *through* Jesus, not *to* him.

Christian subjection to human rule is a *relative* subjection.

Added to Quotes

5 When italics are added to quoted material, the quotation should be followed by the statement "Italics ours." The style for Scripture citations is used--within the paragraph, the statement is placed within parentheses; at the end of the paragraph, the statement follows an em dash.

Examples:

Regarding writing, the book *Words Into Type* says the following: "Precision, freshness, appropriate use, sensitivity to idiom--these are qualities that writers must patiently seek. . . . *The responsibility for appropriate use of words lies with the writer*, but the editor can assist in eliminating violations and lapses."--Italics ours.

". . . *The responsibility for appropriate use of words lies with the writer.*" (Italics ours.) The book acknowledges that the editor might be of assistance in this regard.

“. . . *The responsibility for appropriate use of words lies with the writer*, but the editor can assist in eliminating violations and lapses.” (Italics ours.)--Proverbs 25:11.

He writes: “A bishop must be above reproach, *the husband of one wife*.”--Italics ours; 1 Timothy 3:2, *Revised Standard Version*, Catholic Edition.

Italics in Other Bible Translations

6 Italics in other Bible translations are not retained when quoted in text.

Examples:

Not: “*One* generation passeth away, and *another* generation cometh.”--*KJ*.

But: “One generation passeth away, and another generation cometh.”--*KJ*.

New World Translation

7 Italics may be added in text from the *New World Translation* without the notation “Italics ours.”--See also “Quotes,” paragraph **43**.

Example:

“In the beginning the Word was, and the Word was *with* God, and the Word was a God.”-- John 1:1.

FOREIGN WORDS

Compound of Foreign Word With English

8 In a compound consisting of a foreign word with an English word, the foreign word is italic, but the English word remains roman.

Examples:

pa·rou·si/a-oriented *a·ga!pe*-based

Exception to Webster’s

9 Retain *a·ga!pe* and *pa·rou·si/a* in italics to indicate that they are transliterations and to disassociate them from *Webster’s* definition.

Examples:

In Greek the highest form of love is *a·ga!pe*.

Pa·rou·si/a literally means a “being with,” that is, a “presence.”

Short Quotation in a Foreign Language

10 A short quotation in a foreign language is set in italics. It requires quotation marks.--See also “Quotes,” paragraph **5**.

Examples:

Some have said that during Constantine’s campaign against Maxentius, a flaming cross appeared in the sky bearing the words “*In hoc signo vinces*.”

The infamous concentration camps at Auschwitz and Sachsenhausen had the sign “*Arbeit Macht Frei*.”

Words Not Listed in Main Section of Webster’s

11 Foreign words or phrases that are not listed in *Webster’s* are italicized each time they are used in roman text. In italic text they are placed in quotes.

Examples:

Hence, *a·na!sta·sis* literally means a “raising up,” or “rising,” referring to resurrection.

In the Greek text, *por·nei!a* is found in 25 places.

12 Italics should not be used for foreign proper names.

Examples:

Arc de Triomphe Musée de Louvre

LETTERS OR NUMBERS

In Algebraic Equations

13 Letters in algebraic equations are italicized.

Examples:

$$E=mc^2 \quad x^2 + y^2 = z^2$$

In Parentheses and After Verse Numbers

14 Letters of the alphabet in parentheses are roman, as are letters after the number of a verse or a page that indicate a fractional part.

Example:

(a) In contrast to the nations, in whom do Jehovah's Witnesses trust? (b) Why do Gog and his mob become enraged?

Daniel 9:26a

Page 673b

In Sentences

15 Use italics for single letters that act as parts of speech in sentences.

Example:

Sadly, one *D* showed up on his report card.

The letter *T* is the first character on car-service license plates in New York City.

But: S-shaped, U-turn, the shape of a C

Reference to an Accompanying Illustration

16 Use italics when referring to the identifying letters or numbers that appear in an accompanying illustration.

Example:

In the accompanying illustration, *A* is . . . , while *B* represents . . .

PUNCTUATION

17 Marks of punctuation (with the exception of brackets and parentheses, which are never italicized) that are part of italic text are italicized.

SPECIAL USAGE

Credit Lines

18 Credit lines appearing at the end of a magazine article are italicized. If they appear at the beginning of an article, they are roman.

Examples:

. . . view of things will certainly never be the same again.--*Contributed*.

And for those of you who want a relationship with Jehovah but don't think that you can make the necessary changes, note Jesus' encouraging words: "With God all things are possible." (Matthew 19:26)--*Contributed*.

Jehovah Proved to Be With Me

As told by Max Henning

Tiger! Tiger!

By *Awake!* writer in India

Names in the Title of a Court Case

19 The entire title of a court case is italicized, including the names of the parties and the "v." between them.--See also "Abbreviations," paragraph **27**.

Examples:

The flag-salute issue as it related to the schoolchildren of Jehovah's Witnesses first reached the American courts in 1935 in the case of *Carlton B. Nicholls v. Mayor and School Committee of Lynn (Massachusetts)*.

STYLE

Within an Italic Block of Text

20 In an italic block of text, quotes are used for words that would be italic in a roman block of text. (This does not apply to words that would be italic for emphasis.) If quotes form part of a title, no quotes are added.

Examples:

"Awake!" readily acknowledges that Hitler had many political opponents.

According to the book "Mormon Doctrine," by Bruce R. McConkie, Adam was incapable of having children prior to his sin.

We are using the "All Scripture" book in the school this year.

Within a Sans Serif Block of Text

21 Certain sans serif fonts do not have a true italic member. To present an italic appearance, the characters are slanted when typeset. All the rules for italics apply to these slanted forms.--See also "Italics," paragraph **22**.

Examples:

In his book *Galaxies*, Ferris explains that the photos of faint, distant objects are time exposures.

Since a depressed person's thoughts are often of *future* disasters or *past* attacks, he may try concentrating on the *present* situation.

TITLES OF PUBLICATIONS

22 Titles of publications in text in serif fonts are set in italics. This rule applies to the complete title as well as to any shortened form and to the mnemonic symbol.-See also "Abbreviations," paragraph **31**, and "Italics," paragraph **21**.

Examples:

1998 Yearbook of Jehovah's Witnesses

Yearbook, Yearbooks, yb05-E

Why You Can Trust the Bible (T-13)

1998 Watchtower bound volumes

Watch Tower Publications Index 1930-1985

dx 86-95-E

Kingdom News No. 35 (kn35)

Bible Translator's Name in Place of the Title

23 When the name of the translator is used in place of the title, it is italicized, but when reference is made to the translator himself, his name is not italicized.

Examples:

"I will make it a hurly-burly, hurly-burly, hurly-burly."--Ezekiel 21:27, Byington.

Byington's translation was published by Jehovah's Witnesses in 1972.

Computer Programs

24 The names of computer programs are italicized, but the names of Web sites in text are roman.

Examples:

Microsoft Word

Lotus Notes

Watchtower Library--2004 Edition

Information adapted from the Privacy Rights Clearinghouse Web site.

Embodying the Word “Bible”

25 When the word “Bible” is part of the name of a translation, the entire title, including the word “Bible,” is italicized. When the word “Bible” has been added to the name of a translation, the entire title is set roman. The same rule applies to the use of the words “version” and “translation.”

Examples:

The Jerusalem Bible

King James Version

King James version of the Bible

New World Translation of the Holy Scriptures

Septuagint

Greek *Septuagint*

Greek Septuagint version

Simple English translation

Foreign Title With Translated Title

26 When both the foreign title and the translated title of a publication are given, the foreign title is italicized and the translated title follows in parentheses in roman. The translated title is set cap and lowercase according to our style for titles.

Example:

The book *L'occasione e l'uomo ladro* (The Opportunity and the Thief) said that the number of crimes against property in Italy had “reached peaks once considered impossible.”

Newspapers

27 Italicize the entire name of a newspaper, even when it includes the name of a city.

Examples:

The New York Times

the New York *Daily News* [City name not part of title]

The Times of London [Not, *The London Times*]

News Services

28 The names of news-service organizations are not italicized.

Examples:

Associated Press Scripps Howard News Service

Reuters United Press International

CBS News BBC News Online

Opening Article Following a Possessive

29 An opening article in a title is dropped following a possessive.

Examples:

New York's *Wall Street Journal*

Douglas' *New Bible Dictionary*

Plurals of Titles of Publications of Jehovah's Witnesses

30 When the title of one of the publications of Jehovah's Witnesses, such as the *Index* or the *Yearbook*, is used in plural, it is italic, including the plural ending.

Plurals of titles are regularly formed by adding “s” or “es” to the title. In titles ending in “y,” the “y” is not changed to “i” as in common nouns. The plural is formed by adding “s.” This rule holds for proper nouns in general.--See also “Capitalization,” paragraph 27.

Examples:

As the first step, check the *Indexes*.

How many *Yearbooks* should we order?

Several *Our Kingdom Ministrys* have discussed street witnessing.

Quotes That Are Part of a Title

31 Quotes are italicized when they are part of the title.

Examples:

Worldwide Security Under the “Prince of Peace”

“All Scripture Is Inspired of God and Beneficial”

“All Scripture” book

Recordings

32 The titles of recordings of any type are italicized.--See also “Quotes,” paragraph 49.

Examples:

The Second to the Corinthians, To the Galatians

Kingdom Melodies No. 5

Knowledge That Leads to Everlasting Life-- On Audiocassette

Knowledge That Leads to Everlasting Life-- On Videocassette

Singing Kingdom Songs-- On Compact Disc

Sacred Writings

33 The names of sacred writings are not italicized.

Examples:

Bible Koran

Mishnah Talmud

The Vedas The Five Classics

“The” as the First Word in a Title

34 The word “the” is capped and italicized when it is the first word of a title of a publication that is used as a noun. It is lowercased and roman when the title is used as an adjective.

Examples:

He is reading *The Watchtower*.

He is reading the *Watchtower* magazine.

The Times of India described the terrible earthquake.

According to the *Times* report, relief arrived quickly.

Titles Having Punctuation

35 Punctuation that forms part of a title is italicized.

Examples:

Is There a Creator Who Cares About You?

Revelation--Its Grand Climax At Hand!

“Look! I Am Making All Things New”

36 Some titles have closing punctuation. When the title falls at the end of a sentence, the title punctuation forms the closing punctuation of the sentence

itself. If the title falls at the end of a question and the closing title punctuation is not a question mark, a question mark is added following the closing title punctuation.--See also "Commas," paragraphs **53-54**, and "Quotes," paragraphs **13-14**.

Examples:

The battle of Armageddon is explained in graphic detail in the book *"Babylon the Great Has Fallen!" God's Kingdom Rules!*

Have you read the latest issue of *Awake!?*

When a Title Is Abridged

37 If a title is abridged, an opening article should be omitted or left outside the italics.

Example:

According to *The World Book Encyclopedia*, "tribe is a term used to describe certain human social groups. Many of the peoples called tribes consider the term offensive or inaccurate." The *World Book* further states that "most prefer such terms as ethnic group, nation, or people."

With Margin, Marginal, and Footnote

38 The words "margin," "marginal," and "footnote" are roman.

Examples:

The Syriac New Testament, margin

Luke 17:21, marginal reading

Ephesians 6:11, footnote

VEHICLES

39 The names of waterborne vessels, submarines, airships, airplanes (but not the type of plane), manned spacecraft, and trains are italicized.

Examples:

The aircraft carrier *Intrepid* is now a museum.

The first nuclear-powered submarine was named *Nautilus*, after its namesake in the Jules Verne novel.

With the fiery demise of the dirigible *Hindenburg*, the era of rigid airships came to an end.

Charles Lindbergh is famous for his solo nonstop flight across the Atlantic in the monoplane *Spirit of St. Louis*.

The Boeing 747 jumbo jet is used extensively on trans-pacific flights.

The Russian space station *Mir* hosted astronauts from many nations.

The space shuttle *Columbia* was the first spacecraft that could be reused.

One of the most famous trains of all time was the fabled *Orient Express*.

Space Satellites

40 The names of space satellites and space probes are not italicized.

Examples:

Space imaging of earth's oceans began with SEASAT.

Early Bird was the first satellite of the INTELSAT system.

The rover named Opportunity landed on Mars without mishap.

The satellite Clementine orbited the moon for two years.

Voyager I is now far beyond the orbit of Pluto.

stdm-6 1 - Numbers

Section 6

Numbers

Basic Rules

Numbers Under 11	stdm-6 1
Numbers Under 11 With Larger Numbers	stdm-6 2
Ordinals	stdm-6 3
Specific and Round Numbers	
Hundred, Thousand, Million, Billion	stdm-6 4-5
Inexact Numbers in Figures	stdm-6 6
Specific and Round Numbers Over Ten	stdm-6 7
Connected Numbers	
Numbering of Publication Elements	stdm-6 8
Under 20	stdm-6 9
Higher Than 19	stdm-6 10
Second Having More Digits Than the First	stdm-6 11
Three or More Digits	stdm-6 12
Two Year Numbers That Are Connected	stdm-6 13
Connected Numbers of Different Classes	stdm-6 14
Successive Divisions of Time	stdm-6 15
With "From" or "Between"	stdm-6 16
Verse Numbers	stdm-6 17
With B.C.E. or C.E.	stdm-6 18
End-of-Line Division	
Numbers of Five or More Digits	stdm-6 19
General Usage	
Abbreviations and Symbols	stdm-6 20
Addresses	stdm-6 21
Beginning a Sentence	stdm-6 22
Large Numbers at the Beginning of a Sentence	stdm-6 23
Two Related Numbers at the Beginning of a Sentence	stdm-6 24
Dates	stdm-6 25
B.C.E. and C.E. Dates in the Same Sentence	stdm-6 26
B.C.E. Dates Only	stdm-6 27
C.E. Dates Only	stdm-6 28
Nonspecific Dates	stdm-6 29
Dimensions	stdm-6 30
Distinguishing Between Length and Area	
Area	stdm-6 31
Length	stdm-6 32
Fractions	
Hyphenating Fractions When Expressed in Words	stdm-6 33
Preferable Form	stdm-6 34

Usage: “of a” or “of an”	stdm-6 35
Usage: “th” or “ths”	stdm-6 36
When to Spell Out Fractions	stdm-6 37
Money	
Dollars With No Cents	stdm-6 38
Foreign Currency	stdm-6 39
Less Than a Dollar	stdm-6 40
Money Terms Wherein Symbols Are Used	stdm-6 41
“One”	stdm-6 42
Page Numbers	stdm-6 43
Percent	stdm-6 44
Ratios and Proportions	stdm-6 45
References	stdm-6 46
Scientific and Technical Writing	stdm-6 47
Subdivisions of Text	stdm-6 48
Superior Numbers	stdm-6 49
Time of Day	
Approximate Time	stdm-6 50
Exact Time	stdm-6 51
When Not to Use “A.M.” or “P.M.”	stdm-6 52
Two Separate Figures	stdm-6 53
Plurals of Figures	stdm-6 54
Contraction of Figure for Years	stdm-6 55
Verbs With Number Terms	
Expressions of Amount	stdm-6 56
Fractions	stdm-6 57
Verbs and the Word “Number”	stdm-6 58

BASIC RULES

Numbers Under 11

1 Numbers under 11 are spelled out.

Examples:

In Israel under the Law covenant, two witnesses, or even three, were required to establish a matter before the judges.

Jehovah chastised Israel seven times by sending the nation into captivity in Babylon.

Numbers Under 11 With Larger Numbers

2 Numbers under 11 (with the exception of the number “one”) are changed to figures when they occur in the same sentence with numbers larger than 10 and refer to similar things.

Examples:

At the three circuit assemblies, 18 sisters and 9 brothers were baptized.

The couple had three children, an 8-year-old, a 12-year-old, and a 14-year-old.

In the two baskets, there were 5 apples and 12 oranges.

Of the 12 apostles, one was unfaithful.

Of the 12 tribes, 2 remained loyal to the house of David, while the others seceded to set up their own kingdom.

Ordinals

3 Ordinals of numbers 11 and over are written in figures. The suffixes added are *st*, *nd*, *rd*, or *th*.

Examples:

John the Baptizer began preaching in the 15th year of the reign of Tiberius Caesar.

Brooklyn Bethelites receive their reimbursement on the fifth day of each month.

Specific and Round Numbers

Hundred, Thousand, Million, Billion

4 If the numbers “hundred,” “thousand,” “million,” and “billion” are preceded by the word “a,” the number may be spelled out in text.

Example:

Over a period of three years, a million new Witnesses of Jehovah were baptized.

5 If the numbers “hundred,” “thousand,” “million,” and “billion” are used in combination and preceded by the word “a,” the full number may be spelled out in text. If preceded by a number that is ten or under, the full number may be spelled out in text. If over ten, figures should be used.

Examples:

Bangladesh has a population of over a hundred million.

Barak led ten thousand men to victory over Sisera.

Gideon’s three hundred men sounded like a huge army.

The observable universe has over a hundred billion galaxies.

Well over 540 million magazines were distributed during the service year.

Some six billion people now inhabit the earth.

Inexact Numbers in Figures

6 When a round number is written in figures, the context should make it clear that the number is not exact. Such words as “about,” “over,” “some,” and “nearly” may be used. Do not use “around.”

Examples:

Some 8,000 happy Witnesses attended the convention.

At the turn of the century, the Kingdom was being preached in nearly 30 countries. Now there are Witnesses in over 230 lands.

Specific and Round Numbers Over Ten

7 Specific and round numbers over ten are written in figures.

Examples:

Ahasuerus ruled over 127 jurisdictional districts.

At one time the resurrected Jesus appeared to upwards of 500 disciples.

CONNECTED NUMBERS

Numbering of Publication Elements

8 Publications may be structured using numbered elements, such as paragraphs, pages, chapters, sections and volumes. When two such numbers are connected, omissions may be made according to the rules in “Numbers,” paragraphs **9-12**.

Under 20

9 Connected numbers of two digits each and under 20 should be given in full.

Examples:

7-13 15-18

Higher Than 19

10 If two numbers of two digits each and higher than 19 are connected, the tens are omitted from the second unless the second ends in a cipher, in which case the full number must be repeated.

Examples:

20-8 30-1 74-80

Second Having More Digits Than the First

11 Connected numbers in which the second has more digits than the first should be given in full.

Examples:

52-558 120-144,000

Note: 3,000,000-5,000,000

Three or More Digits

12 If two numbers of three or more digits are connected in prose material, the digits common to both starting from the left are omitted from the second unless one number ends in two or more ciphers, in which case the full number must be repeated.

Examples:

1000-1012 1211-311 162-200

173-96 188-9 200-223

3333-43 356-76 500-501

Two Year Numbers That Are Connected

13 If two year numbers are connected, the hundreds are omitted from the second unless one of the numbers ends in two ciphers, in which case the full number must be repeated. In such omissions a hyphen should be used.--See also "Numbers," paragraph **18**.

Examples:

1775-79 1895-1900

1800-1801 1904-07

Connected Numbers of Different Classes

14 When two numbers of different classes are connected, use an en dash instead of a hyphen.

Examples:

Daniel 6:1-7:13 [verse to chapter]

June 28-July 1 [day to month]

2 B.C.E.-29 C.E. [change of era]

Successive Divisions of Time

15 When separating successive divisions (as months or years) of time, a diagonal is used. The numerals denoting the division of time may be elided according to the rules given in "Numbers," paragraphs **13-14**.

Examples:

It was in "the eighth month in the second year of Darius" (October/November 520 B.C.E.) that temple building was resumed.

A month on the Hebrew lunar calendar overlaps two months on the Gregorian calendar, the month Chislev, for example, corresponding to 30 days of November/December.

The 1998/99 "God's Way of Life" Conventions began in May 1998.

The 2004/05 "Walk With God" Conventions will begin in May 2004.

With "From" or "Between"

16 Do not use a hyphen when the year numbers are preceded by the word "from" or "between."

Examples:

from 1892 to 1898 between 1955 and 1960

Verse Numbers

17 When two verse numbers are connected, they are given in full and omissions are not allowed.

Examples:

Matthew 24:45-47 1 Corinthians 13:4-8

With B.C.E. or C.E.

18 Do not omit figures for connected years when B.C.E. or C.E. are used.--See also "Numbers," paragraph **13**.

Examples:

440-421 B.C.E. 133-156 C.E.

END-OF-LINE DIVISION

Numbers of Five or More Digits

19 If necessary, a number consisting of five or more digits may be divided at the end of a line, using a hyphen. The division should always be made at a comma, and the comma should be retained before the hyphen.

Example:

During the 1997 service year, average home Bible studies exceeded 4,550,-000 per month.

Most mainstream astronomers believe that there are more than 100,-000,000,000 galaxies in the known universe.

GENERAL USAGE

Abbreviations and Symbols

20 Regardless of their size, numbers used with abbreviations and symbols are written in figures.

Examples:

527 K 35°C. 5 mg

7 mph 9 cu ft No. 3

Addresses

21 Numbers that identify streets and avenues, box numbers, house numbers, apartment numbers, and ZIP codes are always written in figures.--See also "Commas," paragraph **73**.

Examples:

3rd Avenue

West 35th Street

25 Columbia Heights, Brooklyn, NY 11201-2483

P.O. Box 2204

Apartment 1303

Beginning a Sentence

22 A figure should not begin a sentence. A number so placed should be spelled out or the sentence reworded to place the number elsewhere in the sentence.

Examples:

Not: \$36,000 was the amount of the debt.

But: The amount of the debt was \$36,000.

Not: 1914 saw the end of the Gentile Times.

But: The year 1914 saw the end of the Gentile Times.

Not: 1 Kings gives a detailed description of the prosperity of Israel under the rule of Solomon.

But: First Kings gives a detailed description of the prosperity of Israel under the rule of Solomon.

Or: The prosperity of Israel under the rule of Solomon is described in detail in 1 Kings.

Large Numbers at the Beginning of a Sentence

23 If for some reason a number must be used to begin a sentence, the preferred style for large numbers is as follows:

Examples:

Not: Seventy-five hundred

But: Seven thousand five hundred

Not: One hundred twenty.

But: One hundred and twenty

Two Related Numbers at the Beginning of a Sentence

24 If two related numbers occur at the beginning of a sentence, only the first need be spelled out. It may be better to reword the sentence.

Examples:

Fifty-four brothers, 76 sisters, and 22 children attended the meeting at the Kingdom Hall.

Or: The meeting at the Kingdom Hall was attended by 54 brothers, 76 sisters, and 22 children.

Dates

25 References to dates are always written in figures, and when following a month, cardinal numbers are used. Otherwise, ordinal numbers are used.--See also "Abbreviations," paragraph **15**.

Examples:

April 11, 1998 11th of April, 1998

15th of the month

B.C.E. and C.E. Dates in the Same Sentence

26 When B.C.E. and C.E. dates are used in the same sentence, the dates should include these abbreviations every time.

Examples:

Not From 30 B.C.E. to 42

But From 30 B.C.E. to 42 C.E.

B.C.E. Dates Only

33 Fractions expressed in words are governed by the same rules as other compounds; as nouns they are not hyphenated, whereas as adjectives they are.-
-See also “Hyphens,” paragraphs **40-41**.

Examples:

three fourths of the total two thirds of the members
three-fourths share two-thirds majority

Preferable Form

34 Where possible, fractions should be expressed in words or as decimals. The fraction 1/100 written in words should be written “one hundredth” rather than “one one-hundredth,” 7/100 as “seven hundredths” rather than “seven one-hundredths.”

Examples:

Not: 1/100 of 1 percent

But: 0.5 percent

Not: 5.5 million

But: 5.5 million

Usage: “of a” or “of an”

35 A fraction expressed in figures should not be followed by “of a” or “of an.”--
See also “Hyphens,” paragraph **42**, and “Numbers,” paragraph **37**.

Examples:

Not: 3/8 of an inch

But: 3/8 inch

Usage: “th” or “ths”

36 Do not use “th” or “ths” as suffixes of fractions expressed in figures.

Examples:

Not: 3/100ths

But: 3/100

Not: 1/25th

But: 1/25

When to Spell Out Fractions

37 If the sentence seems to require “of a,” the fraction should be spelled out.--
See also “Hyphens,” paragraph **42**, and “Numbers,” paragraph **35**.

Examples:

Not: To make unleavened bread, use 3/4 of a cup of whole wheat flour and 13/4 cups of water.

But: To make unleavened bread, use three quarters of a cup of whole wheat flour and one and three quarters cups of water.

[In the second example, note that since the form “three quarters” is used, the form “one and three quarters” is used for the sake of consistency.]

Money

Dollars With No Cents

38 A sum of dollars with no cents is expressed without the decimal point and ciphers; if a sum of dollars and cents is used in the same context, ciphers are used with the sum of even dollars.

Examples:

Only \$5-\$10 was involved.

[Note two dollar signs.]

One owed \$5.00, the other \$5.45.

Foreign Currency

39 See *Webster's* for foreign currency.

Less Than a Dollar

40 Mention of a sum less than a dollar is expressed as cents.

Examples:

Not: \$0.75

But: 75 cents

Money Terms Wherein Symbols Are Used

41 Use figures for all money terms wherein symbols are used. Where currency is written out, follow number rule.

Examples:

\$3

\$486

The monthly service charge is two dollars.

The monthly service charge is 19 dollars.

“One”

42 The number “one” is spelled out in text except when it refers to percent, is used with a symbol, is used in expressing a ratio, or is used in references.

Examples:

Of the 13 publishers, one was a pioneer.

Heart patients should drink 1 percent milk or skim milk.

The explanation is found in Chapter 1.

Page Numbers

43 Figures are always used for page numbers, including page numbers under 11.

Examples:

This was further clarified in the publication *What Has Religion Done for Mankind?* pages 8-10.

These customs reflect a memory of the destruction caused by the Deluge.-- *The Worship of the Dead*, by Colonel J. Garnier, pages 3-8.

Percent

44 Figures always precede the word “percent.”

Examples:

12.3 percent

Not: ten percent

But: 10 percent

Not: 21<MEPS ROMAN,2121>4 percent

But: 2.25 percent

Not: 1<MEPS ROMAN,2121>2 of 1 percent

But: 0.5 percent

Ratios and Proportions

45 Figures are used to specify ratios and proportions.

Examples:

There was 1 publisher for every 347 of the population.

Of all the publishers, 1 out of 7 was in the pioneer work.
In 1997, only 1 person was baptized for every 13 Bible studies conducted.

References

46 References are indicated by superior numbers in sequence regardless of whether a number appears in text or in artwork associated with text. The list of references, or bibliography, that appears at the end of the text should have corresponding numbers in sequence. Superior numbers for footnotes or for bibliographic references are written as figures and should appear outside commas, colons, and periods.--See also "Numbers," paragraph **49**, and "Quotes," paragraph **25**.

Examples:

"Where the Bible and the maps are at odds, we opt for The Book."¹⁹
Kurt and Barbara Aland, scholars of the Greek text of the Bible, list almost 5,000 manuscripts that have survived from antiquity down to today.⁸ Additionally, there are many ancient translations--the earliest dating to about the year 180 C.E.--that help to prove that the text is accurate.⁹

Scientific and Technical Writing

47 In scientific and technical writing, figures may be used for numbers under 11.

Example:

You will need 7 megabytes of free space on the hard disk.

Subdivisions of Text

48 The numbers assigned to subdivisions of text (sections, chapters, paragraphs, lines, verses) are written in figures.

Examples:

column 3 line 10
Psalm 23 question 2
Song 49 verses 6 to 8

Superior Numbers

49 Superior and inferior numbers that are part of text are set inside the punctuation.--See also "Numbers," paragraph **46**, and "Quotes," paragraph **25**.

Examples:

Einstein's formula is: $E=mc^2$.
Nori is one of the few foods that is rich in vitamin B¹².

Time of Day

Approximate Time

50 In text, it is usually better to express an approximate time of day in words. With "o'clock," however, follow the number rule.--See also "Abbreviations," paragraph **49**.

Examples:

11 o'clock half past one
quarter to 12 ten o'clock
from daybreak till noon

Exact Time

51 For exact time use figures, including ciphers for even hours, and a.m. and p.m. as required.--See also "Abbreviations," paragraph **48**.

Examples:

The meeting lasted until noon.

The office is closed from 12:00 noon to 1:15 p.m.

Bethel shuttle service stops at midnight.

Bethel shuttle service is available from 5:00 p.m. to 12:00 midnight.

Take the 11:28 from Grand Central.

When Not to Use “A.M.” or “P.M.”

52 Do not use a.m. or p.m. with “in the morning,” “in the afternoon,” or “o’clock.”

Examples:

Not: I wake up at 6 a.m. every morning.

But: I wake up at six o’clock every morning.

Or: I wake up at 6:00 a.m. every day.

Not: By ten o’clock a.m., these workers alone contributed close to one ton of clothing.

But: By ten o’clock in the morning, these workers alone contributed close to one ton of clothing.

Or: By 10:00 a.m., these workers alone contributed close to one ton of clothing.

Two Separate Figures

53 When two separate figures appear together and are not separated by punctuation, use an alternate style for one or reword the sentence. The sentence should also be reworded if either figure contains punctuation.--See also “Commas,” paragraph **72**.

Examples:

12 four-foot boards

sixty-eight 33-rpm records

Not: 12 50-cent stamps

But: twelve 50-cent stamps

Not: seven five-cent stamps

But: seven 5-cent stamps

Not: In 1997, 14,322,226 attended the Memorial worldwide.

But: In 1997 the worldwide Memorial attendance was 14,322,226.

Not: Can you add 15 12-digit numbers in 20 seconds?

But: Can you add 15 numbers of 12 digits in 20 seconds?

PLURALS OF FIGURES

54 Plurals of figures are formed by adding an apostrophe and the letter s.

Examples:

Boeing 747’s are very popular for transoceanic flights.

During the early part of the 1950’s, there was very low inflation.

The man was in his 70’s.

Contraction of Figure for Years

55 If the plural figure for a year is presented as a contraction, the first two digits are replaced by an apostrophe and the “ ’s” of plurality is retained.--See also “Abbreviations,” paragraph **58**.

Examples:

’50’s (1950’s) ’70’s (1970’s)

VERBS WITH NUMBER TERMS

Expressions of Amount

56 Time, distance, weight, money, and measure are singular when the amount is regarded as a whole. These expressions are plural when the units of the amount are regarded separately.

Examples:

Two hours seems to a child to be a long time to sit still.

Five miles is not very far to walk.

[But: The last five miles were the longest of our trip.]

Three and two is five.

Ten dollars is too much to pay for that necktie.

[But: There were 10 one-dollar bills in the wallet.]

Nine inches is one fourth of a yard.

Fractions

57 Fractions take a singular verb if the object of the following “of ” phrase is singular; they take a plural verb if the object of the following “of ” phrase is plural.

Examples:

Two thirds of the book of Romans has been covered.

One third of the publishers have been pioneering.

Verbs and the Word “Number”

58 The word “number” may take a singular or a plural verb, depending on usage. When preceded by the word “the,” the word “number” is singular. When preceded by the word “a,” it is plural.

Examples:

A number in our congregation are auxiliary pioneering.

The number of pioneers is growing.

stdm-7 1 - Quotes

Section 7

Quotes

Purpose of Quotes	stdm-7 1
Art Objects	stdm-7 2
Direct Quotes	
Articles (Part of Speech)	stdm-7 3
Brackets and Parentheses in a Quoted Source	stdm-7 4
Foreign Language Quotations	stdm-7 5
Interruption of Quoted Speech	stdm-7 6
Interviews	stdm-7 7
More Than One Paragraph	stdm-7 8
Part of Text	stdm-7 9
Preceded by “That”	stdm-7 10
Published Sources	
Accuracy of Quote	stdm-7 11
Capitalization of Quote	stdm-7 12
Quoted Text Having Closing Punctuation	stdm-7 13
Nonrestrictive Embedded Quote	stdm-7 14
Quotes From Different Sources	stdm-7 15
Unpublished Sources	stdm-7 16

Indirect Quotes	stdm-7 17
Introductory Expressions	
Quote Rules With Certain Expressions	stdm-7 18
When Quoting a Source	stdm-7 19
Questions	stdm-7 20
Quotes With Other Punctuation	
Brackets	stdm-7 21
Colon	stdm-7 22
Comma	stdm-7 23
Exclamation Point	stdm-7 24
Footnote Symbols and Reference Markers	stdm-7 25
Period	stdm-7 26
Question Mark	stdm-7 27
Semicolon	stdm-7 28
Quoting the Bible	
Brackets	stdm-7 29
Citations	stdm-7 30-2
Citing Different Translations	stdm-7 33-5
Diacritics	stdm-7 36
Expressions	stdm-7 37
<i>Awake!</i> and Publications for Public Distribution	stdm-7 38
<i>The Watchtower</i> and Internal Publications	stdm-7 39-41
Headings	stdm-7 42
<i>New World Translation</i>	stdm-7 43
Parentheses	stdm-7 44
Poetry	stdm-7 45
Small Caps	stdm-7 46
Symbols	stdm-7 47
Various Typefaces	stdm-7 48
Recordings	stdm-7 49
Single Quotation Marks	
Altered Quote	stdm-7 50-1
Brackets	stdm-7 52
Closing Punctuation	stdm-7 53
Hypothetical Quotes or Questions	stdm-7 54
Quotes Within Quotes	stdm-7 55
Thoughts	stdm-7 56
Special Usage	
Irony or Misapplication	stdm-7 57
Preventing Misreading	stdm-7 58
Special Intent	stdm-7 59
Titles of Textual Works	stdm-7 60

PURPOSE OF QUOTES

1 Quotation marks are mainly used to indicate the actual words used by a speaker or a writer.

ART OBJECTS

2 Quotes are used to set off the titles of art objects.

Examples:

The enigmatic “Mona Lisa” fascinates art fanciers.

“David” was sculpted by Michelangelo.

DIRECT QUOTES

Articles (Part of Speech)

3 Articles (a, an, the) are included in the quote if they form a part of the quoted text.

Examples:

It is thus for good reason that stress has been called “the silent killer.”

“the kingdom of the heavens”

“a new heaven and a new earth”

Brackets and Parentheses in a Quoted Source

4 When brackets and parentheses appear in a quoted source, they should be carried over in the quote. If the bracketed material is editorial rather than mechanical in nature, notation should be made to identify the brackets as part of the quote, not our insertion. Otherwise, no notation is required.--See also “Quotes,” paragraph **29**.

Examples:

According to the Nabonidus Chronicle, King Ishtumegu (Astyages) “called up his troops and marched against Cyrus, king of Anshan, in order to me[et him in battle]. The army of Ishtumegu revolted against him and in fetters they de[livered him] to Cyrus.”--*Ancient Near Eastern Texts*, page 305; brackets theirs.

Interestingly, *The Expositor’s Bible Commentary* calls this “one of the great words of character description in the N[ew] T[estament].”

Foreign Language Quotations

5 A short italicized quotation in a foreign language requires quotation marks.--See also “Italics,” paragraph **10**.

Example:

Reporting his victory at Vela, Julius Caesar dispatched the message “*Veni, vidi, vici*” to the Roman Senate.

Interruption of Quoted Speech

6 Quoted speech is often interrupted or followed by a phrase such as “he said” or “replied Paul.” This phrase should not be included in the quotation and should be separated from it by punctuation, usually a comma.--See also “Commas,” paragraph **91**.

Examples:

“Something in writing,” bemoaned Frank, “might well have prevented this problem.”

James Scott asserted that his struggle to survive had taught him at least one important lesson. What was that? “There is no challenge in life that is too hard to confront,” he said.

Interviews

7 No quotation marks are necessary in interviews when the name of the speaker is given first or when the words “Question” and “Answer” (or, Q. and A.) are used.

Examples:

John: No greater witness than Jesus has ever lived on earth, and one of his apostles specifically called Jesus a witness.

Lois: Now this I would like to see!

John: Very well. Read Revelation 1:5, please.

Q.: Did you see the defendant in the room?

A.: I did.

More Than One Paragraph

8 If the quotation includes more than one paragraph and they are consecutive, opening quotes should be used at the beginning of each paragraph and closing quotes at the end of the quote.

Example:

The New York *Daily News* of August 27, 1995, headlined the report “The Bloodless Operation.” The lengthy account stated: “Ironically, the new surgery was instigated not by economic or even medical urgency, but by religious fervor.

“At the urging of the Jehovah’s Witnesses community, the doctors combined their blood salvaging techniques with the new drugs. They also found a new way of utilizing the traditional heart and lung machine.”

Part of Text

9 When a quotation is embedded in a sentence as part of text, the quote begins with a lowercase letter unless the quote itself begins with a proper noun.--See also “Capitalization,” paragraphs **108, 110**, and “Quotes,” paragraph **12**.

Examples:

The apostle Paul said that those partaking of the emblems of bread and wine would “keep proclaiming the death of the Lord, until he arrives.”--1 Corinthians 11:26.

According to Matthew 26:52, “all those who take the sword will perish by the sword.”

The book *Inside the Animal World* tells of fish that sometimes “yawn as a prelude to moving quickly.”

While the world around him became increasingly violent, “Noah walked with the true God.”--Genesis 6:9.

Preceded by “That”

10 If a quote is preceded by the conjunction “that,” do not include the word “that” within the quotation marks even if it appears in the source being quoted.--See also “Capitalization,” paragraph **111**, and “Commas,” paragraph **93**.

Examples:

Not: Through their Bible-based faith, Christians know full well “that Christ, now that he has been raised up from the dead, dies no more.”--Romans 6:9.

But: Through their Bible-based faith, Christians know full well that “Christ, now that he has been raised up from the dead, dies no more.”--Romans 6:9.

Published Sources

Accuracy of Quote

11 Quotes from published sources--which may be of any length, from one word to several paragraphs--should be enclosed in quotation marks and should be exact in spelling, punctuation, hyphenation, and the style in which numbers are presented. If quotes contain obvious errors, such are called to the attention of the compiler.--See also "Capitalization," paragraph **108**.

Examples:

"The Dead Sea Isaiah Scroll is now dated between 202 and 107 B.C.E."

"Calculations show that had the earth been situated only 5 per cent closer to the sun, a runaway greenhouse effect would have occurred about 4,000 million years ago."

Capitalization of Quote

12 Capitalization should follow the published source exactly except that the opening capitalization of the quote may be adjusted according to its use in the sentence unless the quote begins with a proper noun.--See also "Capitalization," paragraphs **108**, **110**, and "Quotes," paragraph **9**.

Examples:

However, *The Rise of Government and the Decline of Morality*, by James A. Dorn, cites "the prevalence of out-of-wedlock births" and "the breakup of families" as "obvious signs of moral decay."

Significantly, many "Canadians say they are so stressed that they have considered committing suicide," according to *The Globe and Mail*.

Quoted Text Having Closing Punctuation

13 When text being quoted has closing punctuation, the punctuation is enclosed within the quotation marks. If the quote falls at the end of a sentence, double punctuation (quote punctuation plus sentence punctuation) is not used; the stronger mark is retained. If the stronger mark is part of the quote, the punctuation remains within the quote. When a title having closing punctuation ends a sentence, the closing title punctuation is retained in all cases. Closing sentence punctuation is added only if it is stronger than the closing title punctuation.--See also "Commas," paragraphs **53-54**, and "Italics," paragraph **36**. *Note:* A question mark is stronger than a period. An exclamation point is stronger than a period or a question mark.

Examples:

Responding to the question "What will be the sign of your presence?" Jesus supplied an answer that was comprehensive.

Jesus supplied a comprehensive answer to the question "What will be the sign of your presence?"

What a comprehensive answer Jesus supplied to the question "What will be the sign of your presence"!

Nonrestrictive Embedded Quote

14 Use two commas to set off an embedded nonrestrictive quote even if it includes final punctuation.--See also "Commas," paragraphs **53-54**, and "Italics," paragraph **36**.

Example:

The opening chapter, "Unity of Worship in Our Time--What Does It Mean?," laid a fine foundation for our study.

Quotes From Different Sources

15 Quotes from different sources should be treated separately, even when they appear consecutively.

Example:

Appreciation for the new publication was heard throughout the convention grounds: “Just what we need!” “Beautiful!” “A real boon to field service!”

Unpublished Sources

16 Translated quotes and quotes from unpublished sources may be corrected to eliminate glaring errors. Care should be taken to retain the flavor of the original, especially when the source is a personal letter or an experience.

INDIRECT QUOTES

17 Do not use quotation marks for an indirect quote, that is, a restatement or rearrangement of a person’s exact words.--See also “Commas,” paragraph **130**.

Examples:

Not: John told them to “charge the bill to him.”

But: John told them to charge the bill to him.

Or: John told them, “Charge the bill to me.”

INTRODUCTORY EXPRESSIONS

Quote Rules With Certain Expressions

18 The table below presents expressions that are often used to introduce quotes and gives the rules governing the associated use of quotes.

Expression	Quote Rule
Called	No quotes used
Defined	Quotes used
Designated	Quotes used
Dubbed, Dub	No quotes used
Endorsed, Endorse	Quotes used
Entitled	Publication Title When a publication title follows the word “entitled,” italics are used. Elements Within a Publication When a magazine article, a book chapter, or a similar element follows the word “entitled,” quotes are used. If quotes form part of the title, no quotes are added.--See also “Quotes,” paragraph 60 .
Expression	Quotes used
Headlined	Quotes used
Known As	No quotes used
Labeled, Label	Quotes used
Marked	Quotes used
Meaning, Means	Quotes used
Named, Name	No quotes used
Phrased, Phrase	Quotes used

Rendered, Render	Quotes used
Signed	Quotes used
So-called	No quotes used
Styled, Style	Quotes used
Termed, Term	Quotes used
Translated, Translate	Quotes used
The Word "word"	Quotes used unless the cited word is italicized.

Examples:

The word "faith" is often used in this sense rather than in the general sense of trust placed in a person or thing.

The word *to/te* helps us to understand Jesus' prophecy in Matthew chapter 24.

When Quoting a Source

19 The basic rules governing the use of quotes following the expressions listed in "Quotes," paragraph **18**, do not apply when the expression is quoted from a source that is cited. When the expression is from a cited source, quotes are used.

Examples:

Significantly, the world empire of false religion is called "Babylon the Great."-- Revelation 18:2.

The source of the report about the sun standing still is the document entitled "the book of Jashar."-- Joshua 10:13.

QUESTIONS

20 Quotation marks are not used for direct questions that are not direct quotes.

Examples:

Well, then, what is the soul?

The question arises, What is the soul?

She asked, "What is the soul?"

QUOTES WITH OTHER PUNCTUATION

Brackets

21 If brackets are inserted in quoted material (whether in single or in double quotes), any quotes within those brackets begin with double, not single, quotes.-- See also "Quotes," paragraph **52**.

Example:

Theologian Desmond Ford says: "To detach Dan. 8:14 from this cry ["How long?" verse 13] is to be exegetically at sea without an anchor."

Colon

22 Colons should be placed outside the closing quote.

Comma

23 Commas should be placed inside the closing quote.

Exclamation Point

24 Exclamation points should be placed inside the closing quote if they are part of the actual quote. They should be placed outside if they are the punctuation of the sentence rather than of the quote.

Examples:

Someday the nations will say, "Peace and security!"

How wonderful life will be in the "new earth"!

Footnote Symbols and Reference Markers

25 Footnote symbols and reference markers should appear outside closing quotation marks and associated punctuation.--See also "Numbers," paragraphs **46, 49.**

Examples:

In remarkable detail, the apostle Paul foretold that in the last days, there would be "critical times hard to deal with."*

"This is the first time that the name David has been found in any ancient inscription outside the Bible." 3 *

Period

26 Periods should be placed inside the closing quote.

Question Mark

27 Question marks basically follow the rule for exclamation points. When a question is quoted within a question, no question mark should be placed inside the single quote.

Example:

She asked: "What is the number for the chapter 'Who Is the True God'?"

Semicolon

28 Semicolons should be placed outside the closing quote.

Example:

Such a man (1) "takes delight in a mock humility and a form of worship of the angels"; (2) is " 'taking his stand on' the things he has seen"; (3) is "puffed up without proper cause by his fleshly frame of mind"; whereas (4) "he is not holding fast to the head," Jesus Christ.

QUOTING THE BIBLE

Brackets

29 Brackets are not carried over in quoted text.--See also "Quotes," paragraph **4.**

Examples:

Not: "The conclusion of the matter, everything having been heard, is: Fear the [true] God and keep his commandments. For this is the whole [obligation] of man."--Ecclesiastes 12:13.

But: "The conclusion of the matter, everything having been heard, is: Fear the true God and keep his commandments. For this is the whole obligation of man."--Ecclesiastes 12:13.

Not: "Then he went out into the gateway. [At that moment a cock crowed.]"--Mark 14:68, *NAB*.

But: "Then he went out into the gateway. At that moment a cock crowed."--Mark 14:68, *The New American Bible*.

Citations

30 Citations should appear in the order in which the scriptures are quoted. Citations of scriptures that are not quoted follow in Bible-book order.

Examples:

Noah was also “a preacher of righteousness,” but his contemporaries “took no note” of the God-given message he proclaimed.--2 Peter 2:5; Matthew 24:39. Most of the 144,000 spiritual Jews have already gone to their heavenly reward, but a few remain on earth and rejoice to see that “a great crowd . . . out of all nations and tribes and peoples and tongues,” like “ten men,” choose to go along with the “Jew.”--Revelation 7:9; Zechariah 8:23; Isaiah 2:2, 3; 60:4-10, 22; 1 Corinthians 15:51, 52.

31 When citations appear for several quotations from the same Bible book, the name of the Bible book appears only once, with the citations following in numerical order.

Example:

Spirit-anointed ones are “a chosen race, a royal priesthood, a holy nation.” Peter addressed them as “the ones chosen according to the foreknowledge of God the Father, with sanctification by the spirit.”--1 Peter 1:1, 2; 2:9.

32 When several verses from a Bible book are both cited and quoted in a paragraph, the book name appears only once. When two or more book names are both quoted from and cited in a paragraph, the book names appear in order of quotation. When a book is both quoted and cited, all citations are listed in numerical order after the book name.

Example:

The annihilation of Satan’s system will begin with an attack on a symbolic prostitute called “Babylon the Great,” the world empire of false religion. God will put it ‘into the heart’ of the political element to attack this symbolic harlot. This devastating attack on religion will proceed quickly, as if in “one day.” Think how this “great tribulation” could appear to God’s anointed “chosen ones” and their associates, the “great crowd.” It might seem that all religious organizations would be wiped out, including Jehovah’s people. Somehow, though, the attack will be “cut short,” will not be allowed to complete its objective, so that God’s people can be “saved.”

--Revelation 7:9; 14:8; 17:1, 2, 16-18; 18:8; Matthew 24:21, 22.

Citing Different Translations

33 When a citation refers only to a Bible translation other than the *New World Translation*, use a comma between the citation and the name or abbreviation of the other translation.

Examples:

Jesus gave the congregation gifts in men, some as “pastors,” or shepherds, who treat Jehovah’s flock in a tender way.--Ephesians 4:8, 11, *King James Version*. To guide Timothy, the apostle Paul wrote that “a servant of the Lord” should be “patiently and gently correcting” others.--2 Timothy 2:24, 25, *The New American Bible*.

34 When a citation refers to the *New World Translation* and to another translation, use a semicolon between the citation and the name or abbreviation of the other translation.

Examples:

Jesus gave the congregation “gifts in men,” some as “pastors,” or shepherds, who treat Jehovah’s flock in a tender way.--Ephesians 4:8, 11; *King James Version*.

To guide Timothy, the apostle Paul wrote that “a slave of the Lord” should be “patiently and gently correcting” others.--2 Timothy 2:24, 25; *The New American Bible*.

35 When a quotation from one translation is embedded in brackets within a quotation from another translation, the name or abbreviation of the embedded translation is placed within the brackets.

Examples:

Paul clearly voiced the determination of all of Jehovah’s faithful witnesses, saying: “I am convinced that neither death nor life nor angels nor governments nor things now here nor things to come nor powers nor height nor depth nor any other creation will be able to separate us from God’s love that is [“made visible,” *The Jerusalem Bible*] in Christ Jesus our Lord.”--Romans 8:38, 39.

What now commenced because of the contribution from Macedonia? “Paul began to be intensely occupied with the word [“gave his whole time to preaching the message,” *Today’s English Version*], witnessing to the Jews to prove that Jesus is the Christ.”--Acts 18:5.

Diacritics

36 Diacritics are not carried over in quoted text.

Example:

Not: “David was then in the strong hold, and the garrison of the Phî-lîs!tînes was then at Bethlehem.”--2 Samuel 23:14, *Bagster*.

But: “David was then in the strong hold, and the garrison of the Philistines was then at Bethlehem.”--2 Samuel 23:14, *Bagster*.

Expressions

37 Treatment of such expressions as “the faithful and discreet slave,” “great crowd,” “great tribulation,” “other sheep,” “sheep,” “goats,” and “little flock” differs according to the publication in which they are used.

Awake! and Publications for Public Distribution

38 Biblical expressions are quoted each time, and the Scripture citation is given with the first occurrence of an expression.

The Watchtower and Internal Publications

39 Common Biblical expressions are quoted and the Scripture citation is given the first time the expression is used in an article or a chapter. If an expression appears in the paragraph as well as in the corresponding question, the quotes are used in the paragraph and in the question. Subsequent uses of quotes in an article or a chapter are according to the intent of the writer. In certain cases, quotes may be repeated because of the argument being pursued.

40 When such terms as “class” or “symbolic” appear with the Biblical expression, no quotation marks are used.

41 In daily text comments, the quoted material should follow the source *Watchtower* except as edited by the compiler.

Headings

42 Section headings inserted in a Bible translation are not carried over in quoted text.

Examples:

Not: “When the devil had finished all the tempting he left him, to await another opportunity.”

III. THE MINISTRY IN GALILEE

Beginning of Preaching. “Jesus returned in the power of the spirit to Galilee, and his reputation spread throughout the region.”--Luke 4:13, 14, *The New American Bible*.

But: “When the devil had finished all the tempting he left him, to await another opportunity. Jesus returned in the power of the spirit to Galilee, and his reputation spread throughout the region.”--Luke 4:13, 14, *The New American Bible*.

New World Translation

43 Italics may be added in text from the *New World Translation* without the notation “Italics ours.”--See also “Italics,” paragraph 7.

Examples:

“In the beginning the Word was, and the Word was *with* God, and the Word was a God.”--John 1:1.

Before the end, an especially significant feature of Jesus’ presence would be fulfilled. Regarding it, he said: “This good news of the kingdom will be preached in all the inhabited earth for a witness to all the nations; *and then the end will come.*”--Matthew 24:14.

Parentheses

44 Parentheses appearing in a Bible translation are carried over in quoted text.

Examples:

“When you catch sight of the disgusting thing that causes desolation, as spoken of through Daniel the prophet, standing in a holy place, (let the reader use discernment,) then let those in Judea begin fleeing to the mountains.”--Matthew 24:15, 16.

“There was a Levite of Cypriot origin called Joseph whom the apostles surnamed Barnabas (which means ‘son of encouragement’).”--Acts 4:36, *The Jerusalem Bible*.

Poetry

45 Poetry is not always capitalized as found in the Bible. In straight text, verse lines are not capitalized unless the grammar of the sentence requires it. If quoted as poetry, follow capitalization in the Bible being quoted.--See also “Capitalization,” paragraph 85.

Examples:

“And he will have subjects from sea to sea and from the River to the ends of the earth. Before him the inhabitants of waterless regions will bow down, and his very enemies will lick the dust itself.”--Psalm 72:8, 9.

“And he will have subjects from sea to sea

And from the River to the ends of the earth.

Before him the inhabitants of waterless regions will bow down,

And his very enemies will lick the dust itself.”--Psalm 72:8, 9.

Small Caps

46 With the exception of the word “LORD,” small caps that appear in a Bible translation are not carried over in quoted text.--See also “Capitalization,” paragraph **85**, and “Quotes,” paragraph **48**.

Examples:

Not: “And your own ears will hear a word behind you saying: ‘This is the way. Walk in it, YOU people,’ in case YOU people should go to the right or in case YOU should go to the left.”--Isaiah 30:21.

But: “And your own ears will hear a word behind you saying: ‘This is the way. Walk in it, you people,’ in case you people should go to the right or in case you should go to the left.”--Isaiah 30:21.

Not: “ON HIS ARRIVAL Jesus found that Lazarus had already been four days in the tomb.”--John 11:17, *The New English Bible*.

But: “On his arrival Jesus found that Lazarus had already been four days in the tomb.”--John 11:17, *The New English Bible*.

Not: THE LORD said unto my Lord, Sit thou at my right hand, until I make thine enemies thy footstool.”--Psalm 110:1, *King James Version*.

But: The LORD said unto my Lord, Sit thou at my right hand, until I make thine enemies thy footstool.”--Psalm 110:1, *King James Version*.

Symbols

47 Symbols that appear in a Bible translation are not carried over in quoted text.

Examples:

Not: “And <MEPS MATH,393>if ye are willing a to accept it<MEPS MATH,394> 8He8 is Elijah--the one destined to come.b ”--Matthew 11:14, *Rotherham*.

But: “And if ye are willing to accept it He is Elijah--the one destined to come.”--Matthew 11:14, *Rotherham*.

Not: “And I used to appear to Abraham,w Isaac a and Jacobb as God Almighty,* c but as respects my name Jehovah# d I did not make myself knowne to them.”--Exodus 6:3.

But: “And I used to appear to Abraham, Isaac and Jacob as God Almighty, but as respects my name Jehovah I did not make myself known to them.”--Exodus 6:3.

Various Typefaces

48 A variety of typefaces and styles may be employed in a Bible translation to indicate certain features of the original-language text. These special type styles of the Bible translation are not carried over in quoted text. An exception may be the use of small caps.--See also “Quotes,” paragraph **46**.

Examples:

Not: “For he must be king *until he has put all his enemies under his feet* and the last of the enemies to be destroyed is death, for everything is to be *put under his feet*.”--1 Corinthians 15:25, *Jerusalem Bible*.

But: “For he must be king until he has put all his enemies under his feet and the last of the enemies to be destroyed is death, for everything is to be put under his feet.”--1 Corinthians 15:25, *Jerusalem Bible*.

Not: “Before the Lord be in anguish, O earth, before the God of Jacob.”--Psalm 114:7, *Rotherham*.

But: "Before the Lord be in anguish, O earth, before the God of Jacob."--Psalm 114:7, *Rotherham*.

RECORDINGS

49 The titles of all recordings of any type should be italicized; no quotes are used.--See also "Italics," paragraph **32**.

Examples:

The Good News According to Matthew

[Audiocassette]

The First of Samuel to Psalms

[Album]

The Secret of Family Happiness-- On Audiocassette

Knowledge That Leads to Everlasting Life-- On Videocassette

Kingdom Melodies-- On Compact Disc

What Does God Require of Us?--On DVD

SINGLE QUOTATION MARKS

Altered Quote

50 When a quote has been altered in some way and no longer conforms in every detail to the original, single quotation marks are used. However, the flavor of the original quote should be preserved. The wording should not be changed to conform to style. This also applies when single quotes are used only to prevent an ellipsis.--See also "Capitalization," paragraph **108**.

Examples:

Why is this triumphant declaration called 'the song of Moses and of the Lamb'?--Revelation 15:3, 4.

He specifically said that before the end of this wicked system of things, 'this good news of the kingdom would be preached.'

51 If successive quotes appear within single quotes, double and single quotes are used alternately to distinguish each successive quote from the quote within which it is nested. The outside single quotes indicate that the entire block of quoted text, including any nested quotes, may have in some way been altered.

Example:

Reminding Christians of the need to be peaceable, Paul said that they should 'not avenge themselves but yield place to the wrath; for it is written, "Vengeance is mine; I will repay, says Jehovah." '--Romans 12:20.

Brackets

52 When editorial comments are inserted in single quoted material, the comments are placed within brackets, following the same rules as for double quotes.--See also "Quotes," paragraph **21**.

Closing Punctuation

53 Closing punctuation with single quotes follows the rules that govern closing punctuation with double quotes.--See also "Quotes," paragraphs **22-8**.

Hypothetical Quotes or Questions

54 In identifying hypothetical quotes or questions, single quotes are used to indicate expressions that are arbitrarily credited to the reader. --See also "Quotes," paragraph **56**.

Examples:

When you look at conditions around you, perhaps you are inclined to ask, 'What is the world coming to?'

'After all,' you may argue, 'there's only one God, isn't there?'

Quotes Within Quotes

55 When a quote appears within quoted material, it is enclosed in single quotation marks. As successive quotes appear within quotes, the use of double and single quotes alternates to distinguish each successive quote from the quote within which it is nested.

Examples:

"O son of man, prophesy against Gog, and you must say, 'This is what the Sovereign Lord Jehovah has said: "Here I am against you, O Gog, you head chieftain of Meshech and Tubal." ' ' "--Ezekiel 39:1.

"At this time the Devil said to him: 'If you are a son of God, tell this stone to become a loaf of bread.' But Jesus replied to him: 'It is written: "Man must not live by bread alone." ' ' "--Luke 4:3, 4.

Thoughts

56 An expression identified as a thought is single quoted.--See also "Quotes," paragraph **54**.

Examples:

Perhaps you have wondered, 'Why do bad things happen to good people?'
Have you ever thought, 'I wish I could just fly away'?

SPECIAL USAGE

Irony or Misapplication

57 If a word or words are used to indicate irony or misapplication of a term, quotes are used.

Examples:

In time of war, "Christian" fights "Christian."

Yes, Hebrews chapter 9 is the chapter in the "New Testament" that explains the prophetic meaning of Leviticus chapter 16.

Preventing Misreading

58 Caution should be exercised in the use of quotes so that a fact is not misinterpreted by the reader.

Examples:

The Holy Scriptures constitute a "perfect" message from God.--Deuteronomy 32:4, 5.

[Misread as not actually perfect]

Jehovah God has demonstrated that he is the absolute personification of "love."--
1 John 4:8.

[Misread as pseudo love]

Special Intent

59 If a word is used in a special sense, quotes are used. Compound nouns and multiword expressions are considered to be one word.

Example:

The Bible describes "clothing" that is invisible.

Environmental activists tend to have a "doom and gloom" mentality.

TITLES OF TEXTUAL WORKS

60 Titles of such textual works as talk outlines, resolutions, chapters of publications, and magazine articles are put in quotes when they appear within a block of text.

Examples:

During his discourse, Brother Rutherford presented another resolution, this one entitled “A New Name,” which was climaxed by the declaration: “We desire to be known as and called by the name, to wit, *Jehovah’s witnesses.*”

In the *Knowledge* book, the chapter “Why Does God Permit Suffering?” often catches the householder’s eye.

stdm-8 1 - Appendix

Section 8

Appendix

Dictionary Usage	stdm-8 1-4
Line Endings in Composed Material	stdm-8 5-6
Acronyms	stdm-8 7
Addresses	stdm-8 8
Book Parts and Sections of Text	stdm-8 9
Contractions	stdm-8 10
Dates	stdm-8 11
Ellipsis	stdm-8 12
Em Dash	stdm-8 13
Expressions Incorporating a Diagonal	stdm-8 14
Figures With Units of Weight and Measure	stdm-8 15
Geographical Names	stdm-8 16
Hyphenated Words	stdm-8 17
Ligatures	stdm-8 18
Money	stdm-8 19
Numbers	stdm-8 20
Percentage	stdm-8 21
Personal Names	stdm-8 22
Personal Titles and Associated Names	stdm-8 23
Questions	stdm-8 24
Scripture Citations	stdm-8 25
Series Elements	stdm-8 26
Temperature	stdm-8 27
Text in a Language That Reads From Right to Left	stdm-8 28
Time of Day	stdm-8 29
Transliterations	stdm-8 30
Vocative “O”	stdm-8 31
Special Terminology	stdm-8 32

DICTIONARY USAGE

1 The basic English dictionary used in preparing publications of Jehovah’s Witnesses is the *Webster’s Collegiate* edition that is currently approved for

proofreading. If a word or an expression is not found in the *Collegiate*, the latest edition of *Webster's* unabridged available to the proofreaders is consulted.

2 When a main dictionary entry is followed by the word “or” and another spelling, the main entry is used. The “or” option is not used unless an override has been applied. Similarly, variant spellings that follow the words “also” and “var” are not used.

3 For names of people and places, the biographical and geographical sections of *Webster's Collegiate* are used first. If a name is not found in those places, *Webster's* biographical and geographical dictionaries are used. If a name is not found in those sources, other references may be consulted.

4 The principles of the *Standards Manual* take precedence over the dictionaries. Some permanent overrides affecting terminology and dictionary styles are included in the Appendix under “Special Terminology.”

LINE ENDINGS IN COMPOSED MATERIAL

5 This section presents rules for dividing various textual elements at the ends of composed lines. Application may at times result in unacceptable composed appearance. If so, adjustments to text may be required or override of a rule may be authorized.

6 In the rules given below, the presence of a nonbreaking space is indicated by the symbol “<MEPS DOC_MARK-UP,63842>” inserted where a break is disallowed.

Acronyms

7 Acronyms are not divided.--See also “Abbreviations,” paragraph **39**.

Example:

UNESCO

Addresses

8 A street number is not separated from a street name.

Examples:

360<MEPS DOC_MARK-UP,63842>Furman Street 25<MEPS
DOC_MARK-UP,63842>Columbia Heights

Book Parts and Sections of Text

9 Figures are not separated from an associated name of a book part or a section of text.

Examples:

page<MEPS DOC_MARK-UP,63842>97 or p.<MEPS DOC_MARK-
UP,63842>97 chapter<MEPS DOC_MARK-UP,63842>2 or chap.<MEPS
DOC_MARK-UP,63842>2

column<MEPS DOC_MARK-UP,63842>2 or col.<MEPS DOC_MARK-
UP,63842>2 Volume<MEPS DOC_MARK-UP,63842>3 or Vol.<MEPS
DOC_MARK-UP,63842>3

No.<MEPS DOC_MARK-UP,63842>5 question<MEPS DOC_MARK-
UP,63842>15

Contractions

10 Contractions are not divided.

Examples:

haven't o'clock

Dates

11 No separation between:

month and day: October<MEPS DOC_MARK-UP,63842>10, 1914

month and year: October<MEPS DOC_MARK-UP,63842>1914

holiday name and year: New Year's Day<MEPS DOC_MARK-UP,63842>1997

year and abbreviation: Pentecost<MEPS DOC_MARK-UP,63842>33<MEPS DOC_MARK-UP,63842>C.E., 607<MEPS DOC_MARK-UP,63842>B.C.E.

figure and century: 19th<MEPS DOC_MARK-UP,63842>century

Ellipsis

12 An ellipsis that follows a comma or a period may appear either at the end or at the beginning of a line.

Example:

The archaeological evidence of the fall is intensely graphic.

. . . The complete obliteration of Israelite towns and . . .

If the nations of the world should by some means succeed . . . in transforming the many contending elements of the world

. . . into some sort of genuine international community, . . .

then they will have abolished the ancient institution of warfare.

Em Dash

13 An unpaired em dash or the first em dash of a pair should not appear at the end of a line.

Examples:

Not: By "the truth," Jesus meant the inspired information--especially information regarding God's will--that is preserved for us in the Bible.

But: By "the truth," Jesus meant the inspired information --especially information regarding God's will--that is preserved for us in the Bible.

The second em dash of a pair should not appear at the beginning of a line. Such em dashes are treated like parentheses.

Examples:

Not: Did Nineveh--the city in Assyria named in the Bible --really exist?

But: Did Nineveh--the city
in Assyria named in the Bible--
really exist?

Expressions Incorporating a Diagonal

14 Compound expressions formed using a diagonal may be divided after the diagonal. No hyphen is used.

Example:

In this particular situation, there
is an extremely difficult medical/
legal problem to be dealt with.

Figures With Units of Weight and Measure

15 Figures are not separated from their associated units of weight and measure.

Examples:

20<MEPS DOC_MARK-UP,63842>mi. 3<MEPS DOC_MARK-
UP,63842>in.

15<MEPS DOC_MARK-UP,63842>pounds 12<MEPS DOC_MARK-
UP,63842>miles

Geographical Names

16 Geographical names are not separated from an attached generic element.

Examples:

Mount<MEPS DOC_MARK-UP,63842>Sinai Jordan<MEPS DOC_MARK-
UP,63842>River

Hyphenated Words

17 Hyphenated words are divided only at the hyphen unless composition makes
this impossible. Then, divide only the first element.

Ligatures

18 Ligatures cannot stand alone at the end of a hyphenated line, since a ligature
counts as one character regardless of how many alphabetic characters are
joined to form the ligature.

Example:

fi<MEPS DOC_MARK-UP,63842>nancial

Money

19 For money amounts, figures are not separated from the monetary units.

Examples:

\$<MEPS DOC_MARK-UP,63842>25,300 30<MEPS DOC_MARK-
UP,63842>cents

Numbers

20 Large numbers with an enumerating element are not separated from the
element.

Examples:

60<MEPS DOC_MARK-UP,63842>million six<MEPS DOC_MARK-
UP,63842>million

20<MEPS DOC_MARK-UP,63842>million billion eight<MEPS DOC_MARK-
UP,63842>million billion

Percentage

21 A figure denoting percentage is not separated from the term "percent."

Personal Names

22 Numbers or letters that accompany a personal name, whether before or after the name, are not separated from the name.

Examples:

1<MEPS DOC_MARK-UP,63842>Peter Charles<MEPS DOC_MARK-UP,63842>II
N.<MEPS DOC_MARK-UP,63842>Knorr N.<MEPS DOC_MARK-UP,63842>H.<MEPS DOC_MARK-UP,63842>Knorr
Nathan<MEPS DOC_MARK-UP,63842>H. Knorr Nathan H.<MEPS DOC_MARK-UP,63842>Knorr
John Doe,<MEPS DOC_MARK-UP,63842>Jr. Robert Clarke,<MEPS DOC_MARK-UP,63842>M.D.

Personal Titles and Associated Names

23 A short personal title is not separated from the personal name attached. Long or multipart titles may be separated.

Examples:

Secretary-General U<MEPS DOC_MARK-UP,63842>Thant Chief Justice Rehnquist
King<MEPS DOC_MARK-UP,63842>George Mr.<MEPS DOC_MARK-UP,63842>Reynolds
Brother<MEPS DOC_MARK-UP,63842>Knorr Professor<MEPS DOC_MARK-UP,63842>John Smith

Questions

24 Questions having (a), (b), and so on, are not separated between the letter and the text that follows it.

Example:

12. What does it mean to be baptized (a)<MEPS DOC_MARK-UP,63842>“in the name of the Father”? (b)<MEPS DOC_MARK-UP,63842>‘in the name of the Son’? (c)<MEPS DOC_MARK-UP,63842>‘in the name of the holy spirit’?

Scripture Citations

25 Scripture citations are not divided at a final single digit.

Examples:

Genesis 2:7,<MEPS DOC_MARK-UP,63842>8. Genesis 2:7,<MEPS DOC_MARK-UP,63842>8,
Genesis 2:7,<MEPS DOC_MARK-UP,63842>8) Genesis 2:7,<MEPS DOC_MARK-UP,63842>8])
Jude<MEPS DOC_MARK-UP,63842>7 chapter<MEPS DOC_MARK-UP,63842>10
verse<MEPS DOC_MARK-UP,63842>15 19th<MEPS DOC_MARK-UP,63842>Psalm

Series Elements

26 A figure enumerating the order of a series element is not separated from the element.

Example:

(1)<MEPS DOC_MARK-UP,63842>city, (2)<MEPS DOC_MARK-UP,63842>state, and (3)<MEPS DOC_MARK-UP,63842>country

Temperature

27 A figure for temperature is not separated from its abbreviation. There is no space between the degree symbol and the figure.

Example:

100°F.

Text in a Language That Reads From Right to Left

28 When text in the characters of a right-to-left-reading language, such as Hebrew, is embedded in English text, no division is made in the nonroman text, either within a word or between words. The entire nonroman block of text should appear on a single composed line. This prevents the disruption of the right-to-left sequence of the nonroman text. If the nonroman block will not fit on one line, special treatment is required.

Examples:

The phrase “proclaim His name” (Hebrew, <MEPS HEBREW,1541><MEPS HEBREW,1549><MEPS HEBREW,1561><MEPS HEBREW,1537><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1541><MEPS HEBREW,1536><MEPS HEBREW,1560><MEPS HEBREW,1555><MEPS HEBREW,1559>) may also be translated “call him by his name.”

Not: In *The NIV Interlinear Hebrew-English Old Testament*, the text of Genesis 4:1 appears as <MEPS HEBREW,1545><MEPS HEBREW,1563><MEPS HEBREW,1545><MEPS HEBREW,1551><MEPS HEBREW,1559> <MEPS HEBREW,1560><MEPS HEBREW,1549><MEPS HEBREW,1536><MEPS HEBREW,1563><MEPS HEBREW,1541> <MEPS HEBREW,1552><MEPS HEBREW,1545><MEPS HEBREW,1559> <MEPS HEBREW,1563><MEPS HEBREW,1536>

<MEPS HEBREW,1556><MEPS HEBREW,1553><MEPS HEBREW,1563><MEPS HEBREW,1541> <MEPS HEBREW,1601> <MEPS HEBREW,1540><MEPS HEBREW,1541><MEPS HEBREW,1540><MEPS HEBREW,1545> <MEPS HEBREW,1563><MEPS HEBREW,1536> <MEPS HEBREW,1561><MEPS HEBREW,1545><MEPS HEBREW,1536>

But: In *The NIV Interlinear Hebrew-English Old Testament*, the text of Genesis 4:1 appears as follows:

<MEPS HEBREW,1556><MEPS HEBREW,1553><MEPS HEBREW,1563><MEPS HEBREW,1541><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1601><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1540><MEPS HEBREW,1541><MEPS HEBREW,1540><MEPS HEBREW,1545><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1563><MEPS HEBREW,1536><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1561><MEPS HEBREW,1545><MEPS HEBREW,1536><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1545><MEPS HEBREW,1563><MEPS HEBREW,1545><MEPS HEBREW,1551><MEPS HEBREW,1559><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1560><MEPS HEBREW,1549><MEPS HEBREW,1536><MEPS HEBREW,1563><MEPS HEBREW,1541><**MEPS DOC_MARK-UP,63842**><MEPS HEBREW,1552><MEPS

HEBREW,1545><MEPS HEBREW,1559><MEPS DOC_MARK-UP,63842><MEPS HEBREW,1563><MEPS HEBREW,1536>

Time of Day

29 Time in figures should not be separated.

Examples:

11:00<MEPS DOC_MARK-UP,63842>a.m. 11<MEPS DOC_MARK-UP,63842>o'clock in the morning
12<MEPS DOC_MARK-UP,63842>midnight But: 32 hours

Transliterations

30 Transliterations divide at syllable breaks. A line-ending hyphen replaces a syllabication dot but follows a stress mark.

Examples:

kha!ri·sma a·ga!pe
kha!- a·ga!-
ri·sma pe
kha!ri-
sma

Vocative “O”

31 A vocative “O” is not separated from the word that follows.

Example:

O<MEPS DOC_MARK-UP,63842>you kingdoms of the earth, sing to God.

SPECIAL TERMINOLOGY

32 Certain terms are established as a matter of policy and are permanent overrides of other standards. These are listed in the following table.

Approved Term

Disallowed Term

Aztec (attributive adjective)	Aztecan (adjective)
B.C.E., C.E.	A.M. (Year of the World)
blinded, deceived, or comparable expressions	brainwashed
book bag	bookbag
Branch Committee coordinator	branch coordinator
Britain [the name of the branch]	British Isles
chief justice of the United States	chief justice of the United States Supreme Court

China Mainland China

Taiwan and Hong Kong should be referred to by their names rather than by the designation “China.” People generally have the mainland in mind when they use “China.” The form “Mainland China” is offensive to the People’s Republic of China. Variant forms should be queried.
communism, communist

whether orally or signed.
In such use, the terms do
not refer to commenting on
something being spoken but
denote translation of text.

“Translate” and related
forms refer to the written
and printed rendering of one
language into another.

“Interpret” and related forms
are still validly used when
describing explanatory
activity, whether written,
signed, or oral.--See *Webster’s*.

Islam, Islamic Islam, Islamic
 Muhammadanism
 Muhammadans

Jehovah’s Witnesses Jehovah’s Christian
For style, see also Witnesses
“Capitalization,” (opposition group)
List paragraph **91**.

Koran Qur’an
language dialect

When referring to African
languages, the tongue used
should be designated as a
language, not as a dialect.

Maya (attributive adjective) Mayan (adjective)

Middle East Near East, Levant

Mohandas Gandhi Mahatma Gandhi

Muhammad Mohammad

Negeb Negev

new world, new system,
and so forth New Order

one of Jehovah’s Witnesses a Jehovah’s Witness
A comparable form is acceptable.

Palestine Do not use “Palestine”
Use allowable ONLY in in reference to the
reference to the period modern State of Israel
from the Roman era down
to 1948 and the formation
of the modern State of Israel.

paradisaic paradisaical,
 paradisiacal

plurals Latin plurals

Principality of Wales, Wales principality of Wales

“Wales” is acceptable, but it is technically not a country. It is a principality under the Prince of Wales.

Lowercase “principality” is not used with “Wales”

printery

factory

When referring to the production facilities of Jehovah’s Witnesses

quickly built or

quick-build

comparable expression

In reference to Kingdom

Hall construction

Republic of Korea

Korea

Republic of Ireland,

Eire

Irish Republic

The 26 southern counties

selected delegate

approved delegate

Individuals who have been designated to attend special conventions

strewn

strewed

Permanent override of

Webster’s

unassigned territory

isolated territory

university

college

When referring to higher education at the university level, use the expression

“university” rather than “college.” This avoids ambiguity in countries where the word “college” refers to high school.

West Bank

“West Bank of Israel”

Use of this term should not indicate or imply that it is part of the State of Israel.

or any similar expression implying sovereignty of the State of Israel

