

STYLE MANUAL
BALTIMORE YEARLY MEETING
(September 2002)

This style manual has been developed by the Publications Committee as an aid in editing the Baltimore Yearly Meeting *Yearbook*. Since some of the sections might be helpful to other Yearly Meeting committees and to Monthly Meetings, we have divided it into two parts, the first primarily for editing the *Yearbook* and the second of general interest.

PART I: *YEARBOOK*

1. GENERAL FORMAT

Headers are to be used on each page (Upper and lower case *italics*):

 The left-hand header is to be general (*e.g., Interim Meeting*)

 The right-hand header is to be more specific (*e.g., Minutes 3/31/95*)

Larger type should be considered for the Directory, financial tables, and possibly main text.

2. TABLE OF CONTENTS

Every entry should be identical to the title used on the page referenced.

Upper and lower case are to be used in the Table of Contents, even though all caps format is used in the body of the *Yearbook*.

This section is to be detailed, listing subheadings, etc.

Subheadings are to be indented.

Only the initial page is to be listed.

3. TEXT

BOLDFACE in ALL CAPS or numerals:

 First-order headings

 Minute numbers

STANDARD FONT in ALLCAPS:

 Second-order headings

 The terms APPROVED, AGREED, and ACCEPTED, when used for Meeting action.

Italics:

Names of periodicals and books

Signatures

Foreign language phrases, except those that have been adopted into English and appear in the main A-Z vocabulary of a standard American-English dictionary, e.g. “ad hoc,” “ex officio.”

Underlinings:

Headings

Words needing emphasis

Quotations:

Long quoted passages and Minutes are to be indented right and left without quotation marks.

Short quotations are to be in “quotation marks” as in normal usage.

Paragraphs:

A line is to be skipped between paragraphs.

The beginnings of new paragraphs are not to be indented.

Minutes:

Minutes are to be introduced with **boldface** numeral, followed by underlined headings with upper and lower case, not boldfaced. Underlining thereafter is to be for emphasis.

Minutes of Representative Meeting are to be numbered **R91-50**, etc., where **91** is the calendar year and **50** is the count from the opening of the first session in that calendar year.

Minutes of Yearly Meeting are to be numbered **Y91-50**, etc., where **91** is the calendar year and **50** is the count from the opening of the annual Yearly Meeting sessions.

Example:

The beginning of minute **90-34** in the 1990 *Yearbook* (pp. 25-26) was printed as follows:

90-34 Howard Fullerton, for the Manual of Procedure Committee, presented a three-page proposal, dated August 7, 1990, detailing extensive technical changes in the *Manual of Procedure*...

**REPORT BY THE MANUAL OF PROCEDURE COMMITTEE TO
REPRESENTATIVE MEETING**

Changes to reflect action by the Yearly Meeting in 1989:

Changes to the Contents:

Under administrative committees, *rename* the *Yearbook Editing Committee* as the *Publications Committee*...

Following this Style Manual, the above would be rewritten:

R90-34 Manual of Procedure Committee: Howard Fullerton presented a three-page proposal, dated August 7, 1990, detailing extensive technical changes in the *Manual of Procedure*...

Changes to reflect action by the Yearly Meeting in 1989:

Changes to the Contents:

Under administrative committees, rename the Yearbook Editing Committee as the Publications Committee...

4. COMMITTEE AND MEETING LISTINGS

Members of Representative Meeting are not to be listed with lists of committee members, because they change so frequently and are subject to last-minute appointments by the Meetings based on who can attend. They are to appear only in the initial portions of minutes of Representative Meeting and in the Directory of Addresses. Meetings are listed alphabetically, along with allocated numbers (in parentheses), but not the names of representatives from each Meeting. The names of representatives to Representative Meeting are not included in the alphabetical list of the Meetings.

Dates for officers and trustees are to be listed as in the committee membership lists: year of appointment in parentheses, and the year the term ends in **boldface**; e.g., John Smith (88) **1992**.

Educational Funding Resources Correspondents (p. 113, 1990 Yearbook) and Recorders (p. 118) are to be listed with the full name of the Meeting, followed by the name of the person; e.g., Adelphi, David Roberts. List Meetings alphabetically.

Ad hoc committees are to be listed in a separate category after listing standing committees.

In the Monthly Meetings' section (pp. 129-140), the name of the Monthly Meeting is to be shown in **boldface**.

5. DIRECTORY

At the beginning of the Directory of Addresses, a sentence of apology is to be added for possibly mislisting personal names.

The Directory is to include all Yearly Meeting officers, attending representatives, committee members, and those names listed in the sections on Quarterly and Monthly Meetings.

Zip code format is to be used with state abbreviations, preceded by a comma after the name of the town; e.g., Winchester, VA 22601.

6. INDEX

The title INDEX is to be shown in ALL CAPS.

The range of pages, where there is a continuous coverage on consecutive pages, is to be listed. For example,

Nominating Committee.....3, 16-17, 24, 31

Page numbers are to be justified right, separated by dots from the topic.

The page listings are to be checked after the final page layout.

In addition to the subheadings for committee listings in the 1990 *Yearbook*, references to committees by name as given on pp. 111-125 of the 1990 *Yearbook* are to be indexed.

The terms indexed are to be used in the same manner as in the referenced text. For example, the term “Group of four” in the 1990 *Yearbook* in the index was not used in the text referenced. “Modesty skirt” was “modesty skirt” and “modesty panel” in the text, so it should have been listed as “Modesty skirt (or panel)” in the index.

In addition to main entries, there should be numerous subentries. Only if there are very few listings for a given main entry, or if the references are only in passing, should there be no subentry. There should be significant cross-referencing where it is likely that the user will look under different titles for the same topic. Principal listing should be under the most official name, inverted to give listing under first principal word (not Committee, e.g.). Page numbers may be given under both standard and inverted listings.

Essentially all topics in the Table of Contents should be included as entries in the index. The user should not need to refer to the Table of Contents to find an entry. The names of Monthly Meetings, Quarterly Meetings, etc., should not normally be listed in the index unless there is special coverage, such as forming or laying down a Meeting or constructing a meeting house, or a minute brought forward by a Meeting.

Individual names should be given only when special personal attention is given, such as a Memorial Minute, special discussion of one’s contributions, or specific association with minutes.

Numbers for Minutes of Concern, etc., where used, should be listed with the page number in the index.

While capitalized words will constitute most of the entries, several lower-case words should also be entered, such as war tax and immigration laws (but with the first letter capitalized in the index).

PART II GENERAL GUIDELINES

1. CAPITALIZATION

The following terms are to be capitalized, whether referring to a specific Meeting or to them generally:

Monthly Meeting
Preparative Meeting
Indulged Meeting
Worship Group

Quarterly Meeting
Half-Yearly Meeting
Half-Year's Meeting
Representative Meeting
Yearly Meeting

Meeting for Business

Minute of Concern
Memorial Minute
Minute of Appreciation

The following are to be capitalized as indicated:

Meeting for Worship, as specific occurrence only: "Adelphi Friends gathered at 11:00 for Meeting for Worship." "The Committee opened with a brief meeting for worship."

Meeting, when referring to above types of Meeting: "He visited several Meetings during the year." It is not capitalized for other groups or mixtures of groups: "The committees held several meetings."

Named Committee, or reference to this Committee: "After the Publications Committee was formed, the Committee met frequently." It is not capitalized for a committee in general: "Many committees meet on Yearly Meeting Day."

First Day School (not First-Day or Firstday)

Meeting House (not Meetinghouse)

Clerk, Secretary, Treasurer, General Secretary, Religious Education Coordinator, and other officers and employees as formal titles, but not a committee clerk, Meeting treasurer, staff member, etc., in general: *e.g.*, the Presiding Clerk of BYM, the Treasurer of Sandy Spring Monthly Meeting, the Clerk of the Ministry and Oversight Committee of Reston Monthly Meeting, but Meeting clerks and committee clerks

Inner Light
Light Within

Spirit when referring to a specific Higher Power, but not “the spirit of the Meeting.”

Worship Sharing, when a session title, but not when stated as a format: “The Committee will lead Worship Sharing beginning at 10:00 a.m.” “Many Friends have felt moved by participating in worship sharing.”

Query, Queries, Advices from formal lists, but query, queries, advices not having “official status”: “The third Query from *Faith and Practice* was read.” “The Meeting responded to the queries from the Peace Committee.”

Specific BYM projects: “Simple Meal”

“Friends” as a term for Quakers. Do not capitalize the terms “members” of “attenders.”

All first letters of entries in Table of Contents and Index: “Names, recording of”

2. COMMAS

For a sentence containing three or more words in a series, use the comma before the final coordinating conjunction.

The comma should be used conservatively. For preferred usage, refer to *Elements of Style* by William Strunk and E. B. White.

3. CONTRACTIONS

Use contractions only in a direct quote. Minutes should not contain contractions.

4. SPELLING OUT or ABBREVIATING

Place names are not to be abbreviated in the minutes: “Baltimore, Maryland”

Normally, numbers ten or below are to be written out. Digits are to be used for 11 or above, except when numbers are used at the beginning of a sentence, or when mixing is confusing: “Thirty members attended, and 15 sent regrets.” “The package contained six apples, seventeen oranges, and five pears.”

Monthly Meeting affiliation is to be spelled out when used to identify a person for the first time in a given minute session; no such identification is needed later except when the gap between usages is wide enough: “Mary Smith, Sandy Spring, presented the report.” “Mary Smith asked whether....”

The Monthly Meeting name is not to be abbreviated when it is part of the discussion, but it should generally be abbreviated when used as identification in committee listings. The abbreviation code should be readily available.

5. DATES

Dates are to be supplied by Recording Clerks and committee clerks, whether First Day, Sunday, Second Day, August 8, 8 August or Eight Month 8. Dates are to be capitalized as shown, and Firstday, First-Day, etc., are to be changed to the previously described practice. Dates on the *Yearbook* cover are also to conform to this practice.

6. USE OF NAMES

The Recording Clerk should use given names wherever possible and consider the following when using a nickname:

- a) Clearly identify each individual with a unique name. If a nickname will help, place it in quotation marks.
- b) For each individual, be consistent throughout the minutes.
- c) Respect the personal preference of each individual.
- d) Use of nicknames should generally follow those listed in the *Yearbook* under “Directory of Addresses...”.

7. TECHNOLOGY

web site – not capitalized
internet – not capitalized
e-mail (electronic mail) – not capitalized

8. SPECIAL NOTE

When in doubt, standard editing procedure should be followed – see *Elements of Style*.