

The John Whitmer Historical Association Journal Style Guide

Compiled by Ken Mulliken and Peter Judd, September 2025

Purpose: This guide summarizes *The JWHHA Journal's* expectations for writing, citation, and presentation, based on *The Chicago Manual of Style, 18th Edition* (CMS 18) and established JWHHA conventions. It is a style reference, not a submission checklist.

1) General Writing Style

Tone and audience: scholarly yet accessible. Avoid unnecessary jargon; write with clarity and precision for historians and interested lay readers of Restoration history. All quotations and specific ideas and information from other sources must be documented in footnotes (see below).

Spelling. Use American English (e.g., *organize*, not *organise*). Consult print or online Webster's dictionary.

Abbreviations and acronyms.

- Spell out on first mention, with abbreviation in parentheses; use sparingly thereafter.
- Avoid creating acronyms that appear only once.

Numbers.

- Spell out one through one hundred in running text; use numerals for 101+ and for statistical/technical contexts.
- Always use numerals for dates, page numbers, times, and precise measurements.

Dates. Use "Month Day, Year" (e.g., *March 27, 1836*).

- Centuries are spelled out: lowercase when used as nouns (*nineteenth century*); hyphenate when used as adjectives (*nineteenth-century debates*).

Italics vs. quotation marks in titles.

- Italics: books, journals, newspapers, pamphlets.
- Quotation marks: articles, chapters, theses/dissertations, essays.

Serial (Oxford) comma. Always use it. E.g., red, white, and blue.

Dashes. Use an en dash (–) for number/date ranges (e.g., 1830–1900) and page ranges (e.g., 3–24). Use an em dash (—) for breaks in thought.

JWHHA-specific capitalization. (e.g., *Community of Christ, Reorganized Church of Jesus Christ of Latter Day Saints*).

- Use historically appropriate names (RLDS [1860 through April 6, 2001], Community of Christ [after April 6, 2001]) according to period and context.

- Place quotation marks around “Enduring Principles” for first use and around specific principle names (e.g., “Worth of All Persons,” “Pursuit of Peace (Shalom),” “Unity in Diversity”) always.

2) Quotations and Block Quotes

Short quotations (fewer than ~100 words or under five lines): run into text with quotation marks.

Block quotations (~100+ words or five+ lines): set off as a block (left indent 0.5 in), no quotation marks, same font/size as text, double-spaced.

Ellipses. Use spaced ellipses (. . .) for omissions within a sentence. When preceded by a period, maintain the period, then add three dots.

Alterations. Use [brackets] for insertions/clarifications; use [*sic*] sparingly to indicate error in the original.

Punctuation with quotes (US style). Periods and commas inside closing quotation marks; colons/semicolons outside.

3) Footnotes (CMS Notes–Bibliography)

The JWHA Journal uses footnotes (not endnotes or parenthetical citations). Footnotes appear at the bottom of the page.

First citation of a source: give a full note.

Subsequent citations: use a shortened note (author surname, *Short Title*, page).

Ibid. (roman type, capitalized, with period) may be used when the note immediately following cites the same source; add a page number, if different (e.g., Ibid., 218). Use sparingly.

Examples (notes):

1. Book (first note):
Richard Lyman Bushman, *Joseph Smith: Rough Stone Rolling* (New York: Alfred A. Knopf, 2005), 132.
 - Please note that according to the 18th Edition of the *Chicago Manual of Style*, the city in which a book is published is no longer required. For *The JWHA Journal*, it will remain optional.
2. Book (shortened):
Bushman, *Rough Stone Rolling*, 215.
3. Journal article:
Makoto Hunter, “Scripture Study in the Shadow of the Christian University: The Reorganized Church, from Exploring the Book of Mormon to the Position Papers, 1960–1970,” *The John Whitmer Historical Association Journal* 45, no. 1 (Spring/Summer 2025): 101–111.
4. Chapter in edited volume:
Donald J. Breckon, “The Politics of Dissent and the Reorganized Church,” in *Let Contention Cease*, ed. Roger D. Launius and W. B. (Pat) Spillman (Independence, MO: Graceland/Park Press, 1991), 153–76.

5. Archival item:
[Author if known], “[Document Title],” [Date], [Collection Name], location (e.g., Community of Christ Library-Archives, Independence, Missouri).
6. Web source (scholarly/official), e.g.:
Community of Christ, “Enduring Principles,” accessed May 10, 2025,
<https://www.cofchrist.org/enduring-principles>.
(Include author/organization, page title, access date, and stable URL/DOI. Prefer DOI where available.)

4) Bibliography (if requested). Bibliographies are discouraged.

- Arrange entries alphabetically by author surname (surname first).
- Single-space each entry; double-space between entries.
- Use a 0.5 in hanging indent.
- Omit page numbers for monographs; include page span for articles/chapters.

Examples (bibliography):

- Bushman, Richard Lyman. *Joseph Smith: Rough Stone Rolling*. New York: Alfred A. Knopf, 2005.
- Hunter, Makoto. “Scripture Study in the Shadow of the Christian University: The Reorganized Church, from Exploring the Book of Mormon to the Position Papers, 1960–1970.” *The John Whitmer Historical Association Journal* 45, no. 1 (Spring/Summer 2025): 101–111.
- Donald J. Breckon. “The Politics of Dissent and the Reorganized Church,” in *Let Contention Cease*. Ed. Roger D. Launius and W. B. (Pat) Spillman. Independence, MO: Graceland/Park Press, 1991, 153–76.

5) Scriptural and Restoration References

Scripture (reference in parens in text): give full citation (e.g., Doctrine and Covenants 88:138–41; John 13:1–17). Use en dashes in verse ranges. Include both CofC and LDS references when different.

Restoration terminology. Capitalize only in official titles or formal names. Use historically appropriate designations (*Reorganized Church of Jesus Christ of Latter Day Saints*, *Community of Christ*, *The Church of Jesus Christ of Latter-day Saints*, etc.). Maintain the historic spelling “Latter Day” where required by period usage.

6) Images, Tables, and Figures

- Submit figures/tables as separate high-resolution files (300 dpi minimum; TIFF, PNG, or high-quality JPEG).
- Include source/credit in a footnote and secure permissions where required.
- For digital accessibility, supply concise alt text for each image/figure.

7) Common Pitfalls to Avoid

- No in-text (parenthetical) citations, except scripture references; use footnotes.
- Don't supply a bibliography unless requested; notes are sufficient for most *JWHA Journal* articles.
- Avoid excess capitalization—capitalize only proper nouns and official titles.
- Avoid excess use of quotation marks, unless to designate quoted material.
- Use active voice and concrete verbs where possible.
- Verify every page number, date, quotation, and URL/DOI in citations. Author is responsible for any errors.
- Keep titles and names exact (diacritics, middle initials, historic spellings).

8) Accessibility and Digital Conventions

- Prefer sources with stable URLs or DOIs; include access dates for web pages likely to change.
- When submitting figures, include alt text (1–2 sentences) for digital publication.
- If you cite podcasts, videos, or datasets, provide creator, title, platform, date, and stable link/identifier.

9) Final Notes on Consistency

- The *JWHA Journal* follows CMS 18 except where this guide specifies a house rule.
- For unusual source types (legal cases, interviews, ephemera), follow CMS 18; if in doubt, provide the most complete, verifiable information available.
- Above all, prioritize clarity, accuracy, and consistency.

Quick Reference (at a glance)

- Numbers: spell out 1–100; numerals for 101+, dates, pages, measurements.
- Dates: *March 27, 1836*; *nineteenth-century* (adjective).
- Quotes: block at ~100+ words/five+ lines; no quotation marks; double-spaced.
- Dashes: en dash for ranges (*1830–1900*).
- Footnotes: full note first time; shortened thereafter; Ibid. allowed (roman).
- JWHA specifics: don't capitalize *saints* or *church* unless in a formal title; put quotes around “Enduring Principles” on first use and named principles always.