Journal of Mormon History
Style Guide
February 16, 2015

Quotations
We require citations for all direct quotations unless quotation #2 occurs in the same paragraph as #1 and the context makes it clear that the same speaker is continuing (e.g., "Elder Benson then added, ...")

Run in quotations of fewer than 100 words.

The “Sacred Quotation” rule always applies. If it’s a quotation, we reproduce it exactly, no matter how funny it looks or how incorrect it seems. Add [sic] if the misspelling could be easily mistaken for a typographical error, but otherwise, use sparingly and omit altogether for phonetic misspellings.

Footnotes and Endnotes
Use “Ibid.,” where appropriate. (Remember that it always refers to the source immediately above its own location, that this source must be identical to it except for the page number, and that it cannot refer to more than one source.) Do not use “idem.” or “op. cit.”

Give inclusive page numbers even for scattered references, rather than using “passim” or “ff.” It is desirable, but not required, to give a span of relevant numbers but to also identify the page of a specific actual quotation: e.g., I. Woodbridge Riley, The Founder of Mormonism: A Psychological Study of Joseph Smith, Jr. [New York: Dodd, Mead & Company, 1902], 185–282, quotation on 195.

Do not italicize punctuation following an italicized word except for a title that includes a quotation and ends with quotation marks: e.g., The Scandal of “Mormonism” was published...

Publishers
(Boston: Leland and Whiting, 1842), esp. p. 256.
(Independence: Herald Publishing House, 1986) [Note: We assume that our readers know where Independence and Salt Lake City are, but not necessarily where Lamoni and Provo are.]
(Salt Lake City: Signature Books, 1990)
(Salt Lake City: n. pub., n.d.).
If neither city nor publisher is known: (N.p, n.d.)
Pages, Volume, Appendix, Note References

Watson, Orson Pratt Journals, 525 note 92.
(London: Weidenfeld and Nicolson, 1968), Appendix 11, 37074. 19:23435 [please do not use roman numerals except to cite quotations from front matter with roman pagination. Please follow Chicago’s rules for inclusive numbers:
1-10
100-105
105-55

Dates
Except in quotations, use American style dates: August 10, 1862, [note commas] and August 1862 [no commas].

Examples of Our Style for Various Categories of Citations

Unpublished Documents
Typescript

Holograph Auto/Biography
Edward Stevenson, Autobiography, 1904, 63, microfilm of holograph, reel 2, LDS Church History Library, Salt Lake City. Note: Also LDS Family History Library, Salt Lake City, and LDS Church History Museum (name changed from Museum of Church History and Art in the summer of 2008)

Mary Elizabeth Rollins Lightner, Autobiography, n.d. L. Tom Perry Special Collections and Manuscripts, Harold B. Lee Library, Brigham Young University, Provo, Utah (hereafter Perry Special Collections).

Holograph Journal
J. Golden Kimball, Diaries, 18851932, August 16, 1897, photocopy of holograph, Special Collections, Marriott Library, University of Utah, Salt Lake City.

Secondary Citation: Heber J. Grant, Diary, March 18, 1928, quoted in D. Michael Quinn, The Mormon Hierarchy: Extensions of Power . . .

Holograph letter
Vilate M. Kimball, Letter to Heber C. Kimball, June 27, 1843, Winslow Whitney Smith Papers, MS 6241, Box 14, fd. 1, LDS Church History Library. [Note: The LDS Church History Library
prefers that manuscript, box, and folder numbers not be cited because these numbers sometimes change; however, various researchers who are following up notes from published work have reported that even a changed number is sometimes helpful in finding an otherwise “lost” item, particularly if it does not appear on the microfiche catalog. Furthermore, the citation of such cataloging numbers is fairly standard in other archives. Thus, the Journal’s style is to prefer call numbers for LDS Church History Library items but we do not require them.


Oral history


Journal History
Journal History of the Church of Jesus Christ of Latter-day Saints (chronological scrapbook of typed entries and newspaper clippings, 1830-present), June 21, 1903, 3, LDS Church History Library.


U.S. Census
U.S. Bureau of the Census, 1870, Millard County, Utah, Schedule 1, District 13, MF #0018861.

Sources Available on CDROM.
Give a complete bibliographic citation from the original work, if it exists in published format (if it is not complete, cite as much information as is available), then add the company name, title of the CDROM, and copyright date. If you have access only to the CDROM edition, give as much information as possible from the version that you have.

Examples:

DVDs
Give a complete citation for the original work, adding the DVD information in place of publication data.

Examples:

[Note that the copyright/publication date does not appear in the printed material accompanying the DVDs, only on the label of the disk itself. Presumably the date of issue and also the number of volumes will change as this series continues publication. Note also that “1:38” refers to volume and disk number, not volume and page number.]


Church Historian’s Office, Manuscript History of the Church, March 12, 1863, CR 100 102, LDS Church History Library, in Selected Collections from the Archives of the Church of Jesus Christ of Latter-day Saints, 2 vols., DVD (Provo, Utah: Brigham Young University Press, [Dec. 2002], 1:5. [Note: This work is titled simply “History of the Church” on the disk. The Journal adds “Manuscript” to prevent confusion with the published seven volume History of the Church.

Other Electronic Sources
1. Personal email when Charlene is the author of the article: Charles L. Bowen, email to Charlene Susan Lowe, March 13, 2002, printout in my possession. (Making a printout is important because the paper copy is far more permanent than the electronic copy.)

2. Personal email when neither Charles nor Charlene is the author of the article: Charles L. Bowen, email to Charlene Susan Lowe, March 13, 2002, printout in my possession, used by permission.

3. Posting to email list: Terry Redd Reed, re: Gerald A. Lund, posting to AMLList, December 2, 2001, printout in my possession.


5. MP3 digitized recording: Buckley Jeppson and Jeff Nielsen, “Gays in the Mormon Universe,” Sunstone Symposium, Session 316, Salt Lake City, August 12, 2006, MP3

**Community of Christ Terminology**

Community of Christ does not use “the” before the full name of the church. For example, “Baptized members of Community of Christ . . .”

Council of Twelve Apostles

Leaders from both International Headquarters (Community of Christ) before World Conference.

the Temple in Independence

House of the Lord (Kirtland)

**Frequently Cited Published Sources**

**Joseph Smith Papers**

[Note, if the same article cites more than one volume in the same series, then a fuller title must be given along with the volume number preceding the page number.]

**Reference to E-Archive**
Oliver Cowdery, Letter to “Dearly Beloved Brethren and Sisters” [Kirtland, Ohio], April 8, 1841, Kaw Township, Missouri, the JOSEPH SMITH PAPERS ONLINE, Documents, id: 3878 (accessed October 31, 2010).


**Multivolume Works**
Scott G. Kenney, ed., Wilford Woodruff ’s Journal, 18331898, typescript, 9 vols. (Midvale, Utah: Signature Books, 198385), April 19, 1843, 2:228. [Note that the date of
the entry is included before the volume and page number.]


Report of the Semi-Annual Conference of the Church of Jesus Christ of Latter-day Saints, October 6, 1916 (Salt Lake City: Church of Jesus Christ of Latter-day Saints, semiannual), 45 (hereafter cited as Conference Report).

Brigham Young, April 14, 1867, Journal of Discourses, 26 vols. (London and Liverpool: LDS Booksellers Depot, 185486), 18:16162. [Note that no space follows the colon after the volume in a book, but that a space follows the colon when a date appears between the volume and page number in a reference to a periodical.]

Second reference in the same article: Lorenzo Snow, April 12, 1866, Journal of Discourses 17:227. [Don’t abbreviate as JD.]

Joseph Smith, et al., History of the Church of Jesus Christ of Latterday Saints, edited by B. H. Roberts, 7 vols., 2nd ed. rev. (Salt Lake City: Deseret Book, 1948 printing), 3:11822. [Note: since the History has remained continuously in print but has made numerous small corrections/changes over its printing history, it is important to identify the year in which the version you are using was printed. To the extent possible replace references to History of the Church with references to the appropriate volume in the Joseph Smith Papers. See below.]

Second reference: History of the Church 3:120. [Do not abbreviate as HC.]


Joseph Smith Papers

Note: References to the online volume are acceptable. In that case, cite the URL and give the date of access.

1839, Vol. 1 of the Journals series of The Joseph Smith Papers, general editors Dean C. Jessee, Ronald K. Esplin, and Richard Lyman Bushman (Salt Lake City: Church Historian’s Press, 2008), [page]


Theses and Dissertations


Periodicals
William G. Hartley, “Coming to Zion: Saga of the Gathering,” Ensign, July 1975, 14. [Follow this form for other popular monthly, weekly, or bimonthly magazines like the Herald, Newsweek, etc.]

Milton V. Backman Jr., “The Quest for a Restoration: The Birth of Mormonism in Ohio,” BYU Studies 12, no. 1 (Summer 1972): 347. [Note that no space follows the colon
after the volume in a book, but that a space follows the colon when a date appears between the volume and page number in a reference to a periodical. The issue number is desirable but not essential.]


Orson F. Whitney, “The Aaronic Priesthood,” Contributor 6 (January 1885): 12132. [Follow this form for Dialogue: A Journal of Mormon Thought, Sunstone, Exponent II, the newsletters of Mormon organizations, etc. In the case of Sunstone, which frequently does not have printed dates of publication, include the issue number as well.]

**Scriptures**
Book of Mormon, Doctrine and Covenants, Pearl of Great Price are not italicized. All scriptural references (abbreviated) are cited parenthetically in the text unless accompanied by a commentary. For abbreviations of LDS scriptures, see the front matter in the triple combination.

The same rules apply to citations to Community of Christ scriptures, including verse parts. Specify edition of Book of Mormon where relevant.

**Books**


**Reprints**

**Historic Newspaper**

[This format also applies to Evening and Morning Star, Latterday Saint Messenger and Advocate, Millennial Star, Zions Harbinger and Baneemy’s Organ, Elders’ Journal, etc.]

**Daily Newspaper Still Being Published**


[Note: Because of the Deseret News’s complicated publication history, please doublecheck all references for exact newspaper titles unless you got it out of the Journal History which usually refers to all versions simply as Deseret News. In that case, cite the article as: “in Journal History,” etc.]

*Deseret News, June 15, 1850December 26, 1888*  
*Deseret Weekly, December 29, 1888December 10, 1898*  
*Deseret News SemiWeekly, October 8, 1865January 1, 1889*  
*Deseret SemiWeekly News, January 4, 1889June 14, 1920*  
*Deseret Evening News, November 21, 1867June 14, 1920 (daily)*  
*Deseret News, June 15, 1920August 31, 1952 (daily) + semiweekly edition 17 June 192012 June 1922*  
*Deseret News Salt Lake Telegram, September 1, 1952August 6, 1964*  
*Deseret News, August 7, 1964June 20, 2003*  
*Deseret Morning News, June 20, 2003present*

**Alphabetized Terms**
(These are distinctively Mormon terms, many of which are listed in the LDS Style Guide but some of which we have separate policies about)

[Second, Third, etc.] Article of Faith

Fundamentalist Church of Jesus Christ of Latter-day Saints (FLDS)

the Book of Abraham

the Book of Moses

(Alma, Helaman, etc.) in the Book of Mormon

BYU Religious Studies Center

the Gospel of Mark *but preaching the gospel*
the King Follett Discourse

the kingdom of God/heaven

New Mormon History/Historians

Neal A. Maxwell Institute for Religious Scholarship, Brigham Young University

nonmember

the Perpetual Education Fund

the Perpetual Emigrating Fund

whiskey (American, from corn and rye), whisky (Scottish, English, Irish, and Scandinavian)

Patriarchal Blessings
Isaac Morley’s blessing on John D. Lee, ibid., 187, blessing on Margaret Johnstun, February 5, 1839 [followed by usual citation for published or unpublished works.

Instructions on Photo and Artwork Specifications

As the author, you are responsible for providing all photographs, maps, graphs, and charts in camera-ready format. If these specifications are not met, we will not be able to use your illustrations. You must provide finished tables as well, but we will typeset them.

Please follow these instructions exactly. If you do not know what they mean or how to do them, please consult someone at your institution or in your circle of acquaintances who is knowledgeable.

Our photos need to be scanned at 300 dpi, 4” wide, and length proportional. The length of the print window is 7”. (This dimension does not include the running head, which is suppressed on full-page photos but which cannot be infringed on by the photo size. The length of the caption must be included in your calculations.) We require only .tif or uncompressed .jpg.

Unless you have a particular reason for including a studio name, signature along the bottom, archival stamp, etc. (and this must be a documentary reason, not just for convenience’s sake), please crop the photo to the exact image you wish to be reproduced. If the photo is an oval set in a rectangular frame and you wish it to appear as an oval, you must crop it to the outline of the oval.

All color photos need to be gray-scaled.

Scans of already printed images (newspapers, magazines, books, etc.) are usually unacceptable, as are images retrieved from the web, unless they have unusual historical interest and are
otherwise unavailable.

All graphs and charts must be in black and white only—no gradients, no color. We prefer .tif for charts that also include text.

Call-outs and captions need to be indicated in the text when you check the editing. You should send Lavina low-resolution copies of the photos (lavina@elavina.org), but high-resolution copies (300 dpi) should go to Thayne Whiting, the art director, at thayne.whiting@gmail.com. Thayne will vet them for quality.

Each image should have this filename: [your surname].01, 02, 03, etc. Captions need to include the identification of the photo’s subject (of course), the call number (if you obtained it from a depository), or the published source, and the permission line from the depository (if relevant) in the language preferred by the depository.

Here’s an example of a call-out in text.

Please position Photo Cannon-2 on the same double spread as the paragraph above.
CAPTION: McClure’s articles were the most careful, the Cosmopolitan’s “Viper on the Hearth” articles the most outrageous in the “magazine crusade” against Mormonism.

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**Punctuation**

Some general guidelines on the *Journal*’s punctuation style below.

1. The rule on punctuation and quotation marks is: periods and commas are always inside the quotation marks. Colons and semicolons are always outside. Question marks, and exclamation marks are either in or out depending on whether they appeared as punctuation in the original sentence.

2. We use traditional style abbreviations, not ZIP abbreviations for state names in notes. Spell out state names in text.

3. Use commas to show coordination and subordination; commas aren’t necessary when we have coordinate conjunctions. For example: A comma would not be correct to separate the verbs even in a lengthy sentence like this: “He assigned Phelps menial tasks and exploited his writing ability but privately joked about his fussy personality and never allowed him into his inner circle.” Because there’s a coordinate conjunction (either “and” or “but”) in front of the second, third, and fourth verbs, we don’t need a comma. We could also rewrite the sentence: “He assigned . . . , exploited . . . , but privately joked, . . . and never allowed. . . .”

   The general rule on commas is to separate series of three parts or more (“Tom, Dick, and Harry . . .”), to separate compound clauses (“She knew she had made a terrible mistake, but somehow she could not turn back”), or to set off dependent clauses (“When she realized what she had done, she tried to turn back; but it was too late.”).
Note in the last example that the semicolon separates the independent compound clauses if there’s a dependent clause elsewhere in the sentence set off with a comma. That’s because if we used a comma in both places, they would not signal the difference between the independent and dependent clauses to the reader.

4. The Journal’s rule is to set off an introductory phrase of four or five words (“After the presidential campaign, Joseph Smith . . . “). All introductory clauses (containing a subject and verb should be set off. (“After he lost the presidential campaign, Joseph Smith . . . “) Shorter phrases should be set off only if the reader could misunderstand them: (“Before the exploration, decisions were completed . . . “)

After Acceptance

Manuscripts are accepted for publication after a blind review managed by the editor. If revision is required, the revision will be reviewed by selected readers. If your manuscript is accepted at that point, it will be scheduled for an issue and the editing process will begin. This process consists of the following steps:

1. First copy editing by one of the staff’s volunteer editors.

2. Second copy editing by the copy-editor, Lavina Fielding Anderson.

3. This edited manuscript will go to you to review the editing, make corrections, additions, deletions, etc. These changes can be quite extensive if you like, since they can be made appropriately at this stage but not later. A staff editor simultaneously proofreads it, then Lavina gives it a third proofreading.

4. A copy collating all corrections goes to the typesetter, Brent Corcoran. He positions the illustrative material (if any) following instructions based on placement decisions by the author and Lavina and makes up the pages with footnotes. (See above for specifications on artwork.)

5. You will receive a copy of the page proofs as a final check. At this stage, corrections only are permitted. A staff editor simultaneously does another proofreading. Lavina does a third proofreading and collates your corrections and the proofreaders.

6. Brent makes corrections; Lavina checks second proofs. Martha also read second proofs.

7. The corrected manuscript goes to the printer. Lavina checks the blueline.

8. When the issue mails, you will receive four complimentary copies, in addition to your usual subscription. If you wish additional copies, contact the Executive Director, Debbie Marsh {debbiemarsh@mormonhistoryassociation.org}. The office telephone number is (801) 521-6565.