

February 10, 2010

## STYLE FOR NOTES

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.”

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.

(Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1980), 56, 134. [Note abbreviation of state. Do not use ZIP abbreviation.]

(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, 370-74. 19:234-35 [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### UNPUBLISHED DOCUMENTS: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: Frances Brodilová McOمبر, “Memories,” 1983, typescript, 2;

Holograph auto/biography: Edward Stevenson, Autobiography, 1904, 63, microfilm of holograph, 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.

Holograph journal: J. Golden Kimball, Diaries, 1885-1932, 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 Archives. [Note: The LDS Church Archives 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 numbers for LDS Church Library items but we do not require them.]

E. C. Shelley, Letter to President F. M. Smith, July 24, 1919, P13, F1352, Community of Christ Library-Archives.

Oral history. Thelma Martina Handley Smith Wilcox, Oral History, interviewed by [also telephone-interviewed by] Susan N. Shumway, January 13, 1991, 13-14, Folklore Oral History Project, Special Collections, Merrill Library, Utah State University, Logan.

Second reference: Wilcox, Oral History, 15.

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 Archives.

Second reference: Journal History, June 21, 1903, 3.

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

Sources available on CD-ROM. 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 CD-ROM, and copyright date. If you

have access only to the CD-ROM edition, give as much information as possible from the version that you have. Examples:

James R. Clark, ed., *Messages of the First Presidency of the Church of Jesus Christ of Latter-day Saints*, 6 vols. (Salt Lake City: Bookcraft, 1965-75), 5:223; on CD-ROM, Infobases, *Collectors Library* (Orem, Utah: Infobases, 1998).

D. Michael Quinn, *The Mormon Hierarchy: Extensions of Power* (Salt Lake City: Signature Books, 1997), 223; on Smith Research Associates, *New Mormon Studies: A Comprehensive Resource Library*, CD-ROM (Salt Lake City: Signature Books, 1998 OR 2009 edition).

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

J. Golden Kimball, Journals, 1883-87, April 15, 1884, holograph, MS 1354, LDS Church Archives, 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], 1:38.

[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.]

Lorenzo Snow, “Letter of Invitation,” *Deseret Evening News*, Journal History of the Church of Jesus Christ of Latter-day Saints (chronological scrapbook of typed entries and newspaper clippings, 1830-present), December 15, 1898, 3, LDS Church Archives, 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], 2:22.

Church Historian’s Office, Manuscript History of the Church, March 12, 1863, CR 100 102, LDS Church Archives, 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*. ttt

#### **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 AML-List, December 2, 2001, printout in my possession.

4. Document downloaded from the internet: Joe Griffeth, "The Fourth Illinois in War and Peace," [www.historyguy.com/Mexican-American\\_War.html](http://www.historyguy.com/Mexican-American_War.html) (accessed April 10, 2003). (The complete URL and date of downloading are important because internet sites are frequently so ephemeral.)

#### FREQUENTLY CITED PUBLISHED SOURCES

*Report of the Semi-Annual Conference of the Church of Jesus Christ of Latter-day Saints*, 6 October 1916 (Salt Lake City: Church of Jesus Christ of Latter-day Saints, semi-annual), 4-5 (hereafter cited as *Conference Report*).

Brigham Young, April 14, 1867, *Journal of Discourses*, 26 vols. (London and Liverpool: LDS Booksellers Depot, 1854-86), 18:161-62. [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: *Journal of Discourses* 17:227. [Don't abbreviate as JD.]

Joseph Smith, et al., *History of the Church of Jesus Christ of Latter-day Saints*, edited by B. H. Roberts, 7 vols., 2nd ed. rev. (Salt Lake City: Deseret Book, 1948 printing), 3:118-22.

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

B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints*, 6 vols. (Salt Lake City: Deseret Book, 1930), 1:511.

second reference: Roberts, *Comprehensive History*, 2:331.

Dean C. Jessee, Mark Ashurst-McGee, and Richard L. Jensen, eds., *Journals, Vol. 1: 1832-1839*. Vol. 1 in THE JOSEPH SMITH PAPERS series. General editors Dean C. Jessee, Ronald K. Esplin, and Richard Lyman Bushman (Salt Lake City: The Church Historian's Press, 2008).

Scott G. Kenney, ed., *Wilford Woodruff's Journal*, 1833-1898, typescript, 9 vols. Midvale, Utah: Signature Books, 1983-85.

Second reference: Woodruff, *Journal*, 6:131.

Gary L. Bunker, "Stereotyping of Latter-day Saints," *Encyclopedia of Mormonism*, 4 vols. (New York: Macmillan Publishing Company, 1991), 3:1416.

#### Multivolume works:

Bonnie L. Larsen, "Martha Jane Sorensen Larsen," in *Chronicles of Courage*, compiled by Daughters of Utah Pioneer Lesson Committee, 8 vols. (Salt Lake City: Daughters of Utah Pioneers, 1990-97), 2:115-18.

Second reference: Larsen, "Martha Jane Sorensen Larsen," 116.

#### Theses and dissertations

Donald B. Smith, "A History of Recreational Activities in Salt Lake City's Pioneer Stake, 1900-1960" (M.A. thesis, Brigham Young University, 1962).

Paul H. Peterson, "The Mormon Reformation" (Ph.D. diss., Brigham Young University, 1981; printed, Provo, Utah: Joseph Fielding Smith Institute for Latter-day Saint History and BYU Studies, Dissertations in LDS History Series, 2002).

### 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 *This People*, *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.]

William G. Hartley, "'Almost Too Intolerable a Burthen': The Winter Exodus from Missouri, 1838-39," *Journal of Mormon History* 18, no. 3 (Fall 1992): 1-33.

Orson F. Whitney, "The Aaronic Priesthood," *Contributor* 6 (January 1885): 121-32.  
[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 (specify edition of Book of Mormon where relevant).

### Books

Leonard Arrington, "Joseph Smith, Builder of Ideal Communities," in *The Prophet Joseph: Essays on the Life and Mission of Joseph Smith*, edited by Larry C. Porter and Susan Easton Black (Salt Lake City: Deseret Book Company, 1988), 117.  
Second reference: Arrington, "Joseph Smith," 118.

Edwin De Leon, *Thirty Years of My Life on Three Continents*, 2 vols. (London: Ward and Downey, 1890), 1:65.

### Reprints

Austin Fife and Alta Fife, *Saints of Sage and Saddle: Folklore Among the Mormons* (1956; rpt., Salt Lake City: University of Utah Press, 1980), 231.

### Historic newspaper

W. W. Clayton, Letter to the Editor, St. Louis, April 3, 1838, *Times and Seasons* 3 (May 18, 1838): 151.

[This format also applies to *Evening and Morning Star*, *Latter-day Saint Messenger and Advocate*, and *Millennial Star*.]

### Daily newspaper still being published

Charles Raybold, "Presidential Warning Falls on Deaf Ears," *Deseret News*, April 30, 1979, A-1, A-2.

Traveler (pseud.), "The Priesthood in San Pete," *Salt Lake Tribune*, July 3, 1875, 4.

[Note: Because of the *Deseret News*'s complicated publication history, please double-check 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, 1850-December 26, 1888

*Deseret Weekly*, December 29, 1888-December 10, 1898

*Desert News Semi-Weekly*, October 8, 1865-January 1, 1889

*Deseret Semi-Weekly News*, January 4, 1889-June 14, 1920

*Deseret Evening News*, November 21, 1867-June 14, 1920 (daily)

*Deseret News*, June 15, 1920-August 31, 1952 (daily) + semi-weekly edition 17 June 1920-12 June 1922

*Deseret News-Salt Lake Telegram*, September 1, 1952-August 6, 1964

*Deseret News*, August 7, 1964-June 20, 2003

*Deseret Morning News*, June 20, 2003-present

#### 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)

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

the Gospel of Mark *but* preaching the gospel

the King Follett Discourse

the kingdom of God/heaven

New Mormon Historians

Neal A. Maxwell Institute for Religious Scholarship

the Perpetual Education Fund

the Perpetual Emigrating Fund

#### 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. We’ll decide on the final sizing. 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.

Scans of already printed images (newspapers, magazines, books, etc.) are unacceptable, as are images retrieved from the web.

All color photos need to be gray-scaled.

Please send us your artwork on a disk or CD. It can be the same disk as your article, but the images must be separate from the text of your article, not embedded in your article. We cannot accept illustrative material via e-mail.

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.

## PUNCTUATION

Some general guidelines on the *Journal*’s punctuation style:

1. The rule on punctuation and quotation marks is: periods and commas are always inside the quotation marks. Colons and semi-colons are always out. Question marks, and exclamation marks are either in or out depending on whether they appeared as punctuation in the original sentence.
2. 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. Use sparingly and omit altogether for phonetic misspellings.
3. We use traditional-style abbreviations, not ZIP abbreviations for state names in notes. Spell out state names in text.
4. 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 can’t have 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 semi-colon 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.

5. 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 by the board, the executive committee, and, if desired, by other readers as well. If revision is required, they receive a second evaluation from 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 according to the production schedule below.
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) 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.
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, you can arrange for a bulk discount from the executive directors, Patricia Lyn Scott (MHA\_SLC@msn.com) or Linda Thatcher (Thatcher0911@msn.com). The office telephone is (801) 521-6565. If you want a PDF for posting on your website, they are available from Brent Corcoran (brentcorcoran@comcast.net) for \$10.00 after the blueline stage.

#### JOURNAL OF MORMON HISTORY PRODUCTION SCHEDULE

ISSUE OF THE JOURNAL	Winter	Spring	Summer	Fall
First editing begins	June 14	Sept 14	Dec 14	March 14
Second editing begins	July 14	Oct 14	Jan 14	April 14
Editing to authors.	Aug 14	Nov 14	Feb 14	May 14
Issue to Brent for typesetting. Ads due on this date.	Sept 14	Dec 14	March 14	June 14
Page proofs from Brent to Lavina who sends them to authors and proofreaders	Nov 14	Feb 1	May 1	Aug 1
Corrections back to Lavina.	Nov 14	Feb 14	May 14	Aug 14
Marked page proofs to Brent. Brent makes 2nd corrections; Lavina checks.	Nov 21	Feb 21	May 21	Aug 21
Issue goes to printer. Larry gives press print order	Dec 1	March 1	June 1	Sept 1
Blueline from press	Dec 14	March 14	June 14	Sept 14
Blueline back to printer.	Dec 21	March 21	June 21	Sept 21
Printed signatures to bindery.	Jan 14	April 14	July 14	Oct 14
Issue goes to mailer.	Jan 21	April 21	July 21	Oct 21
Issue mails	Feb 1	May 1	Aug 1	Nov 1