

# Style Sheet for THE HYMN

Revised, June 1, 2018

THE HYMN follows the *Chicago Manual of Style*, 16<sup>th</sup> Edition, 2010 (hereafter cited as *CMS*).

## Manuscript preparation

- THE HYMN maintains the conventions of formal prose for scholarly articles and expects formal usage. News, personal reports and reflections, or practical columns may occasionally have less formal usage.
- Use the same font (Times New Roman 12) and style throughout the manuscript: title, headings, text, and quotations. Titles and headings are to be set against the left margin, not centered.
- Use the same margins throughout the document. Double-space the article.
- Use only one space after each sentence.
- Use a single tab to indent the start of each paragraph except the first paragraph after a heading, which is not indented. Do not use spaces to indent.
- Indent block quotations, hymn texts, and other poetry with your system's built-in indentation function, not spaces.
- Include all necessary diacritical marks, accents, and special characters in foreign words.
- Enter citation information as footnotes in Arabic numerals. THE HYMN generally uses footnotes only for publication details, not for additional information. Your notes should be concise, but complete, as THE HYMN does not print bibliographies; *CMS* has helpful "Remedies for Excessive Annotations" (§§14.51-55).
- Titles (of books, journals, musical pieces larger than hymns, etc.) are capitalized in headline style, capitalizing the first, last, and all other major words in the title. By tradition the title of our journal is set in caps and small caps (*csc*) as THE HYMN.
- Titles of dissertations and theses follow *CMS* §8.184 and are set in roman type (not *italics*).
- Hymn texts are generally referred to by their first line, in sentence-style, as poetry (*CMS* §8.180), e.g., "O for a thousand tongues to sing." When a title is commonly used, either include it alone in quotation marks or following the first line and a forward slash (e.g., "When peace, like a river/It is well"). Bilingual hymn texts are referenced in their original language first and then the translation appears following a forward slash.
- Names of hymn tunes are set in caps and small caps, e.g., HYFRYDOL and TRURO.
- For analyses of musical structure, use ROMAN CAPS, e.g., AABA.
- For analyses of rhyme schemes, use *lowercase italics*, e.g., *abab cdcd*.
- Your final manuscript should contain nothing in boldface or underlined.
- Aim for an article length of 2,500-5,000 words.
- Send your articles to the Editor ([editor@thehymnsociety.org](mailto:editor@thehymnsociety.org)) as a Word document.

## Spelling and Punctuation

- *Merriam-Webster's Collegiate Dictionary* (11<sup>th</sup> Edition, 2008) is the authority for U.S.A. spelling in THE HYMN; more obscure words are referred to the *Oxford English Dictionary*.
- *Canadian Oxford Dictionary* (2<sup>nd</sup> Edition, 2004) is the authority for Canadian spelling in THE HYMN. In any case, be consistent.
- Similarly, punctuation follows the author's country of origin, Canada or the U.S.A.
- Form possessives of singulars with apostrophe and *s*, including *Charles's*, *Jesus's*, and *Watts's*.
- THE HYMN uses the Oxford comma (e.g., text, tune, and accompaniment).

A few preferred spellings and capitalizations (some are unique to THE HYMN)

- biblical, scriptural (lowercase), but the Bible
- musical terms from Italian are italicized: *a cappella*, *forte*, *piano*, *fortissimo*, *andante*
- African American, Latin American, etc. (unhyphenated as both noun and adjective)
- hymnbook, tunebook (cf. *songbook*)
- hymn text (*n.*) / hymn-text (*adj.*); hymn tune (*n.*) / hymn-tune (*adj.*)
- hymnwriter, tunewriter, textwriter (cf. *songwriter*); hymnwriting (cf. *songwriting*)
- hymn singing, part singing (*n.*) / hymn-singing, part-singing (*adj.*)
- songleading (*v.*) but song leader (*n.*)
- psalm tune, psalm tone (*n.*) / psalm-tune, psalm-tone (*adj.*)
- shape note (*n.*) / shape-note (*adj.*)
- worshipped, worshipper, worshipping

Abbreviations

- Spell out books of the Bible in the body or running text, but abbreviate in citations (including parenthetical citations in the text as well as in footnotes) using the short-form standard abbreviations found in *CMS* §10.48-51.
- A reminder for reviewers: The abbreviation *ISBN* stands for International Standard Book Number (no # necessary). THE HYMN prefers the thirteen-digit form of ISBNs.

Musical Examples or Pictures

- Send as separate files with your article, clearly labeled, and of good resolution (300 minimum dpi). If you wish, you may also include them in the article where they might appear; final decisions will be made by the Editor and the publisher.
- Make sure that all text is set correctly both musically and typographically, i.e.:
  - Syllables are aligned with their notes.
  - Words of more than one syllable are correctly hyphenated and aligned.
  - Slurs and melismata are indicated by an extension line, as in *Al\_\_ le-lu\_\_ia\_\_*.

Process

- The Hymn does not reprint articles.
- All feature articles are submitted to a peer-review process which takes about six weeks.
- When your article is accepted and scheduled for publication, the editor will work with you on corrections and you will get to see and to correct proof copies.
- All articles in THE HYMN are indexed in periodical databases and copyright is held by The Hymn Society in the U.S. and Canada.
- There is no monetary remuneration for articles, but authors receive two copies of the issue in which the article appears.

Address all questions and correspondence for THE HYMN to the Editor, Adam Tice,  
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