

# **WRITERS' GUIDELINES**

## **for the**

# **ANGLICAN PLANET**

**Canada's most read independent journal of Anglican news & ideas**

We welcome news and features from the diocesan, national and international Anglican Church and try to make some space for local Anglican news as well. We cover in depth evangelical, Anglo-catholic and charismatic expressions of Anglicanism. Most of all we are attempting to honour God in our thinking and writing. We take God seriously but not necessarily ourselves. Please be in touch if you would like to join us in this venture.

**Check out our website [www.anglicanplanet.net](http://www.anglicanplanet.net).**

**Query us first before a making a submission.**

**All submissions should be sent as attachments.**

**Include a brief, autobiographical sentence or bio line with your submission.**

### **CONTACT:**

#### **Edible Thoughts or Tap into the Word:**

Editors-in-Chief

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#### **News and Features and Q&A:**

News Editor Sue Careless at [suecareless@rogers.com](mailto:suecareless@rogers.com)

**Book reviews:** any of the above.

**DEADLINES:** Due the 3<sup>rd</sup> of each month for the following month's issue.

E.g. due Aug. 3 for the September issue.

We publish monthly with the exception of July and August.

### **WORD COUNTS:**

**Features:** 800 to 1200 words.

**News Stories:** 300 to 900 words

**News Briefs:** 150 to 250 words

**Edible Thoughts** (essays): 700 to 1000 words.

**Tap into the Word** (sermons): 500-900 words

**Book Reviews:** 650-750 words. Books by Anglican authors are given preference.

**Q&A:** 920-1000 words

**Persons suitable to be profiled for a Q&A:** Must be attending an Anglican Church. Can be well known or obscure but must be interesting. Do not have to be clergy. We generally prefer laity. Could be a couple. We would like to draw from across Canada although they do not have to be Canadian.

**SPELLING** should be Canadian according to the *Canadian Oxford Dictionary*.

**STYLE** We generally follow the Canadian Press Style Guide [www.cp.org](http://www.cp.org). You would do well to purchase *The Canadian Press Stylebook*. We, however, use a person's title if he is a bishop or archbishop on second reference; otherwise we use only the last name. For example: Terry Buckle, Bishop of the Yukon, spoke at the assembly. Bishop Buckle said....

Usually you should identify an Anglican in a news story or feature by the church he or she attends.

All news and features and book reviews should have only one space between sentences. Edible Thoughts and Tap into the Word may have two spaces between sentences.

“Smart quotes,” the curved marks are preferred to dumb, straight line quote marks.

### **CERTAIN FAMOUS BOOK TITLES ARE NOT ITALICIZED**

Although book titles are usually italicized, the Bible and the Koran are not nor is the Book of Common Prayer or the Prayer Book (another way that we refer to the Book of Common Prayer). BCP is the abbreviation. Likewise, the Book of Alternative Services (BAS) is not italicized.

**NUMBERS:** Generally spell out numbers such as ten or twenty-five or four hundred unless they appear in a chart or are large and “irregular” such as 239 or 468.

#### **ARABIC numerals:**

1 Corinthians, 2 Timothy

**ROMAN numerals:** World War II

#### **CAPITALIZED:**

Note: Church should be capitalized when referring to the spiritual concept and the world-wide Church while lower case when referring to the local church.

the Anglican Communion (world-wide body)

Ante-Communion (first half of communion service)

the Articles of Religion

Baptism

Book of Common Prayer

Body and Blood of Christ

Bride as in Bride of Christ when referring to the Church

Catholic

Church (spiritual concept)

Church Year

Christian Year

Communion (the service)

Communion of Saints

Confirmation

Eucharist

Eucharistic (adjective)

the Epistle (when referring to the reading during a service)

Holy Communion  
Holy Spirit  
Holy Ghost  
the Gospel  
the Incarnation  
Lamb (when referring to Jesus)  
Last Judgement  
Last Supper  
Lord's Supper  
the Law  
the Litany (the service)  
Name (of Jesus)  
the Thirty-Nine Articles (yes, Nine is caps)  
the Passion of Christ (his sufferings and death)  
Paradise  
the Prophets  
Prayer Book (when referring to BCP)  
Promised Land  
Satan  
Scripture  
Scriptures  
Second Coming  
Tabernacle  
Table (referring to the altar or communion Table)  
Temple  
Virgin Mary  
Word (as in Word of God or referring to Jesus or Scripture)

**LOWER CASE**

church (when local)  
the devil  
psalmist  
synagogue  
Adjectives such as: biblical (but Bible as a noun)  
scriptural (but Scripture as a noun)

Compiled as of May 2006.