

International House of Prayer Style Guide

Mission

- To ensure that all IHOPKC's communication in print and on the website is correct, concise, clear, consistent, and comprehensible (the 5 Cs of copy editing).

Goals

- To present a single, unified, public face from IHOPKC to our readers, in both content and style.
- To present our message with clarity.
- These goals are accomplished through simplicity, excellence, and consistency in writing:
 - More words are not necessarily better. Be concise.
 - Don't use jargon; it can detract from simply saying what we mean.
 - Look out for overused words and phrases. Be creative with your writing.
- Let's reach for excellence together in our written communication.

Copy Editing

- A copy editor is a gatekeeper charged with protecting copy against awkward, convoluted, or otherwise bad writing.
- It's really important to say exactly what we mean. If we don't use words carefully, we can end up saying something we don't mean.
 - *Example:* When you register yourself, you can check if you have children.
- Everything that we write represents God, this ministry, Mike Bickle, and our leaders.
- Here are some ways that text can be incorrect:
 - Wrong theology.
 - Arrogant. *Example:* Our prayer meetings will cause God to change the world.
 - Silly. *Example:* The purpose of the awakening is to help us launch ourselves again this year.
 - Incorrect. *Example:* The conference begins on February 30.
 - Disorganized; missing information; incomplete text.
 - Inconsistent: different ways of writing the same thing, e.g. MP3s *not* Mp3s, Mp3's mp3's, mp3s, MP3's; and 2:00pm *not* 2pm, 2PM, 2 PM, or 2:00PM, etc.

What Is a Style Guide?

- All publishers and organizations have what is called a "house style." House style is the publisher's set of rules concerning spelling, punctuation, grammar, and many other elements of style. The most important part of any house style is consistency. Therefore we have an IHOPKC style guide.

Copy Editing

- A copy editor is involved in editing content and often acts as a fact checker:
 - "The conference begins Friday, June 7." Does it? Is June 7 a Friday?
 - "Count Zinzendorf was born in 1700." Was he?
 - "The tabernacle of David was 24/7." Was it? (The Bible says it was night and day, which may mean 24/7, but it doesn't specifically say continuously through all the day and night.)

- Copy editors check the math, history, geography, etc.
- Copy editors are familiar with the reference works and information sources of editing.
- Copy editors are responsible for seeing that the names of people, places, and organizations have been spelled correctly (Issac/Isaac, Heibert/Hiebert),
- A copy editor may question the author as to their meaning, if it seems unclear. A good copy editor makes corrections and considers how information will be interpreted and understood by the audience, *at the same time as maintaining the integrity of tone and consistency of the author's voice*. This involves:
 - Correcting inconsistencies in spelling, capitalization, punctuation, abbreviations, use of hyphenation and dashes, font and font sizes, layout (tabs, margins, bullet points, page numbers), grammar, and usage.
 - Rewriting areas of wordiness, or confusing or awkward construction.
 - Flagging and querying inappropriate or overused figures of speech, jargon, or sentiment.
 - Checking and revising information that seems incorrect or is not factual.
 - Suggesting changes to the layout or order of information for clarity or a more logical progression of an argument.
- Within IHOPKC, editors must keep the whole organization in mind when editing each piece: does the ad, article, or handout fit into the wider context, and is it an accurate representation of who we are? Editors work in partnership with our departments, ministries, and writers to produce good copy. The person working in CEC, for example, has the vision, passion, and heart for what they do, so the first draft should come from them. A partnership with our editors will hopefully produce clear and accurate communication.

Why Is All This Important?

- We seek to do everything with excellence, and want to look professional.
- If I'm reading an article on health and see that "carbohydrate" is spelled wrong, the writers immediately lose credibility in my eyes—maybe they don't really know what they are talking about. It's the same with us, and we don't want to lose credibility.
- If we want to be taken seriously, we need to pay attention to detail and be consistent and accurate.
- If we are not detailed and careful in how we write, then perhaps we aren't detailed or careful in our theology or Bible teaching, or in our bookkeeping, etc.
- Credibility is at stake when consistency is jeopardized.

Style Guide Topics

The International House of Prayer (IHOPKC) follows *The Chicago Manual of Style*. However, as a religious organization, we have some specific language and situations that are not covered in *The Chicago Manual of Style*. The following is an alphabetical listing of the most common areas of confusion, uncertainty, or error in written English found within our organization.

Bible References

- Use a colon after the chapter number; no space between chapter and colon, or colon and verse.

Genesis 1:6

- Use an en dash between consecutive verses (no spaces around en dash).

Genesis 1:6–8

- Use an en dash between consecutive chapters.

Genesis 1–3

- Use commas (with a space) between non-consecutive verses and chapters.

Genesis 1:3, 5, 8

Genesis 1, 4

- When the verses are from more than one chapter, do not repeat the Bible book name; separate chapters with semi-colons.

Genesis 1:6; 2:1; 4:1–2.

- Separate strings of references from different books with semi-colons.

(Rom. 2:1–5; 4:6–10; Gal. 6:1)

- Books of the Bible should normally be in Bible order.

(Gen. 1:1; Rev. 1:1) *not* (Rev. 1:1; Gen. 1:1)

- The name of the book of the Bible must be written out in full in running text.

The birth of Jesus was prophesied in Isaiah 7:14.

- Abbreviate names of books in Bible references that appear in parentheses. (Note: see separate list of abbreviations for use by IHOPKC.) Abbreviated names of the books of the Bible have a period after them, and the final period of the sentence goes outside the closing parenthesis.

Isaiah prophesied that Mary would call her son Immanuel (Isa. 7:14).

- Quoting several lines of Bible verses: The quotation should be indented 0.5 left and right, but still with the right-hand side ragged, not justified. The reference should go in parentheses outside the final punctuation of the quote. There is no punctuation after the Bible reference, only the closing parenthesis:

Then the eyes of the blind will be opened and the ears of the deaf will be unstopped. The lame will leap like a deer, and the tongue of the mute will shout for joy. For waters will break forth in the wilderness and streams in the Arabah, the scorched land will become a pool and the thirsty ground springs of water. (Isa. 35:6–7)

Capitalization

- See separate IHOPKC capitalization guide, but note the following very common examples, where the noun is capitalized, but the adjective is not:
- Bible *but* biblical (unless biblical is part of a title where each word is capitalized)

The Bible has 66 books.
This course teaches a biblical understanding of fasting.
The course was entitled *A Biblical Theology of the Millennium*.

- Scripture/s *but* scriptural

Scripture refers to John the Baptist as a friend of the Bridegroom.
The Scriptures teach that God is holy.
Anna is a scriptural example of an intercessor.

Please note: if the word *scriptures* refers to a selection of verses, rather than the whole Bible, then the word should be lowercased:

There are several scriptures that refer to humility.

- God *but* godly

God created the heavens and the earth.

For godly sorrow produces repentance leading to salvation (2 Cor. 7:10).

- Millennium *but* millennial

Jesus will reign on earth during the Millennium.

The millennial reign of Christ occurs after the second coming.

Church

- The word *Church* is capitalized if it refers to the worldwide body of believers, or occurs in the name of a specific church or denomination; otherwise it is lowercase.

There are different views on the Millennium in the Church today.

The persecuted church in China prays for the Western church.

The early church . . .

He was not interested in church history.

Pray for the Egyptian church.

He was a member of Grandview Baptist Church.

The Episcopal Church . . .

Ellipses

- When words are missed out of a quotation, an ellipsis is used to replace the missing text. An ellipsis (. . .) is three spaced dots. Add a space before and after if the ellipsis occurs in the middle of the quote; ellipses are not normally required at the beginning or end of a quote, even if the first part of the sentence is omitted.

But the heavens and the earth . . . are reserved for fire until the Day of judgment and perdition of ungodly men. (2 Pet. 3:7)

End Times

- The noun *end times* is never capitalized.

The Antichrist is on earth during the end times.

- The adjective *end-time* is always hyphenated.
- Tip: It is either *end times* or *end-time*; it is either the hyphen or the “s,” never both.

FAQ

- We use FAQ, *not* FAQs.

Headers

- No colons or any punctuation after headers.

Hyphenated Terms

- Compound adjectives are hyphenated:

Thirty-day period

An eight-session teaching series

The Millennium is a 1,000-year period

First-century Jerusalem

A forty-day fast

The ten-year anniversary

Notice the difference between:

He gave a verse-by-verse teaching.

But: He taught verse by verse.

The city wall is 1,500 miles long.

But: The city has a 1,500-mile wall.

The girl on the beach is five years old.

But: There is a five-year-old girl on the beach.

They walked for three miles.

But: They all enjoyed the three-mile walk.

- *Night-and-day* is hyphenated when it is an adjective in the phrase *night-and-day prayer*.

IHOPKC Address

- If written on one line:

International House of Prayer, 3535 E. Red Bridge Road, Kansas City, MO
64137

- If written as on an envelope:

International House of Prayer
 3535 E. Red Bridge Road
 Kansas City, MO 64137

- Please note that “E” has a period after it in the street name, Road is spelled in full, MO is written as the two-letter designation rather than being spelled out in full, and only one space is used between state and zip code.

IHOPKC Name

- Here are some ways our name can and cannot be written:

International House of Prayer
 International House of Prayer of Kansas City
 International House of Prayer Missions Base
Not: International House of Prayer–KC
Not: International House of Prayer, KC
Not: International House of Prayer *in* Kansas City, etc.

- Must always appear as IHOPKC, never just IHOP or IHOP–KC.
- It is IHOPKC Missions Base, *not* IHOP Mission Base or IHOPKC Mission Base. Missions Base refers to all the properties.
- The property on Red Bridge Road is the Red Bridge Center, *not* the missions base, the ministry center, or the Global Prayer Room. The Global Prayer Room is part of the Red Bridge Center.
- Other names:
 International House of Prayer University *or* IHOPU, *never* IHOP
 University
 Intro to IHOPKC
 GOD TV
 Onething Regionals
 Onething’09 conference
 Onething 2010
 One Thing Internship
 One Thing Partner
 Luke18 Project
 TheCall

IHOPU Address and Phone Number

- 12901 S. US Highway 71
 Grandview, MO 64030
- (816) 763-0243

Media Designations

- CDs, *not* CD's, Cd's, C.D.s or any other variation
- DVDs
- MP3s, *not* mp3s, MP3S, MP3's, or any other variation

Numbers

- In running text, the general rule is to spell out numbers one to ninety-nine and round numbers in hundreds, thousands, etc.
- Hyphenate numbers like twenty-three, sixty-six, and ninety-four.
- Use a comma to designate thousands, but not in dates:

Solomon built the temple in Jerusalem in about 1000 BC.

Book sales were \$2,000 this month.

World population is projected to reach 6,909,000,000 by 2010.

- Numerals should be used with percentages regardless of the context.

He graduated in the top 10 percent of his class.

- En dashes with numbers

Use an en dash between numbers that have the idea of “through”:

CEC classes for children ages 1–12.

1999–2012.

FITN: September–December

Note: if the phrase begins with “from,” we have to use the word “to” and not an en dash, e.g. “The class is from 7:00pm to 9:00pm,” not “The class is from 7:00–9:00pm.”

Percent

- In running text, write *percent* for most uses; % is fine in parentheses, or in technical or statistical usage.

Phone Numbers

- (816) 763-0200
- Extension numbers are written with no space between the x. and the extension number itself:

(816) 763-0200 x.2290

Q&A

- We write Q&A *not* Q & A (no spaces).

Quotation Marks with Other Punctuation

- Double quotation marks are the norm in American usage. Single quotation marks are used inside double quotes, as required.

“The angel said to them, ‘Do not be afraid’” (Lk. 2:10).

- Periods and commas go inside closing quotation marks:

God called David “the man after God’s heart.”

The end times, beginning with “the birth pains,” are the final decades of this current era of human history.

This is the correct way to spell “worshipped,” “worshiping,” and “worshippers.”

- Colons, semicolons, question marks, and exclamation points go outside the closing quotation marks unless a question mark or exclamation point belongs with the actual quotation.

Who said, “I am the Alpha and the Omega”?

His mother said to him, “Son, why have you treated us like this?”

They shouted, “Hallelujah to the Lamb!”

The crowd could not tell whether the disciples were drunk or “filled with the Spirit”!

Revelation can be thought of as “an end-time book of Acts”; it recounts the release of the power of the Holy Spirit in the end times.

Serial Comma

- We use the serial comma in a series of three or more terms with a single conjunction.

Jesus is prophet, priest, and king.

The wise men brought gifts of gold, frankincense, and myrrh.

You can choose from classes at FSM, FMA, or FMI.

Spelling

- *Judgment* is spelled without an “e” in the middle. It can be spelled either way in the US, but *judgment* is more common (not *judgement*).
- *Worshiping*, *worshipped* and *worshippers* are all spelled with one “p,” not two. They can be spelled either way in the US, but one “p” is more common.
- *Website* (one word), *email* (no hyphen).
- *Zip code* not zipcode.

Text

- Text should be flush left—aligned along the left margin or tab, not justified.
- Type with only one space between sentences, not two.
- Do not highlight or emphasize text by using capitals, bold, or underlining; it is best to use italics for emphasis.

The Bible makes it clear that Israel has *not* been replaced by the Church.

Times

- Times are written with a colon, and with lowercase letters for “am” and “pm”; no space between the time and the “am” or “pm.”
- Times on the hour are written 4:00pm, not 4pm.
- Periods of time are joined by an en dash:

2:30–3:00pm
1999–2003

9:30am–12:00pm

February–May

Title and Offices of People

- Civil, religious, military, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name. Titles are normally lowercased when following a name or used in place of a name.

Queen Elizabeth II, *but* Elizabeth II is the queen of England.

President Lincoln, *but* Abraham Lincoln was the sixteenth president of the USA.

Robert Mueller is the director of the FBI.

- Therefore, we have the following:

Mike Bickle is the director of the International House of Prayer.

Allen Hood is the president of IHOPU.

- An exception to the general rule occurs when these are written in a formal context, e.g. in a list of names and positions:

Mike Bickle - Director, International House of Prayer

Allen Hood - President, IHOPU

Titles of Works

- Titles of books, CDs, magazines, teaching series, etc. should be written in italics.

David Pawson has written several books about the end times, including *When Jesus Returns*.

My favorite Matt Redman CD is *Beautiful News*.

- Individual parts of larger works should be enclosed in quotation marks: chapters, song titles on a CD, individual messages in a teaching series, etc.

Mike Bickle's *Studies in the Life of David* includes messages such as "David's Struggles," "David's Mighty Men," and "David's Victories." Songs on Jason Upton's *Remember* include "Great River Road" and "When You Were a Child."

- Series titles are not italicized.

The Best of the Prayer Room Live, Vol. 26 is the latest release in the series The Best of the Prayer Room Live.