



**Holy Name Province  
Communications Office**

**Publications Style Book**

**August 2008**

## Holy Name Province Communications Office

### **Publications Style book**

Stylebooks give guidance for consistency in how words, phrases, typographical elements, etc., are to be used – or not used – within an organization. They allow for a common writing style within an organization. This provides a more professional look to the organization's publications, as well as provides a consistency for the reader of those publications.

The Holy Name Province communications office uses the *Catholic News Service Stylebook on Religion* and the *Associated Press Stylebook*, with the exception of the style rules noted in this guide. If there is a question of style, this stylebook should be consulted first, and then the *CNS Stylebook on Religion*, followed by the *AP Stylebook*, *Webster's New World College Dictionary*, *The Chicago Manual of Style* and *The Elements of Style*, by Strunk and White.

Because Spanish words and surnames are becoming common within the U.S., an appendix is provided describing how to use and write Spanish words.

The style defined here governs all HNP publications, except where indicated. If a particular entry is prefixed with “[HNP Today],” the style rule applies only to the *HNP Today* newsletter. If prefixed with “[Anthonian],” the style rule applies only to *The Anthonian* magazine.

Please note that stylebook provide guidance for the use of common elements within an organization. There may be any number of reasons why one is chooses to deviate from the style, and one should feel free to do so for a good reason. The style defined here is what should be generally used within HNP publications.

**Compiled by Jim McIntosh, OFM, in 2006; updated by Jocelyn Thomas**

## Common Items

These elements are mentioned here because they occur frequently.

### dates

If specifying the day of the month, use Arabic figures, not an ordinal number ("Nov. 3," not "Nov. 3rd"). If the date is omitted, omit the comma before the year.

In running text, the following months are abbreviated when followed by the date: *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Do not abbreviate *March*, *April*, *May*, *June* or *July*. Do not abbreviate a month that is not followed by the date.

Examples:

"It began on Nov. 3, 2005."

"It began in November 2005."

### states

Preferred abbreviations are the *AP Stylebook* abbreviations: *Ala.*, *Ariz.*, *Ark.*, *Calif.*, *Colo.*, *Conn.*, *Del.*, *D.C.*, *Fla.*, *Ga.*, *Ill.*, *Ind.*, *Kan.*, *Ky.*, *La.*, *Md.*, *Mass.*, *Mich.*, *Minn.*, *Miss.*, *Mo.*, *Mont.*, *Neb.*, *Nev.*, *N.H.*, *N.J.*, *N.M.*, *N.Y.*, *N.C.*, *N.D.*, *Okla.*, *Ore.*, *Pa.*, *R.I.*, *S.C.*, *S.D.*, *Tenn.*, *Vt.*, *Va.*, *Wash.*, *W. Va.*, *Wis.*, *Wyo.* Eight state names are never abbreviated: *Alaska*, *Hawaii*, *Idaho*, *Iowa*, *Maine*, *Ohio*, *Texas* and *Utah*. The U.S. Postal Service's two-letter state abbreviations are not generally used unless the state abbreviation is immediately followed by the zip code. Never abbreviate states written without a city.

Examples:

"The shrine is located in Boston, Mass."

"The shrine is located at 100 Arch St., Boston, MA 02110."

"The shrine is located in Massachusetts."

## Latin terms vs. English terms

Because our publications are available to both friars and to lay people who may not understand Latin terms, we generally use English words (for example, "council") rather than a Latin word ("definitorium"). This includes English adjective/noun placement ("Provincial Minister" rather than "Minister Provincial"). Some Latin words, however, have no good English translation (e.g., "preprandium"), and those words should be explained on first reference when used in publications such as *The Anthonian*.

## A

### Administration

Capitalize in all cases when referring to the Provincial Administration.

### affiliate

Use the term “lay affiliate” when referring to a **layperson** affiliated to the **Province**. A **layperson** affiliated to the **Province** is one who has provided major support to the **Province**. An affiliated **layperson** receives a **habit**, and can be buried in the **habit**. This honor was more widely given in the past than at present. Most people who provide the assistance to the **Province** at this time are presented the **Francis Medal**.

Use the term “**postulant**” when referring to a man in the first year of **formation**.

### ALLEGANY, N.Y.

In datelines, use this instead of **ST. BONAVENTURE, N.Y.**

### Allegheny River

This is the spelling of the river that flows through Allegany, N.Y.

### Anthonian

The correct title of the magazine is *The Anthonian*.

## B

### Bonnies

This is the athletic nickname of the **St. Bonaventure University** sports teams. The official athletic mascot is a wolf.

### Br.

This is the preferred abbreviation for the title “Brother.” Do not use “Bro.” See **friar names**.

## C

### Capuchin

See **Order of Friars Minor Capuchin**.

### chapter

A “chapter” is a meeting of the friars. “House chapters” are meetings of friars living in the same **friary**; “Provincial Chapters” are meetings of the **Province** at which elections may be held to determine Provincial leadership; “Chapter of Mats” are occasional meetings of the entire **Province** for some special purpose; and “**General Chapters**” are meetings of **Provincial Ministers** of the entire Order to select the leadership and direction of the Order.

### Charley, Charlie

Charley Miller spells his first name “Charley”; Charlie Finnegan and Charlie Steen spell their first name “Charlie.”

### committee

Do not capitalize the word “committee.” For example, “the sexual abuse committee.” The head of a committee is the “chair.”

### composition titles

Italicize titles of books, magazines, newspapers, newsletters, journals, plays, movies, paintings, sculptures, musical compositions, ships and spacecrafts. Place quotation marks around the titles of articles in a magazine, newspaper or journal; titles of college courses; chapters in a book; and the title of a talk or speech.

### congressus

Do not capitalize this word, meaning a meeting of the Provincial Administration held generally every three years to make friar assignments.

[Anthonian] Explain the term on first reference.

### Conventual

See **Order of Friars Minor Conventual**.

## **Council**

[HNP Today] This is an acceptable term for **Provincial Council**.

## **Curia**

See **General Curia** and **Roman Curia**. When capitalized, this is an acceptable reference to the **Roman Curia**. Use **Provincial Office** when referring to the administration offices of the **Province**.

## **D**

### **dates**

If specifying the day of the month, use Arabic figures not an ordinal number (“Nov. 3,” not “Nov. 3rd”). If the day is omitted, omit the comma before the year also. Use numbers for decades (“the 1970s” or “the ’70s”). Note that there is no apostrophe before the lowercase “s.” See **months** for abbreviations of the months.

Examples:

"It began on Nov. 3, 2005."

"It began in November 2005."

## **Definitorium**

See **Provincial Council** and **General Council**.

## **directorate**

Do not capitalize the word “directorate.” For example, “the sick and retired directorate.” The head of a directorate is the “director.”

## **E**

### **e-mail**

This is short for “electronic mail” and is always hyphenated.

## **English-speaking Conference**

[HNP Today] On second and subsequent references, use **ESC** (no periods).

**entitled**

See **titled, entitled**.

**F**

**FMU**

See **Franciscan Missionary Union**.

**formation**

This term refers to the process by which a person enters into religious life. In **HNP**, it generally consists of a period of six years: one year as a **postulant**, one year as a **novice** and then four years as a **simply professed** friar.

**Francis Medal**

This is the correct name for this medal, presented to **layperson** for outstanding assistance to the friars. It is *not* the “*St. Francis Medal*.”

**Franciscan**

This word describes all followers of Sts. Francis and Clare of Assisi. This includes members of the First Order (the **Order of Friars Minor**, the **Order of Friars Capuchin** and the **Order of Friars Conventual**), the Second Order (the Poor Clare nuns) and the Third Order (**Secular Franciscans** and members of the Third Order Regular such, as the **Franciscan Sisters of Allegany**).

**Franciscan Missionary Union**

This is the arm of the Province that promotes the foreign missions and raises money to support them. It may be abbreviated **FMU** (no periods) on second and subsequent references. It is not the *Franciscan Mission Union*.

[HNP Today] It can be referred to as “**FMU**” on first reference.

**Franciscan Sisters of Allegany**

This is the formal name of the congregation of sisters in Allegany, N.Y.

[HNP Today] A sister in the **Franciscan Sisters of Allegany** can be referred to as “an Allegany sister.”

## friar

This is the preferred word when referring to a member of **Holy Name Province** or any male, vowed **Franciscan**. Avoid the older term “Franciscan fathers” or the word “monk.” The word “friar” is inclusive and refers to both friars who are ordained priests and those who are non-ordained lay brothers. All members of the following religious orders are properly called “friars”: **Franciscans**, Dominicans, Augustinians and Carmelites. The word originated in the Latin word for “brother.” In general, do not capitalize.

## friar names

### [HNP Today]

For *all* **HNP** friars, without exception, boldface names on first usage in each story. Include the “OFM” suffix or any title. Do not include “Father” or “Brother” with names of HNP members. On first reference, use the friars’ full first name, not a nickname, unless the friar has requested that a nickname be used. For example, “Thomas Cole” but “Jud Weiksnar.” On second and subsequent references, do not boldface and, in general, use the friar’s *first* name as generally used within the Province, if known. For example, “Kenneth Himes” and then “Ken.”

For friars from other **Franciscan** provinces, do not boldface and do include the OFM (or “OFM Cap” or “OFM Conv”) designation on first reference.

If the friar is not a bishop or cardinal, in general, do not prefix the name with a title of “Father” or “Brother.” For example, “John Smith, OFM.” On second and subsequent references use the friar’s *first* name.

If the friar is a bishop or cardinal, then do prefix the name with a title and include the OFM designation. For example, “Bishop John Smith, OFM.” On second and subsequent references, use an abbreviated title (“Bp.,” “Abp.” or “Card.”) and the friar’s *last* name. For example, “Bp. Smith.”

### [Anthonian]

On first reference, spell out religious title (e.g., “Father”) and include a comma and “OFM” without periods. For example, “Father John O’Connor, OFM.”

On second reference, for friars who are not bishops or cardinals, omit the *last* name and the OFM (“Father John”). For the third and subsequent reference, use only an abbreviated title (“Fr.” or “Br.”) and the friar’s *first* name (“Fr. John”).

For friars who are bishops or cardinals, on second and subsequent references, use the full title and *last* name. For example, “Archbishop González.” The title is never abbreviated “Bp.,” “Abp.” or “Card.” in *The Anthonian*.

## **friary**

**Friars** generally live in friaries. Avoid the word “convent.”

## **G**

### **General Chapter**

Always capitalize this term referring to a meeting of **Provincial Ministers** of the **OFM** every three years.

### **General Council**

Use this term, instead of the older “General Definitorium.”

### **General Curia**

Always capitalize this term for the administration offices of the **OFM** in Rome. In order to avoid confusion with the **Roman Curia**, never shorten to **Curia**.

### **General Definitorium**

See **General Council**.

### **General Minister**

Use this term for the head of the **OFM**, instead of the older “Minister General.”

[HNP Today] Can be shortened to "General" on second and subsequent references.

## **guardian**

This is the term used by most male, vowed **Franciscans** for the superior of a house. When the guardian is away, the "vicar" is the friar in charge of the house.

## **H**

### **habit**

The distinctive garment worn by **Franciscan friars** is called a “habit.” Do *not* use *robe*. The habit consists of three parts: the tunic, the capuche, and the white cord. The cord has three knots, representing the three **vows** of poverty, chastity and obedience.

## **HNP**

[HNP Today] **HNP** (no periods) is an acceptable acronym for **Holy Name Province**, even on first reference.

## **Holy Name Province**

In general, use this instead of the more formally correct **Province of the Most Holy Name of Jesus**.

## **I**

### **inter, intern**

Inter is a verb meaning to bury; intern is someone working under supervision.

## **Internet**

This term is capitalized. On second and subsequent references, “the Net” is acceptable. Be careful when using information from the Internet. Most information on the Internet is protected by copyright, unless it is specifically released to the public domain. Be hesitant to use technical jargon and abbreviated forms, unless they are generally understood.

If an Internet address – whether web site address (“URL”) or e-mail address – falls at the end of a sentence, follow with a period. Avoid lengthy or complicated URLs unless absolutely necessary.

## **J**

### **Justice, Peace and the Integrity of Creation**

This is one of the **directorates** of the Province.

[HNP Today] It can be abbreviated “JPIC” (no periods).

## **K**

## L

### layperson

Whenever possible, use this term instead of the more restrictive “layman” or “laywoman.”

[HNPToday] Although technically meaning a person who is not ordained, this term is understood among the friars to refer to a *secular person*, that is, to someone who is not a vowed religious.

## M

### Mass

This word is always capitalized. The presider *celebrates* or *says* Mass, or he can *preside at* the Mass. There is only one presider. If more than one priest concelebrate, the leader is the *principal celebrant*; the other priests *concelebrate*. Deacons *serve*. For example, “John O’Connor was the principal concelebrant at the Mass, Dominic Monti concelebrated and Alan Thomas served as deacon.”

### middle initials

In general, do not use middle initials, unless it is necessary to differentiate between two persons with the same name (for example, “John C. Coughlin” as opposed to “John J. Coughlin”).

### Minister General

See **General Minister**.

### Minister Provincial

See **Provincial Minister**.

### months

In running text, the following months are abbreviated when followed by the date: *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Do not abbreviate *March*, *April*, *May*, *June* or *July*. Do not abbreviate a month that is not followed by the date. See **dates** for examples.

### Most Holy Name of Jesus Province

See **Holy Name Province**.

## N

### names

Except for **friar names** and **religious titles**, follow the AP Stylebook. (Use full name on first reference, and last name only on second reference without a courtesy title.) See **middle initials**.

### novice

This term refers to a man in the second year of **formation**. During this year, the **novice** lives in a **novitiate**, and his travel and activities are generally restricted. A **novice** has not yet taken **vows**. During their “year and a day” in the novitiate, the novices study the *Rule*, and discern whether they feel called take first **vows**.

The status of a novice is a special one. Although the novice has not made first **vows**, he wears the Franciscan **habit**. If a title is necessary, use “Brother.” Do not append “OFM” to a novice’s name, as he has not yet made his first **vows**.

[HNP Today] Boldface the name of a novice on first reference, as with **friar names**.

### novice director

Use this term to refer to the friar who is responsible for the instruction and guidance of the **novices**. Do not use the older “novice master.”

### novitiate

This term refers to both the house where the **novices** live, as well as the time spent there. (“A **novice** lives in the **novitiate** during his time of **novitiate**.”) The **novitiate** for **HNP** is currently located in Wilmington, Del.

## O

### OFM

This, with no periods, is an acceptable acronym for the **Order of Friars Minor**. It can follow friars’ names, separated by a comma and without periods (for example, John O’Connor, OFM), to indicate a member of the Order. See **friar names**.

### online

This is always spelled as one word, without a hyphen.

## Order

Always capitalize if referring to the **Order of Friars Minor**.

### Order of Friars Minor

This is the official name of the religious order to which **friars** of the **Holy Name Province** belong. ("**Order of Friars Minor**" means in English something similar to "Order of Lesser Brothers.") Although it is more general, the term "**Franciscan**" is usually preferred to "**Order of Friars Minor**" since many more people recognize the former than do the latter. (For example, "He became a **Franciscan friar**..." rather than "He became a member of the **Order of Friars Minor**...") When used, it should be capitalized. When used to designate a member of the **Order**, it is abbreviated **OFM** (no periods) and follows a comma and space after the last name ("John O'Connor, OFM"). On second or subsequent reference it can be abbreviated "**Order**." For example, "A meeting of the whole **Order**..."

[HNP Today] "**Order**" can be used on first reference.

### Order of Friars Minor Capuchin

This is one of the three **Franciscan** first orders, whose members all **vow** to live the same **Rule**. As with **Order of Friars Minor**, the word **Franciscan** is preferred. When used, it should be capitalized. The shorten "**Capuchin**" can also be used in place of "**Franciscan**." For example, "He became a **Capuchin** friar..." When following a name (see **friars names**), it is abbreviated "OFM Cap".

### Order of Friars Minor Conventual

This is one of the three **Franciscan** first orders, whose members all **vow** to live the same **Rule**. As with **Order of Friars Minor**, the word **Franciscan** is preferred. When used, it should be capitalized. When following a name (see **friars names**), it is abbreviated "OFM Conv". The word "Conventual" comes from the word "convent." It is not "OFM *Conventional*."

## P

### partners in ministry

Always use the full term in order to avoid misunderstandings. Never use "**friars and their partners**" without including the "in ministry."

## **postulant**

Use this term instead of the older “**affiliate**” when referring to a man in the first year (or, rarely, the first two years) of **formation**. During the year, the **postulant** lives with friars but is not yet a friar. If a title is necessary, his title is “Mister” (or Mr.) and “OFM” is *not* appended to his name.

[HNP Today] Boldface the name of a postulant on first reference, as with **friar names**.

## **preprandium**

This is the correct spelling of this word, meaning a gathering of friars before the evening meal.

[Anthonian] Explain the term on first reference.

## **Province**

Capitalize in all uses when referring to **Holy Name Province**. Also capitalize as an adjective (for example, “the **Provincial Council**”).

## **Province of the Most Holy Name of Jesus**

See **Holy Name Province**.

## **Provincial Council**

Always capitalize. Avoid the older term “Definitorium.”

[HNP Today] Can be abbreviated **Council**.

## **Provincial Minister**

Use this term for the head of the **Province**, instead of the older “Minister Provincial.” In all cases, capitalize. On second and subsequent uses can be shortened to “Provincial”.

[HNP Today] “Provincial” can be used on first reference.

## **Provincial Office**

Use this term instead of the older “Provincial Curia” or “Provincialate.”

## **Provincial Vicar**

Use this term for the vicar of the **Province**, instead of the older “Vicar Provincial.” Always use the full term to differentiate from the vicars of various houses. On second and subsequent uses, use the Provincial Vicar’s name.

## **Provincialate**

Use **Provincial Office**.

## **Q**

## **R**

### **religious titles**

For **Franciscan friars**, including friar bishops and cardinals, see **friar names**.

For other religious (priests, brothers and sisters): on first reference use the name of the order or congregation, if known, and full title followed by the full name. For example, “Jesuit Father John Smith” or “Allegany Sister Mary Smith.” On second reference, use abbreviated title and first name. For example, “Fr. John” or “Sr. Mary.” On third and subsequent references, use only the first name.

Do the same for diocesan priests without any order or congregation name. For example, “Father John Smith,” “Fr. John,” and then “John.”

For bishops and cardinals, use full title and full name on first reference, and abbreviated title (“Bp.,” “Abp.” or “Card.”) and last name on second and subsequent references. For example, “Bishop John Smith” and then “Bp. Smith.” For cardinals, use the form “Cardinal John Smith” instead of the older “John Cardinal Smith.”

For all other religious titles, follow the *CNS Stylebook* and the *AP Stylebook*

## **Roman Curia**

Always capitalize this term that refers to the Catholic Church’s central administration offices in the Vatican City in Rome. It can be shortened to **Curia**.

## **Rule**

A rule contains the basic reason and structure of a religious order. It explains why the order exists, and how its members are to conduct themselves. Rules are applied in a particular time and place by constitutions that are drawn up to explain how the rule is to be lived. The constitutions are applied to a particular locality through the use of national, regional or provincial statutes.

The friars of the **Order of Friars Minor** follow the **Rule** written for them by Francis and approved by the Pope in 1223. There were three OFM *Rules*: the *Primitive Rule*, the *Rule of 1221* (also known as the *Regula non-Bullata*) and the *Rule of 1223* (also known as the *Regula Bullata* or the *Final Rule*). When used without qualifiers, the term refers to the *Rule of 1223*. Always capitalize and italicize when referring to any of these **Rules**.

## **S**

### **Saint**

In titles, always abbreviate “St.” On first reference use the saint’s full name and title as the saint is commonly known (for example, “St. Clare of Assisi”); on second and subsequent references only the title and the saint’s first name are permissible (“St. Clare”).

[HNP Today] In the case of **Franciscan** saints, the “St.” may be dropped on second and subsequent references, and the place name on first and all references.

### **Saints**

This is the name of the sports teams at Siena College.

### **secretariat**

Do not capitalize the word “**secretariat**.” For example, “the formation secretariat.” The head of a secretariat is the “secretary.”

### **secular**

[HNP Today] Although technically the word “secular” means a person who is not a vowed religious, this term is generally understood among the friars to refer to a **Secular Franciscan**.

## Secular Franciscan

This is a member of the **secular** (that is, non-religious) third order of St. Francis, the **Secular Franciscan Order (SFO)**. Members of the **SFO** make promises (not vows) to live according to their particular **Rule**.

## Secular Franciscan Order

This is a Franciscan order for laypersons and secular clergy.

[Anthonian] Use the full term on first reference; it can be abbreviated “**SFO**” (no periods) on second and subsequent references.

[HNP Today] It can be abbreviated “**SFO**” (no periods), even on first reference.

## SFO

See **Secular Franciscan Order**. It can follow the names of Secular Franciscans after a comma and space, just as **OFM** can follow the names of **friars**.

## Siena College

Note that the name is *not* spelled “Sienna.” On second and subsequent uses, use “college” in lower case. Siena is a college and not a university.

## simply professed

This refers to a friar who is in **formation** and has vowed to live according to the **Rule** for a period of one year. At the end of the year, if both the friar and the Province are in agreement, the **vows** are renewed for an additional year. Simply professed **friars** cannot vote at Provincial **Chapters**. See **solemnly professed**.

## St. Anthony, St. Anthony’s

Most ministries that have St. Anthony as their patron spell their name without the possessive. These include St. Anthony Shrine, Boston, Mass.; St. Anthony Residence, 103 Arch St., Boston, Mass.; St. Anthony Friary, Butler, N.J.; St. Anthony Parish, Butler, N.J.; and St. Anthony Church, Greenville, S.C.

Two ministries spell their name with the possessive: **St. Anthony’s Guild**; and the friary in St. Petersburg, Fla.

## St. Anthony’s Guild

St. Anthony’s Guild is the fundraising arm of the Province. It is headquartered in East Rutherford, N.J.

## St. Bonaventure University

On second usage, use “university” in lower case. SBU is a university and not a college.

[HNP Today] Can be referred to as "**SBU**" or "Bona's" (with apostrophe).

## St. Francis of Assisi

St. Francis of Assisi is the founder of the **Order of Friars Minor**.

[HNP Today] May be abbreviated “St. Francis” on first reference, and “Francis” on second and subsequent references.

## solemnly professed

This term refers to a friar who has made solemn **vows** – that is, has vowed to live according to the **Rule** for the rest of his natural life. Solemnly professed **friars** are fully vested in the **Province** and can vote at Provincial **Chapters**.

## SPUFY

This is a twice-yearly meeting of friars who have been **solemnly professed** for five or less years, and spelled this way without periods. It stands for “Solemnly Professed Under Five Years.”

[Anthonian] Explain on first reference.

## states

Preferred abbreviations are the *AP Stylebook* abbreviations: *Ala., Ariz., Ark., Calif., Colo., Conn., Del., D.C., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Vt., Va., Wash., W. Va., Wis., Wyo.* Eight state names are never abbreviated: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas* and *Utah*. The U.S. Postal Service's two-letter state abbreviations are not generally used unless the state abbreviation is immediately followed by the zip code. Never abbreviate states written without a city.

Examples:

"The shrine is located in Boston, Mass."

"The shrine is located at 100 Arch St., Boston, MA 02110."

"The shrine is located in Massachusetts."

## T

### telephone numbers

For U.S. numbers, use the format “999-999-9999”. For foreign numbers, write the digits as they would be dialed from the United States. Use the format “011-countrycode-citycode-number”. For example, the number +51-1-372-1727 would be written as 011-51-1-372-1727.

### titled, entitled

Titled references the name of something; entitled means deserving of.

### Transitus

The Transitus is a religious service held by **Franciscans** each year in the evening of Oct. 3. It is when **Franciscans** remember the death of **St. Francis of Assisi**, who died of Oct. 3. St. Francis’s feast day is Oct. 4.

## U

## V

### Vicar Provincial

See **Provincial Vicar**.

### vows

This is a religious commitment that a friar makes to God to live according to the **Rule**. These vows are poverty (that is, to own nothing of one’s own), chastity (to live a celibate life), and obedience (to remain true to the Gospels and to obey one’s superiors). After the **novitiate**, **simply professed** friars make “simple vows,” that is, they vow to live this life for one year. These vows can then be renewed for the next year. At the end of the time of **formation** (after at least three years, but generally after four years, in simple **vows**) the friar makes “solemn vows” to live according to the **Rule** for the rest of his natural life.

## W

### Web

This is an acceptable abbreviation for the World-wide Web, and should always be capitalized. This regardless of whether the word used as a noun or adjective (“Web page”, “Web site”, etc.).

**X**

**Y**

**Z**

## **¿CÓMO SE ESCRIBE? (How do you write it?) Using Spanish Words in English Publications**

Spanish is the unofficial second language in the U.S., and many articles in HNP publications have Spanish words and surnames. This presents many challenges. When using Spanish, words and sentences must be written without error and with correct pronunciation.

Anything less is not an oversight, but a mistake meriting a correction.

The aim of this section is to provide an uncomplicated guide to a very basic understanding of Spanish usage, pronunciation, orthography and punctuation.

### **Accents**

One of the most common omissions by English-language publications is the written accent placed over vowels to indicate stress. The accent is not optional in the use of Spanish. It is essential and must be used whenever necessary. Uppercase letters also use written accents and should be punctuated according to the same rules as those used for lowercase letters.

#### **Accents that denote stress**

The accent does not primarily denote a change in the pronunciation of the individual letter as much as it identifies for the reader that the syllable is stressed. To leave words unaccented can create confusion and change the meaning of similarly spelled words. For example: término (term), termino (I finish), terminó (he/she finished).

#### **Accents that change meaning**

Written accents determine different meanings for the same words. For example, the word *mas* is a conjunction, while the words *más* denotes quantity. *Tu* is an adjective; *tú* is a pronoun.

#### **Other pronunciation marks**

##### **The “ñ”**

The Spanish alphabet includes a letter that is not used in English: the letter “ñ.” This is not an accent mark; “ñ” is a different letter, with a distinct pronunciation. Using a regular “n” in its place is equivalent to swapping the “b” in English for the “v.”

Many everyday terms include the “ñ:” *piña* (pineapple), *niño* (child) *mañana* (tomorrow), etc. The tilde on the “ñ” is not an accent – it is part of the word. Taking it off or not including it changes the meaning of the word. *Piña* (a surname) becomes *pina*, which has no meaning.

## **The dieresis**

The diéresis is placed over the letter “u,” in the syllables güe and güi to indicate that the letter u should be pronounced, as in güero or lingüística.

## **Use of italics**

In Spanish, the use of italics is usually reserved for words not found in the Spanish language, such as yuppies or cool. When using Spanish words in English-language papers, however, limit the use of italics to those words that are generally italicized in English, such as books, movies, etc.

For other uses, Spanish words should be displayed in regular type.

## **Punctuation marks**

### **Question and exclamation marks are used at the beginning of the expression.**

In English it is Viva Chávez! (Long live Chávez!) □ In Spanish, the correct use is ¡Viva Chávez! □ Question marks are also used at the beginning of the expression: □ ¿Cuál será el futuro de Elián? (What would be the future of Elián?)

These punctuation marks are obligatory at the beginning of each phrase. It is important to observe that the words Qué, Cómo, Cuando, Cuán, Cuánto, Cuál(es), Dónde, Adónde and Por qué have a written accent when used within these marks.

It is important to keep in mind that the punctuation marks are placed at the beginning of the interrogatory or exclamatory phrase, not necessarily at the beginning of the sentence. For example, Fox dijo en Dallas, “¿quién me apoya?” (Fox said in Dallas, “Who supports me?”) The first clause, Fox dijo en Dallas, is not a question and requires no extra punctuation. The second clause, ¿quién me apoya?, is a question and takes punctuation before and after. □

## **Common errors**

Remember that Spanish words do not always follow the same rules for modification that English words do. For example, plural words in English often are made by adding an “s,” but that is not always the case in Spanish.

The singular form of tamales – a Latin-American food served in a corn husk or leaf – is tamal, not, as is often thought, tamale.

Also, there is no possessive “s” in Spanish, “Emily’s book” is translated correctly as “el libro de Emily” and not “Emily’s libro.”

## **Proper names**

### **Accents in surnames**

Many Spanish surnames include accent marks. Always double-check the spelling of names, as there are many variations. Surnames can be spelled in different ways, such as González or Gonzales. The stress is on the penultimate syllable in both names, but the former is an example of a word that requires an accent mark.

One should make an extra effort to spell Spanish names and surnames correctly, but ultimately, preference must be given to how a person likes to spell his or her name. If the person spells Gonzalez without the accent, then it should be respected.

Ask people with Spanish surnames whether their name includes accent marks.

More recognized names like César Chávez, María Conchita Alonso and Plácido Domingo should be accentuated without exception.

### **The “ñ” in surnames**

Last names such as Muñoz, Peña, Piña or Treviño include the “ñ” and one should make an effort to include the letter. Often, if someone does not specify the use of the “ñ” in his or her last names, it is because the letter has not been traditionally used in the United States.

### **Double surnames**

It is customary in Spanish-speaking countries for people to use both their fathers’ last name and mother’s maiden name. Often, people also use a double first name. For example: Juan José Martínez Sánchez. The first names are Juan José; the father’s last name is Martínez and mother’s maiden name is Sánchez.

On second reference and when alphabetizing, use only the father’s last name, in this case, Martínez.

The use of a hyphen is not standard in Spanish-speaking countries. □ Some people use a hyphen in the United States so that both their last names will be used in all references. For example, Luis Ortiz-Monasterio, former Mexican consul for the Dallas-Fort Worth region, used a hyphen. On second reference, his surname was Ortiz-Monasterio.

*Taken from a paper written by Javier J. Aldape. Contributors were Raúl Caballero, Federico Drews and Juan Antonio Ramos.*

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