



**Holy Name Province
Communications Office**

Publications Stylebook

January 2012

Holy Name Province Communications Office

Publications Stylebook

Stylebooks give guidance for consistency in how words, phrases, typographical elements and the like are to be used — or not used — within an organization. They encourage a common writing style by people and groups, which provides a professional look to the organization’s publications and offers consistency for both the reader and writer 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 United States, an appendix is provided describing how to use and write Spanish words.

Two additional addendums appear at the end of this stylebook outlining guidelines for *HNP Today* styles and Province ministries.

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]” or “[Be A Franciscan],” the style rule applies only to *The Anthonian* magazine of St. Anthony’s Guild or *Be A Franciscan* vocation newsletter.

A bold word or phrase within an entry indicates a separate entry on that word or phrase in the stylebook.

Note that stylebooks provide guidance for the use of common elements within an organization. There may be reasons why one chooses to deviate from the style, and one should feel free to do so for an appropriate reason. The style defined here is what should be generally used within HNP publications and on the HNP website.

Clarification is available through Holy Name Province’s Communications Office: 646-473-0265 or communications@hnp.org.

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.

U.S. Postal Service two-letter state abbreviations are acceptable for Twitter, for the purpose of brevity (e.g., NY or CA rather than N.Y. or Calif.)

Examples:

“St. Mary’s Church is located in Pompton Lakes, N.J.”

“The church is located at 17 Pompton Ave., Pompton Lakes NJ 07442”

“The church is located in New Jersey.”

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 appropriate English translation (e.g., “preprandium”), and those words should be explained on first reference when used in publications such as *The Anthonian*.

A

acronyms

Acronyms can and should be used on second and subsequent references. For example, “the Franciscan Action Network is...” and later, “FAN is...”. If an acronym would not be clear on second reference, do not use it.

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

blogs

See **composition titles**.

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; “Chapters 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.

Church

When referring to the Catholic **Church** as an entire entity, capitalize the C. For example: “The Church teaches that we should love our enemies.”

church, parish

In references to local Catholic entities, generally use **church** for the building, **parish** for the organization and its people. Both terms should be capitalized only when used as part of the formal name. See the appendix of **Holy Name Province Ministries** for names and locations of churches as they should be referenced in *HNP Today*.

committee names

Do not capitalize the word “committee” when used generically, but do when used as part of an official name. For example, “HNP Ongoing Formation Committee,” but “the committee.” The head of a committee is the “chair.”

composition titles

Italicize titles of books, magazines, newspapers, blogs, newsletters, journals, plays, movies, paintings, sculptures and musical compositions. Place quotation marks around the titles of articles in a magazine, newspaper, blogs, 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 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, no comma is needed before the year. 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 names

Do not capitalize the word “directorate” unless used as part of an official name. For example, “HNP’s Sick and Retired Directorate” but “the directorate.”

E

email

This is short for “electronic mail” and is not hyphenated.

English-speaking Conference

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

Note that the “s” is not capitalized when the whole name is spelled out, but is capitalized in the abbreviation (ESC).

entitled

See **titled, entitled**.

F

feast

This term is always lowercase, for example: “feast of St. Anthony” not “Feast of St. Anthony” or “St. Francis feast” not “St. Francis Feast.”

FMU

See **Franciscan Missionary Union**.

formation, initial formation

All friars are in ongoing formation. The term “initial formation” 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 by the **Province** to **laypersons** 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 (or each bullet in the friar news briefs). Include the "OFM" suffix. Do not include "Fr." or "Br." 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," "Fred Dilger," "Jim McIntosh" and "Tony LoGalbo." On second and subsequent references, do not boldface and use the friar's first name as generally used within the Province, if known. For example, "Kenneth Himes" and then "Ken." In cases of HNP friars who are bishops, include the courtesy title but do not boldface the title.

For friars from other **Franciscan** provinces, do not boldface and do include the OFM (or "OFM Cap." or "OFM Conv.") and courtesy title ("Fr.," "Br.," "Bishop," "Archbishop," etc.) designation on first reference.

On second and subsequent references use the friar's first name and courtesy title.

If the friar is a bishop or cardinal, on second and subsequent references, use the courtesy title ("Bishop," "Archbishop" or "Cardinal") and the friar's last name. For example, "Archbishop Chaput."

For spellings of specific friar names, refer to the HNP Directory, available electronically on the HNP Extranet.

[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 "Bro.") 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 words "convent" and "rectory." The word "house" can be substituted for friary.

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 or friary. 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.

he, him, his

[HNP Today] Lowercase personal pronouns referring to God.

[Be A Franciscan] Uppercase personal pronouns referring to God.

HNP

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

Holy Name College

The Province's house of studies in Silver Spring, Md. It is not (nor was it ever) an educational institution. Residents of **Holy Name College** typically attend the Washington Theological Union in Washington, D.C.

Holy Name Province

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

homily

Homilies are *preached* or *given*, not *offered*.

I

inter, intern

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

interfaith

This term (one word, not hyphenated) refers to collaborative efforts between multiple faith groups. See *CNS Stylebook* entry for "interdenominational, interfaith."

Internet

This term is capitalized. 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 email address falls at the end of a sentence, follow with a period. URLs should be referred to as website names, unless simple. For example “the Province’s website” or “HNP.org,” but always “St. Mary’s Church” or “the church’s website”; never “StMarys-Pompton.org.”

J

job/ministry titles

Titles serving as occupational descriptions are not capitalized. Most friar roles or ministries (i.e., pastor, guardian, chaplain) fall into this category. Exceptions are: General Minister, General Vicar, General Visitor, and, when referring to HNP friars, Provincial Minister, Provincial Vicar, Provincial Secretary.

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

laying, lying

At professions and ordinations, a friar *lies*, not *lays*, prostrate.

layperson

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

[HNP Today] 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

Martin Luther King Jr.

Do not include “Dr.” when referring to the person or holiday observed on the third Monday in January.

Mass

This word is always capitalized. The presider *celebrates* 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**

ministry, parish names

Ministries, including parish schools, are **sponsored** by the Province.

When used as part of a proper name, capitalize words such as church, shrine, inn, friary. In second and subsequent references, when using the words generically to refer to the location, lowercase. For example “St. Anthony Shrine” or “St. Francis Inn” but “the shrine” or “the inn.” Also, “St. Francis Breadline” and “St. Anthony’s Guild” but “the breadline” and “the guild.”

For a list of HNP ministries, see the appendix of **Holy Name Province Ministries**.

[Be A Franciscan] Specific HNP ministries are capitalized, even when referred to generically such as St. Anthony Shrine (the Shrine), St. Francis Inn (the Inn), St. Francis Breadline (the Breadline) and St. Anthony's Guild (the Guild).

mom, dad

Use only in direct quotes. The proper terms for parents are *mother* and *father*. For example: "The student's mother attended the show," but "'I am glad my mom attended the show.'"

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.

Mt. Irenaeus

On first reference, use the full name "Mt. Irenaeus Franciscan Mountain Retreat." On second and subsequent references, use "Mt. Irenaeus." Avoid the term "the Mountain" unless included in a direct quote.

Mount St. Mary College

This is the correct way to refer to the college in Newburgh, N.Y., where Fr. Kevin Mackin, OFM, is president. It is *not* "Mount Saint Mary College" or "Mt. St. Mary College."

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**.

nonviolence

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

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 “Br.” Use “OFM” after a novice’s name.

[HNP Today] Boldface the name of a novice on first reference, as with all **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 **novitiate** year.”) When referring to the time, **novitiate** is *entered, made or completed*.

As of June 2010, **HNP** friars participate in the Franciscan Interprovincial **Novitiate**, currently located in Burlington, Wis. It is a combined venture of the Assumption BVM, Christ the King, Holy Name, Immaculate Conception, Our Lady of Guadalupe, Sacred Heart and St. John the Baptist provinces.

O

office names

Names of Province offices, such as Vocation Office, Communications Office, Provincial Office are capitalized; job titles within those offices (vocation director, communications director) are not.

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 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

Fr. Pamfilo da Magliano, OFM

Founder of Immaculate Conception Province. Despite a variety of spellings, “Pamfilo” is the friar’s spelling of his own name and the preferred spelling for Holy Name Province references to him.

parish

See **church, parish**

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 “Mr.” “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.

post-novitiate

This term, to describe the period of formation between simple and solemn professions, is hyphenated.

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) who are not Franciscan: On first reference, use courtesy title with first and last name, followed by initials indicating individual's order or congregation. For example, "Fr. John Smith, SJ" or "Sr. Mary Smith, OSF." If necessary, indicate a specific community, like "Franciscan Sisters of Allegany." On second reference, use courtesy title and *last* name for male religious; use courtesy title and *first* name for female religious. For example, "Fr. Smith" but "Sr. Mary."

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

For bishops and cardinals, use title and full name on first reference, and title and last name on second and subsequent references. For example, "Archbishop Timothy Dolan" and then "Archbishop Dolan" or "the archbishop") 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 through general statutes, and 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 St. Francis of Assisi 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, St.

When used as a title, 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 first name are needed (“St. Clare”).

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

One of the institutions of higher learning **sponsored** by Holy Name Province.

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**.

Sister, Sr.

When preceding the name of an individual female religious, this term is always abbreviated. Spell out if using as plural, for example “Sisters Margaret Carney, OSF, and Suzanne Kush, CSSF,” or referring generically to a large group of female religious. See also **religious titles**.

social media

Sometimes referred to as “new media.” Many terms related to the use of Facebook, Twitter and other such websites are approved for general use. They include works such as e-book, like, retweet, smart phone, unfriend and widget.

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**.

Do not hyphenate. For example: “Solemnly professed friar Fred Dilger, OFM,” and “Fred Dilger, OFM, is solemnly professed.”

sponsored

This is the appropriate language for describing the Province’s relationship or affiliation with ministries such as **St. Bonaventure**, **Siena** and parish schools. They are not “run” by the Province.

SPUFY

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

[Anthonian] Explain on first reference.

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.; St. Anthony Church, Greenville, S.C.; and St. Anthony Friary, St. Petersburg, Fla.

One ministry spells its name with the possessive: **St. Anthony’s Guild**.

St. Anthony’s Guild

In fall 2011, St. Anthony’s Guild relocated its headquarters to New York City. This fundraising *partner* of **Holy Name Province** produces *The Anthonian* quarterly.

[HNP Today] On second and subsequent references, the guild (lowercase) is acceptable. See also **ministry, parish names** entry.

St. Bonaventure University

One of the institutions of higher learning **sponsored** by Holy Name Province. On second reference, 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.

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.

U.S. Postal Service two-letter state abbreviations are acceptable for Twitter, for the purpose of brevity (i.e. NY or CA rather than N.Y. or Calif.)

Examples:

"St. Mary's Church is located in Pompton Lakes, N.J."

"The church is located at 17 Pompton Ave., Pompton Lakes NJ 07442"

"The church is located in New Jersey."

T

telephone numbers

For U.S. numbers, use the format "*###-###-####*". 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. It is a religious service but not a Mass.

travel, traveled, traveling, traveler

tweet, Twitter

While AP Style considers both “to tweet” and “to twitter” acceptable verbs when referring to microblogging service Twitter, the preferred verb for the Province is “to tweet.”

U

Upstate, Western New York

These geographic locations should always be capitalized. Generally, use **Upstate New York** when referring to the Sullivan County and Albany areas; use **Western New York** when referencing the Buffalo and Allegany areas. It is sometimes acceptable to refer to **Western New York** as **Upstate New York**.

V

Vicar Provincial

See **Provincial Vicar**

Visitor

Use this term, for the canonical role, instead of the older visitator. When used as a in reference to an individual, capitalize. See **job/ministry titles**.

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.

Note that in some congregations, “simple vows” are referred to as “temporary vows” and “solemn vows” as “permanent vows.” Use what is appropriate for the congregation, but always use “simple vows” and “solemn vows” when speaking about HNP friars.

W

wake, wake service

These terms are not capitalized.

Web, website

This is an acceptable abbreviation for the World Wide Web. Capitalize when referring to a “Web page”; however, when combined with another word (i.e., website, webcam, webcast, webmaster), lowercase.

Western New York

See **Upstate, Western New York**

worship, worshipped, worshipping, worshipper

X

Y

Z

Appendix 1

Holy Name Province Ministries

The following is a current list of Holy Name Province ministries and locations. They are listed alphabetically by city name. Note that some ministries include “s” following the saint’s name, while others do not. This list should be used as a reference for [HNP Today]. Other pertinent information about a ministry might be included as well.

Albany, N.Y.

St. Francis Chapel

Allegany, N.Y.

St. Bonaventure Church; “Little Bona’s” is acceptable on second or subsequent references

Anderson, S.C.

St. Joseph Church

St. Mary of the Angels Church; St. Mary’s on second reference

Athens, Ga.

Catholic Center at University of Georgia; University of Georgia’s Catholic Center is also acceptable

Boston (Mass.)

St. Anthony Shrine; sometimes **St. Anthony Shrine and Ministry Center**

Buffalo, N.Y.

St. Clare Church

Butler, N.J.

St. Anthony of Padua Church; **St. Anthony Church** is also acceptable on first reference

Callicoon, N.Y.

Holy Cross Church (Sullivan County)

Camden, N.J.

St. Anthony of Padua Church; St. Anthony’s is acceptable on second and subsequent references

Clemson, S.C.

Clemson University Campus Ministry; sometimes referred to as **St. Andrew Campus Ministry**

Durham, N.C.

Immaculate Conception Church

Greenville, S.C.

St. Anthony of Padua Church

Hartford, Conn.

St. Patrick-St. Anthony Church

Long Beach Island, N.J.

St. Francis of Assisi Parish; this ministry, which comprises four churches (St. Francis of Assisi Church, St. Thomas Aquinas Church, St. Thomas of Villanova Church, St. Clare Church), is always referred to as a “parish” unless specifically referencing one of the four buildings

Narrowsburg, N.Y.

St. Francis Xavier Church (Sullivan County)

New York City (N.Y.)

Holy Name of Jesus Church; use “96th Street” or “Upper West Side” only in articles specifically about New York; Holy Name Church is acceptable on second reference

St. Francis of Assisi Church; use “31st Street” or “Midtown Manhattan” only in articles specifically about New York; St. Francis is acceptable on second and subsequent references. (Note: The church website, bulletin and Facebook page use “Church of St. Francis of Assisi.”)

St. Stephen of Hungary Church; use “82nd Street” or “Upper East Side” only in articles specifically about New York; St. Stephen’s is acceptable on second and subsequent references

Obernburg, N.Y.

St. Mary’s Church (Sullivan County)

Paterson, N.J.

St. Bonaventure Church

Philadelphia (Pa.)

St. Francis Inn; located in Kensington; can also be referred to as **St. Francis Inn Ministries** if meaning the collection of services (St. Francis Inn, Thea Bowman Women's Center, St. Benedict's Thrift Shop, St. Francis Urban Center)

Pompton Lakes, N.J.

St. Mary's Church

Providence, R.I.

Church of St. Mary on Broadway; not St. Mary's Church

Raleigh, N.C.

St. Francis of Assisi Church; can also be referred to as the **Catholic Community of St. Francis of Assisi** if not referring specifically to the building

Ringwood, N.J.

Holy Name Friary; this is the Province's "skilled nursing facility"; it is not referred to as a nursing home

Silver Spring, Md.

St. Camillus Church

Stoneville, N.C.

St. Francis Springs Prayer Center

Tampa, Fla.

Sacred Heart Church

Triangle, Va.

St. Francis of Assisi Church; St. Francis Church is acceptable on second reference

West Clarksville, N.Y.

Mt. Irenaeus Franciscan Mountain Retreat; **Mt. Irenaeus** is also acceptable

Wilmington, Del.

St. Joseph Church

St. Paul's Church

Wood-Ridge, N.J.

Assumption of Our Blessed Lady Church; **Assumption Church** is also acceptable on first reference

Yulan, N.Y.

St. Anthony of Padua Church (Sullivan County)

Appendix 2

¿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, Cuándo, 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.

Appendix 3

HNP Today Style Guidelines

Begin **headlines** with ministry or friar names, when possible. Vary words and phrases, especially of articles that appear in the same section (i.e., In The Headlines, Friar News, etc.) of the newsletter. Do not include OFM or state abbreviations.

“**Ledes**” (the text that follows on the list of headlines) are written as subheads, not sentences. They should be no more than roughly 25 words (about 1 or 2 lines) in length.

When an article includes a **dateline**, it is not necessary to include the city or state in the “lede” paragraph. If the city is mentioned later in the article, there is no need to include the state.

For lengthy articles, use **subheads** to break up heavy text. Always include at least two subheads, and write them using a parallel tone (all verbs, no verbs, etc.), with initial caps.

Include **links within the text** of a story when they pertain directly to an organization mentioned (such as a parish or ministry’s website). Be sure a sentence would read clearly, whether it is being read online (with access to a hyperlink) or printed in hard copy. For example, “Information is available on FAN’s website,” not “Click here for more information,” or “For more information: <http://www...>” When including a link in draft text, when applicable, place it after a punctuation mark.

Links that are more loosely connected to information within an article (such as stories from past issues of HNP Today) should be included at the end, as “**related links.**”

Aim to write with a clear, friendly **style** — a balance between formal and casual. For example, use “displayed” instead of “manifested”; “difficult” instead of “hard.” Avoid clichés (like “on the move”), phrases such as “on board” and “a lot,” and words that might sound overly promotional (i.e., “boasting”).

Do not use **contractions** unless a story has a byline and is especially personal, such as an essay or reflection.

With most **quotes**, use “said”; avoid verbs like “smiled” and “laughed.” “Joked” is acceptable, if it is necessary to provide context/meaning. Avoid using semi-colons within a quote. Quotes received via email should also be referred to as “said,” not “wrote.” In cases of official written statements, “wrote” is acceptable.

When describing **numbers** or **quantity**, use “more than,” “approximately” or “roughly”; avoid “over” and “about.”

Use clear **file names** for Word documents; include the date the draft was updated and the writer's initials (if applicable). Use underscores or dashes, not periods, in file names.

When compiling the Recommended Reading, begin each bullet with "Book Title by Author (Publisher, Publication Year)." When possible, include a mention of the source of the recommendation in the first sentence.