

STYLE SHEET FOR *SACRED MUSIC*

I. Basis. Fundamentally we follow the *Chicago Manual of Style* with a few modifications. Some of its simplest principles are applied to our materials in the points below.

II. Punctuation.

A. Quotation marks are placed outside periods, commas, even when the quotation logically falls within the sentence; the colon and semi-colon follow the quotation mark; the question mark falls within the quotation marks only when it belongs to the material quoted.

B. Three or more elements in a series are separated by commas, including a comma before the “and” which precedes the last element.

C. Punctuation indicating omitted material: omitted words are indicated by three periods each separated by a space. When the material follows a complete sentence, the period punctuating the sentence comes first, followed by a space and three periods separated by a space.

There are . . . seven introits for this common. . . However, there are only three
graduals.

These are used only within a quoted text and not before or after.

D. Abbreviations take a period, including St. as in St. Augustine.

E. Chapter and verse of scripture should have a colon between them and no space:

Luke 1:12

F. Inclusive numbers take an n-dash, not a hyphen:

June 19–24

III. Abbreviation: ca. (without italics) for *circa*

IV. Numbers. Spell out numbers in the text from one through one hundred, round numbers, and numbers beginning a sentence. Use numerals for other numbers.

V. Capitalization and Italicization

A. In general, proper nouns are capitalized, but common nouns are not; thus, church, the Eastern Church, Roman Rite.

B. Names of historical periods are capitalized: the Middle Ages, the Renaissance; their adjectival forms are not: medieval. (the adjective Renaissance is a noun used as an adjective and retains its capitalization)

C. Words referring to the Mass as liturgy are capitalized, such as Eucharist, Sacrament, but when used as a common noun designating a musical genre, it can be lower case: The cyclic mass is performed in the celebration of the Mass.

D. Names of other liturgical services which are proper nouns are capitalized; this includes, for example, Divine Office, Liturgy of the Word, Vespers, Compline, Ordinary of the Mass, Proprium Missae, but ordinary, proper.

E. Names of liturgical seasons are capitalized: Advent, Lent, Lenten

F. Names of genres of liturgical pieces which are the beginnings of their texts are capitalized but not italicized: Sanctus, Alleluia, Magnificat, Te Deum.

G. Names of genres which are common nouns are not capitalized: introit, responsory, proper, ordinary, office.

H. Books of the Bible are capitalized but not italicized, Exodus, Revelation; but a pericope from a book of the Bible used as a genre title is not capitalized: the gospel of the day.

I. Names of liturgical books as common nouns are not capitalized: antiphony, gradual, missal, breviary; but the Roman Missal.

Sing the office from the psalter [a liturgical book].

But, the Psalter [a book from the Scripture] is distributed throughout the week.

J. Pronouns of the Deity are not capitalized. We praise thee, O God.

K. Titles of chants and of motets are italicized

V. References.

A. Capitalization of titles of books and articles: capitalize the first and last words of the title or subtitle and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions. Lowercase articles, coordinate conjunctions, “to” in infinitives, and prepositions regardless of length, unless they are the first or last words of the title or subtitle.

B. Basic footnote for a book: Author, *Title* (Place: Publisher, date), page reference.

Jacques Maritain, *Art and Scholasticism*, tr. J. F. Scanlon (New York: Charles Scribner’s Sons, 1947), pp. 3–10.

C. Basic footnote for an article. (If a periodical is paginated throughout the volume, then only the volume number and the year are necessary; if it is not, then the issue number and the time of issue are included): Author, “Article title,” *Periodical Title*, Volume (year), page reference.

William Mahrt, “Gregorian Chant as a Paradigm of Sacred Music,” *Sacred Music*, 133, no. 1 (Spring 2006), 5–14.

James Haar, “Lassus,” *The New Grove Dictionary of Music and Musicians*, ed. Stanley Sadie (London: Macmillan, 2001), 14: 295–322.

D. Internet reference.

James Haar, “Lassus,” *Grove Music Online*, ed. Laura Macy (accessed February 8, 2007), <<http://www.grovemusic.com>>

E. Abbreviations. Generally a short-title reference is preferred to *op. cit.* and *ibid.* For example, Mahrt, “Paradigm,” 5.

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