**Hanover Press Style Guide**

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**General Style Guidelines**

Thank you for your interest in publishing with Hanover Press. Please follow the instructions below regarding style, grammar, and citations. In general, our style standards conform to the [Chicago Manual of Style (17th ed.)](https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html) (you can find the CMOS Citation Quick Guide [here](https://www.chicagomanualofstyle.org/tools_citationguide.html)) and the [SBL Handbook of Style](https://www.sbl-site.org/publications/SBLHandbookofStyle.aspx) for style standards related to Scripture and some theological disciplines.

We expect American, not British, spelling and punctuation conventions.

* Please use “quotation marks” rather than ‘inverted commas.’
* Punctuation should go inside of “quotation marks.”
* Capitalize all words in book titles except prepositions and articles (unless the preposition or article is the first word in a title or subtitle).

**Style Guidelines for Transcriptions and Republication**

Another important element of Hanover Press’s historic Baptist publication efforts is guidance regarding transcription and editorial style. Hanover Press produces critical and non-critical editions.

***Non-Critical Editions***

* Modernize Scripture references. Keep references as in-text citations with standard parentheses. Only move references to footnotes if you add them for editorial reasons.
* Give full bibliographical information for sources cited. Use modern editions when available.
* Omit foreign language footnotes when a translation is already provided.
* Add explanatory footnotes for clarity and clearly attribute these to the editor with the usage of “–Ed.”
* Replace paragraph numbering with section headers.
* Archaic language, spelling, punctuation, capitalization, and italicization may be modernized, per the editor’s discretion.
* Americanize British spellings.
* Long sentences and paragraphs may be broken up to enhance readability, per the editor’s discretion.
* Add translations of Latin terms in square brackets.
* Change symbols to letters (e.g., “&c.” becomes “etc.”).
* Retain the original author’s wording and punctuation in quotations and translations of other authors.

***Critical Editions***

Style guidance for critical editions is forthcoming.