

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

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

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

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

Luke 1:12

F. Inclusive numbers take an en-dash, not a hyphen (in Word, entered with option-hyphen):

June 19–24

G. Explanatory clauses can be set off by an em-dash—often indicated in a typescript by two hyphens—without a space before or after the dash. (In Word, entered with shift-option-hyphen)

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.

Mode one, the hundredth anniversary, but Kyrie XI, Credo I

V. Capitalization and Italicization

A. In general, proper nouns are capitalized, but common nouns are not; thus, the church, the council, the pope, Eastern Church, Roman Rite, Second Vatican Council, Pope Benedict.

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: 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, Corinthians; 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: antiphonary, 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. Latin titles of ancient and medieval works receive a capital letter only on their first word: *Summa theologiae*. Latin titles of modern works are capitalized as in English; *Sacrosanctum Concilium*. Generic designations as part of a cited title are capitalized but not italicized: but when cited as a generic title alone are neither capitalized nor italicized: Encyclical Letter *Deus Caritas Est*; *motu proprio*.

K. Capitalize Western when it refers to a cultural designation.

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

M. Titles of chants and of motets are italicized. Individual words or phrases cited from within a piece are placed in quotation marks and not italicized.

N. Solmization syllables are italicized, not capitalized: *mi*.

O. Common Latin words of reference and their abbreviations are not italicized:

et al., ca., *ibid.*, *passim*

V. References.

A. Capitalization of titles of books and articles in English: 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. Titles in French, German, and Italian: capitalize only the first word of the title or subtitle plus whatever words would be capitalized in a sentence, i.e. proper nouns in French and Italian, all nouns in German.

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 its 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," 7.

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