

## THE QUARRY PROJECT STYLE GUIDE

FOR US MASONIC PUBLICATIONS

– First Edition –

### USE

- This guide is a US Masonic companion to Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., published by the University of Chicago Press and almost entirely consistent with “Chicago style,” as presented in *The Chicago Manual of Style*. Every US Masonic writer is encouraged to own, or have easy access to, Turabian’s *Manual*. (Be sure *not* to use Turabian’s lower-level book, *Student’s Guide to Writing College Papers*.)
- This guide consists of summaries or clarifications of Turabian, as well as examples of specifically Masonic usages given or implied by Turabian and by *Merriam Webster’s Collegiate Dictionary*.
- Masonic publishers—of books and periodicals, in print or online—who use the Quarry Project Style Guide may issue their own supplements to it. When you write for a specific publisher, be sure to use its supplement, if any.
- For all questions about citation, punctuation, capitalization, numbers, abbreviations, quotations, tables and figures, and format, *first* consult your publisher’s supplement, if any. If the answer isn’t there, *then* consult this guide. If you still don’t find the answer, *then* consult Turabian.
- In direct quotations, use the exact spelling, punctuation, capitalization, and the like, used in your source.
- The current editions of the Quarry Project Style Guide and its publishers’ supplements can be found at [www.thequarryproject.com](http://www.thequarryproject.com).

### THE RESEARCH AND WRITING PROCESS (TURABIAN, PART I)

- Turabian includes an excellent guide to research, and to planning, writing, and revising your writing. Especially if you’re a new researcher, please read Part I of Turabian.
- When revising your work, be sure to consider that some of your readers may be non-Masons.
- In general, “keep it simple, stupid.”

### SOURCE CITATION (TURABIAN, CHAPTERS 15-17 AND APPENDIX)

- Unless a publisher’s supplement directs otherwise, use Turabian’s “notes-bibliography” style for notes and bibliography.

- Below are examples of notes, in Turabian's style, for the two most common kinds of sources. (For other kinds of sources, consult Turabian.):

Book (first note):

**7. C. G. Jung, *The Archetypes and the Collective Unconscious*, 2nd ed. (Princeton: Princeton University Press, 1969), 29.** [29 is the page number.]

Book (subsequent note for the same book):

**9. Jung, 47.**

Book (subsequent note if more than one book by the same author has been, or will be, cited):

**2. Jung, *Archetypes*, 47.**

Journal article (first note):

**5. C. Douglas Russell, "Freemasonry and Modern Western Esotericism." *The Journal of the Masonic Society*, no. 24 (Spring 2014): 31.**

Journal article (subsequent note for the same article):

**6. Russell, 29.**

- A publisher may specify whether to use footnotes or endnotes, whether or not to include a bibliography, and the like.
- If your publisher requires a bibliography, see your publisher's supplement, then Turabian, for its format.

## SPELLING (CHAPTER 20)

- Dictionaries differ in their preferred spelling of many words. For uniformity, use only *Merriam Webster's Collegiate Dictionary*, 11<sup>th</sup> ed.
- When *Webster's Collegiate* lists more than one spelling for a word, use Turabian's rule: "Where variants are separated by *or*, choose either one and use it consistently; where variants are separated by *also*, use the first" (Turabian, 281).
- Be sure, especially, to look up names and other words transliterated from Arabic, Greek, Hebrew, or other languages that don't use the Latin alphabet. The only "correct" spelling of **Hanukkah** is in Hebrew letters. In English, it can be spelled **Hanukkah**, **Chanukah**, **Hanukah**, and other ways. All are as "correct" as they *can* be, if you're using Latin letters. But for uniformity, use the first spelling listed in *Webster's Collegiate*, in this case **Hanukkah**.
- To find the preferred spelling of a word, first consult your publisher's supplement, then this guide, then Turabian, then *Webster's Collegiate*.
- Spell **Fellow Craft** as two words.

## PUNCTUATION (CHAPTER 21)

- In general, refer to Turabian, Chapter 21.
- Place periods and commas *before* closing quotation marks, even if logic suggests otherwise.

## CAPITALIZATION (CHAPTER 22)

Capitalization is the most complex, and contentious, area of any style guide. In general, capitalize terms in categories that Turabian capitalizes, as well as Masonic terms that might confuse a reader—especially a non-Masonic reader—if they were lower-cased and used alone. Some terms, admittedly, will be a toss-up. If you’re absolutely sure the question hasn’t been answered by (in this order) your publisher’s supplement, this guide, Turabian, and *Webster’s Collegiate*, then make a choice and use it consistently.

- The fraternity itself: **Freemasonry, Freemason, Masonry, Mason, Masonic, the Craft** (“speculative”); **masonry, mason, masonic, the craft of stonemasonry** (“operative”)
- Organizations: **Ancient Free and Accepted Masons; the Grand Lodge of New Mexico, the grand lodge** (even if referring to a specific grand lodge), **grand lodges; Lodge Vitruvian, Albuquerque Lodge 60, the lodge** (even if referring to a specific lodge); **the Charity Committee, the committee; the Masonic Society, the society; the Quarry Project, the project; the Scottish Rite, the rite** (But capitalize **Valley** and other organizational terms when they could be puzzling or ambiguous if lower-cased and used alone.)
- Cultural periods and movements: **the Middle Ages, the Renaissance, the Enlightenment, Neoplatonism**, but **medieval**
- Disciplines and traditions: **esotericism, alchemy, astrology**
- Buildings: **Detroit Masonic Temple** (actual name of the building), **Detroit’s Masonic temple, the House of the Temple, the Masonic temple, the temple; King Solomon’s Temple, Herod’s Temple, the Second Temple, the temple**
- Personal names, titles, and designations: **Senior Warden John Doe; John Doe, senior warden; the senior warden, John Doe; John Doe, past master; Doe** (after first mention); **brother, brothers, brethren; King Solomon; Hiram, king of Tyre; Saint John the Baptist, the Holy Saints John, these two saints; a non-Mason, an anti-Mason**. In research writing, avoid the use of **brother** before a name: *not Brother Robert Burns, but Robert Burns, a Mason*.
- Masonic degrees: **Entered Apprentice, Fellow Craft, Master Mason, the Master Mason degree, the degree, the third degree, the fourteenth degree, Knight Templar, Elu of the Nine**
- Regions of a lodge room: **the East, the South** (designating symbolic regions of a lodge room and the officers stationed there); **the Northeast Corner, the Inner Door, the Oriental Chair, the Winding Stairs** (to clarify that these are being used in the Masonic sense); **the northeast corner of the building, the door to the room, the winding stairs in the building**

- Other: the Bible presentation, the Volume of Sacred Law, a sacred book; the Great Architect of the Universe; a Corinthian column, a column; the Working Tools, the level, the Rough Ashlar, Landmarks, the seven liberal arts, geometry, the altar, the station, the secretary's desk, the charter, the square and compasses (never compass); the letter *G* (with the *G* italicized). To repeat, "In general, capitalize ... Masonic terms that might confuse a reader—especially a non-Masonic reader—if they were lower-cased and used alone."

## NUMBERS (CHAPTER 23)

- In general, spell out all numbers through one hundred (with many exceptions listed in Turabian).
- The most common Masonic exceptions are **Albuquerque Lodge 60; John Doe, 32°** (but **the thirty-second degree**). Note that the word **Number** or the abbreviation **No.** should not be used with a lodge name.

## ABBREVIATIONS (CHAPTER 24)

- On first mention of an organization, you may abbreviate its name in parentheses after spelling it out in full: **the Grand Lodge of New Mexico (GLNM)**. After that, you may use just **GLNM** (with no periods in either case).
- After the first mention of a lodge, such as **Albuquerque Lodge 60**, drop the number and refer to it as **Albuquerque Lodge**.
- Don't abbreviate Masonic offices or degrees, except formally after a name. In that situation the degree symbol may also be used after a degree number: **John Doe, PM, KT, 33°**.
- Don't abbreviate **Saint, the Saints John**.
- Don't use Latin abbreviations, such as **e.g., i.e., etc.** Instead use English words and phrases, such as **for example, that is, and others** (or **and so forth**).

## QUOTATIONS, TABLES, AND FIGURES (CHAPTERS 25, 26)

- Consult your publisher's supplement, if any, then Turabian.

## FORMAT AND SUBMISSION (APPENDIX)

- Use only *one* space after the punctuation mark at the end of a sentence.
- For other requirements (such as font, font size, spacing, margins, file type, and the like) consult your publisher's supplement.

*The Quarry Project is a joint project of the Masonic Society and the Masonic Library and Museum Association. It draws from both Masonic and academic communities to provide instruction and voluntary standards for Masonic researchers, writers, editors, librarians, and curators. The Quarry Project sponsored its first conference in October 2013 and will sponsor a second on September 18-20, 2015, in Indianapolis. Further information is available at [www.thequarryproject.com](http://www.thequarryproject.com).*

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