

# INSIDE CNS

“Discussions about style matters are an ongoing event in the Catholic News Service newsroom.”

## The Latest Edition

New stylebook expands on previous work

everywhere. And every week brings a new term or new usage of an old term, requiring yet another decision, usually from among several competing opinions.

At CNS, those decisions usually are made by Jim Lackey, general news editor, and Nancy Hartnagel, wire traffic editor, in consultation with Julie Asher, national editor, and Barb Frazee, international editor. Those four formed the core of the committee that developed the third edition of the CNS stylebook, along with me as deputy editor and Mark Lombard, then CNS senior business officer.

The goal of the stylebook is to bring consistency and clarity to CNS copy — and to help the editors of diocesan newspapers do that, too. Toward that goal, the committee decided to make a num-

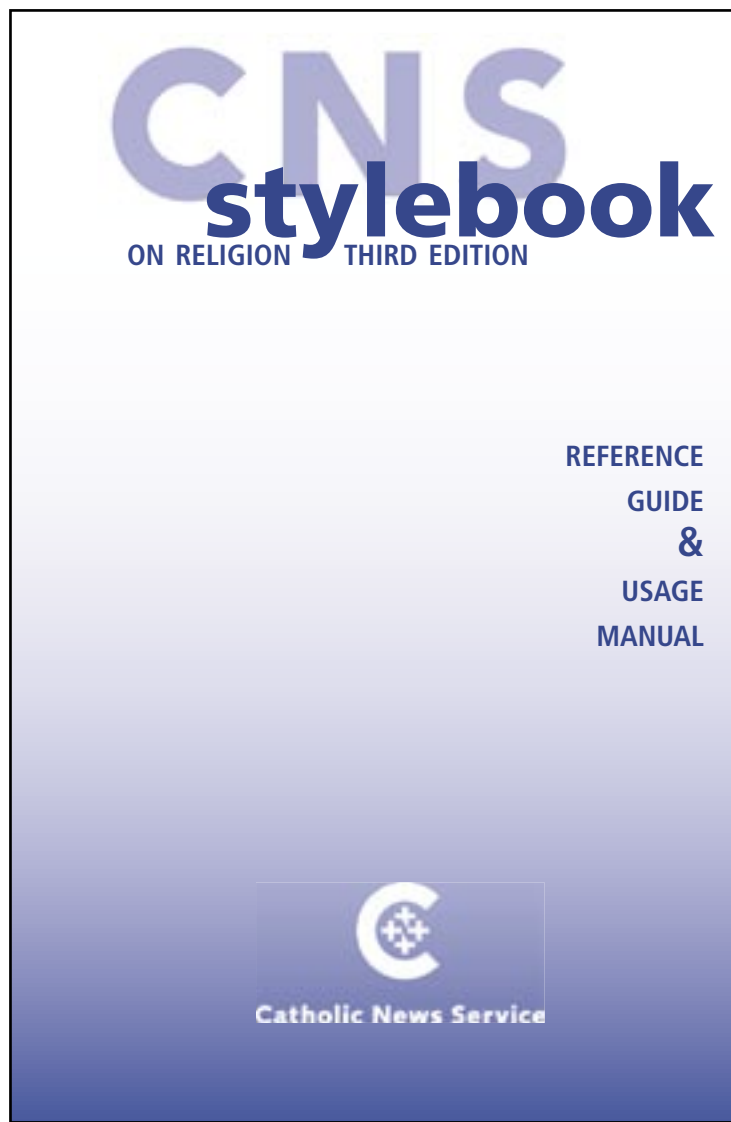
ber of changes to CNS style (see box), which will take effect Jan. 1.

Not everyone will agree with all the decisions. Even among the committee members there were lively discussions about some changes, especially about the decision to favor use of first names on second reference to religious women and brothers. Ultimately, members of the CNS-Catholic Press Association Liaison Committee decided that question.

The new stylebook also includes many improvements, most notably the addition of Web sites for Catholic organizations and institutions, as well as for other major faith groups. There is an increased use of cross-referencing, and a number of changes — new page-numbering protocol, different typeface, entry names in larger type — designed to improve readability.

A new appendix on copyright and trademark law gives guidance on those legal issues as many Catholic newspapers move to increase their Internet presence.

The more than 100 new



REFERENCE  
GUIDE  
&  
USAGE  
MANUAL

By Nancy Frazier O'Brien  
Deputy editor

The process that led to the release this month of the new *CNS Stylebook on Religion — Third Edition* began about five minutes after the *Stylebook on Religion 2000* went to press.

OK, maybe it only seemed that way.

But discussions about style matters are an ongoing event in the Catholic News Service newsroom, as I'm sure they are in newsrooms

entries — from *academic chairs* to *zucchetto* — and the revision of dozens of other entries reflect changes in liturgical practice, Vatican policies, interfaith advances or membership numbers for religions since the last edition. Gone are entries on computer terms (deemed adequately covered in the *AP Stylebook*), as well as outdated entries and those for defunct organizations.

So when the *CNS Stylebook on Religion — Third Edition* arrives in your office, give it a good long look and let us know what you think. Do you have an idea for another entry that would make your work easier? Would you like us to rethink a particular style decision with which you disagree?

Because work on the next edition of the CNS stylebook begins ... now.

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### What's new:

Some key changes in the new CNS stylebook:

- Use of first name on second reference is now the default choice for women religious and brothers, with last name used on second reference only if the source has expressed that preference.
- No quote marks on *Catechism of the Catholic Church*.
- No capital T in The for any organizations, e.g., the Christophers, the Interfaith Alliance. Only exception is The Catholic University of America.
- No quote marks on Vatican organizations *Cor Unum* and *Vox Clara Committee*. Continued use of quote marks for "Ecclesia Dei"

and other organizations named for specific documents. The name for the Vatican's health care council is now Pontifical Council for Health Care Ministry.

- In names of court cases, use of v. instead of vs. to conform with AP style.
- In datelines, KUWAIT and QUEBEC changed to KUWAIT CITY and QUEBEC CITY.
- Use of the term "eucharistic minister" for laypeople who distribute Communion is dropped in favor of "extraordinary minister of holy Communion," the Vatican's preferred term since 2004.
- Return to the use of the word "Pontifical" in names of pontifical universities and institutes, e.g., Pontifical North American College, Pontifical Oriental In-

stitute, Pontifical Gregorian University.

- American Indian is now the preferred term over Native American, per AP.
- The word "laity" no longer takes a singular verb and "laypeople" is now one word.
- The wording for movie classifications and ratings has been revised for consistency and to better reflect Motion Picture Association of America wording.
- In a departure from AP style, first names are to be used for all U.S. presidents, past and present.
- The word "peritus" now appears in Webster's dictionary and will no longer use quote marks.
- There is a new format for book reviews, outlined in *Appendix A: Special Style Considerations*.