



Kaleidoscope Publishing

Reflecting God's Truth

Always capitalize Scripture when referring to the Bible.

Create a list of every verse you use or reference in your manuscript. Record the chapter, page, paragraph number, full verse and full reference, in order of the manuscript. This document will be invaluable later in the publishing process.

Words that should be lowercase: heaven, devil, kingdom, church, new covenant, old covenant, providential, apostles, cross. For a complete list, see *The Christian Writer's Manual of Style*, under "Capitalization of Religious Terms."

In keeping with *The Christian Writer's Manual of Style* and most Bible versions, our practice is to lowercase deity pronouns.

Use industry standard formatting in a Word document. Times New Roman, size 12 font, double space throughout, all black letters, no highlights.

Please limit your use of Bible translations or versions to no more than three.