

## Calla Press Publishing Manuscript Guidelines

While Calla Press Publishing editors will edit your manuscript, we request that when manuscripts are handed in to us that they follow these guidelines:

### Manuscript format:

- Google Docs with editing permission
- Document name: Author - Title - Year
- 1-inch margins all around
- Left justified
- No spaces between paragraphs; only indentations at the start of each paragraph
- 1.5 line spacing
- Page breaks (not spaces) between chapters/essays/poems
- Size 12 font, Cormorant Garamond font
- Completed footnotes (not endnotes) in Chicago Manual of Style standards (see [this guide](#) on plagiarism)
- When a quote exceeds four lines, use a block quote; block quotes are indented 0.5 inches on both sides with a space below and above them in size 10 font
- Bold and use title capitalization on chapter/essays titles and headings throughout
- For section breaks within a chapter/essay, use three stars (\*\*\*) centered in the document
- Avoid bulleted lists; try to write in paragraphs whenever possible

### Grammar:

- American spelling
- One space after periods
- Use the Oxford comma
- Whenever you cite Scripture, abbreviate the Bible names and include the translation you are using (reference [this guide](#), using the most commonly used option). See [this guide](#) on how to write a Bible reference.
- Take note that you are using the proper dashes in the right places (if you're unsure, please reference [this guide](#))
- Capitalization:
  - names that refer to God (e.g., King, Savior, Lord, Father), but not pronouns that refer to God (e.g., he, him, his)
  - Scripture and Bible, not scriptural or biblical
  - Gospel is only capitalized when referring to the canonical Gospels (e.g., the Gospel of Matthew, Mark)
- Use active voice whenever possible, avoiding passive voice

## For Editors:

- Before you start, be certain you have “suggesting” mode turned on.
- Make comments on large chunks of text that seem out of place or are hard to understand.
- If a source is quoted but there is no footnote, leave a comment for the author.
- If a block quote is not formatted properly, make a comment.
- Leave formatting to staff editors.
- Watch for “robotic” prose where every sentence is the same length and format; make a comment on those sentences.
- Using suggestion mode, correct:
  - Spelling (American)
  - Improper capitalization (see above)
  - Passive voice to active voice whenever possible
  - Add Oxford commas
  - Correct use of dashes (see above)
  - Extra spacing

Example on next page.

## Chapter 1: The Power and Pitfall of Vulnerability

I sat in a Christian counseling class clenching my jaw as that viral Brené Brown TED Talk on vulnerability played before my eyes—yet again.

I was a Bible college freshman, and vulnerability must have been the word of the year. Weekly chapel services, small group meetings, lunch room discussions, and late night conversations all circled this topic of becoming more vulnerable. It seemed no matter where I turned, someone told me to embrace vulnerability.

I hated vulnerability. Why would I want to display my weaknesses? Why would I want people to know my secrets and struggles? Even more—why broadcast my story to people who I've barely known or don't know at all? Later that year when I began writing publicly, the message bellowed in that world too. Be vulnerable with your audience to gain their trust! the blogging gurus declared. Readers want to see that you're a human just like them with real struggles and problems! Within a few months, I caught myself gritting my teeth at the very mention of the v-word.

### Our Need for Vulnerability

Despite my dislike for vulnerability, I eventually learned my need for it. God calls us to encourage one another to do good deeds (Heb. 10:24) and restore those who have fallen into sin (Gal. 6:1). Fulfilling this calling is impossible without honest, vulnerable relationships. How can you keep one another accountable if you don't know what they are struggling with? How can you encourage someone to do good works if you don't know their gifts? How can you support and uplift someone in a time of difficulty if you don't know they are suffering?

I hated vulnerability because I'd rather push through life on my own. Put my head down, wipe the sweat and tears from my face, and plow forward alone. I sought independence, because it was the only way to keep my pride before others. If they knew what laid in my closet, they'd mock me, disown me. No one could see the shadows and grim behind my façade.

Yet God created the church to love and support each other. Consider all of the “one another” passages in the New Testament, such as the one in Galatians about bearing one another's burdens. As Glenna Marshall writes, “we can't bear burdens in the church if we don't know what those burdens are.”<sup>1</sup> Alan Noble likewise reflects on how real, close community requires vulnerability.

If we were truly living in communities that included obligations to one another, we would eventually have to say something to somebody when we are depressed or anxious or addicted or whatever. The environment would make vulnerability a necessity, not an option.<sup>2</sup>

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<sup>1</sup> Glenna Marshall, “There Will Be No Burden-Bearing If There Is No Burden-Sharing,” Glenna Marshall, December 19, 2021, <https://www.glennamarshall.com/2021/12/19/there-will-be-no-burden-bearing-if-there-is-no-burden-sharing/>.

<sup>2</sup> O. Alan Noble, *You Are Not Your Own* (Downers Grove, IL: InterVarsity Press, 2021), 102.

When we are vulnerable with our fellow believers, we give them the gift of fulfilling the commands of Scripture to serve their siblings in Christ. They can lift us up with encouragement, whether by guiding us out of sin, carrying us through a fiery trial, shining a light on the way God has gifted us, or reminding us of the truths that had grown dull to our ears.