Style Sheet — BCP 2019 — “Herndon Style”

I believe this covers everything :)

The attached PDF is a rough guide only (it was produced by an amateur designer for a mid-project conceptual rendering) — there are many problems with it, but it should help convey the visual sense of what we are looking for, if these directions are not clear. Also, there are a couple tiny adjustments made in light of what we saw in this rendering, the below should be followed:

* PAGE
  + Page size: 5.375 x 7.5”
  + Margins:
    - Top: .75”
    - Outside: .625”
    - Inside: .625”
    - Bottom: 1”
* ALL TYPE
  + Adobe Caslon: Regular, Semibold, Italic, Small-Caps
* TITLES
  + Title size descends in size according to the “size” of the piece it is titling
  + MAJOR titles should all be given ~2.5” off the top of the trim of white space. Whatever exact amount it is, it should be the same throughout the book.
    - MAJOR: Section Title: size 24 (+200 letter spacing)
      * E.g. “Daily Office”
    - MAJOR: Rite Title: 18 (+200 letter spacing)
      * E.g. “Morning Prayer”
    - Rite Sub-title: 15 (+100 letter spacing)
      * E.g. “In the Morning” (in rite: Family Prayer)
    - Paragraph title: 12 (+100 letter spacing)
      * The most common, e.g. “The Kyrie” “The Readings” etc.
    - Footer “title”: 11 (+100 letter spacing)
    - Biblical citation: 10 (+50 letter spacing) — right aligned
  + All titles are “lower-case” small caps. I.e. the initial letter is no larger than the others
  + All titles are aligned to the center of the page (except footers and biblical citations)
* BODY TYPE
  + All body type size: 11.5 Leading: 13
  + Said by officiant/leader/celebrant: Regular
  + Said by the whole congregation: Semibold
  + Said by one individual (e.g. the husband in the marriage rite): Regular
  + All type should be justified to its left margin only. The right hand side of the text should be shaggy, not margin-aligned
  + Type should never appear squeezed together to fit onto a line. But should retain an even spacing throughout, even if this means there are awkward lines at the end of a paragraph with only two words. If they get tightened fractionally, it needs to not be noticable to the casual eye.
  + ‘amens’ at the end of prayers all need to be semi-bolded to indicate that they are said by all, even though there is no rubric saying so. Same thing for the “Christ have mercy” in the Kyrie, etc.
  + The type in “additional directions” (rite sub-title) after the rite can be size 10 not size 11.5. But text *within* additional directions that is said can be the full 11.5
  + Text that is in “concerning the service” at the *beginning* of some rites should be the full 11.5 size, regular type.
* RUBRICS
  + All rubric type size: 9.75 leading: 10.75
  + All rubrics are italics
  + Rubrics that identify a speaker back and forth (e.g. Officiant/People/Officiant/People) should be aligned to a hypothetical line on the right hand side, creating a narrow column of white space between the rubric and the text said, and creating a shaggy left-margin at those sections.
* Footers
  + Recto footers should have the name of the rite + page number, with an em-dash between. Verso footers should have the name of the *section* + page number, em-dash between.
* SPACING
  + There is a system of indentations used throughout. This is very important to be kept exactly as it is. Indentations should be about .17” in from the left margin
  + All rubrical text should have .14” (or something close to that distance) white space separating it from the lines of text on either side of it.
    - What is meant is: Rubrical text between lines of said text should have an even amount of white space above and below, so it is “centered’ between the spoken-text.
    - The exception to this is Rubrical text which has a title-function, such as sub-titles on canticles, which should be more closely conjoined to the title they are describing.
  + All titles should have their own full line height (type+leading) of white space below them, according to the size of the title (I.e. a full carriage return of the size that the title is)
  + It’s important that the spacing be even-looking throughout. Even if this means sometimes overriding the numerical values. Biblical citations in the right-aligned spot should not factor in to spacing between lines: sometimes you have to go by “eye”.
* MISC.
  + No need to pay any attention to the bottom-page margin. Some pages the text will go down all the way to the bottom, some pages will have extra white-space, this is totally fine to be shaggy.
  + This should go without saying, but its crucial that the text be unaltered. Except for the moving of the location of the biblical citations:The biblical citation presently are under the title of the psalms and canticles needs to be moved to the bottom of each psalm/canticle and right-aligned
  + There are several instances where things need to be in parralel on the page: the Kyrie and the two version of the Lord’s prayer.
  + Where the word LORD is in the MS Word Doc all-caps, it needs to be rendered for the BCP in Small-caps, with full-capped large initial letter: LORD
  + One mistake in the Rendering of the style done already is that rubrics are used to indicate seasonal things (e.g. the opening sentences) and that should I believe be paragraph title style.