



LUTHERAN WOMEN'S MISSIONARY LEAGUE STYLE SHEET

AN ADDENDUM TO THE OFFICIAL STYLEBOOK OF THE LUTHERAN CHURCH—MISSOURI SYNOD

The LWML follows The Official Stylebook of The Lutheran Church—Missouri Synod and The Associated Press Stylebook. The following exceptions and organization-specific additions supersede any with which they are in conflict. These styles are to be used in all LWML publications and communications. Please direct any style questions to the LWML Recording Secretary.

B

biennial, biennium — Lowercase unless using the official name of a biennium or biennial convention. *The 31st Biennial Convention of the LWML was held in Tampa.* But: *We approved 12 grants this biennium.*

board of directors — Capitalize *Lutheran Women's Missionary League Board of Directors* or *LWML Board of Directors*. The abbreviation BOD is acceptable on second reference. Do not capitalize *board* when not used as part of the official title: *The board met to discuss the budget.*

bylaws — Capitalize *bylaws* when referring to the official name: the *Bylaws of the Lutheran Women's Missionary League*. Use lowercase when using general terms: *Our bylaws need to be revised.*

C

capitalization — Capitalize *district, zone, society, committee*, etc., only when part of a proper name. Always capitalize LWML committee and department names. For example:

The Ohio District hosted the event.

Sally attended the district convention.

The Christian Life Committee will meet in January.

Each committee should submit a report on its progress.

Refer to individual style entries for capitalization of various terms. See also **titles**.

catalog — Lowercase unless using the official name: *LWML Catalog* or *Lutheran Women's Missionary League Catalog*. But: *I can't wait to order from the catalog.*

commas in a series — See entry in LCMS Stylebook.

composition titles — See **italics**.

convention — Lowercase except when using the official name. For example: *The convention is in June.* But: *The 32nd Biennial Convention of the LWML was held in Sioux Falls.* Put convention themes in quotation marks.

D

dates — Spell out all months and days of the week. When writing a month, day, and year, place a comma after both the day and the year: *The zone rally was held on October 23, 2008, in the sanctuary.*

When writing only a month and a year, do not separate with commas: *The convention will be in June 2011.*

When writing a weekday and date, use commas after both: *Bring donations by Sunday, March 12, in order to meet the deadline.*

Do NOT use ordinal numbers (i.e. 23rd) in dates.

district — When referring to a specific district of the LWML, write the district name followed by "LWML" or "Lutheran Women's Missionary League." For example: *Oklahoma District LWML*. The full title of a district president should be written in the following order: *Atlantic District LWML President Jane Doe*.

Iowa District East LWML, Iowa District West LWML, Nebraska District North LWML, and Nebraska District South LWML are exceptions.

See also **capitalization**.

E

e-mail — Lowercase except at the beginning of a sentence (also applies to e-books, e-journals, e-zine, etc.). Underline e-mail addresses when used in written communication. *Send e-mail to lwml@lwml.org.*

e-News — The subscription-based electronic newsletter produced by the LWML. Note the hyphen and capitalization of the letter “N.”

events — Capitalize only the official name of an event but not general terms like “zone rally” or “spring workshop.” For example: *The zone rally is on Sunday.* But: *The Mid Coast Zone 2009 Spring Workshop is tomorrow.*

F

Friends Into Serving Him®: Teen LWML

— Write out full name when first mentioned; always place registered trademark symbol (®) after “Him.” The word mark FISH may not be used because FISH is copyrighted by another Christian organization, and as such they have exclusive rights to the use of that word mark; the LWML does not own that copyright. However, the LWML does have two registered trademarks for use when referring to our teen program: Friends Into Serving Him® and the official teen logo.

G

Gifts from the Heart — The name for ingatherings at LWML-related events. Do not set off with quotation marks or italics.

H

Heart to Heart Sisters — Do not set off with quotation marks or italics.

I

Internet — Capitalize. Use the following guidelines for capitalization of other Internet-related terms: *World Wide Web, the Web, Web site, Web page, webmaster, webservant, webcast.*

When writing out a Web site, do not include the “http://” protocol unless that particular site does not use the “www” prefix. For example: *www.lwml.org* but *http://shop.lwml.org*. If an address breaks between lines, split it directly before a slash, dot, or an appropriate word break; do not insert a hyphen. Underline Web site addresses.

See also **e-mail, e-News.**

italics — Italicize titles of publications such as books, Bible studies, devotions, plays, essays, pamphlets, tracts, and periodicals (including magazines and newspapers). Do not italicize titles of events or organization-specific terms.

See also **quotation marks.**

L

LWML Office — Capitalize when using the official name of the *LWML Office* in St. Louis.

LWML Store — Capitalize when referring to the official name.

Lutheran Women in Mission — The dba (doing business as) name adopted by the LWML Board of Directors in January 1998. Acceptable on second reference to the organization in official correspondence.

Lutheran Women’s Missionary League — Use on first reference to the organization in official correspondence and news releases. *LWML* or *Lutheran Women in Mission* is acceptable on subsequent references or on first reference only in internal communications.

Lutheran Woman’s Quarterly — Italicize name of official publication of the LWML. *Quarterly* or *LWQ* are acceptable on second reference. Note that “Woman’s” is singular.

M

mission grants — Capitalize only when preceded by “LWML”: LWML Mission Grants, Lutheran Women’s Missionary League Mission Grants: *The LWML Mission Grants have been selected.* But: *The district prays for mission grant recipients.*

Mission-Ministry Vision Consultants — MMV is acceptable on second reference.

Mite Box — Capitalize in all instances. No longer a registered trademark of the LWML.

mites — Lowercase in all instances.

N

news release — Use instead of “press release.”

numbers — Write out the numerals one through nine; use figures for 10 and above. Spell out any number at the beginning of a sentence. Consult *The Associated Press Stylebook* for rules on ordinal and cardinal numbers.

P

punctuation — Use one space between sentences and after colons.

Put one space on each side of an ellipsis (...) and an em dash (—).

See also **italics**, **quotation marks**. *The Associated Press Stylebook* has an extensive Punctuation Guide for additional reference.

Q

quotation marks — Use a comma to introduce a complete one-sentence quotation within a paragraph: *The pastor said, “Please turn to the insert in your bulletin.”*

Do not use a comma at the start of an indirect or partial quotation: *Ruth said she was “fit as a fiddle.”*

The period and comma **always** go within quotation marks. The dash, semicolon, question mark, and exclamation mark go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence. For example: *Mary asked, “Where is the party?” But: Who said, “This is most certainly true”?*

Put quotation marks around convention themes.

The Associated Press Stylebook has an extensive listing on quotation marks for additional reference.

S

society — See **capitalization**.

states — Spell out all state names. When naming a city and state, place a comma after both the city and state names: *A group of teens gathered in Tampa, Florida, for a servant event.* Follow the same rule for cities and countries: *They traveled to Monterrey, Mexico, for the mission trip.*

T

times — Use figures except for *noon* and *midnight*. In a list or schedule, always use figures. Use lowercase letters and periods for *a.m.* and *p.m.* Use a colon to separate hours from minutes, but do not include a colon and two zeros if the time is on the hour: *11 a.m.* and *3:30 p.m.*

titles — Capitalize LWML positions of office in all references. When referring to non-LWML positions, capitalize titles only when preceding the name. For example:

*She has served as Recording Secretary,
Christian Life Committee Chairman,
and a Bible study leader.*

*The Vice President of Communication
will speak at the LWML convention.*

Ron Jones is our congregational president.

See also **district**. Consult the LWML Bylaws for proper spelling and capitalization of LWML offices and standing committees.

W

Web, Web site — See **Internet**.

Y

Young Woman Representative — Note that “Woman” is singular. *YWR* or *YWRs* is acceptable on second reference.

Z

zone — See **capitalization**.