

<p><b>A</b></p> <p><b>advisor</b> (not adviser)</p> <p><b>alumni:</b> <b>Tom Bauer</b> <i>MLC '07</i> (name boldface; college and grad year in italics directly following; apostrophe is backquote)</p> <p><b>When they have two degrees from this campus:</b> <b>Maggie Smith</b> <i>DMLC '86, MLC '13</i></p>	<p><b>B</b></p> <p><b>Bachelor of Science in Education</b> (caps when using whole name of degree)</p> <p><b>B.S.Ed.</b> (no space)</p> <p><b>bachelor's degree</b> <b>master's degree</b> (no caps)</p>	<p><b>C</b></p> <p><b>church</b> (always lowercase, even when referring to universal or invisible church)</p> <p><b>cocurriculars</b> (no hyphen)</p> <p><b>comma:</b> DO use serial (Oxford) comma</p> <p><b>Conference of Presidents</b> (capitalized)</p> <p><b>congregations:</b> No apostrophe; congregations are not in possessive form: St. Paul, not St. Paul's</p> <p>Use parentheses, italics, n-dash, no space, and postal abbreviation to identify congregation of student: Joe Smith (<i>St. John-Lannon WI</i>)</p>	<p><b>D</b></p> <p><b>Daylight USA; Daylight International</b> (<i>no italics</i>)</p> <p><b>divisions or departments (see offices)</b> Do not use caps except for languages: <i>education division, English department;</i> use slash for double divisions: <i>math/science division</i></p> <p><b>double majors:</b> use "and" : <i>She is majoring in elementary education and secondary Spanish education (or elementary ed and Spanish secondary ed).</i></p>	<p><b>E</b></p> <p><b>education</b> can be abbreviated to "ed" without a period: elementary ed</p> <p><b>emphases, majors, and minors</b>—do not use caps, except for English, Spanish, etc.</p> <p><b>extracurriculars</b> use cocurriculars instead</p>
<p><b>F</b></p> <p><b>full-time and part-time</b> (hyphenated)</p> <p><b>Forum</b> (no italics)</p>	<p><b>G</b></p> <p><b>MLC Governing Board</b> (capitalized)</p> <p><b>the board, the governing board</b> (no caps when not used as proper noun)</p> <p><b>gospel</b> (always lowercase)</p>	<p><b>H</b></p> <p><b>hymns</b> CW 143 or CWS 172</p>	<p><b>I</b></p> <p>Use <i>including</i> to list only some, not all, members of a group. Don't use <i>etc.</i> with <i>including</i>. Don't place a colon after <i>including</i>.</p> <p><b>internet:</b> lowercase</p>	<p><b>J</b></p>

<p>K</p>	<p>L</p> <p><b>law</b> (lowercase)</p> <p><b>LCMS</b> (no hyphen)</p>	<p>M</p> <p><b>maiden names</b> no parentheses <i>Maria Hulke</i> <i>Precht</i></p> <p><b>majors, minors, and emphases</b>—do not use caps except for English, Spanish, etc.</p> <p><b>mlc-wels.edu</b> (all websites in boldface; no www)</p>	<p>N</p>	<p>O</p> <p><b>offices</b> use caps: Admissions Office. International Student Office</p> <p>(as opposed to departments, which are lowercase)</p>
<p>P</p> <p><b>preseminary studies</b> (one word, no hyphen)</p>	<p>Q</p>	<p>R</p>	<p>S</p> <p><b>secondary ed majors:</b> do not use M-dash; rather, put subject matter inside: <i>secondary Spanish education; secondary social studies education</i></p> <p><b>states</b>—write out the state in narrative or expository paragraphs. <i>He was from Ixonia, Wisconsin.</i></p> <p>Use two-letter abbreviation w/o a comma within a long list or inside parentheses: <i>John Smith (Trinity-Ixonia WI) joined the team in 2015.</i></p> <p><b>Synodical Council</b> (capitalized)</p>	<p>T</p>

U	V	W <b>website</b> (one word, lowercase w)  <b>mlc-wels.edu</b> (all websites in boldface; no www)  <b>WELS</b> (do not use “the WELS”)	X	YZ