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

law (lowercase) LCMIS (no hyphen)maiden names no parentheses Maria Hulke Prechtoffices use caps: Admissions Office. International Student Officemajors, minors, and emphases—do not use caps except for English, Spanish, ete.(as opposed to departments, which are lowercase)P preseminary studies (one word, no hyphen)QRS secondary sed majors: do not use day and subdiface; no www)TP preseminary studies (one word, no hyphen)QRS secondary sed majors: do not use M-dash; rather, put subject matter inside: secondary sed sudies ducation; secondary social studies of the was from Ixonia, Wisconsin.TUse two-letter abreviation w/o a comma within a long list or inside parentheses: John Smith (Trinity-Ixonia WI) joined theS secondary being secondary secondary being majors: do not use M-dash; rather, put subject matter inside: secondary s	K	L	М	N	0
P Q R S T   Preseminary Q R S secondary ed majors; do not use caps except for English, Spanish, etc. T   preseminary Q R S secondary ed majors; do not use caps except for Singles, ranker, put subject matter inside: secondary social studies (one word, no hyphen) T   Vertex Q R S secondary ed majors; do not use caps except for Singles, ranker, put subject matter inside: secondary social studies education; secondary social studies education States—write out the state in narrative or expository paragraphs. He was from IX. Sonia, Wisconsin.   Use two-letter abbreviation w/o a comma within a long list or inside parentheses: John Smith (Trinity-Ixonia, Wi) joined the Sonia the comma within a long list or inside parentheses: John Smith (Trinity-Ixonia)	K	law (lowercase)	maiden names no parentheses Maria Hulke		offices use caps: Admissions Office. International
P Q R S T   studies (one word, no hyphen) Q R S secondary ed majors: do not use M-dash; rather, put subject matter inside: secondary social studies education; secondary social studies education; secondary social studies education S states—write out the state in narrative or expository paragraphs. He was from Ixonia, Wisconsin.   Use two-letter abbreviation w/o a comma within a long list or inside parentheses; John Smith (Trinity-Ixonia WI) joined the Use two-letter abbreviation w/o a comma within a WI joined the		lypicit)	and emphases—do not use caps except for English,		departments, which are
preseminary secondary ed   studies (one majors: do not   word, no hyphen) use M-dash; rather,   put subject matter inside: secondary   spanish education; secondary social   studies education states—write   out the state in narrative or   expository paragraphs.   He was from Ixonia,   Ixonia, Wisconsin.   Use two-letter abbreviation w/o   a comma within a long list or   inside parentheses:   John Smith (Trinity-Ixonia   WI) joined the Visconia			(all websites in		
Synodical Council (capitalized)	preseminary studies (one	Q	R	secondary ed majors: do not use M-dash; rather, put subject matter inside: secondary Spanish education; secondary social studies education states—write out the state in narrative or expository paragraphs. He was from Ixonia, Wisconsin. Use two-letter abbreviation w/o a comma within a long list or inside parentheses: John Smith (Trinity-Ixonia WI) joined the team in 2015.	Τ

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