

<p>A</p> <p>advisor (not adviser)</p> <p>alumni: Tom Bauer <i>MLC '07</i> (name boldface; college and grad year in italics directly following; apostrophe is backquote)</p> <p>When they have two degrees from this campus: Maggie Smith <i>DMLC '86, MLC '13</i></p>	<p>B</p> <p>Bachelor of Science in Education (caps when using whole name of degree)</p> <p>B.S.Ed. (no space)</p> <p>bachelor's degree master's degree (no caps)</p>	<p>C</p> <p>church (always lowercase, even when referring to universal or invisible church)</p> <p>cocurriculars (no hyphen)</p> <p>comma: DO use serial (Oxford) comma</p> <p>Conference of Presidents (capitalized)</p> <p>congregations: 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>D</p> <p>Daylight USA; Daylight International (<i>no italics</i>)</p> <p>divisions or departments (see offices) 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>double majors: use "and" : <i>She is majoring in elementary education and secondary Spanish education (or elementary ed and Spanish secondary ed).</i></p>	<p>E</p> <p>education can be abbreviated to "ed" without a period: elementary ed</p> <p>email (no hyphen)</p> <p>emphases, majors, and minors—do not use caps, except for English, Spanish, etc.</p> <p>extracurriculars use cocurriculars instead</p>
<p>F</p> <p>full-time and part-time (hyphenated)</p> <p>Forum (no italics)</p>	<p>G</p> <p>MLC Governing Board (capitalized)</p> <p>the board, the governing board (no caps when not used as proper noun)</p> <p>gospel (always lowercase)</p>	<p>H</p> <p>hymns CW 143 or CWS 172</p>	<p>I</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>internet: lowercase</p>	<p>J</p>

<p>K</p>	<p>L</p> <p>law (lowercase)</p> <p>LCMS (no hyphen)</p>	<p>M</p> <p>maiden names no parentheses <i>Maria Hulke</i> <i>Precht</i></p> <p>majors, minors, and emphases—do not use caps except for English, Spanish, etc.</p> <p>mlc-wels.edu (all websites in boldface; no www)</p>	<p>N</p>	<p>O</p> <p>offices use caps: Admissions Office. International Student Office</p> <p>(as opposed to departments, which are lowercase)</p>
<p>P</p> <p>preseminary studies (one word, no hyphen)</p>	<p>Q</p>	<p>R</p>	<p>S</p> <p>secondary ed majors: do not use M-dash; rather, put subject matter inside: <i>secondary Spanish education; secondary social studies education</i></p> <p>states—use two-letter abbreviation w/o a comma when citing a location: <i>He was from Ixonia WI.</i> (There is flexibility in this rule. In more formal venues, such as letters or memorial articles, the full state may be written out.)</p> <p>Synodical Council (capitalized)</p>	<p>T</p>

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