

Martin Luther College House Style Guide

<p>A alumni</p> <p>MLC: Tom Bauer '07 names bf; no parentheses; grad year italicized; no college name</p> <p>DMLC: Tom Bauer DMLC '87 use DMLC</p> <p>WLS: Tom Bauer WLS '07 use WLS; do not use NWC grad year except in bottom crawler and in articles specifically about NWC</p> <p>Note: Using a hard return will turn the apostrophe in the right direction</p>	<p>B Bachelor of Science in Education (full name of degree in uppercase)</p> <p>BS Ed no periods, one space</p> <p>bachelor's degree in education lowercase</p>	<p>C church lowercase, even when used for universal or invisible church (per NPH)</p> <p>use uppercase if part of Jesus' name: Lord of the Church</p> <p>cocurriculars no hyphen</p> <p>comma, Oxford use Oxford comma</p> <p>Conference of Presidents uppercase</p> <p>congregations no apostrophe in congregation name; use hyphen before city & state <i>St. John-Lannon WI</i></p>	<p>D Daylight USA; Daylight International (uppercase, no italics)</p> <p>divisions or departments lowercase 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.</i></p> <p>use ampersand if listing is non-narrative and space is tight</p>	<p>E extracurriculars use cocurriculars</p>
<p>F first-year students; first years use in lieu of 'freshmen' (sophomore, junior, and senior may still be used)</p> <p>Forum no italics</p> <p>use British spelling for productions:</p>	<p>G MLC Governing Board uppercase</p> <p>the governing board lowercase</p> <p>gospel lowercase</p>	<p>H</p>	<p>I including use to list only some, not all, members of a group. Don't use etc. with including.</p>	<p>J</p>

<p>Readers' Theatre Children's Theatre</p> <p>full-time hyphenated</p>				
<p>K</p>	<p>L law lowercase</p> <p>LCMS No hyphen</p>	<p>M maiden names no parentheses <i>Maria Hulke Precht</i> (Older alums may request use of nee; then do use parentheses)</p> <p>majors: do not capitalize, except for languages: <i>elementary education; secondary Spanish education</i> Can also use shorter 'ed'</p> <p>mlc-wels.edu (all websites in boldface; no www)</p>	<p>N</p>	<p>O offices uppercase (as distinguished from departments) <i>International Services Office</i></p>
<p>P phone numbers use periods, not dashes 507.354.8221 x289</p> <p>preseminary studies use in lieu of SPaM; no hyphen; lowercase</p> <p>punctuation formatting punctuation marks retain the formatting of the word that precedes them (Roman, italic, bold); parentheses, however, should be consistent, which may negate previous rule</p>	<p>Q</p>	<p>R</p>	<p>S secondary ed Do not use m-dash, but put subject matter inside: <i>secondary Spanish education; secondary social studies education</i> Can also use shorter 'ed'</p> <p>states In a long list, bulleted, table, or paragraph form, use two-letter abbreviation w/o a comma when citing a location: <i>He lived in Ixonia WI, Saginaw MI, and Glenwood MN.</i></p> <p>If used in paragraph form only once, write out state, with comma on both sides. <i>He lived in Ixonia, Wisconsin, for four years.</i></p>	<p>T time Use lowercase am and pm; no periods <i>She spoke at 7:30 pm.</i></p>

			Synodical Council uppercase synodwide no hyphen	
U university names Punctuations vary. Check online. Examples: University of Wisconsin- Milwaukee Minnesota State University, Mankato University of Minnesota Duluth	V	W website one word, lowercase mlc-wels.edu all websites in boldface; no www WELS Per NPH: do not use “the WELS”	X	YZ

*This house style guide is an addendum to the NPH Style Guide.
 This guide is an organic document. Changes can and do occur.
 When the NPH Guide and the house style guide disagree, the house style guide takes precedence.