

Reveille United Methodist Church Style Guide

A

acronyms (Spell out the full name on first reference, as in: *Vacation Bible School (VBS) will meet in July.*)

all right (Never *alright*)

am (Lower case, no periods)

ampersand (Use symbol only if part of official title; otherwise, spell out *and*)

amid (Not *amidst*)

among (Not *amongst*)

Annual Conference (Capitalize only when referring to a specific conference, such as the Virginia Annual Conference.)

B

because, since (Use *because* to denote a specific cause-effect relationship. *Since* is acceptable in a casual sense when the first event in a sequence led logically to a second, but was not its direct cause.)

Bible or The Bible (Always capitalize)

biblical (Lower case)

C

child care (Noun, two words)

childcare (Adjective, one word)

church (Capitalize when writing the name of a particular church or denomination; do not capitalize when used descriptively or generically, as in: *We attended a concert at First Baptist Church. We ate dinner down the street from the church.*)

churchwide, church-wide (Adjective. Write as one word when it immediately precedes a noun, but hyphenate when it appears elsewhere in a sentence, as in: *Please bring a cake to the churchwide picnic. Enthusiasm for the project is church-wide.*)

city and state (When these appear in the middle of a sentence, place a comma between the city and the state name, and another comma after the state name, as in: *He moved from Wichita, Kansas, to Virginia in 1987.*)

cleanup (Noun and adjective)

commas —

- Use a comma before *and* or *or* in a series, as in: *She plays the guitar, banjo, and fiddle.*
- Use a comma between two independent clauses joined by a conjunction, as in: *The children will meet on the playground, and the parents will cook dinner.*

commas, cont —

- Use a comma before and after an interruptive clause, as in: *Ms. Jones, the president of the company, attended a meeting in San Diego.*

committee names (Capitalize when using official title, as in *The Board of Trustees* or the *Outreach Committee*)

comprise (To contain, or to embrace. Often misused for *constitute* or *make up* or *compose*. Some form of *is made up of* sounds better in most cases, as in: *The panel is made up of three men and four women.*)

contact information (Include phone number and email address; substitute staff members' office numbers for members' numbers in web-based publications)

coworker (Not *co-worker*)

D

dangling modifiers (Do not use. This is when a phrase, usually at the beginning of a sentence, does not relate directly to the noun or pronoun immediately following it, as in: *Known as the father of his country, the people twice elected Washington as their president.*)

dash (Use an em dash in place of a comma, semicolon, colon, or parenthesis, as in: *Mark your calendar—you don't want to miss this.*)

database (One word)

dates (Write May 4, not May 4th)

days of the week (Do not abbreviate)

disinterested (Means *objective* or *impartial*, not *lack of interest*)

due to (Often misused for *because of*)

E

e.g., (Means *for example*)

email (Not e-mail)

email addresses (Write out addresses in lower case letters)

etc. (Use after two or more nouns or verbs, not after one)

exclamation point (Limit use overall; no more than one per paragraph and rarely ever more than two per article)

F

field test (Noun)

fieldtest (Transitive verb)

follow-up (Adjective)

G**God** (Always capitalize)**H****health care** (Two words)**home page** (Two words)**I****i.e.**, (Means *that is*)**independent clause** (A clause that has a noun and verb and could stand on its own as a complete sentence)**in-line** (Adjective)**Internet** (Capitalize)**J****Jesus** (Always capitalize)**judgment** (Not judgement)**job titles** (Capitalize when immediately preceding or immediately following a name; do not capitalize when *the* appears in front or when used descriptively, as in: *She visited Pastor Dave Smith; the associate pastor was out of town.*)**K****know-how** (With hyphen)**L****lifelong****literally** (Do not use when you really mean "figuratively")**locations within the church** (Do not capitalize the names of rooms and areas, as in: *We have placed the bulletins in the narthex. The service will take place in the sanctuary. She went to the fellowship hall to look for her friends. The nursery is on the first floor.*

Location names should be capitalized only when used in a bulleted list.)

M**months** (Do not abbreviate)**more important** (Preferred over *more importantly*)**N****nonprofit****nonpublic****nontraditional****numbers, range of —**

- **two to four students** (no hyphens)
- **one through nine** (spell out)
- **10 and higher** (use numerals)

O**ongoing****online****on-site****P****paperwork****part-time job** (Adjective)**part time** (Noun)**passive voice** (Do not use. For example, do *not* write: *A meeting will be held next Tuesday. The new outreach project will be discussed.* Instead, tell who is doing what, as in: *The small group will meet on Tuesday. Members will discuss their new outreach project.*)**phone numbers** (Use the following format: 359-6041, ext. 120; do not use church members' phone numbers in the newsletter or website)**pm** (Lower case, no periods)**The Point** (Always capitalize both words)**preschool****Q****quotation marks** (Periods and commas go inside the closing quotation mark)**R****research-based data****Reville United Methodist Church** (Reville UMC is also acceptable. The following are *not* acceptable ways to write the name of the church: Reville, Reville Church.)**Reville Weekday School** (After first reference, may abbreviate as RWS)**Reverend** (May abbreviate as *The Rev.*)**S****schoolchild****schoolchildren****Scripture** (Always capitalize)**seasons of the church** (Always capitalize Advent, Christmas, Easter, Epiphany, Lent, and Pentecost)**seasons of the year** (Do not capitalize)**self-discipline****self-image****semicolons** (Use a semicolon between independent clauses that are not joined by a conjunction, as in: *The service will be held tomorrow night; everyone is welcome.*)**spaces** (Use only one space after a period or colon; the practice of double-spacing worked well with typewriters but throws off the formatting for computers)**statewide****Sunday school** (*School* is not capitalized)**superscripts** (Avoid using)

T**teammate****teenager****thank-you** (Hyphenate when used as a noun or adjective. Otherwise, do not use a hyphen, as in: *Thank you very much for organizing the thank-you dinner.*)**time** (Use an en dash between starting and ending time with spaces, e.g., 7:00 – 8:00 pm)**timeframe****timeline****turnout** (Noun)**toward** (Not *towards*)**U****under way** (Two words)**(The) United Methodist Church** (Always include *The* and capitalize)**V****Virginia Annual Conference****W****website****weekend****workforce****workstation****worldwide** (Adjective)**World Wide Web****X****X ray** (Noun)**Y****yearlong** (Adjective)