



THE LCMS STYLEBOOK

UPDATED FEBRUARY 2021

Introduction

A stylebook and letter-and-grammar guide are essential tools for anyone responsible for writing and editing internal and external correspondence, including letters, memos, reports, press releases and presentations, as well as publications such as magazines, newsletters, newspapers and brochures.

The stylebook portion of this book, found in the first section, lists exceptions to the current edition of the *Concordia Publishing House Stylebook*, *The Associated Press Stylebook* and *Webster's New World College Dictionary*. Terminology specific to the LCMS also is included throughout this document. Additional information about special terms and names, punctuation, abbreviations, capitalization and numbers also can be found here. For material not covered by the *LCMS Stylebook* or to resolve any conflicts, consult the following references in the order listed:

- *Concordia Publishing House Stylebook* – Section 5 (theological terms) and Sections 10-15 (how to cite Lutheran resources)
- *The Associated Press Stylebook*
- *Webster's New World College Dictionary* (5th Edition)

NOTE: Downloadable versions of the *LCMS Stylebook* and the *LCMS Brand Manual* can be found at lcms.org/brand.

Communicators/editors may also find it helpful to refer to the following materials:

- *Handbook of Denominations in the United States*, 13th ed. (Nashville and New York: Abingdon, 2010).
- *World Christian Encyclopedia*, 2nd ed. (New York: Oxford University Press, 2001).

This is a “living” document that will continue to undergo scrutiny and changes. Please direct any questions, comments or suggestions to:

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Stylebook

A

abbreviation/acronym – On first reference, write out all words in the term and then list the abbreviation in parentheses. For example: “International Lutheran Laymen’s League (Int’l LLL),” “Lutheran Church Extension Fund (LCEF).” On second reference, use the abbreviation: “Int’l LLL,” “LCEF.” In documents that are lengthy or that use a variety of abbreviations, it may be appropriate to repeat the full name as needed.

AC – The abbreviation for the Augsburg Confession. A reference such as “AC XIV” is the abbreviation for Augsburg Confession, Article XIV.

A.D. – A.D. goes before the year, but B.C. follows the year. Examples: “A.D. 1970” and “915 B.C.”

Advent/advent – Capitalize when referring to the season. Otherwise, lowercase. Examples: “the season of Advent,” “the advent of our Lord.”

African American – May be used to describe an American person of African descent. However, not all black people consider themselves to be of African descent. Follow a person’s preference, or use the more general term “black.”

Allah – Arabic word for God.

altar and pulpit fellowship – Not hyphenated.

a.m./p.m. – Lowercase, with no spaces and two periods. NOTE: 12 p.m. is noon. 12 a.m. is midnight.

apostle – Lowercase “the apostles,” “the apostle Paul,” “the 12 apostles.” But capitalize “the Twelve,” “the Eleven.”

Apostles’ Creed – See **creeds** in the **Stylebook**.

apostolic – Lowercase “apostolic church,” “apostolic succession.” But capitalize “Apostolic Fathers.”

article – Capitalize when referring to individual articles of the Apostles’ Creed, such as “the Second Article,” “the Third Article.” Otherwise, lowercase, such as “this article.”

B

Baby Jesus

Baptism – Capitalize when referring to the Sacrament or to John’s Baptism. Examples: “the Sacrament of Baptism,” “my Baptism,” “Jesus’ Baptism,” “John’s Baptism.” See **Sacraments** in the **Stylebook**.

baptismal

baptize

B.C. – B.C. follows the year, while A.D. goes before the year. Examples: “915 B.C.” and “A.D. 1970.”

Beatitudes – The blessings that begin the Sermon on the Mount (Matt. 5:2–11).

Bible – Capitalize all references to the Bible, including “Scripture(s),” “God’s Word,” “the Word.” Do not capitalize the adjectives “biblical” and “scriptural.” Also, lowercase “scripture(s)” when used as a general term for religious writings, such as “Buddhist scriptures.” See **Scripture(s)** in the **Stylebook**.

When providing a Bible reference after a quote, the citation should be in parentheses following the closing quotation mark and before the period: “‘God is love’ (1 John 4:16).” Follow CPH’s style of *not* using ellipses at the beginning/end of a Bible verse: “‘Even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many’ (Matt. 20:28).”

Separate chapters and books with semicolons, but use commas between citations from the same chapter. Examples: “See Rom. 10:17; 6:3–5; Eph. 2:4–5, 8–9.”

Capitalize “Book of Job,” “Book of Luke,” etc.

IN RUNNING TEXT: Spell out the names of books of the Bible. When a book name that includes a number (e.g., “1 Samuel,” “2 Corinthians”) begins a sentence, also spell out “First,” “Second” or “Third” (e.g., “First Timothy 3:1–7 lists the qualifications for overseers.”)

AS THE OPENING PARAGRAPH: Bible quotations used as the first paragraph of a letter or other document should be treated as any Bible quotation, with opening and closing quotation marks and a parenthetical citation at the end. However, the entire paragraph may be italicized for emphasis, if preferred.

IN PARENTHETICAL CITATIONS/FOOTNOTES: Abbreviate as listed below.

<u><i>Old Testament</i></u>			
Genesis	Gen.	Proverbs	Prov.
Exodus	Ex.	Ecclesiastes	Eccl.
Leviticus.....	Lev.	Song of Songs	Song of Songs
Numbers.....	Num.	Isaiah	Isaiah
Deuteronomy	Deut.	Jeremiah	Jer.
Joshua	Joshua	Lamentations.....	Lam.
Judges.....	Judges	Ezekiel.....	Ezek.
Ruth.....	Ruth	Daniel	Dan.
1 Samuel.....	1 Sam.	Hosea	Hos.
2 Samuel.....	2 Sam.	Joel	Joel
1 Kings.....	1 Kings	Amos.....	Amos
2 Kings.....	2 Kings	Obadiah.....	Obad.
1 Chronicles	1 Chron.	Jonah.....	Jonah
2 Chronicles	2 Chron.	Micah.....	Micah
Ezra.....	Ezra	Nahum.....	Nah.
Nehemiah	Neh.	Habakkuk	Hab.
Esther	Esther	Zephaniah.....	Zeph.
Job	Job	Haggai.....	Hag.
Psalms.....	Psalms	Zechariah.....	Zech.
		Malachi.....	Mal.

New Testament

Matthew.....	Matt.
Mark	Mark
Luke	Luke
John	John
Acts of the Apostles	Acts
Romans.....	Rom.
1 Corinthians.....	1 Cor.
2 Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians.....	Phil.
Colossians.....	Col.
1 Thessalonians	1 Thess.
2 Thessalonians	2 Thess.

1 Timothy	1 Tim.
2 Timothy	2 Tim.
Titus	Titus
Philemon.....	Philemon
Hebrews	Heb.
James	James
1 Peter	1 Peter
2 Peter	2 Peter
1 John.....	1 John
2 John.....	2 John
3 John.....	3 John
Jude	Jude
Revelation	Rev.

NOTE: The final book of the Bible is “Revelation,” not “Revelations.”

Apocryphal Books

Tobit
Judith
Esther (Greek)
The Wisdom of Solomon
Sirach
Baruch
The Letter of Jeremiah
The Prayer of Azariah and the Song of the Three Young Men
Susanna
Bel and the Dragon

1 Maccabees
2 Maccabees
1 Esdras
The Prayer of Manasseh
Psalms 151
3 Maccabees
2 Esdras
4 Maccabees
Weights and Measures

NOTE: Although CPH has a special agreement with Crossway Bibles allowing CPH to capitalize divine pronouns within cited Scripture, the LCMS does not. **Writers/editors must ensure Bible quotes are cited exactly as found in the English Standard Version.**

Bible translations – Since the English Standard Version (ESV) is the translation generally used in LCMS publications and study materials, it is not necessary to use “ESV” in the citation. However, when using other popular Bible versions or a mix of translations, include the abbreviations:

- American Standard Version (ASV)
- King James Version (KJV)
- New American Standard Bible (NASB)
- New International Version (NIV)
- New King James Version (NKJV)
- The Living Bible (TLB)

When citing a passage from the Bible, cite the translation using capital-letter abbreviations following the chapter and verse. (A website helpful for determining from which translation a passage is taken is biblegateway.com.)

For example, for the King James Version: “The quote was from Matthew 18:19–20 (KJV).” Or: “Jesus said, ‘Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven: and whatsoever ye shall loose on earth shall be loosed in heaven’ (Matt. 18:18 KJV).”

biblical

biblical events and concepts – In general, capitalize the names of biblical events and concepts when they appear as unmodified phrases; lowercase when they are used as clarified phrases: “the Flood,” “the incarnation of Jesus Christ,” etc.

black – May be used to describe a person of the black race, regardless of their nationality or ethnic origin. Follow a person’s preference. See **African American** in the **Stylebook**.

block quotations – Longer quotations (100 words or more) should be set off as block quotations, although shorter quotations or poetry may also be set off for emphasis or comparison. Block quotations start on a new line and are not enclosed in quotation marks. Any quoted materials within a block quotation should start with double quotation marks.

boards – Lowercase when used generally or when not using a board’s full name. But capitalize and spell out the full name of a specific governing board on first reference. Example: “Concordia Seminary, St. Louis, Board of Regents.” On second reference, lowercase “board” (e.g., “the seminary’s board of regents”) except when referring to the LCMS Board of Directors, which is capitalized in all uses.

Body of Christ/Christ’s Body – Capitalize when referring to the church, such as: “We are members of the Body of Christ.” Lowercase when referring to Christ’s body and blood in Holy Communion.

books of the Bible – Capitalize “Book” in conjunction with a specified Bible book name. For example: “In the Book of Matthew, we read...” Otherwise, lowercase: “Within its books, the Bible contains...”

Book of Concord – Capitalize and italicize.

bulleted items – Items in a bulleted list should begin with a capital letter and end with a period if the bulleted phrase is a complete sentence. If the bulleted phrase is *not* a complete sentence, follow one of the following two rules:

- (1) Generally, end each bulleted item – except for the last and second-to-last item in the list – with a semicolon; end the second-to-last item with a semicolon and the word “and” (or “or,” as appropriate); and end the last item with a period. Example:

The resource service is intended to:

- Connect those interested in missions;
- Equip leaders for outreach;
- Develop specific opportunities; and
- Serve as a hub for networking.

- (2) If most of the bulleted items are only a few words, punctuation is not mandatory, although the rule above still is preferred. Example:

Items that are not reimbursed include:

- Toothpaste, toothbrushes, dental floss
- Makeup, lipstick, eye cream
- Perfume, body sprays, deodorants
- Vitamins

Bulleted or listed items should be parallel. (The first word of each bullet should be the same part of speech, such as verb, adjective, etc.)

bylaw, bylaws – Lowercase, except when a specific bylaw is cited, such as “According to Bylaw 5.01, circuits should have from seven to 20 congregations.” Also capitalize when used as an abbreviation for “the Bylaws of The Lutheran Church–Missouri Synod.”

C

call

Catechism/catechism – Capitalize but do *not* italicize when the Small Catechism or the Large Catechism is meant and not previously referred to. Lowercase “catechism” in subsequent references after the Small Catechism or the Large Catechism is identified or previously referred to. Exception: Follow the guidelines under **titles (composition titles)** in the **Stylebook** when these books are named in publication titles. For example, *Luther’s Small Catechism with Explanation* is the title of a specific edition and is, therefore, italicized.

Lowercase when not referring to a specific catechism or when referring to more than one catechism: “the catechisms.”

NOTE: The Q&A is not part of the Small Catechism; it’s part of the Explanation.

catholic – Lowercase when referring to the universal church. Capitalize when the Roman Catholic Church is meant.

C.F.W. Walther – No space between periods.

chapter – Capitalize in references to specific chapters; otherwise, lowercase: “Chapter 3,” “the next chapter.”

children of Israel

Christ’s Care for Children: Kenya (CCCK) – Italicize.

Christ Child

Christian

Christianity

Christlike

church/Church – Lowercase, except when used as part of a proper noun. Examples: “the universal church,” “the Lutheran church,” “St. John’s Lutheran Church,” “Church Militant.”

church body

church father(s)

church festivals – Capitalize church festivals recognized on the church calendar, such as “Christmas,” “Easter,” “Lent,” “Ascension,” “Advent,” “Holy Week,” “Ash Wednesday.”

church (congregation) names – In the first reference to an LCMS congregation, use the congregation’s full name with its city and the state in which it is found. (However, don’t use the state if it is not necessary according to the *AP Stylebook*’s entry on “datelines.”) For example: “Mount Calvary Lutheran Church, Fargo, N.D.” (It is not necessary, however, to include “Evangelical” or “Ev.” in the congregation’s name.) After the first reference, if only one congregation of the same name is mentioned, use the name alone: “Mount Calvary.” For names like “Christ” or “Our Savior,” try to reword instead of using the shortened version if confusion could occur.

Note that some congregations use the possessive form in their names, such as: “St. Paul’s Lutheran Church, Des Peres, Mo.” Since *The Lutheran Annual/LCMS Locator* does not usually indicate such usages (or other forms such as “Lutheran Church of the Reformation,” as opposed to “Reformation Lutheran Church”), it may be necessary to contact the congregation directly or to visit the congregation’s website to find the correct form for its name.

churchwide

Church Year

commandment – Lowercase, unless referring to one of the Ten Commandments. Examples: “the First Commandment,” “the Seventh Commandment,” “the commandments,” “a commandment.”

commas in a series – Follow the *AP Stylebook*’s guidelines.

commissioned ministers – This category includes all rostered church workers who are not pastors, such as deaconesses, teachers, directors of Christian education (DCE), directors of Christian outreach (DCO), directors of Family Life Ministry, directors of Parish Music and lay ministers. Spell out the full title on first reference.

Community Health Evangelism (CHE) – May be referred to as “Community Health Education” in areas where evangelism is restricted.

Communion – Capitalize when the Sacrament is meant. Examples: “Holy Communion,” “the Sacrament of Holy Communion,” “closed Communion,” “Communion hymns.” Lowercase when used as a general term, such as: “The fellowship of believers is a sacred communion.”

communionware

Concordia Plan Services (CPS)

Concordia seminaries – The LCMS operates two seminaries:

Concordia Theological Seminary, Fort Wayne (CTSFW) – Spell out “Fort.”
Concordia Seminary, St. Louis (CSL)

On first reference, refer to the seminary as it appears above. In an exception to the *AP Stylebook*’s “datelines” rule, “Ind.” does not need to follow “Concordia Theological Seminary, Fort Wayne,” unless being used in a press release or other communication to an audience that is not familiar with the Synod’s seminaries.

After first reference, you may refer to the seminary with the abbreviation or by combining Concordia and the city in which the seminary is found, set off with commas, such as: “Dr. Brown has been on the faculty of Concordia, St. Louis, for five years.” If only one seminary is mentioned in the communication, “the seminary” may be used after first reference.

NOTE: When copy editing a series of faculty biographies, edit each biography as a separate, independent document, spelling out the name of the seminary in the first reference of each.

Concordia University System (CUS) – The LCMS Concordia University System includes seven schools on eight campuses (six of those are universities and one is a college, but they can be referred to collectively as the Synod’s “colleges and universities”):

Concordia University Irvine (CUI), Irvine, Calif.
Concordia University Chicago (CUC), River Forest, Ill.
Concordia University Ann Arbor (CUAA), Ann Arbor, Mich.
Concordia University, St. Paul (CSP), St. Paul, Minn.
Concordia University, Nebraska (CUNE), Seward, Neb.
Concordia University Texas (CTX), Austin, Texas
Concordia University Wisconsin (CUW), Mequon, Wis.
Concordia College New York (CCNY), Bronxville, N.Y. – Closing in Fall 2021

NOTE: Concordia College Alabama (CCA), Selma, Ala., closed in April 2018. Concordia University, Portland, Ore. (CUP), closed in April 2020.

On first reference, refer to the college or university exactly as it appears above. On subsequent references, refer to the school by its abbreviation or by combining “Concordia” and the city (set off by commas) in which the college or university is found, such as “Concordia, Chicago,” or “Concordia, Irvine.” If only one LCMS college or university is mentioned, “the college” or “the university” may be used after first reference.

confessions – Lowercase, except when using the names of particular confessions, such as “the Lutheran Confessions” or “the Augsburg Confession.”

Confession and Absolution – Capitalize when referring to formal parts of the liturgy or private Confession/Absolution. Lowercase in other circumstances.

confirmation – Lowercase, except when used as part of a proper noun, such as “the Rite of Confirmation.”

constitution – Lowercase when used generally, but capitalize “the LCMS Constitution” and “the U.S. Constitution.” In these instances, continue capitalizing “the Constitution” on subsequent references.

conventions – On first reference, use the formal name, such as “The 64th Regular Convention of The Lutheran Church–Missouri Synod.” On subsequent references, it is appropriate to use a more informal name, such as “the 2010 Synod convention” or just “the convention.”

convention/conference themes – Put themes in quotation marks. For example: “The theme of the 2017 Black Ministry Family Convocation was ‘All for Jesus.’” “The 67th Regular Convention of The Lutheran Church–Missouri Synod met under the theme ‘Joy:fully Lutheran.’”

covenant/Covenant – Lowercase when used as a theological concept, but capitalize when used as a synonym for the Old or New Testaments.

creeds – Capitalize the names of particular creeds and confessions, such as “the Apostles’ Creed,” “the Nicene Creed,” “the Athanasian Creed.”

Lowercase when not referring to a specific creed or confession and when referring to more than one creed or confession.

cross

D

dates – Use a comma after the day and year (“Jan. 1, 2019, was...”), but do not use commas if no day is included (“May 2018 was...”).

When using B.C. and A.D., B.C. goes after the year and A.D. goes before. Examples: “915 B.C.” and “A.D. 1970.”

deaconess – Spell out. Capitalize “deaconess” only when used as a title before a person’s name. (See **titles** in the **Stylebook**.)

If necessary on a name tag, the abbreviation “Deac.” may be used before a name. Never use “Dcs.”

degrees (academic) – See the *AP Stylebook*’s entry on “academic degrees.” But in general, capitalize when referring to specific degrees and specific areas of study from specific institutions.

D.D.	Doctor of Divinity	M.A.	Master of Arts
D.Min.	Doctor of Ministry	M.D.	Medical Doctor
D.M.A.	Doctor of Musical Arts	M.Div.	Master of Divinity
Ed.D.	Doctor of Education	Ph.D.	Doctor of Philosophy
Litt.D.	Doctor of Letters/Literature	R.N.	Registered Nurse
LL.D.	Doctor of Laws	S.T.M.	Master of Sacred Theology

Include honorary degrees in a person’s title. But a person “earns” a degree and “receives” an honorary degree.

disabilities – Use care when talking or writing about someone with a disability. Here are some ways to talk about it without being demeaning:

Preferred

A man who cannot walk
A person who is not mobile
A man who has learning disabilities
A man who has developmental disabilities
A man who is deaf or hard of hearing

Not Preferred

A cripple
An invalid
A dumb or stupid man
A mentally retarded man
A man who is hearing impaired

district – References to district names begin with “LCMS.” See the complete list below. Capitalize when specifically referring to one of the 35 administrative districts constituting the LCMS.

Example: “There are 13 preschools in the LCMS Wyoming District.”

Lowercase when not referring to a specific district or when referring to more than one district. Examples: “Representatives of more than 30 districts met at the LCMS International Center last week.” “Pastors from the Michigan and Missouri districts attended the conference.” (But: “The guest speaker is District President John Doe.”)

LCMS Atlantic District	LCMS New England District
LCMS California-Nevada-Hawaii District	LCMS New Jersey District
LCMS Central Illinois District	LCMS North Dakota District
LCMS Eastern District	LCMS North Wisconsin District
LCMS English District	LCMS Northern Illinois District
LCMS Florida-Georgia District	LCMS Northwest District
LCMS Indiana District	LCMS Ohio District
LCMS Iowa District East	LCMS Oklahoma District
LCMS Iowa District West	LCMS Pacific Southwest District
LCMS Kansas District	LCMS Rocky Mountain District
LCMS Michigan District	LCMS SELC District
LCMS Mid-South District	LCMS South Dakota District
LCMS Minnesota North District	LCMS South Wisconsin District
LCMS Minnesota South District	LCMS Southeastern District
LCMS Missouri District	LCMS Southern District
LCMS Montana District	LCMS Southern Illinois District
LCMS Nebraska District	LCMS Texas District
	LCMS Wyoming District

NOTE: Don’t assume someone is in a certain district because of where they live. The LCMS English and SELC districts are non-geographic and have congregations throughout the country. In addition, district lines do not always fall according to state lines.

Divine Call – Use only when referring to a pastoral call.

divine pronouns – Capitalize pronouns that refer to God (e.g., He, Him, His, You), but do not capitalize relative pronouns (e.g., who, whom). However, in text quoted from the Bible or another source, cite exactly as published.

Divine Service – Traditionally, the Divine Service includes the celebration of the Lord’s Supper.

doctrine

E

Early Church

email addresses – Lowercase and italicize, but do not underline. Example: “*david.strand@lcms.org*.”

English as a Second Language (ESL) – Hyphenate when using it as an adjective: “English-as-a-Second-Language classes.”

Epistle/epistle – Capitalize when referring to a part of worship. Lowercase other uses.

Eucharist – See **Communion** in the **Stylebook**.

***Every One His Witness*[®] (E1HW)** – Italicize. Use the registration mark on first reference only. The acronym is *E1HW*, and it should be italicized as well (*no* registration mark with the acronym). Do not use *EOHW*.

F

foreign countries – Some countries are considered “closed” and should not be mentioned in Synod communications (e.g., China, Turkey, Kyrgyzstan). But this can change as political and cultural changes occur. Check with the OIM on security issues.

foreign words – Italicize words from another language unless they are part of a proper noun. For example: “*Logos* means ‘word’ in Greek.” “Principe de Paz Lutheran Church is located in Mayaguez, Puerto Rico.”

***Free to be Faithful*[®] (FTBF)** – Italicize. Use the registration mark on first reference only.

fundraising – Not “fund development” (per guidance received from LCMS Mission Advancement).

G

Garden of Eden – After first reference, “the garden” may be used.

Garden of Gethsemane – After first reference, “the garden” may be used.

GEO missionary – GEO (Globally Engaged in Outreach) missionaries make an initial commitment of 30 months of service. After that, their service can be extended in 12-month increments. This is one of the rare instances when the acronym and full name are reversed. Example: “The LCMS Board for International Mission issued solemn appointments to three new GEO (Globally Engaged in Outreach) missionaries.”

God – Capitalize “God” when referring to the true God, as well as any other nouns or pronouns that refer to Him. But do not capitalize relative pronouns (e.g., who, whom) or when quoting from published materials, such as the ESV Bible, that do not capitalize such pronouns. Examples:

God	Lord	Father	Yahweh
Lord of lords	King of kings	Alpha and Omega	He
His	Him	Thee	You

When God is modified by an adjective, lowercase the modifier: “almighty God,” “heavenly Father,” etc. (Exception: “Triune God.”) However, when the modifiers referring to God stand alone, they should be capitalized: “the Almighty,” “the Most High,” “God Almighty.”

godly

Good News – Capitalize when used in place of “the Gospel.”

Gospel – Capitalize all references to the message of salvation through faith in Christ, to Law/Gospel and to the four Gospels (books of the Bible). Lowercase when referring to gospel music.

H

Holy – Capitalize when part of a religious term: “Holy Bible,” “Holy Baptism,” “Holy Trinity,” “Holy Land.”

Holy Spirit

house – Lowercase when referring to a church: “house of God,” “house of the Lord.”

hymn – Lowercase, unless referring to a specific hymn or part of a service. Examples: “Hymn 22,” “Hymn of Praise,” “Hymn of the Day,” “the hymn they sang.”

When using a parenthetical citation from *Lutheran Service Book*, *Lutheran Worship* or another hymnal with a similar format, use the hymnal name or abbreviation followed by the hymn number. To indicate one or more specific stanzas, add a colon and the stanza number(s). Example: “(LSB 412),” “(LW 412:1-3).”

hymnal – *Lutheran Service Book (LSB)*, *Lutheran Worship (LW)*, *The Lutheran Hymnal (TLH)* and *Hymnal Supplement 98* also can be called worship books because they contain liturgical materials in addition to hymns.

I

incarnate – Lowercase (e.g., “The Son of God was made incarnate”), except when used as a title for God (e.g., “Incarnate Son”).

initials – No spaces between initials in a name. Example: “C.F.W. Walther.”

International Center – The buildings that house the Synod staff plus the employees of Concordia Plan Services, Lutheran Church Extension Fund and The Lutheran Church–Missouri Synod Foundation in Kirkwood and Sunset Hills, Mo., make up The Lutheran Church–Missouri Synod International Center (IC). Spell out on first reference (use “LCMS” if “The Lutheran Church–Missouri Synod” already appears in the document). The abbreviation may be used on second reference. (Do not use “Synod headquarters” or “the National Office” as the name.)

international schools – The LCMS operates three international schools:

Concordia International School Hanoi
Concordia International School Shanghai
Hong Kong International School

J

Jesus Christ – The possessive form is “Jesus’.” Capitalize “Jesus Christ” and any other nouns or pronouns (except relative pronouns) that refer to Him:

Anointed One	Lamb of God	Promised One	Savior
Good Shepherd	Messiah	Suffering Servant	His
High Priest	Prince of Peace	Son of God	He

Journal of Lutheran Mission (JLM)

Joy:fully Lutheran – When used as a theme, put it in quotation marks.

Judgment Day – Also capitalize “Day of Judgment” or “Day of the Lord.” But lowercase “last judgment” and “final judgment.”

K

KFUE Radio, Worldwide KFUE and *kfu.org* – Use one of these for referencing KFUE. On subsequent references, just “KFUE” may be used. Discontinue use of “KFUE-AM” and “KFUE AM 850.”

kingdom – Lowercase in all uses. For example: “God’s kingdom,” “kingdom of God,” “kingdom of glory,” “the kingdom.”

L

Laborers For Christ – A ministry of LCEF that ceased operations in June 2021.

laity – When referring to non-clergy, use “laity,” “laypeople,” “layperson,” “layman,” “laywoman,” etc.

Last Supper, the

Law – Capitalize when the opposite of the Good News, the Gospel, is meant or when referring specifically to the Ten Commandments or the Law of Moses: “God’s Law,” “Law of God,” “the Law,” “First Table of the Law.” Lowercase other uses.

LCMS – Abbreviation for “The Lutheran Church–Missouri Synod.” Typically used on second reference or to identify an LCMS ministry. Never use a hyphen or dash in this abbreviation.

“LCMS” can stand alone without the definite article (“the”) when it is used as an adjective. Example: “LCMS officials encouraged volunteers to help hurricane victims in Florida.”

When used as a noun, “LCMS” must be preceded by the definite article. Examples: “People throughout the LCMS responded to the earthquake.”

The proper indefinite article to precede “LCMS” is “an.” Example: “Mount Calvary is an LCMS congregation.”

The possessive form is “the LCMS’.”

See **Lutheran Church–Missouri Synod, The** in the **Stylebook**.

LCMS boards and commissions – Always spell out and capitalize the names of LCMS boards and commissions on first reference. On second reference, you may use the ministry’s acronym, if appropriate.

LCMS Board for International Mission (BIM)

LCMS Board for National Mission (BNM)

LCMS Commission on Constitutional Matters (CCM)

LCMS Commission on Handbook (COH)

LCMS Commission on Theology and Church Relations (CTCR)

LCMS initiatives – Usually italicized.

Eyes of Life

Every One His Witness[®] (*E1HW*) – Include registration mark on first reference.

Free to be Faithful (*FTBF*)

Lutheran Malaria Initiative (LMI) – Not italicized.

Making Disciples for Life (*MDFL*)

Mission Field: USA

Preach the Word (*PTW*)

re:Vitality

LCMS World Relief and Human Care (WRHC)

Lent/Lenten

liturgical terms – Capitalize liturgical terms when the reference is to a part of a worship service including:

Gradual

Collect

Common Doxology

Entrance Hymn

Hymn of the Day

Introit

Kyrie

Words of Institution

Responsive Prayer

Sanctus

Propers

Litany

Hymn of Praise

See **prayers and canticles** in the **Stylebook**.

liturgy – Lowercase, unless part of a proper noun or title.

living – Lowercase. Examples: “living Lord,” “living Word,” “living God.”

Lord – See **God** in the **Stylebook**. Also note: “Lord’s Supper,” “Lord’s Table,” “Lord’s Prayer.”

Luther’s Works (LW) – Not italicized. When citing from these volumes for a general audience, use “Luther’s Works, American Edition” on first reference. However, “LW” may be used on first reference for an audience that is familiar with Luther’s Works.

See **Luther’s Works** in **Appendix: Footnotes and Citations** for more information.

Lutheran Center for Religious Liberty (LCRL), the

Lutheran Church Extension Fund (LCEF) – Not preceded by “the.”

Lutheran Church–Missouri Synod, The – Upon first reference, the organization’s full name should always be written properly, including “The” (with a capital “T”) and an em dash, with no spaces, between the words “Church” and “Missouri.” (Also, “The Lutheran Church–Missouri Synod Foundation.”)

“The Missouri Synod,” “the Synod” and “the LCMS” are acceptable short forms for the church body’s name.

“LCMS” can stand alone without the definite article (“the”) when it is used as an adjective. Example: “LCMS officials encouraged volunteers to help hurricane victims in Florida.” (For use of the abbreviation “LCMS,” see **LCMS** in the **Stylebook**.)

Lutheran Church–Missouri Synod Foundation, The – The organization’s full name should be used on first reference. Acceptable subsequent references are: “the LCMS Foundation” and “the Foundation.”

Lutheran Early Response Team (LERT) – There are no periods in the acronym. Avoid “LERT team,” since it is redundant. On subsequent reference, “the team” is acceptable.

Lutheran Education Association (LEA) – Not preceded by “the.”

Lutherans Engage the World

Lutheran entities – Capitalize and spell out on first reference the names of other Lutheran church bodies, organizations and partners. For example: “Concordia Publishing House (CPH),” “the Wisconsin Evangelical Lutheran Synod (WELS),” “Lutheran Bible Translators (LBT),” “Lutheran Services in America (LSA),” etc.

Lutheran Federal Credit Union – On second reference, use “LutheranFCU,” not “LFCU.”

Lutheran Hour Ministries (LHM) – The International Lutheran Laymen’s League, one of the Synod’s two auxiliaries, currently operates under the name “Lutheran Hour Ministries.” Use quotation marks when referring to the organization’s flagship radio program, “The Lutheran Hour.” Example: “John Doe is speaker of ‘The Lutheran Hour.’” Otherwise: “the Lutheran Hour office,” “the Lutheran Hour booklet,” etc.

Lutheran Service Book (LSB)

Lutheran Witness, The (LW)

Lutheran Women’s Missionary League (LWML) – The Lutheran Women’s Missionary League and the International Lutheran Laymen’s League are the Synod’s two auxiliaries.

Lutheran Young Adult Corps – A program under LCMS Youth Ministry that stopped placing full-time volunteers in 2020. In subsequent references, refer to it as “the corps,” “the program,” etc.

Lutherans For Life (LFL)

M

Making Disciples for Life (MDFL)

Means of Grace

member-at-large

Messiah – The Hebrew word that is translated in Greek as “Christ.”

messianic

missionaries – Categories include career missionary (serving five or more years), GEO missionary (Globally Engaged in Outreach, serving for 30 months or more), and short-term volunteer (serving one week to six months).

Mission Field: USA – When talking about specific *Mission Field: USA* sites, “Mission Field: Madison,” “Mission Field: Baltimore,” etc., may be used.

months – Spell out when used alone or with only a year (e.g., “In September, ...” or “In September 2020, ...”). Abbreviate the following months when used with a specific date: “Jan.,” “Feb.,” “Aug.,” “Sept.,” “Oct.,” “Nov.,” “Dec.” (e.g., “On Sept. 20, 2020, ...”).

Muhammad – Not Mohammed.

Muslim – A follower of Islam.

N

new Adam

95 Theses

non-Christian/non-Lutheran – Constructions formed by a prefix and proper noun are hyphenated.

numerals/numbers – See **Numbers** in **Letter and Grammar Guidelines**.

O

Office of International Mission (OIM) – The OIM’s work is divided into four regions: Africa, Asia, Eurasia (which includes India), and Latin America and the Caribbean (which includes Spain). A regional director oversees a region, and an associate executive director oversees one or more regional directors.

The Africa region is often discussed as two areas: West and Central Africa (French speaking) and Eastern and Southern Africa.

Office of National Mission (ONM)

ONM ministries include:

LCMS Black Ministry

LCMS Campus Ministry – “LCMS U” can be used interchangeably.

LCMS Church Planting

LCMS Deaconess Ministry

LCMS Disaster Response – Often listed as “LCMS World Relief and Human Care Disaster Response” on first reference.

LCMS Health Ministry

LCMS Hispanic Ministry

LCMS Life Ministry – Previously known as “LCMS Life and Health Ministries.”

LCMS Recognized Service Organizations – Use the abbreviation “RSO” on second reference. (See **Recognized Service Organizations** in the **Stylebook**.)

LCMS Revitalization

LCMS Rural & Small Town Mission (RSTM)

LCMS School Ministry

LCMS Specialized Pastoral Ministry (SPM)

LCMS Stewardship Ministry

LCMS Urban & Inner-City Mission (UICM)

LCMS Witness & Outreach Ministry

LCMS Worship

LCMS Youth Ministry

Gospel Seeds

Soldiers of the Cross

Veterans of the Cross

old Adam

P

page/Page – Lowercase and abbreviate when used within parentheses, such as: “(p. 10)” or “(pp. 3-8).” Capitalize when used with a number in running text, such as: “See Page 10 for the chart and Pages 11-13 for the explanation.”

parable/Parable – Lowercase when talking about parables in general. Capitalize specific parable names, such as: “The Parable of the Good Samaritan.”

partner/sister churches – The term refers to all church bodies with which the Synod is in altar and pulpit fellowship. Here is the list of the Synod’s partner/sister churches worldwide listed by OIM region. The church body’s name in its native language is provided where applicable/available. Do not italicize the name in its native language.

AFRICA:

Evangelical Lutheran Church of Ghana (ELCG)
Evangelical Lutheran Church in Kenya (ELCK)
Evangelical Lutheran Church of Liberia (ELCL)
Lutheran Church of Nigeria (LCN)
Confessional Lutheran Church of South Africa (CLCSA)
Free Evangelical Lutheran Synod in South Africa (FELSISA)
Lutheran Church in Southern Africa (LCSA)
Lutheran Church of Togo (ELT, Eglise Luthérienne du Togo)

ASIA:

China Evangelical Lutheran Church [located in Taiwan, Republic of China] (CELC)
The Lutheran Church–Hong Kong Synod (LCHKS)
Japan Lutheran Church (NRK, Nihon Ruteru Kyodan)
Lutheran Church in Korea (LCK)
Gutnius Lutheran Church [located in Papua New Guinea, *Gutnius* means “Good News”]
(GLC)
Lutheran Church in the Philippines (LCP)

EURASIA:

Evangelical Lutheran Church in Belgium (ELKB, Evangelisch-Lutherse Kerk in België)
Evangelical Lutheran Free Church in Denmark (ELFCD, Den evangelisk-lutherske Frikirke i Danmark)
Evangelical Lutheran Church of England [Use “United Kingdom,” rather than “England,” to describe the church’s location and where it works] (ELCE)
Evangelical Lutheran Church–Synod of France (EELSF, Église Évangélique Luthérienne-Synode de France)
Independent Evangelical Lutheran Church [located in Germany] (SELK, Selbständige Evangelisch-Lutherische Kirche)
Evangelical Lutheran Church in Almaty [located in Kazakhstan] (ELCA)
Evangelical Lutheran Church of Latvia (LELB, Latvijas evaņģēliski luteriskā baznīca)
Evangelical Lutheran Church in Lithuania (ELCL, Lietuvos Evangelikų Liuteronų Bažnyčia)
India Evangelical Lutheran Church (IELC)

Lutheran Church in Norway (LKN, Den lutherske kirke i Norge)
Portuguese Evangelical Lutheran Church (IELP, Igreja Evangélica Luterana Portuguesa)
Evangelical Lutheran Church of Ingridia [located in Russia] (ELCI)
Siberian Evangelical Lutheran Church (SELC)

LATIN AMERICA AND THE CARIBBEAN:

Evangelical Lutheran Church of Argentina (IELA, Iglesia Evangélica Luterana Argentina)
Evangelical Lutheran Church of Brazil (IELB, Igreja Evangélica Luterana do Brasil)
Evangelical Lutheran Church of Haiti (EELH, Eglise Evangelique Luthérienne D’Haiti)
Confessional Lutheran Church of Chile (ILCC, Iglesia Luterana Confesional de Chile)
Lutheran Church in Guatemala (ILG, Iglesia Luterana en Guatemala)
Lutheran Synod of Mexico (SLM, Sinodo Luterano de Mexico)
Evangelical Lutheran Church of Paraguay (IELPA, Iglesia Evangélica Luterana del Paraguay)
Lutheran Church of Uruguay (ILU, Iglesia Luterana del Uruguay)
Lutheran Church of Venezuela (ILV, Iglesia Luterana de Venezuela)

NORTH AMERICA:

Lutheran Church—Canada (LCC)
The American Association of Lutheran Churches (AALC)

pastor – Lowercase, except when used before a name. Example: “Pastor John Doe leads Holy Cross Lutheran Church.” See **titles** in the **Stylebook**.

percent – Use “%” symbol.

petition – Lowercase, except references to individual petitions of the Lord’s Prayer. Example: “the First Petition.”

pharaoh/Pharaoh – Follow rules for titles, unless used as a name.

Pharisee

phone numbers – Insert hyphens (not en dashes) between numbers. Use “Ext.” instead of “x.” Example: “888-843-5267, Ext. 555.” Do not use parentheses around area codes or “1+” before the area code. The LCMS’ main contact number is 888-THE LCMS (843-5267), with no hyphen after THE.

politicians/affiliations – Identify a politician’s affiliation, such as: “Sen. Ben Sasse (R-Neb.).”

Praesidium – Composed of the LCMS president and the six vice-presidents.

prayers and canticles – Lowercase, except when using the names of specific prayers and canticles, such as: “the Gloria Patri,” “the Nunc Dimittis,” “the Lord’s Prayer,” “the High Priestly Prayer.” See **liturgical terms** in the **Stylebook**.

Preach the Word

preschool

president emeritus – Title which may be given to former LCMS presidents by the Synod in convention. Capitalize when used as a title before a name.

priesthood of all believers

pro-abortion – Use instead of “pro-choice” and/or “pro-abortion rights.” NOTE: This is in opposition to the *AP Stylebook*.

pro-life – Use instead of “anti-abortion.” NOTE: This is in opposition to the *AP Stylebook*.

Promised Land

prophet – Lowercase even when referring to a specific prophet, such as: “the prophet Isaiah.”

Psalms – Capitalize when referring to the Old Testament book or a specific psalm, such as: “The Book of Psalms,” “Psalm 8.” Lowercase when used as a general term: “this psalm.”

publications – The two official periodicals of The Lutheran Church–Missouri Synod are *The Lutheran Witness* (*LW*, include “*The*” in full title) and *Reporter* (no “the”).

The LCMS also produces *Lutherans Engage the World* and the *Journal of Lutheran Mission* (*JLM*).

R

rabbinical

Recognized Service Organization (RSO) – Use the article “a” when spelled out in first reference; use “an” for the acronym in subsequent references. Examples: “The organization is a Recognized Service Organization.” “He also works for an RSO like this one in another state.” “The grants are available to congregations, schools and RSOs.”

Reformation – Capitalize when referring to the Lutheran Reformation of the 16th century. Otherwise, lowercase.

Reformation Day

Reporter/Reporter Online

resolution/Resolution – Lowercase when talking about resolutions in general, such as: “The convention passed 25 resolutions.” Capitalize when referring to a specific resolution and abbreviate (“Res.”) unless the word begins a sentence. When talking about resolutions from past LCMS conventions, include the convention year (e.g., “2016 Res. 1-05”). Examples: “Resolution 5-06 passed with 95% of the vote.” “The proposed resolution builds on 2016 Res. 8-04, ‘To Preserve the Religious Freedom of Our Parochial Schools.’”

reverend – See **titles** in the **Stylebook**.

re: Vitality

S

sacramental

Sacrament(s) – Capitalize when used as a synonym for Baptism, Holy Communion or as part of a title (e.g., “the Sacrament of Holy Communion”). Lowercase as follows: “the Roman Catholic Church recognizes seven sacraments” or “Communion is a sacrament.”

NOTE: Capitalize if referring to the *Book of Concord’s* inclusion of absolution as a sacrament.

Capitalize “Baptism” and “Communion” when the Sacrament is meant. See **Baptism** and **Communion** in the **Stylebook**.

Sadducee

saint/Saint – Capitalize and abbreviate in conjunction with the names of apostles and sainted church fathers. Examples: “St. Paul,” “St. Augustine.” Lowercase when talking about the “saints at _____ Lutheran Church.”

Satan – Capitalize Satan and other proper names for him (e.g., “Lucifer,” “Beelzebub,” “Belial”). But do not capitalize the nouns “devil” and “demon” or the adjective “satanic.”

Lowercase *of* constructions referring to Satan (e.g., “prince of darkness,” “prince of demons,” “prince of devils”).

school – Lowercase unless it is part of a proper name. Examples: “day school,” “Sunday school,” “vacation Bible school,” “St. Paul’s Lutheran School.” NOTE: “Preschool” is a single, non-hyphenated word. See **school** under **Capitalization** in **Letter and Grammar Guidelines**.

For the names of elementary, middle, secondary schools and international schools, consult *The Lutheran Annual* or the LCMS Locator. When the school’s website and the LCMS Locator disagree, use the name found on the school’s website.

NOTE: Avoid using the word “struggling” to describe schools facing challenges or those in decline.

Scripture(s) – Capitalize when referring to the Bible (e.g., “Holy Scriptures”). Lowercase when used as a general term for religious writings, such as: “Buddhist scriptures.” See **Bible** in the **Stylebook**.

scriptural

seasons – Capitalize the names of days, months, holidays and specially designated days and weeks. Do not capitalize the seasons of the year unless they are personified or part of a publication issue. Examples: “Autumn, sweet Autumn.” “Next Monday will be the first day of spring.” “The article is in the Spring 2021 issue.”

Son – Capitalize when referring to the Second Person of the Trinity. Examples: “Son of God,” “Son of Man,” “Son of Mary.”

Spirit – Capitalize when the Holy Spirit is meant. Examples: “God’s Spirit,” “Spirit of the Lord,” “Spirit of God.” The personal pronoun for the Holy Spirit is “He.”

states – Continue to use state abbreviations with city names in the body of text, despite the recent AP style change that states should be spelled out. See also the *AP Stylebook* **datelines** entry for cities that do not require accompanying state names.

Alabama – Ala.	Maryland – Md.	North Dakota – N.D.
Arizona – Ariz.	Massachusetts – Mass.	Oklahoma – Okla.
Arkansas – Ark.	Michigan – Mich.	Oregon – Ore.
California – Calif.	Minnesota – Minn.	Pennsylvania – Pa.
Colorado – Colo.	Mississippi – Miss.	Rhode Island – R.I.
Connecticut – Conn.	Missouri – Mo.	South Carolina – S.C.
Delaware – Del.	Montana – Mont.	South Dakota – S.D.
Florida – Fla.	Nebraska – Neb.	Tennessee – Tenn.
Georgia – Ga.	Nevada – Nev.	Vermont – Vt.
Illinois – Ill.	New Hampshire – N.H.	Virginia – Va.
Indiana – Ind.	New Jersey – N.J.	Washington – Wash.
Kansas – Kan.	New Mexico – N.M.	West Virginia – W.Va.
Kentucky – Ky.	New York – N.Y.	Wisconsin – Wis.
Louisiana – La.	North Carolina – N.C.	Wyoming – Wyo.

States never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

See **Envelopes/Mailing Labels** in **Letter and Grammar Guidelines** for state abbreviations for use in addresses.

Synod – Precede with “the” when used as a noun. Capitalize when referring to the LCMS, such as: “the Synod convention.” Avoid use of “synodical” and “synodically.”

Synodwide

T

tabernacle

temple – Lowercase, unless used as a title: “the temple,” “Solomon’s Temple,” “Temple Mount.”

titles – RELIGIOUS TITLES: In running text, use “the” before “Rev.” or “Rev. Dr.” “The Rev. Dr.” should be used before a clergyman’s full name if he has received a doctorate (earned or honorary). Use only the last name (no title) on second reference.

See **pastor** and **deaconess** in the **Stylebook**.

COMPOSITION TITLES: Put book, magazine and ministry newsletter titles – including the titles of the Synod’s publications and CTCR reports – in italics. Put all other titles (movies, songs, hymns, TV shows, poems, etc.) in quotation marks. Examples: “Margaret Mitchell wrote

Gone With the Wind. “Clark Gable starred in ‘Gone With the Wind.’” “*Lutherans Engage the World* is a quarterly publication.”

FORMAL TITLES: Capitalize formal titles used directly before an individual’s name, such as: “LCMS President Rev. Dr. C.F.W. Walther”. Lowercase titles when they are used after an individual’s name, such as: “the Rev. Dr. C.F.W. Walther, LCMS president.” Exception: Communication from the LCMS secretary’s office follows the style of the Bylaws, and “Secretary of Synod” may be left as is.

When referring to military chaplains, use military titles as listed in the *AP Stylebook* on first reference in parentheses after “Chaplain,” before the name. This replaces “Rev.” or “Rev. Dr.” in the title. Example: “Chaplain (Navy Capt.) Mark Schreiber is now serving in Iraq, but he hopes to return home by Christmas.”

Do not capitalize director of Christian education, director of Christian outreach, deaconess and so on, unless used before a name. Examples: “Jim is a director of Christian education.” “Jim is a DCE.” “He came for a visit along with Director of Christian Outreach John Schmidt and Deaconess Jane Carr.”

Do not use general titles like Mr., Mrs., Ms. or Miss. Exception: They may be used in letters or other formal correspondence or when needed for clarity.

trinitarian

Trinity – Capitalize when referring to the Triune God.

Triune God

U

undershepherd

U.S. – Use periods in between, except in headlines.

V

vacation Bible school – Only “Bible” is capitalized. “VBS” can be used on second and subsequent references but not on the first reference. Example: “St. Paul’s vacation Bible school begins July 10.”

vale of tears

verse – Abbreviate “v.” or “vv.” in parenthetical references. Never use “vs,” which is the abbreviation for “versus.” The abbreviations can also be used in running text in a technical document with many citations.

Vespers – Do not use “Vesper Service.”

vice-president – Always use a hyphen. Capitalize “President” only when the complete title “Vice-President” is used before a person’s name. Examples: “First Vice-President Rev. Peter K. Lange”; “The Rev. Peter K. Lange, first vice-president.”

Virgin Mary

W

Web addresses – Italicize URLs, but do not underline. Example: “*lcms.org.*”

NOTE: In most cases, remove “http://www.” from URLs. However, always test to make sure they still work, since deleting some prefixes will cause the URLs to no longer work.

winkel

Witness, Mercy, Life Together[®] – Emphasis of the church under LCMS President Rev. Dr. Matthew C. Harrison. Italicize when referenced together; lowercase and no italics when referencing the parts individually. Use registration mark on first reference only.

At the 2019 LCMS convention, *Making Disciples for Life* became the new Synod emphasis.

Wittenberg Project, The – Capitalize “The.” This project raises funds for educational programming and outreach at the International Lutheran Center at the Old Latin School in Wittenberg, Germany.

Word – Capitalize when referring to Christ, the Bible or the whole of God’s revelation to His people. Otherwise, lowercase.

Word and Sacrament, Word and Sacrament ministry – No hyphens.

World Relief and Human Care – The umbrella under which the Synod’s mercy work – both national and international – falls. In particular, this branding is used when talking about mercy following disaster, in which case “LCMS World Relief and Human Care Disaster Response” may be used instead of “The Lutheran Church–Missouri Synod Disaster Response.”

worship/service – Use either “worship” or “service.” Avoid “worship service” unless necessary for clarity.

worshiper, worshipping – Only one “p” in each.

Y

years – In ranges, repeat all four digits (e.g., “1967–1999,” “1989–2010,” “2001–2011”).

Youth Gathering (NYG) – Refer to as “the LCMS Youth Gathering” on first reference and “the Gathering” on subsequent references. Do not include “National,” even though it is still part of the acronym.

Letter and Grammar Guidelines

Abbreviations

On first reference, write out all words in the term and then list the abbreviation in parentheses. In documents that are lengthy or that use a variety of abbreviations, it may be appropriate to repeat the full name as needed. See **abbreviation/acronym** in the **Stylebook**.

The official name of the Synod should appear this way:

The Lutheran Church—Missouri Synod (LCMS)

The word “The” is part of the official name and must be capitalized when the full name is used. Please note that there is an em dash between “Church” and “Missouri,” not a hyphen, and there are no spaces around it. However, “LCMS” has no dash or hyphen. See **LCMS** in the **Stylebook**.

Academic degrees — Capitalize the abbreviations of academic degrees and degrees used after a person’s name. Some well-known degrees and their meanings are shown below. See **titles** in the **Stylebook**.

D.D.	Doctor of Divinity	M.A.	Master of Arts
D.Min.	Doctor of Ministry	M.D.	Medical Doctor
D.M.A.	Doctor of Musical Arts	M.Div.	Master of Divinity
Ed.D.	Doctor of Education	Ph.D.	Doctor of Philosophy
Litt.D.	Doctor of Letters or Doctor of Literature	R.N.	Registered Nurse
LL.D.	Doctor of Laws	S.T.M.	Master of Sacred Theology

When used after a name, an academic abbreviation is set off by a comma. Don’t include both a person’s title before the name and academic degree after the name. Use one or the other.

Example: “Dr. John P. Smith” or “John P. Smith, LL.D.”

Addresses — In body copy, abbreviate “avenue” (“Ave.”), “boulevard” (“Blvd.”), “street” (“St.”) and “drive” (“Dr.”) in numbered addresses. However, “road” is never abbreviated. Examples:

He lives on Pennsylvania Avenue.
He lives at 1600 Pennsylvania Ave.
He works at 1333 S. Kirkwood Road.

See **states** in the **Stylebook** for a list of state abbreviations. NOTE: Use the two-letter Postal Service abbreviation only when using complete address and ZIP code on an inside address and on envelopes and mailing labels.

Dates — Do not abbreviate with numbers (3/24/99) unless used in a chart. It is not necessary to type the year when referring to a date in a letter if the year is the same as the date of the letter.

Months — Abbreviate the following months when used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov., Dec. Always spell out March, April, May, June and July. NOTE: Spell out a month when used alone or with only a year.

When a phrase lists only a month and year, do not separate them with a comma. When a phrase refers to a month, day and year, set off the year with commas. Examples:

January 1999 was a cold month.

Jan. 2 was the coldest day.

Feb. 14, 2004, was the target date.

Religious titles — “Reverend” (“Rev.”) and “Doctor” (“Dr.”) should be abbreviated before a name. On second reference to clergy members, use only the last name. See **titles** in the **Stylebook**.

Special characters — In a letter, the word “and” should always be spelled out. Never use the “&” symbol unless it is part of an official name. Do not use the “@” symbol in place of the word “at” in text.

Capitalization

In general, don't capitalize a word or phrase unless it is a proper noun. Here are few specific guidelines to note:

a.m./p.m. – Lowercase. NOTE: Noon is 12 p.m. Midnight is 12 a.m.

Church – Capitalize the word “church” as part of the formal name of a building, congregation or denomination. Example: “St. Paul Lutheran Church.” Lowercase in other uses. Examples: “He believes in the separation of church and state.” “The measure was rejected across the church body.” “What does the Lutheran church teach about the Trinity?”

See also **church (congregation) names** in the **Stylebook**.

Courses of study and subjects – Capitalize the names of specific course titles. However, do not capitalize names of subjects or areas of study, except for any proper nouns or adjectives in such names. Examples: “Fred has decided to major in American history.” “I am registered for American History 201, which meets on Tuesdays and Thursdays.”

Department names – Capitalize, but do not capitalize the word “department” unless it is part of the official name. Examples: “The Information Services Department was very helpful.” “The Mailroom picks up and delivers mail to all departments.”

Directions – “North,” “south,” “east” and “west” are not capitalized when they are used as directions. Example: “He went south for the winter.” But they are capitalized when they refer to definite sections of the country, are used with other proper names or are used in addresses. Examples: “He lived in the North.” “The address is 123 S. Main.”

Geographic terms – Proper names that are geographic terms begin with capital letters. A descriptive word preceding the proper name of a geographic term is not capitalized. Examples: “He is from the Midwest.” “Superstorm Sandy hit the Eastern Seaboard.” “We saw the city of Chicago on the map.”

Nouns with numbers – If an identifying noun precedes a figure, the abbreviation “No.” is not necessary. Examples: “Turn to Session 3.” “The meeting is in Room 27.” “Open your book to Page 10.”

School – Lowercase “school” unless it is part of a proper name. Examples: “day school,” “Sunday school,” “vacation Bible school,” “St. John Lutheran School.” NOTE: “Preschool” is a single, non-hyphenated word. See **school** in the **Stylebook**.

Time periods – Capitalize the names of days, months, holidays and specially designated days and weeks. Do not capitalize the seasons of the year unless they are personified. Examples: “Autumn, sweet Autumn.” “Next Monday will be the first day of spring.”

Letters

Use a standard, easy-to-read font for correspondence, such as Times New Roman.

Special delivery instructions — If the letter is being mailed in a special manner (other than first-class mail), type this in capitals and place it a double space above the inside address. Example:

SPECIAL DELIVERY

Mr. John D. Doe
123 Main St.
St. Louis, MO 63138

If the letter is to be marked “PERSONAL” or “CONFIDENTIAL,” type this in capital letters and place it a double space above the inside address.

Inside address — Do not use abbreviations in the inside address of a letter, except for the two-letter state or province abbreviation and “Ave.,” “Blvd.,” “Dr.” or “St.”

Attention line — This is rarely used anymore. The correct use is to indicate that the letter may be opened, if necessary, by someone other than the person whose name is mentioned. The attention line should appear a double space below the inside address, or it can be typed as the second line of the address. Examples:

General Services
The Lutheran Church—Missouri Synod
1333 S. Kirkwood Road
St. Louis, MO 63122-7295

or

St. John Lutheran Church
Attention: Mr. John Doe
123 Main St.
Fairhope, AL 36532

Attention: Mr. John Doe

Salutation — Use a colon following the salutation, not a comma. Examples:

Dear Brother:
Dear Mr. Smith:
Dear Pastor Jones:

If you are unsure of the title or sex of the person you are writing to, use their first and last name. If you know you are writing to a female, but don’t know if she is a “Miss” or “Mrs.,” use “Ms.”

Subject line — This alerts the recipient to the nature of the letter and provides an easy way to file the copy in the right place. All important words in a subject line are capitalized. Or the line may be underlined or written in all capital letters. The subject line is placed two lines below the salutation. Example:

Mr. James F. Prentice
New Haven Bank & Trust Company
1234 Main St., Suite 1700
New Haven, CT 06502

Dear Mr. Prentice:

RE: Estate of William Rogers

NOTE: Any of the following are correct for a subject line: “RE:” or “Re:” or “SUBJECT” or “Subject:”

Header on subsequent pages — Type the following information in the top left-hand corner of the second and subsequent pages of a letter: name of person to whom letter is addressed, date and page number. It is not necessary to include a person’s title behind his/her name. Example:

John D. Smith
Feb. 8, 2018
Page 2

Complimentary close — Use a comma following the closing phrase. In a two-word closing, only the first word is capitalized, unless it’s a proper noun. Examples:

In Him,
Sincerely,
Cordially yours,

Dictation — To indicate that a letter was dictated, include the typist’s initials at the end of the letter, a double space below the dictator’s name and title. Both the dictator’s and the typist’s initials or just the typist’s initials, lowercase, can be typed — either is acceptable. Check with your supervisor to determine which he/she prefers. Examples:

Sincerely, John J. Doe Executive Secretary	or	Sincerely yours, John J. Doe Executive Secretary
JJD:az or JJD/az		az

Enclosures — If enclosures are being sent with a letter, type the word “Enclosure” or “Enclosures” immediately below the reference initials. Never abbreviate the word “Enclosure.” You might also indicate the number of enclosures (e.g., “Enclosures 3”) or the name(s) or description(s) of what is enclosed after the word “Enclosures.”

If the enclosures are not listed or described in the letter, you should indicate what enclosures were sent on the file copy of the letter (for future reference purposes). There may be either a single space or double space between the initials and the “Enclosure” or a “c” notation.

Multiple copies — Type “c,” not “cc,” to note that one or more copies are being sent. Type this notation below the reference initials and, if applicable, the enclosure notation. Leave two spaces before typing the name. Example: “c: Rev. George Doe.”

For multiple copies, line up the names:

c: Rev. George Doe
Mrs. Ellen Smith

Mrs. Patricia Davis

Blind copies – When a blind copy is to be sent, type or write “bc” only on the file copy and the copy of the letter to whom the blind copy is being sent.

Postscript – When typing a postscript (PS:) on a letter, it should be typed a double space below the last item typed, whether it be the reference initials, an enclosure notation or a copy notation. Note the absence of periods in “PS.”



SAMPLE LETTER

September 1, 2021

Rev. Dr. John Doe, President
LCMS Missouri District
660 Mason Ridge Center Dr., Suite 100
St. Louis, MO 63414-8557

Dear Rev. Dr. Doe:

This letter is typed in block style. All lines start at the left margin. The block style has become the most frequently used business-letter style. Its advantage is that the mechanical process of indenting opening lines, paragraphs and closing lines is eliminated. This practice saves time as well as space.

Note, too, that mixed punctuation is used in this letter (a colon after the salutation and a comma after the complimentary close). Since the name of the person dictating this letter is typed in the closing lines, only the typist's initials need to be shown in the reference notation.

As you can see, the block-style letter gives good placement appearance. It is the letter style we recommend for use at the LCMS International Center.

Sincerely,

Rev. Richard Roe
Executive Director
Office of Widgets

ds

Enclosure

PS: The postscript goes last.

1333 S. Kirkwood Road
St. Louis, MO 63122-7295
888-THE LCMS (843-5267)
www.lcms.org



Envelopes/Mailing Labels

1. When addressing envelopes, the United States Postal Service (USPS) prefers single spacing and all words capitalized. Words such as road, avenue, street, boulevard, suite, apartment, etc., should be abbreviated and no punctuation used (except in the four-digit ZIP code extension). NOTE: These rules apply only to envelopes/ mailing labels.

Format:	Example:
Name or attention line	MR JOHN DOE
Company	THE LUTHERAN CHURCH—MISSOURI SYNOD
Delivery address	1333 S KIRKWOOD RD
City, State, ZIP Code	ST LOUIS MO 63122-7295

For the U.S., leave one space between the two-letter state abbreviation and ZIP code. For Canada, leave two spaces between the two-letter province abbreviation and postal code.

For more information, follow these general rules but also contact Mail Services for the USPS brochure “Addressing for Success.” See **Abbreviations** in the **Letter and Grammar Guidelines**.

2. When addressing an envelope with an address outside the United States or Canada, type the name of the country in caps on the last line. Never abbreviate the name of the country.
Example:

MR JOHN DOE 234 WESTMINSTER LN LONDON NW5 2NY ENGLAND	NASSAU LUTHERAN CHURCH PO BOX 4794 NASSAU NP BAHAMAS
--	---

3. When mailing envelopes outside the United States and Canada, write “Airmail” in clear and bold writing on both sides of the envelope.
4. When typing an envelope with an address in Canada, use this format:

MR JOHN DOE
ST PAUL LUTHERAN CHURCH
23 COUNTRY LN
TORONTO ON M4J 1J3
CANADA

NOTE: The postal code or “CANADA” can appear on the last line.

5. If an envelope must be marked “PERSONAL” or “CONFIDENTIAL,” type this in all capitals and place it three lines below the return address on the envelope.
6. When mailing envelopes of a size larger than a regular #10 envelope, be sure to indicate on the envelope whether it is to be sent “FIRST CLASS.” (Don’t put this where the postage goes.) If you are not sure of the best way to mail it, please consult with the Mail Services manager.

7. Apartment and suite numbers should follow the street address (on the same line). An attention line should be the first line in the address block above the company name.
8. Nothing should be typed, written or stamped below or to the right of the mailing address on an envelope since this will interfere with the “reading” of the address by electronic equipment at the post office.
9. If there is a street address and a P.O. Box for the person/company being written, only use the P.O. Box when typing the address for regular mail/correspondence. However, use the street address – not a P.O. Box – when preparing UPS shipping labels.
10. Use the two-letter abbreviations for states in the United States when preparing envelopes. These two-letter abbreviations can also be used in the inside address when typing a letter, although many still prefer to type out the full name of the state in the inside address. The abbreviations are:

AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

See **abbreviations** in **Letter and Grammar Guidelines**.

11. The two-letter abbreviations for provinces in Canada are:

AB	Alberta	NS	Nova Scotia
BC	British Columbia	ON	Ontario
LB	Labrador	PE	Prince Edward Island
MB	Manitoba	PQ	Quebec
NB	New Brunswick	SK	Saskatchewan

NF Newfoundland
NT Northwest Territories

YT Yukon Territory

Memorandums

Memos within any department or between or among departments at the LCMS International Center are more informal and should be typed on plain white paper rather than letterhead. NOTE: Always use a letter, not a memo, to correspond with parties outside the organization.

A sample memo is shown below.

SAMPLE MEMORANDUM

The Lutheran Church—Missouri Synod
Department of Rosters and Statistics

TO: Administrative Assistants

FROM: Samuel Doright

DATE: Sept. 1, 2021

SUBJECT: Company Correspondence

The following points describe the features of an interoffice memo:

1. The left margin should align with the beginning of the headings. Both margins should be of equal distance from the edge of the paper.
2. Full addresses, the salutation, the complimentary close and the signature are omitted.
3. Triple space (two blank lines) between the headings and message. Single space the paragraphs, but double space between them.
4. Reference initials, enclosure notation and copy notation are included.
5. Recycled envelopes are good for non-confidential interoffice mail. Indicate name and department; “Interoffice” should be typed in the postage location. Confidential mail should be put in a sealed envelope, marked “CONFIDENTIAL,” and hand-delivered when possible.

ds

c: Unit Executives

Minutes

1. Minutes should be precise and concise.
2. Usually, minutes ought to record only the formal actions taken by a group, including decisions officially arrived at by the chair to which all agreed. Be cautious of instances of seeming concurrence: Only statements to which all agreed and from which action can follow should be recorded as formal.
3. Some meetings are of a consultative nature where no decisions are reached, and matters are merely discussed. At such times, it may be necessary for the secretary to give a concise summary of the discussion.
4. Minutes should also include:
 - The name of the group and the date, location and time (beginning and end) of the meeting.
 - An early paragraph stating who was present and who was absent.
 - Reference to the opening devotion, if applicable.
5. The approval of the previous meeting's minutes should be one of the first items on the agenda.
6. The paragraphs of board minutes should be numbered consecutively for the duration of each triennium, resetting after each Synod convention rather than at every meeting. This expedites indexing.
7. It is preferable for agenda items to have an agenda number, which frequently consists of both a letter and an Arabic number. These, too, should be assigned consecutively throughout a whole triennium.
8. Minutes should be indexed. Two systems are preferable:
 - A familiar index card system; or
 - A binder of pages organized by subject, with relevant paragraphs from the minutes pasted on the appropriate subject pages. These pages, labeled with subject titles and filed in alphabetical order, become a running narrative of the actions taken by the board on each subject.
9. Motions may be recorded in several different ways. Examples:

It was moved, seconded and carried...
The Board decided...
The Board resolved...
By formal action the Board...
10. Important subjects should be recorded as formal resolutions. Use the following style:

WHEREAS, The _____; and
WHEREAS, Many _____; therefore be it

Resolved, That _____; and be it further
Resolved, That _____; and be it finally
Resolved, That _____.

If there are only two resolves, the last one is introduced by “further” instead of “finally.”

11. Within minutes, resolutions should be indented and in block form. Recorded elsewhere, resolutions should be formatted as indented paragraphs.

Numbers

General rule – Spell out one through nine; use figures for numerals above nine. Examples: “The Volkswagen carried two men and three children.” “There were 13 people crowded into the Cadillac.”

Ages – Always use figures. Examples: “The boy is 5 years old.” “The boy, 7, has a sister, 10.” “The woman is in her 30s.”

Dates – When the day follows the month, use cardinal numbers only (1, 2, 3, etc.), not ordinal numbers (1st, 2nd, 3rd, etc.). Examples: “Your letter from May 7 was not received.” “His birthday is Aug. 10.”

Joining numbers – An en dash should be used between numbers, except in phone numbers and zip codes. Examples: “123–25” and “John 15:1–5.”

Phone numbers and zip codes – Use hyphens between the numbers. Example: “314-965-9000, Ext. 362.” See **phone numbers** in the **Stylebook**.

Books of the Bible – Use Arabic numbers (e.g., “2”) and not Roman numerals (e.g., “II”) for books of the Bible. See **Bible** in the **Stylebook**.

Starting a sentence – At the beginning of a sentence or heading, spell out numbers. Example: “Three is the best number.”

Large numbers – Numbers in the millions or above may be expressed partially in words. Example: “Sales for November were \$21 million.”

Money – Exact amounts of money are written in figures; indefinite amounts of money are written in words. Examples: “Jason was paid \$1,000 for his work.” “He contributed several hundred dollars to charity.” “The prices quoted were \$150.43, \$175 and \$176.25.”

Time – Always use figures with a.m. and p.m. Avoid redundancies like “10 a.m. this morning.” Examples: “The plane will land at 3:12 p.m. today.” “Dinner will be served at 7 p.m.” “Club meetings are on Tuesdays at 8 p.m.”

Addresses – Always use figures for an address number. Example: “9 Morningside Circle.”

Ordinal numbers – Spell out and capitalize “First” through “Ninth” when used as street names; use figures with two letters for 10th and above. Examples: “7 Fifth Ave.,” “100 21st St.,” “1 Moreland Drive.”

Percentages – When writing percentages, use figures and the percent sign (%). Examples: “These items are selling at a 25% discount.” “The markup is 60%.”

Dimensions and measurements – Use figures to express dimensions, measurements and other numerical quantities. Examples: “The dimensions of his office are 8 feet by 10 feet.” “He moved

into an 8-by-10 office.” “The new baby weighed 9 pounds, 7 ounces.” “She had a 9-pound, 7-ounce boy.” “Her punch recipe was for 3 quarts.”

Numbers next to each other – When possible, rephrase to avoid putting two different numbers next to each other in a sentence. If it is necessary, separate them with a comma. Example: “In 1970, 105 new members joined the church.”

Punctuation

SPECIAL

1. In Bible references, use a colon to divide chapter and verse (no spaces around the colon). If listing multiple verses, use a comma between verses in the same chapter or a semicolon between verses in different chapters. Examples: “Judges 21:25,” “Rom. 1:18-2:11” and “John 4:2, 4; 5:6.” See **Bible** in the **Stylebook**.
2. Commas or periods are always placed inside closing quotation marks. Colons and semicolons, however, go outside the quotation marks. Question marks and exclamation marks are placed inside quotation marks if they are part of the quoted material, or after if they are not. Examples: “John said the material was ‘super.’” “Miss Smith exclaimed, ‘We are finally done!’”
3. Use a single space at the end of a sentence.

COMMAS

1. **In a series.** Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series. However, a final comma may be used if omitting it would make the sentence unclear. Examples: “The pens come in black, red and purple.” “The seminar covered the goal of preaching, the importance of preaching, and the nuts and bolts of preaching.”
2. **Conjunction.** Use a comma to join independent clauses joined by a coordinating conjunction (e.g., and, but, or, for, nor, yet, so). However, the comma may be omitted if both clauses are short. Examples: “I came in late, but I will make up the time.” “She was glad she had looked, for a man was approaching the house.” “You wash and I’ll dry.”
3. **Multiple adjectives.** Use a comma to separate two or more adjectives that modify the same noun. However, the comma is not used if the second adjective plus the noun creates a single noun. (Generally, if “and” cannot be used in place of the comma, no comma is needed.) Examples: “He was a thin, old man.” “She enclosed a self-addressed, stamped envelope.” “She wore a cheap fur coat.” “He provided a helpful monthly report.”
4. **Essential clauses and phrases.** Do not use commas to set off from the rest of a sentence. Examples: “Writers who do not read the guidebook should not criticize their editors.” (This suggests only one class of writers, those who do not read the guidebook, should not criticize their editors. If “who do not read the guidebook” is deleted, the meaning would be changed.) “We saw the critically acclaimed movie ‘Luther.’” “They ate dinner with their daughter Julie.”
5. **Nonessential clauses and phrases.** Use commas to set off from the rest of a sentence. Examples: “Writers, who do not read the guidebook, should not criticize their editors.” (This suggests all writers should not criticize their editors. If “who do not read the guidebook” is deleted, the meaning of the sentence would not be changed.) “We saw the 2003 award winner

for best religious movie of the year, 'Luther.'" "They ate dinner with their daughter Julie and her husband, Jeff."

6. **Introductory clauses and phrases.** Use a comma to separate an introductory clause or phrase from the main clause. The comma may be omitted after a short introductory phrase if no ambiguity would result. Examples: "After the director read the minutes of the meeting, he called for the financial report." "During the service he listened to a long sermon."
7. **Preceding direct quotes.** Use a comma before a complete quotation containing at least one full sentence. Examples: "Smith said, 'I see a prosperous future for the company.'" "He said the victory put him 'firmly on the road to a first-ballot nomination.'"
8. **Before attribution.** When a quote is followed by attribution, use a comma instead of a period. Commas always go inside quotation marks. Example: "'We have a strict policy on abortion,' the pastor said." Do not use a comma, however, if the quote ends with a question mark or exclamation point. Example: "'Why should I?' he asked."
9. **Dates.** Use commas to set off the year when it follows the month and day. Use no comma when only a month and year are used. Examples: "On Sunday, Sept. 27, 1970, he returned from his trip abroad." "We received a report for May 1985." See **abbreviations** in the **Letter and Grammar Guidelines** for rules for abbreviating months.
10. **Large numerals.** Use a comma in most numbers greater than 999. Example: "He is asking \$144,500 for his house." The major exceptions are street addresses (1234 Main St.), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers and years.
11. **Cities, states and countries.** Use commas to set off the name of a city, state, country, county, etc. Examples: "He works at 20 Tremont St., Springfield, Mass." "His journey will take him from Dublin, Ireland, to Fargo, N.D., and back." "The Selma, Ala., group saw the governor."

SEMICOLON

1. Use a semicolon to separate two independent clauses instead of a coordinating conjunction (e.g., and, but, for) and comma. Example: "The package was due last week; it arrived today."
2. Use a semicolon to separate elements of a series when its individual segments contain material that must be set off by commas. Example: "He leaves a son, John Smith of St. Louis; three daughters, Jane Smith of Topeka, Kan., Mary Smith of Denver, and Susan, wife of William Kingsbury of Boston; and a sister, Martha, wife of Robert Warren of Omaha, Neb."
3. Use a semicolon before a coordinating conjunction if extensive punctuation also is required in one or more of the individual clauses. Example: "LERT volunteers provided sandbags, flood buckets and manpower; but even with these precautions, the island was hard hit."

COLON

1. Use a colon at the end of a sentence that introduces a list, tabulation, text, etc. Example: “Please keep the following items at your desk: pen, pencil, paper clips and ruler.”

NOTE: Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. If the items are listed in column form, capitalize the first letter of each item. Example: “He promised this: The company will make good on all the losses.”

2. Use the colon before a long or formal quotation. Example: “I am quoting George Washington, who said in his farewell address: ‘It is our true policy to steer clear of permanent alliance with any portion of the foreign world.’”
3. Use the colon in such listings as biblical and legal citations (such as “2 Kings 2:14” and “Missouri Code 3:245-260”), time elapsed (“1:31:074.2”) and time of day (“8:30 p.m.”).
4. Use a colon to introduce a list or heading, even if it is not a full sentence. Example:

Items that are not reimbursed include:

- Toothpaste, toothbrushes, dental floss
- Makeup, lipstick
- Perfume, body sprays
- Vitamins

5. Use a colon for dialogue and for question-and-answer interviews. Example: “Q: Did you strike him? A: Indeed I did.”

APOSTROPHE

Apostrophes can be used in three ways: to indicate possession (e.g., “John’s football”), to substitute for missing characters (e.g., “76”) and to make a plural of something that doesn’t have a plural form (e.g., “thank you’s”).

1. To form the possessive of a singular noun, add the apostrophe and “s” (’s) to the noun. Example: “The boy left his sister’s coat in the room.”
2. To form the possessive of a singular common noun that ends in “s,” add “s” unless the next word begins with “s.” Examples: “the hostess’s invitations” and “the hostess’ seat.”

To form the possessive of a singular proper name that ends in “s,” use only an apostrophe. Examples: “Achilles’ heel,” “Agnes’ book,” “Dickens’ novels.” NOTE: The possessive form of LCMS is “LCMS’.”

NOTE: Don’t put the apostrophe in a different location. In forming the possessive of any noun ending in “s,” always place the apostrophe at the end of the original word, never within it. Examples: “She signed Mr. Jones’ application” (not: “Mr. Jone’s application”). “The hostess’s paycheck came in the mail” (not: “hostes’s”).

3. To form the possessive of a regular plural noun, add only an apostrophe. To form the possessive of an irregular plural noun, add an apostrophe and “s.” Examples: “The attorneys’ offices were located on Main Street.” “Children’s shoes will go on sale July 1.” “We celebrated Bosses’ Day by going out to lunch.”
4. Never use an apostrophe with the possessive “its” or with “hers,” “his,” “yours,” “theirs,” “ours” or “whose.” Examples: “What is its significance?” “Whose turn is it?” (not: “Who’s turn,” which would mean “Who is”).
5. To form the possessive of a compound noun, add “s” to the last word. Examples: “It was somebody else’s fault.” “My father-in-law’s business is closed today.”
6. In many cases, it is unnecessary or inappropriate to add an apostrophe for the possessive of a proper noun or inanimate object. Examples: “The Board of Directors meeting was held yesterday.” “The missions staff was very helpful.” “Where is the meeting of the Concordia Plan Services staff?”
7. Class graduation years and well-known years in history may appear in abbreviated form by using an apostrophe. Examples: “The class of ’04 will be required to pass a computer literacy test.” “I remember the Great Flood of ’93.”
8. Centuries and decades are expressed without apostrophes. Example: “Office automation was definitely a part of the 1990s.”
9. Use an apostrophe in “bachelor’s degree” and “master’s degree,” but not in “associate degree.”

HYPHENS/DASHES

Hyphens (-), en dashes (-), em dashes (—):

Hyphens (-) join words (no spaces).

En dashes (-) convey a range of numbers (no spaces). Examples: “44-47,” “John 15:1-5,” “Matthew 26:10-27:5,” “1979-1986.” Exceptions: zip codes, phone numbers and resolution numbers.

Em dashes (—) set apart a phrase in a sentence (with a space on both sides). Also used in “The Lutheran Church—Missouri Synod,” which has no spaces.

A string of three em dashes denotes a subsequent citation of the same author in the bibliography (—.).

Inclusive numbers:

- 1-99 – Use all digits. Examples: “2-10,” “44-47,” “99-121.”
- 100 or multiples of 100 – Use all digits. Examples: “100-107,” “1200-1222.”
- 101 through 109, 201 through 209, etc. – Use changed part only. Examples: “201-7,” “707-22,” “1202-8.”

- 110 through 199, etc. – Use two digits, unless more are needed to include all changed parts. Examples: “111-17,” “1077-88,” “1387-511.”

Years:

Repeat all four digits (e.g., “1967-1999,” “1989-2010,” “2001-2011”).

Use hyphens to avoid ambiguity or to form a single idea from two or more words.

1. When a compound modifier – two or more words that express a single concept – precedes a noun, use hyphens to link all the words in the compound, except the adverb “very” and all adverbs that end in “-ly.” When an expression that would ordinarily be hyphenated follows the noun, no hyphens are necessary. Examples: “He is a well-known writer” (but “The writer is well known”). “Her full-time employment began in June” (but “She was employed full time in June”). “The typewriter was in first-class condition.” “You have a know-it-all attitude.” “He is having a very good time.” “This is an easily remembered rule.”
2. Do not use a hyphen to designate dual heritage (e.g., “Italian American,” “Mexican American,” “French Canadian”).
3. When spelling out numbers used as the first word in a sentence, use a hyphen in compound numerals from “twenty-one” through “ninety-nine” and for fractions. Examples: “sixty-seven,” “one hundred and thirty-eight,” “one-third.”
4. Use hyphens to separate figures in odds, ratios, scores and vote tabulations.
5. When a noun is separated from several modifiers that each require the use of a hyphen, the suspension hyphen is used. Examples: “Here are the new rates for first-, second- and third-class mail.” “The new program will have both short- and long-range effects.” “The board discussed both pre- and post-retirement benefits.”
6. Do not use hyphens following the prefixes “inter,” “non,” “semi” and “sub” unless they are used with proper nouns. Examples: “interchange,” “interoffice memorandum,” “nonprofit,” “non-Christian.”
7. The prefixes “self” and “half” take hyphens. Examples: “a self-made man,” “a half-empty bottle,” “self-respect.”
8. Avoid duplicated vowels and tripled consonants by using hyphens. However, double “e” combinations usually don’t get a hyphen. Examples: “anti-intellectual,” “shell-like,” “semi-intellectual,” “reelected.”

Special Terms and Names

1. The official name of the Synod should appear this way:

The Lutheran Church—Missouri Synod (LCMS)

The word “The” is part of the official name and should always be capitalized when the full name is used. Please note that there is an em dash between “Church” and “Missouri,” not a hyphen, and there are no spaces around it. See **LCMS** in the **Stylebook**.

2. When using abbreviations (initials in place of a full name), do not separate the letters with periods or hyphens. Always spell out the first time it is used and type the abbreviation immediately afterward in parenthesis. Examples:

International Center (IC)

Concordia Historical Institute (CHI)

Concordia Publishing House (CPH)

Lutheran Church Extension Fund (LCEF)

Commission on Theology and Church Relations (CTCR)

Concordia Plan Services (CPS)

Concordia University System (CUS)

LCMS Foundation (FND)

Executive Offices (EXEC)

Lutheran Women’s Missionary League (LWML)

Lutheran Hour Ministries (LHM)

Lutheran World Relief (LWR)

Lutheran World Relief and Human Care (WRHC)

Lutheran Education Association (LEA)

Lutherans For Life (LFL)

3. When using an abbreviation preceded by “a” or “an,” listen to the sound of the first letter of the abbreviation. If the first letter is pronounced with a vowel sound, use “an.” For example, LCMS sounds like it starts with an “e” so use the article “an” in front of it. Examples: “The Rev. Smith is an LCMS pastor.” “A CHI staff member joined the meeting.”

Logo and Branding Guidelines

For information and guidelines for using the LCMS cross logo, the LCMS nameplate logo and the emphasis for the church logo, see the LCMS Brand Manual at lcms.org/brand.

Email Tips

EMAIL CONFIDENTIALITY

LCMS legal counsel encourages the use of confidentiality disclaimers in situations where confidential information is conveyed via email. LCMS organizations are encouraged to establish policies related to protection and handling of confidential information. A sample email confidentiality disclaimer is included below. Consult your organization's leadership or legal counsel for appropriate wording and guidelines for use.

SAMPLE EMAIL CONFIDENTIALITY DISCLAIMER

This email message, including any attachments, originates from [INSERT ORGANIZATION NAME]. It contains information which may be confidential or privileged, and is for the sole use of the intended recipient(s). It is prohibited for anyone else to review, use, disclose, copy or distribute the contents of this message. This email is the property of [ORGANIZATION NAME] and may not be distributed without this disclaimer. If you are not the intended recipient, please contact the sender by reply email, destroy all copies of the original message, and delete the message from your computer system.

EMAIL SIGNATURES

1. **Font.** Use Cambria or Calibri, the two default fonts provided by Outlook.
2. **Layout.** If you want to include additional information, order it this way:

Name – Use 12 pt.

Title – Use 11 pt. for this and the following contact information.

Department or Office

The Lutheran Church—Missouri Synod

Direct dial – LCMS style on phone numbers is not to write the “1-” before the area code.

Toll-free number

Mobile number

Fax number

Email address – Italicized.

lcms.org or specific LCMS ministry webpage – Italicized, omitting the “www.”

3. **Optional custom information.** Place any custom information, such as ministry taglines, favorite Bible verses, Matura *Strengthfinders* themes, etc., below your contact information.

4. If you choose to include the LCMS cross or emphasis logo in your signature, please use the small versions of the logos (available from the LCMS Church Information Center). If used, the logo(s) should be placed below all other contact information.
5. Here is an example:

John B. Doe
Director of School Ministry
Office of National Mission
The Lutheran Church—Missouri Synod
314-996-1716 (direct)
800-248-1930, Ext. 1716 (toll-free)
314-996-1124 (fax)
john.doe@lcms.org
lcms.org
“LUTHERAN SCHOOLS: Securing Each Child’s Future”

Appendix: Footnotes and Citations

This guide is intended to aid with footnotes and citations of sources. This guide follows Turabian footnote rules, with some exceptions and modifications in order to accommodate LCMS style.¹ As a general rule, consistency is the goal. If the work follows AP style, follow that style for the individual elements of the notes. If the work follows Chicago, follow that style. One example of this is abbreviations for books of the Bible. Be consistent with what the body text employs. If the body uses the *LCMS Stylebook*, use those same abbreviations in the notes. If the body uses Chicago style abbreviations, use those in the notes. Be consistent throughout the document.

Footnotes

Every work cited requires a bibliographically complete first reference. Subsequent references are abbreviated, usually by the author's last name, short title and page number.

NOTE: In footnotes, think of each citation as a sentence. Thus, each footnote ends with a period. The parts of the citation are not separated by periods, but commas, semicolons or colons, plus parenthetical information. This is the opposite of a bibliography, in which each entry is a paragraph, with the components separated by periods.

First entry

For a book:

Author's first name last name, *Title* (location: publisher, year), #.

Matthew C. Harrison, *Letters from a Pastor's Heart* (St. Louis: Concordia Publishing House, 2016), 127-29.

For an article:

Author's first name last name, "Title," *Publication* Vol. #, no. # (Date): #.

James W. Voelz, "The Greek of Codex Vaticanus in the Second Gospel and Marcan Greek," *Novum Testamentum* 47, no. 3 (2005): 209-49.

Subsequent entry

Author's last name, *Shortened Title*, #.

Harrison, *Letters*, 53-54.

Author's last name, "Shortened Title," #.

Voelz, "Greek of Codex," 215.

Do not use "ibid.," "idem.," "op. cit.," "loc. cit.," "f.," "ff.," "p." or "pp." Be precise in citing page numbers (provide actual pages, not "f." or "ff.>"). Please avoid the common confusion between "cf." and "see" in notes. "Cf." stands for confer, which means compare. This implies the sources do not fully agree about the addressed topic. If citing for further congruent evidence, use "see."

¹ Footnotes are the preferred citation method for LCMS publications. Occasionally, the format of the publication makes footnotes impossible. When this is the case, parenthetical citations are permissible. Such citations must include enough information for the reader to access the source. Usually, this includes the author's name (unless in the preceding text), a shortened title, a shortened reference to the publisher (no location needed), the date of publication and page numbers (e.g., Harrison, *Letters*, CPH, 2016, 127-29).

Numbers

Use en dashes (-) to separate numbers (no spaces). Examples: “44-47,” “Matt 26:10-27:5,” “John 15:1-5,” “1979-1986.”

Inclusive Numbers:

- 1-99 – Use all digits. Examples: “2-10,” “44-47,” “99-121.”
- 100 or multiples of 100 – Use all digits. Examples: “100-107,” “1200-1222.”
- 101 through 109, 201 through 209, etc. – Use changed part only. Examples: “201-7,” “707-22,” “1202-8.”
- 110 through 199, etc. – Use two digits, unless more are needed to include all changed parts. Examples: “111-17,” “1077-88,” “1387-511.”

The Lutheran Confessions

References to the Scriptures and the Lutheran Confessions should be in parentheses in the text. All other documentation should be in footnotes. (For Scripture abbreviations, see below.)

Abbreviate as follows:

- The Augsburg Confession (AC)
- Apology of the Augsburg Confession (Ap)
- The Smalcald Articles (SA)
- Treatise on the Power and Primacy of the Pope (Tr)
- Small Catechism (SC)
- Large Catechism (LC)
- Formula of Concord (FC)
- Epitome of the Formula of Concord (Ep)
- Solid Declaration of the Formula of Concord (SD)

In running text:

Large Catechism, Part 4, paragraph 65

Parenthetical citation:

(LC IV 65)

Example: Luther notes that Baptism is the act or ceremony when “we are sunk under the water, which passes over us, and afterward are drawn out again” (LC IV 65).

NOTE: For more examples of how to cite the Lutheran Confessions, see Page 91 of the *CPH Stylebook*.

First reference:

Paul T. McCain et al., eds., *Concordia: The Lutheran Confessions*, 2nd ed.² (St. Louis: Concordia Publishing House, 2005).

Robert Kolb and Timothy J. Wengert eds., *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Minneapolis: Fortress, 2000).

² NOTE: There are two editions of this. They differ greatly in some areas and have different pagination. Make sure you are referencing the correct edition.

Theodore Tappert, ed., *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Minneapolis: Fortress, 1959).

Die Bekenntnisschriften der evangelisch-lutherischen Kirche, 10th ed. (Göttingen: Vandenhoeck & Ruprecht, 1986).

Luther's Works

When abbreviating subsequent references to Luther's Works in footnotes, please use WA for the Weimar Edition and LW for the American Edition. (Again, be consistent with the body text. Some use AE for American Edition to differentiate from *Lutheran Worship*.)

First reference:

Martin Luther, *Luther's Works*, ed. Jaroslav Pelikan, Helmut T. Lehmann, and Christopher Boyd Brown, 75 vols. (Philadelphia and St. Louis: Fortress and Concordia Publishing House, 1955–).

Holy Bible

If the Holy Bible is quoted in the text, the book, chapter and verse can be cited following the quote in parentheses. The period follows the citation:

“No one has ever seen God; the only God, who is at the Father's side, he has made him known” (John 1:18 ESV).

All references to Scripture in footnotes should be abbreviated according to the style used in the body text (AP or Chicago). Consistency is the goal.

CTCR documents

Note:

Commission on Theology and Church Relations, *In Christ All Things Hold Together: The Intersection of Science & Christian Theology* (St. Louis: The Lutheran Church—Missouri Synod, 2015).

Bibliography:

Commission on Theology and Church Relations. *In Christ All Things Hold Together: The Intersection of Science & Christian Theology*. St. Louis: The Lutheran Church—Missouri Synod, 2015.

Examples

Book

One author

1. Matthew C. Harrison, *Letters from a Pastor's Heart* (St. Louis: Concordia Publishing House, 2016), 127–29.

2. Harrison, *Letters*, 53–54.

Two or more authors

1. William W. Klein, Robert L. Hubbard Jr., and Craig L. Blomberg, *Introduction to Biblical Interpretation* (Dallas: Word Books, 1993), 106–9.

2. Klein, Hubbard, and Blomberg, *Introduction*, 200–210.

Four or more authors

List all the authors in the bibliography; in the note, list only the first author, followed by “et al.” (which means “and others”):

1. Quentin J. Schultze et al., *Dancing in the Dark: Youth, Popular Culture and the Electronic Media* (Grand Rapids: Eerdmans, 1991), 189.

2. Schultze et al., *Dancing in the Dark*, 187.

Editor or translator instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

2. Lattimore, *Iliad*, 24.

Editor or translator in addition to author

1. Jane Austen, *Persuasion: An Annotated Edition*, ed. Robert Morrison (Cambridge, MA: Belknap Press of Harvard University Press, 2011), 311–12.

2. Austen, *Persuasion*, 315.

Chapter or other part of a book

1. Bruce G. Schuchard, “Form Versus Function: Citation Technique and Authorial Intention in the Gospel of John,” in *Abiding Words: The Use of Scripture in the Gospel of John*, ed.³ Alicia D. Myers and Bruce G. Schuchard (Atlanta: Society of Biblical Literature, 2015), 24.

2. Schuchard, “Form Versus Function,” 25–30.

Preface, foreword, introduction or similar part of a book

1. Paul A. Zimmerman, foreword to *In the Footsteps of Phoebe: A Complete History of the Deaconess Movement in The Lutheran Church–Missouri Synod*, by Cheryl D. Naumann (St. Louis: Concordia Publishing House, 2008), viii.

2. Zimmerman, foreword, vii–viii.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, include an access date and a URL. If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America’s Great Migration* (New York: Vintage, 2010), 183–84, Kindle.

2. Wilkerson, *Warmth of Other Suns*, 401.

³ NOTE: The “ed.” here stands for “Edited by” and therefore is not “eds.” though there are multiple editors.

3. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, accessed Oct. 15, 2011, press-pubs.uchicago.edu/founders/.

4. Kurland and Lerner, *Founders' Constitution*.

5. Joseph P. Quinlan, *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It* (New York: McGraw-Hill, 2010), 211, accessed Dec. 8, 2012, ProQuest Ebrary.

6. Quinlan, *Last Economic Superpower*, 88.

Journal article

In a note, list the specific page numbers consulted, if any.

Article in a print journal

1. Alexandra Bogren, "Gender and Alcohol: The Swedish Press Debate," *Journal of Gender Studies* 20, no. 2 (June 2011): 156.

2. Bogren, "Gender and Alcohol," 157.

Article in an online journal

For a journal article consulted online, include a URL. For articles that include a DOI, form the URL by appending the DOI to dx.doi.org/ rather than using the URL in your address bar. The DOI for the article in the Brown example below is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead. (The following examples each include a complete first footnote, a subsequent abbreviated footnote and a complete bibliographical citation.)

1. Campbell Brown, "Consequentialize This," *Ethics* 121, no. 4 (July 2011): 752, dx.doi.org/10.1086/660696.

2. Brown, "Consequentialize This," 761.

3. Brown, Campbell. "Consequentialize This." *Ethics* 121, no. 4 (July 2011): 749-71. dx.doi.org/10.1086/660696.

4. Anastacia Kurylo, "Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum," *China Media Research* 8, no. 4 (October 2012): 16, Academic OneFile.

5. Kurylo, "Linsanity," 18-19.

6. Kurylo, Anastacia. "Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum." *China Media Research* 8, no. 4 (October 2012): 15-28. Academic OneFile.

Magazine article

1. Jill Lepore, "Dickens in Eden," *New Yorker*, Aug. 29, 2011, 52.

2. Lepore, "Dickens in Eden," 54–55.
3. Lepore, Jill. "Dickens in Eden." *New Yorker*, Aug. 29, 2011.

Newspaper article

Newspaper articles may be cited in running text ("As Elisabeth Bumiller and Thom Shanker noted in a *New York Times* article on Jan. 23, 2013, ...") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

1. Elisabeth Bumiller and Thom Shanker, "Pentagon Lifts Ban on Women in Combat," *New York Times*, Jan. 23, 2013, accessed Jan. 24, 2013, nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html.
2. Bumiller and Shanker, "Pentagon Lifts Ban."

Book review

1. Joel Mokyr, review of *Natural Experiments of History*, ed. Jared Diamond and James A. Robinson, *American Historical Review* 116, no. 3 (June 2011): 754, [dx.doi.org/10.1086/ahr.116.3.752](https://doi.org/10.1086/ahr.116.3.752).
2. Mokyr, review of *Natural Experiments of History*, 752.

Thesis or dissertation

1. William Schumacher, "Who Do I Say That You Are?" *Anthropology and the Theology of Theosis in the Finnish School of Tuomo Mannermaa*, (Ph.D. diss., Concordia Seminary, St. Louis, 2003), 101–2.
2. Schumacher, "Who Do I Say," 98.

Paper presented at a meeting or conference

1. Rachel Adelman, "Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, La., Nov. 21–24, 2009).
2. Adelman, "Such Stuff as Dreams."

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 27, 2012, Google's privacy policy had been updated to include..."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, if available, include the date that the site was last modified. If no date is given, then provide an access date.

1. "Privacy Policy," Google Policies & Principles, last modified July 27, 2012, google.com/policies/privacy/.
2. Google, "Privacy Policy."

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on Feb. 16, 2012, ...”) instead of in a note. The following examples show the more formal versions of the citations. If there is no date given, then provide the date accessed.

1. Gary Becker, “Is Capitalism in Crisis?,” *The Becker-Posner Blog*, Feb. 12, 2012, becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html.

2. Becker, “Is Capitalism in Crisis?”

Email or text message

Email and text messages may be cited in running text (“In a text message to the author on July 21, 2012, John Doe revealed...”) instead of in a note. The following example shows the more formal version of a note.

1. John Doe, email message to author, July 21, 2012.

Comment posted on a social networking service

Like email and text messages, comments posted on a social networking service may be cited in running text (“In a message posted to her Twitter account on Aug. 25, 2011, ...”) instead of in a note. The following example shows the more formal version of a note.

1. Sarah Palin, Twitter post, Aug. 25, 2011 (10:23 p.m.), twitter.com/sarahpalinusa.