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, which can be found in the first section, generally lists exceptions to the current edition of 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, as well as information about the LCMS logo and tips on proper telephone and email usage. For material not covered by the LCMS Stylebook and Letter and Grammar Guidelines or to resolve any conflicts, consult the following references in the order listed:

- Concordia Publishing House Stylebook (CPH)
- The Associated Press Stylebook
- Webster’s New World College Dictionary (5th Edition)

NOTE: The LCMS Stylebook and Letter and Grammar Guidelines is a combination of formerly separate documents and can be found online at lcms.org/brand.

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


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

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LCMS Communications
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AC — The abbreviation for the Augsburg Confession. A reference such as “AC XIV” is the abbreviation for Augsburg Confession Article XIV.

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: Int’l LLL, LCEF. In cases where the communication is lengthy or a variety of abbreviations are used, it may be appropriate to repeat the name as needed.

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.

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 and confessions in the Stylebook.


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

B

Baby Jesus

Baptism — See Sacraments in the Stylebook.

Beatitudes — The solemn blessings that mark the opening of the Sermon on the Mount, the first of Jesus’ sermons in the Gospel of St. Matthew (Matt. 5:1–2).
Bible — Capitalize all references to the Bible, including Scriptures, God’s Word, the Word. Do not capitalize the adjectives “biblical” and “scriptural,” however. Also, lowercase “scripture” when used as a general term for religious writings, such as: Buddhist scriptures. See Scripture(s) in the Stylebook.

When citing chapter and verse with a quote, the citation should be in parenthesis following the closing quote 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).

Spell out the names of books of the Bible when used with a chapter number but no verse (Genesis 1, 1 John 3) or at the beginning of a sentence (in which case also spell out First, Second or Third: First Chronicles 3:12 says ...). When otherwise citing chapter and verse (Gen. 1:7), abbreviate as follows:

<table>
<thead>
<tr>
<th>Old Testament</th>
<th>New Testament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exodus ................ Ex.</td>
<td>Mark .................. Mark</td>
</tr>
<tr>
<td>Numbers ................ Num.</td>
<td>John .................. John</td>
</tr>
<tr>
<td>Joshua .................. Joshua</td>
<td>Romans ................ Rom.</td>
</tr>
<tr>
<td>Judges .................. Judges</td>
<td>1 Corinthians......... 1 Cor.</td>
</tr>
<tr>
<td>Ruth ...................... Ruth</td>
<td>2 Corinthians......... 2 Cor.</td>
</tr>
<tr>
<td>1 Samuel .............. 1 Sam.</td>
<td>Galatians ............. Gal.</td>
</tr>
<tr>
<td>2 Samuel .............. 2 Sam.</td>
<td>Ephesians ............ Eph.</td>
</tr>
<tr>
<td>1 Kings ............... 1 Kings</td>
<td>Philippians .......... Phil.</td>
</tr>
<tr>
<td>2 Kings ............... 2 Kings</td>
<td>Colossians .......... Col.</td>
</tr>
<tr>
<td>1 Chronicles .......... 1 Chron.</td>
<td>1 Thessalonians ....... 1 Thess.</td>
</tr>
<tr>
<td>2 Chronicles .......... 2 Chron.</td>
<td>2 Thessalonians ....... 2 Thess.</td>
</tr>
<tr>
<td>Ezra ....................... Ezra</td>
<td>1 Timothy .......... 1 Tim.</td>
</tr>
<tr>
<td>Nehemiah .............. Neh.</td>
<td>2 Timothy .......... 2 Tim.</td>
</tr>
<tr>
<td>Esther .................... Esther</td>
<td>Titus ................. Titus</td>
</tr>
<tr>
<td>Job ....................... Job</td>
<td>Philemon ............. Philemon</td>
</tr>
<tr>
<td>Psalm ................... Ps.</td>
<td>Hebrews .............. Heb.</td>
</tr>
<tr>
<td>Proverbs .............. Prov.</td>
<td>James ................. James</td>
</tr>
<tr>
<td>Ecclesiastes ........... Eccl.</td>
<td>1 Peter ............. 1 Peter</td>
</tr>
<tr>
<td>Song of Songs .......... Song of Songs</td>
<td>2 Peter ............. 2 Peter</td>
</tr>
<tr>
<td>Isaiah ................... Is.</td>
<td>1 John ............. 1 John</td>
</tr>
<tr>
<td>Jeremiah .............. Jer.</td>
<td>2 John ............. 2 John</td>
</tr>
<tr>
<td>Lamentations .......... Lam.</td>
<td>3 John ............. 3 John</td>
</tr>
<tr>
<td>Ezekiel ................ Ezek.</td>
<td>Jude ................. Jude</td>
</tr>
<tr>
<td>Hosea .................... Hos.</td>
<td></td>
</tr>
<tr>
<td>Joel ..................... Joel</td>
<td></td>
</tr>
<tr>
<td>Amos ..................... Amos</td>
<td></td>
</tr>
<tr>
<td>Obadiah ............... Obad.</td>
<td></td>
</tr>
<tr>
<td>Jonah ................... Jonah</td>
<td></td>
</tr>
<tr>
<td>Micah ................... Micah</td>
<td></td>
</tr>
<tr>
<td>Nahum ................... Nah.</td>
<td></td>
</tr>
<tr>
<td>Habakkuk .............. Hab.</td>
<td></td>
</tr>
<tr>
<td>Zephaniah ............. Zeph.</td>
<td></td>
</tr>
</tbody>
</table>

Haggai........................ Hag.
Zechariah................... Zech.
Malachi........................ Mal.

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

**Bible translations** – Since the English Standard Version (ESV) is the Bible 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 King James Version (NKJV)
- New American Standard Bible (NASB)
- The Living Bible (TLB)

When citing a passage from a 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 Matt. 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 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*.

**boards** – Capitalize and spell out the full name of the governing board on first reference. Example: Concordia Seminary, St. Louis, Board of Regents. On second reference, lowercase “board” (example: 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** — Capitalize when a specific bylaw is cited, such as: According to Bylaw 5.01, circuits should have from seven to 20 congregations. Otherwise, lowercase. However, references to the Bylaws of The Lutheran Church—Missouri Synod are always capitalized.

**C**

call — Lowercase, but capitalize “Divine Call” when referring to a rostered church worker’s call.

**Capitalization** — See **Capitalization** in Letter and Grammar Guidelines.

catechism — Capitalize but do *not* italicize when the Small Catechism or the Large Catechism is meant and not previously referred to. Lowercase 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.
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* — Italicize.

Christ Child

Christian

Christianity

Christlike

Church — Capitalize when referring to the priesthood of all believers. Example: What does the Lutheran church teach about the Trinity? The Church encourages you to trust in God.

church body

church festivals — Capitalize church festivals recognized on the church calendar. Example: Christmas, Easter, Lent, Ascension, Advent, Holy Week, Ash Wednesday.

church (congregation) names — In a first reference to an LCMS congregation, use the congregation’s full name, constructed with its name, city and the state in which it is found. For example: Mount Calvary Lutheran Church, Fargo, N.D. (It generally is not necessary, however, to include “Evangelical” or “Ev.” in the congregation’s name.) After the first reference, if only one congregation is mentioned, use the name alone: Mount Calvary.

Note that some congregations use the possessive form in their names, such as: St. Paul’s Lutheran Church, Des Peres, Mo. Because *The Lutheran Annual/LCMS Locator* does not indicate such usages (or such other forms 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 know the correct form for its name.

churchwide

commandment — Capitalize when referring to one of the Ten Commandments. Otherwise, lowercase. Examples: the First Commandment, the Seventh Commandment, the commandments, a commandment.
commas in a series — When three or more items are listed in a simple series and the last item is preceded by “and,” “or,” or “nor,” do not place a comma before the conjunction. Example: He attended a Lutheran church, a Methodist church and an Episcopal church on Sunday. Place a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction or before a complex series of phrases. Examples: I had orange juice, toast, cereal, and bacon and eggs for breakfast. It is important to consider whether the students have memorized their Bible verses, whether they learned the authors of the verses in the context in which they were written, and whether they will be ready to recite the verses on Saturday.

Communion — See Sacraments in the Stylebook.

communionware

Concordia Plan Services (CPS)

Concordia seminaries — The LCMS operates two seminaries:

   Concordia Theological Seminary, Fort Wayne, Ind.
   Concordia Seminary, St. Louis

   On first reference, refer to the seminary exactly as it appears above. NOTE: The AP Stylebook does not require a state name after certain cities like St. Louis, but does require it with others. (See AP’s datelines entry.) After first reference, you may refer to the seminary 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.

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

   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 for each.

Concordia University System (CUS) — The LCMS Concordia University System includes eight universities and two colleges:

   Concordia University, Irvine, Calif.
   Concordia University Chicago, River Forest, Ill.
   Concordia University, Ann Arbor, Mich.
   Concordia University, St. Paul, St. Paul, Minn.
   Concordia University, Nebraska, Seward, Neb.
   Concordia University, Portland, Ore.
   Concordia University Texas, Austin, Texas
   Concordia University Wisconsin, Mequon, Wis.
   Concordia College New York, Bronxville, N.Y.
   Concordia College Alabama, Selma, Ala.
On first reference, refer to the college or university exactly as it appears above. After first reference, refer to the school by combining Concordia and the city (set off in commas) in which the college or university is found: Concordia, Bronxville; Concordia, Irvine; etc. If only one LCMS college or university is mentioned in the communication, “the college” or “the university” may be used after first reference.

concerns — See creeds and confessions in the Stylebook.

Confession and Absolution — Capitalize when referring to formal parts of the liturgy.

confirmation

constitutions — Capitalize the LCMS Constitution. But: The constitution was referred to at the meeting.

conventions — On first reference, use the following style: The 2010 Synod convention. The more formal name may be used when appropriate: The 64th Regular Convention of The Lutheran Church—Missouri Synod. On subsequent references, you may use “the convention.”

Convention/conference themes — Put themes in quotation marks. Examples: 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, “Joyefully Lutheran.”

covenant — Capitalize when used as a synonym for the Old or New Testaments; lowercase when used as a theological concept.

creeds and confessions — Capitalize the names of particular creeds and confessions: the Apostles’ Creed, the Nicene Creed, the Athanasian Creed, the Lutheran Confessions, the Augsburg Confession.

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

cross — Lowercase in all uses.

D

Daily Lectionary/daily lectionary — Capitalize when referring to the book, but lowercase when referring to the collection of prayers.

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

If absolutely necessary due to space limitations, such as on a name tag, the abbreviation “Deac.” may be used before a name. Never use “Dcs.”
degrees (academic) — Capitalize when referring to specific areas of study from specific institutions. Examples: He received his Master of Divinity from Concordia Seminary, St. Louis, in 2009. He earned a Bachelor of Arts degree in Underwater Basket Weaving from the University of Duh.

Lowercase and use possessives when nonspecific. Examples: He has a master’s degree in business administration. My bachelor’s degree in education proved helpful in my new job.

For the abbreviations of various academic degrees, see Abbreviations in the Letter and Grammar Guidelines.

disabilities (to use when speaking or writing about those with disabilities) — In the United States, 30 percent of the population reflects people with a physical disability such as blindness, deafness, developmental disabilities, learning disabilities and mobility challenges. It is estimated that 95 percent of this group is unchurched. One of the reasons for citing this statistic is to point out the unintentional use of archaic, demeaning or ill-informed words and concepts as they relate to disabilities.

Knowing that such language is not helpful but rather derogatory and demeaning, we should avoid it in our writing and conversations. People who have physical disabilities already deal with earthly brokenness and pain. We do not want to add needlessly to their hardships. “People First” language uses phrases that affirm the person, not accentuate the handicap. This kind of language should be used when writing or speaking about those with disabilities.

Examples of “People First” phrases include:

<table>
<thead>
<tr>
<th>Preferred</th>
<th>Not Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>A man who cannot walk</td>
<td>A cripple</td>
</tr>
<tr>
<td>A person who is not mobile</td>
<td>An invalid</td>
</tr>
<tr>
<td>A man who has learning disabilities</td>
<td>A dumb or stupid man</td>
</tr>
<tr>
<td>A man who has developmental disabilities</td>
<td>A mentally retarded man</td>
</tr>
</tbody>
</table>

district — All 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. The matter will go before the district president. Pastors from the Michigan and Missouri districts attended the conference. (But: The guest speaker is District President John Doe.)

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

Divine Call

Divine Service

doctor – See titles in the Stylebook.

doctrine

E

e-mail – One word, no hyphen.

e-mail addresses – Italicized but not underlined. Lowercase the first and last name. Example: david.strand@lcms.org.

end times, the

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 service of worship. Lowercase other uses. Example: The lectionary includes an Epistle reading for each Sunday of the Church Year.

ethnic – Ethnic should not be used to mean “different from me.” Every person belongs to some ethnic group.

“Ethnic” used correctly refers to any group of people with common racial, national, tribal, religious, linguistic or cultural origin and background, such as: ethnic minority or ethnic foods.

Eucharist – See Sacraments in the Stylebook.

Every One His Witness™ – Italicize. Use the superscript “TM” on the first reference only. The acronym is E1HW and should be italicized as well (no superscript “TM” with the acronym). Do not use EOHW.
Eyes of Life — Italicize.

**F**

flier — Not flyer, when referring to a printed informational product.

foreign countries — See Security (in communications) in the Stylebook.

_Free to be Faithful®_ — Italicize. Use the registration mark on first reference only.

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

**G**

Garden of Eden — “The garden” may be used after a first reference.

Garden of Gethsemane — “The garden” may be used after a first reference.

**GEO missionary** — GEO missionaries are deployed internationally for a minimum of 12 months. The GEO acronym stands for “Globally Engaged in Outreach.” Example: The LCMS Board for International Mission issued solemn appointments to three new GEO (Globally Engaged in Outreach) missionaries.

God — Capitalize God and any other nouns or pronouns that refer to Him (except when quoting from published materials, such as the ESV Bible, that do not capitalize such pronouns):

<table>
<thead>
<tr>
<th>God</th>
<th>Lord</th>
<th>Father</th>
<th>Yahweh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lord of lords</td>
<td>King of kings</td>
<td>Alpha and Omega</td>
<td>He</td>
</tr>
<tr>
<td>His</td>
<td>Him</td>
<td>Thee</td>
<td></td>
</tr>
</tbody>
</table>

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.

godly

**Good News** — Capitalize when used as a reference to the Gospel.

Gospel — Capitalize all references to the message of salvation through faith in Christ and to Law/Gospel. Capitalize “Good News” when the Gospel message is meant.
Holy — Capitalize when referring to a religious term or object: Holy Bible, Holy Baptism, Holy Trinity, Holy Land.

Holy Spirit — Capitalize when referring to the third entity of God.

house — Lowercase when referring to a church: house of God, house of the Lord.

hymn — Capitalize when referring to a specific hymn or a part of the service. Otherwise, lowercase. 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 verses, add a colon and the stanza number(s). Example: (LSB 412) or (LW 412:1–3).

hymnal — Lutheran Service Book, Lutheran Worship and The Lutheran Hymnal (always italicize) also can be called worship books because they contain liturgical materials in addition to hymns.

incarnate — Capitalize when used in a title for God, such as: Incarnate Son. Otherwise, lowercase, such as: The Son of God was made incarnate.

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. The abbreviation may be used on second reference. (Do not use “Synod headquarters” or “the National Office.”)

international schools — The LCMS operates three international schools in Asia. They are:

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

Jesus Christ — Capitalize Jesus Christ and any other nouns or pronouns that refer to Him:

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

Judgment Day — Also Day of Judgment or Day of the Lord. But lowercase last judgment and final judgment.

K

KFUO Radio, Worldwide KFUO and kfuo.org — Use one of these for referencing KFUO. On subsequent references, just KFUO may be used. Discontinue use of KFUO-AM and KFUO AM 850.

kingdom — Lowercase when modified, when the term is used generically, and in of constructions, such as: God’s kingdom, kingdom of God, kingdom of glory. However, capitalize (the Kingdom) when standing alone and referring to the kingdom of God.

L

Laborers For Christ

laity — When referring to the laity, use laypeople, layperson, lay reader, lay worker, etc. Avoid layman (laymen, laywoman, laywomen) unless gender description is necessary for clarity.

Last Supper, the

Law — Capitalize when the opposite of the Good News, the Gospel, is meant: God’s Law, Law of God, the Law, First Table of the Law. Lowercase Old Testament references to the ceremonial law.

layman, laywoman — See laity in the Stylebook.

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) only 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: The LCMS is based in Kirkwood, Mo. People throughout the LCMS responded to the earthquake.
When used as an adjective, “LCMS” should be preceded by “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)

**Lent**

**Lenten season**

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

<table>
<thead>
<tr>
<th>Gradual</th>
<th>Hymn of the Day</th>
<th>Responsive Prayer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect</td>
<td>Introit Collect</td>
<td>Sanctus</td>
</tr>
<tr>
<td>Common Doxology</td>
<td>Kyrie</td>
<td>Vespers</td>
</tr>
<tr>
<td>Entrance Hymn</td>
<td>Lesser Festivals</td>
<td>Words of Institution</td>
</tr>
<tr>
<td>Litany</td>
<td>Hymn of Praise</td>
<td>Propers</td>
</tr>
</tbody>
</table>

See prayers and canticles in the Stylebook.

**living** – Lowercase. Examples: living Lord, living Word, living God.

**Logo** – See Logo and Branding Guidelines in Letter and Grammar Guidelines.

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

**Lutheran Church—Missouri Synod, The** – Upon first reference, the organization’s full name should always be written properly, including The 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. (For use of the abbreviation or acronym LCMS and for use of the word the before the abbreviation, see LCMS in the Stylebook.)
Lutheran Church—Missouri Synod Foundation, The — The organization’s full name should always 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.

Lutheran entities — Always capitalize and spell out on first reference the names of other Lutheran church bodies, organizations and partners. For example: Concordia Publishing House (CPH), the Evangelical Lutheran Church in America (ELCA), Lutheran Bible Translators (LBT), Lutheran Services in America (LSA), etc.

Lutheran Hour, The — Put “The Lutheran Hour” in quotation marks when referring to the radio program. Example: John Doe is speaker of “The Lutheran Hour.” Otherwise: the Lutheran Hour office, the Lutheran Hour booklet, etc.

Lutheran Malaria Initiative (LMI) — The name of the initiative to mobilize nearly 8 million Lutherans in the United States in the global fight against malaria. It may be referred to as LMI after first reference. The LCMS is a partner in the initiative.

Lutheran Service Book (LSB)

Lutheran Young Adult Corps — A program that falls under LCMS Youth Ministry. Do not use LYAC as an acronym. In subsequent references, refer to it as “the corps,” “the ministry,” etc.

Lutherans For Life

M

Means of Grace — Another term for the Sacraments.

Messiah — A title for Jesus. Also: messiahship, messianic.

missionaries — Categories include career missionary (serving five or more years), GEO missionary (Globally Engaged in Outreach, serving for at least 12 months), and short-term volunteer (serving one week to six months).

Mission Field: USA — Italicize.

Muhammad — Not Mohammed.

N

new Adam

95 Theses

non-Christian/non-Lutheran — Constructions/prefixes with a proper noun are hyphenated.

Numerals — See Numbers in Letter and Grammar Guidelines.

O

Office of International Mission (OIM) — See Security (in communications) in the Stylebook for information about communicating about sensitive countries.

Office of National Mission (ONM)

ONM ministries include:
- LCMS Black Ministry
- LCMS Campus Ministry — “LCMS U” can be used interchangeably.
- LCMS Deaconess Ministry
- LCMS Disaster Response
- LCMS Health Ministry
- LCMS Hispanic Ministry
- LCMS Life Ministry — Can combine into LCMS Life and Health Ministries, when talking about both.

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

- LCMS Rural & Small Town Mission — Use “RSTM” on second reference.
- LCMS School Ministry
- LCMS Specialized Pastoral Ministry
- LCMS Stewardship Ministry
- LCMS Urban & Inner-City Mission
- LCMS Witness & Outreach Ministry
- LCMS Worship
- LCMS Youth Ministry
- Gospel Seeds
- Soldiers of the Cross
- Veterans of the Cross
ONM initiatives (all italicized) include:

- Eyes of Life
- Free to be Faithful®
- Every One His Witness™ — Include trademark symbol on first reference. Abbreviate as E1HW.
- Mission Field: USA
- Preach the Word
- re:Vitality

old Adam

Ongoing Ambassadors For Christ

P

Page/Page — Capitalize when used with a number in running text. Example: See Page 10 for the chart and Pages 11–13 for the explanation. However, when used within parentheses, lowercase and abbreviate: (p. 10) or (pp. 3–8).

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 geographic 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)
- The Lutheran Church of Nigeria (LCN)
- 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)
- India Evangelical Lutheran Church (IELC)
- Japan Lutheran Church (JLC)
- Lutheran Church in Korea (LCK)
- Gutnius Lutheran Church [located in Papua New Guinea] (GLC)
- The Lutheran Church in the Philippines (LCP)
Ceylon Evangelical Lutheran Church [located in Sri Lanka] (CELC)

EURASIA:
Evangelical Lutheran Church in Belgium (ELKB, Evangelisch-Lutherse Kerk in België)
Evangelical Lutheran Free Church in Denmark (ELFD, 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 (EEL-SF, Église Évangélique Luthérienne-Synode de France)
Independent Evangelical-Lutheran Church [located in Germany] (SELK, Selbständige Evangelisch-Lutherische Kirche)
Evangelical Lutheran Church of Almaty [located in Kazakhstan]
Evangelical Lutheran Church of Latvia (ELCL)
Evangelical Lutheran Church of Lithuania (ELCL)
The Lutheran Church in Norway (LCN)
Portuguese Evangelical Lutheran Church (PELC, Igreja Evangélica Luterana Portuguesa)
Evangelical Lutheran Church of Ingria in Russia (ELCIR)
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)
Confessional Lutheran Church of Chile (ILC—Chile, Iglesia Luterana Confesional de Chile)
The Lutheran Church in Guatemala (ILG, Iglesia Luterana en Guatemala)
The Evangelical Lutheran Church of Mexico (SLM, Sinodo Luterano de Mexico)
The Evangelical Lutheran Church of Paraguay (IELP, Iglesia Evangélica Luterana del Paraguay)
The Lutheran Church of Uruguay (Iglesia Luterana San Pablo/San Pablo Lutheran Church)
The Lutheran Church of Venezuela (ILV, Iglesia Luterana de Venezuela)

NORTH AMERICA:
Lutheran Church—Canada (LCC)
Evangelical Lutheran Church of Haiti (ELCH, Eglise Evangelique Lutherienne D’Haiti)
The American Association of Lutheran Churches (TAALC)

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

petition — Capitalize references to individual petitions of the Lord’s Prayer, such as: the First Petition. Otherwise, lowercase.
Pharaoh

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**

**Prayers and Canticles** — Capitalize the names of specific prayers and canticles, such as: the Gloria Patri, the Nunc Dimittis. See *liturgical terms* in the Stylebook.

**Preach the Word** — Italicized.

**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** — But “land of promise.”

**Prophet** — Lowercase 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* (include “The”) and *Reporter* (no “the”).

The LCMS also produces *Lutherans Engage the World* magazine, the *Journal of Lutheran Mission* and *Reporter Online*.

**Punctuation** — See Punctuation in *Letter and Grammar Guidelines*. 
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.

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

Reformation Day

reverend — See titles in the Stylebook.

re:Vitality — Italicized.

sacramental

Sacraments — Capitalize Baptism when the Sacrament is meant. Examples: the Sacrament of Baptism, the Sacrament of Holy Baptism or Holy Baptism, my Baptism, Jesus’ Baptism, John’s Baptism (when referring to John the Baptist).

   Capitalize Communion when the Sacrament is meant. Examples: Holy Communion, the Sacrament of Holy Communion or the Lord’s Supper, closed Communion, Communion hymns.

   Lowercase communion when used as a general term. Example: The fellowship of believers is a sacred communion.

   Capitalize Sacrament when used as a synonym for Holy Communion or as part of a title (the Sacrament of Holy Communion). Lowercase sacrament as follows: the Roman Catholic Church recognizes seven sacraments; Communion is a sacrament.

Sadducee

Saint/St. — Abbreviate in conjunction with names of apostles and sainted church fathers. Examples: St. Paul, St. Augustine.

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

   Lowercase of constructions referring to Satan (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.

Schools (sensitivities) — Per guidance from the director of LCMS School Ministry, do not use the word “struggling” to describe schools facing challenges or those in decline.

Scripture(s) — Capitalize when referring to the Bible. Also Holy Scriptures. Lowercase when used as a general term for religious writings, such as: Buddhist scriptures. See Bible in the Stylebook.

Scriptural

Security (in communications) — Reference the LCMS Communications Security Guidelines document and coordinate with OIM when reporting on activities/ministries in foreign countries due to potential religious, international socio-political, State Department and cultural issues precluding certain locations. Example: Do not mention Turkey or China at all unless cleared by OIM.

Son — Capitalize when referring to the second person of the Trinity. Examples: Son of God, Son of man, Son of Mary.


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

See Abbreviations in Letter and Grammar Guidelines for state abbreviations in news stories, articles and other correspondence. See Envelopes/Mailing Labels in Letter and Grammar Guidelines for state abbreviations for use in addresses.

Synod — Capitalize when referring to the LCMS, such as: the Synod convention (always precede “Synod” with “the”). Avoid use of “synodical” and “synodically.”

Synod worldwide geographical areas/regions — The OIM’s work is divided into four regions: Africa, Asia, Eurasia and Latin America and the Caribbean. (NOTE: The directors for Asia, Eurasia and Latin America are “regional directors.”)

The Africa Region is made up of two areas: West and Central Africa and Eastern and Southern Africa. (NOTE: Their directors are “area directors.”)

Synodwide — Capitalize when referring to the LCMS and do not hyphenate.
tabernacle
temple
titles — ABBREVIATED RELIGIOUS TITLES: In running text, always 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 and magazine titles — including the titles of the Synod’s publications — in italics and all other titles (movies, songs, hymns, TV shows, poems) in quotes. Example: 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: In general, confine capitalization to 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.

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

Do not capitalize director of Christian education, director of Christian outreach, deaconess, etc., 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. or Miss. Exception: They may be used in letters or other formal correspondence.

Trinitarian — Capitalize references to “Trinitarian” when used as a noun to refer to a believer in the doctrine of the Trinity and when used as an adjective pertaining to the Trinity. Otherwise, lowercase.

Trinity — Capitalize references to Trinity and the three persons of the Trinity: Father, Son and Holy Spirit (preferred to Holy Ghost). See God and Jesus Christ and Son in the Stylebook.

Triune God
undershepherd

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.

verse — Abbreviate v. or vv. in parenthetical references. Never use vs, which is the abbreviation for “versus.”

Vespers — Do not use “Vesper Service.” See liturgical terms in the Stylebook.

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 Herbert C. Mueller Jr.; the Rev. Dr. Herbert C. Mueller Jr., first vice-president.

Virgin Mary


NOTE: In most cases, remove “http://www.” from URLs. However, always test URLs to make sure they still work, since there are exceptions to deleting these prefixes (including those beginning “http/https” with no “www”).

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.

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.

worship/service — Use either “worship” or “service,” not “worship service.”
worshiper, worshiping – Only one “p” in each.

Y


Youth Gathering – Refer to as “the LCMS Youth Gathering” on first reference and “the Gathering” on subsequent references. Do not include “National.”
Letter and Grammar Guidelines

Abbreviations

1. The first time the name of our church body or a related agency is used, it should be spelled out in full. The acronym should be typed immediately after the name in parenthesis: See abbreviation/acronym in the Stylebook. Examples:

   The Lutheran Church—Missouri Synod (LCMS)
   Lutheran Church Extension Fund (LCEF)
   International Center (IC)
   Concordia Publishing House (CPH)
   Concordia Historical Institute (CHI)

   After first reference, it is acceptable to use the acronym alone. NOTE: Acronyms have no periods, and “LCMS” has no dash or hyphen. See Special Terms and Names in the Letter and Grammar Guidelines for more acronyms.

2. The names of other Lutheran church bodies can be abbreviated after the first reference as follows:

   Evangelical Lutheran Church in America (ELCA)
   Wisconsin Evangelical Lutheran Synod (WELS)
   Evangelical Lutheran Synod (ELS)

3. 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.

4. Abbreviate the word “evangelical” only in a church name for Lutheran audiences. Example: Mount Calvary Ev. Lutheran Church. NOTE: It is generally not necessary to include “Evangelical” or “Ev.” in a congregation’s name. See church names in the Stylebook.

5. 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.

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

6. The following are acceptable abbreviations for months of the year when used with a specific date. Example: Jan., Feb., Aug., Sept., Oct., Nov., Dec. NOTE: Spell out when used alone or with only a year.

Always spell out March, April, May, June and July. 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. Example: January 1999 was a cold month. Jan. 2 was the coldest day. Feb. 14, 2004, was the target date.

Dates should not be abbreviated with numbers (3/24/99) unless they are 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.

7. In body copy, abbreviate avenue (Ave.), boulevard (Blvd.) and street (St.) 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.

8. 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.

9. When using a state name only, spell out the state. When used with a city name, states should be abbreviated in body copy as follows:

| Alabama – Ala. | Maryland – Md. | North Dakota – N.D. |
| Connecticut – Conn. | Missouri – Mo. | South Carolina – S.C. |

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

*Continue to use state abbreviations with city names in the body of text, despite recent AP style change stating states should be spelled out. See also the AP Stylebook’s datelines entry for cities that do not require accompanying state names.
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. See Envelopes/Mailing Labels in the Letter and Grammar Guidelines for Postal Service abbreviations for states.
Capitalization

1. Capitalize the word “church” as part of the formal name of a building, congregation or denomination. Example: St. Paul Lutheran Church. Also capitalize when referring to the priesthood of all believers. Example: The Church encourages you to trust in God. 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.

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

3. 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.

4. Institutions and organizations. Capitalize the names of companies, brand names, associations, societies, schools, churches, clubs and other groups of public character. Examples: Do you go to Trinity Lutheran Church? The Apple computer arrived today.

5. 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.

6. 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.

7. 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.

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

9. Relatives. Capitalize a word that designates family relationship unless it is preceded by a pronoun, like “my.” Always capitalize the word when it is followed by a proper name. Examples: I told Father about it. Then my father called me. Have you contacted Aunt Ann?
10. **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. American History 201 meets on Tuesdays and Thursdays.

11. **a.m./p.m.** Lowercase with no spaces and two periods. NOTE: 12 p.m. is noon. 12 a.m. is midnight.
Letters

1. Use Goudy Old Style as the primary font for correspondence. When this typeface is not available, use Times New Roman. (See the Brand Manual at lcms.org/brand for more information.)

2. Do not use abbreviations in the inside address of a letter (except for the two-letter state or province abbreviation, which is permissible).

3. A clergy executive will frequently use the salutation “Dear Brother” or “Dear Brother ____________.” Use a colon following the salutation, not a comma. Examples:

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

   A clergy executive may also use closings of a more spiritual nature, such as “Yours in Christ,” “Fraternally” or “In Him.” Use a comma following the closing phrase. In a two-word closing, only the first word is capitalized. Examples:

   In Him,
   Sincerely,
   Cordially yours,

4. If you are unsure of the title or gender 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.

5. Type the following information at the top, in the 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 here to include a person’s position title behind his/her name. Example:

   John D. Smith
   Feb. 8, 2018
   Page 2

6. 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
7. If the letter is to be marked “PERSONAL” or “CONFIDENTIAL,” type this in capitals and place it a double space above the inside address.

8. Type reference initials at the end of a 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, or Sincerely yours,
   John J. Doe                John J. Doe
   Executive Secretary      Executive Secretary

   JJD:az or JJD/az            az

9. If enclosures are being sent with a letter, type the word “Enclosure” or “Enclosures” immediately below the reference initials. Never abbreviate the word “Enclosure.” Some people prefer that the number of enclosures also be indicated, such as: Enclosures 3.

   You might want to consider actually typing the name(s) or description(s) of what is enclosed on the actual letter behind the word “Enclosures.” Check with your supervisor or use your own judgment in determining whether this is advisable.

   Another suggestion is that, 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.

10. 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

11. 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.

12. 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.”

32
13. A subject line 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, if you prefer, 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:”

14. An attention line 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 may be formatted in its traditional position, which is a double space below the inside address, or typed as the second line of the address. Example:

General Services or St. John Lutheran Church  
The Lutheran Church—Missouri Synod Attention: Mr. John Hill  
1333 S. Kirkwood Road 123 Main St.  
St. Louis, MO 63122-7295 Fairhope, AL 36532

Attention: Mr. John Doe
SAMPLE LETTER

September 1, 2020

Rev. Dr. John Doe, President
LCMS Missouri District
660 Mason Ridge Center Dr., Suite 100
St. Louis, MO 63141-8557

Dear 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 typing 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 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
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 the Mail Center 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 Center 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:

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

See abbreviations in Letter and Grammar Guidelines.
11. The two-letter abbreviations for provinces in Canada are:

<table>
<thead>
<tr>
<th>AB</th>
<th>Alberta</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>British Columbia</td>
</tr>
<tr>
<td>LB</td>
<td>Labrador</td>
</tr>
<tr>
<td>MB</td>
<td>Manitoba</td>
</tr>
<tr>
<td>NB</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>NF</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>NT</td>
<td>Northwest Territories</td>
</tr>
<tr>
<td>NS</td>
<td>Nova Scotia</td>
</tr>
<tr>
<td>ON</td>
<td>Ontario</td>
</tr>
<tr>
<td>PE</td>
<td>Prince Edward Island</td>
</tr>
<tr>
<td>PQ</td>
<td>Quebec</td>
</tr>
<tr>
<td>SK</td>
<td>Saskatchewan</td>
</tr>
<tr>
<td>YT</td>
<td>Yukon Territory</td>
</tr>
</tbody>
</table>
Memorandums

1. 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. NOTE: Do not use a salutation or a closing when writing a memo. Example:

MEMORANDUM

The Lutheran Church—Missouri Synod
Department Name

TO:

FROM:

DATE:

RE:

2. The second page of a memorandum should have a heading at the top as follows:

   Name (of person to whom the memo is addressed)
   Date
   Page #

   If the memorandum is addressed to more than one person, you may either type all the names or just type the word “Memorandum” in place of the addressees’ names.

3. Memorandums should be signed or initialed, just like a letter, but usually after the “from” line.
SAMPLE MEMORANDUM

The Lutheran Church—Missouri Synod
Department of Rosters and Statistics

TO: Administrative Assistants

FROM: Samuel Doright

DATE: September 1, 2018

SUBJECT: Company Correspondence

Correspondence within the Synod is usually typed in memo format on plain white paper. Letterhead should only be used for correspondence going outside the office. 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. Above all, minutes should be precise and concise.

2. Strictly speaking, minutes ought to record the formal actions taken by a group. This includes common consents officially arrived at by the chair to which all agreed. The secretary writing the minutes must be cautious of instances of seeming concurrence. These need to be handled very carefully. Simply because someone made a statement at a meeting does not mean that the meeting agreed and that action can follow on the basis of that statement.

3. The minutes should state the name of the group, the date and time of the meeting (beginning and end), and the location.

4. An early paragraph should state who was present and who was absent.

5. Reference should be made to the opening devotion.

6. The approval of the previous minutes should be one of the first items on the agenda. Even though minutes are primarily intended to record the definite actions taken, meetings sometimes are of a consultative nature where no decisions are reached, but where matters are merely discussed. At such times, it may be necessary for the secretary to give a concise summary of the discussion.

7. Within a triennium (the three-year period between the Synod’s conventions), the paragraphs of board minutes should be numbered consecutively instead of beginning with number one at each succeeding meeting. This expedites indexing.

8. It is also 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 during the course of a whole triennium.

9. Minutes should be indexed. Two systems are preferable:
   • A familiar index card system; or
   • Pasting the entire paragraph on a certain subject on a sheet of paper, which, during the course of time, becomes a running narrative of the actions taken by the board on a certain subject. Each page is therefore given a subject title and the pages are filed in a ring binder in alphabetical order.

10. Motions may be recorded in several different ways. Example:

    It was moved, seconded and carried...
    The Board decided...
    The Board resolved...
    By formal action the Board...
11. Important subjects should be cast in formal resolution form. The style to be used:

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.”

12. Within minutes, resolutions should be indented and in block form; when standing alone, resolutions should use indented paragraphing.
Numbers

1. Use Arabic numbers (e.g., 2) and not Roman numerals (e.g., II) for books of the Bible. See Bible in the Stylebook.

2. At the beginning of a sentence or heading, spell out numbers. Better still, rephrase to avoid beginning with numbers. Examples: Three is the best number. The best number is three.


4. Spell out numbers from one through nine; use figures for numbers above nine. Examples: The Volkswagen carried two men and three children. There were 13 people crowded into the Cadillac.

5. Numbers in the millions or above may be expressed partially in words. Example: Sales for November were $21 million.

6. 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.

7. 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.


9. 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.

10. When writing percentages, use figures. The percent sign (%) can be used in tables. The word “percent” is typed out in other correspondence. Examples: These items are selling at a 25 percent discount. The markup is 60 percent.

11. When the day follows the month, use cardinal numbers only (1, 2, 3, etc.), not ordinal numbers (1st, 2nd, 3rd, 4th). Examples: Your letter from May 7 was not received. His birthday is Aug. 10.

12. Use figures to express measurements and other numerical quantities. Examples: The dimensions of his office are 8 feet by 10 feet; the 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.
13. Avoid having two unrelated numbers come together in a sentence. If it is necessary, separate them with a comma. Examples: In 1970, 843 new customers were added. In 1970, five new customers were added.

14. Always use figures for ages. Examples: The boy is 5 years old. The boy, 7, has a sister, 10. The woman is in her 30s.

15. An en dash should be used between numbers. Examples: 123–125; John 15:1–5.
Punctuation

SPECIAL

1. Bible references should be punctuated with a colon dividing the chapter and verse. Examples: Judges 21:25, Rom. 14:1. See Bible in the Stylebook.

2. Commas or periods are always placed inside closing quotes. Colons and semicolons, however, go outside the quotes. 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 only one space at the end of a sentence.

COMMAS (See commas in a series in the Stylebook.)

1. Conjunction. Independent clauses joined by one of these conjunctions (and, but, or, for, nor) are separated by a comma. (Exception: The comma may be omitted if both clauses are very 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. The meeting is important and I plan to attend.

2. “And” omitted. Use a comma to separate two or more adjectives that modify the same noun. (If “and” cannot be substituted, no comma is needed.) However, the comma is not used if the first adjective modifies the combined idea of the second adjective plus the noun. Examples: He was a thin, old man. A cheap fur coat. She enclosed a self-addressed, stamped envelope.

3. Essential clauses. Must not be set off from the rest of a sentence by commas. Example: Writers who do not read the guidebook should not criticize their editors. (Suggests only one class of writers, those who do not read the guidebook, should not criticize their editors. If “who ... guidebook” is deleted, the meaning would be changed.)

4. Nonessential clauses. Must be set off by commas. Example: Writers, who do not read the guidebook, should not criticize their editors. (Suggests all writers should not criticize their editors. If “who ... guidebook” is deleted, the meaning of the sentence would not be changed.)

5. Essential phrases. Must not be set off from the rest of a sentence by commas. Examples: We saw the critically acclaimed movie “Luther.” They ate dinner with their daughter Julie.

6. Nonessential phrases. Set off with commas. Examples: 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.
7. **Introductory clauses and phrases.** A comma is used 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.

8. **Introducing direct quotes.** Use a comma to introduce a complete one-sentence quotation within a paragraph. Example: Smith said, “I see a prosperous future for the company.” Do not use a comma at the start of an indirect or partial quotation. Example: He said the victory put him “firmly on the road to a first-ballot nomination.”

9. **Before attribution.** Use a comma instead of a period at the end of a quote that is followed by attribution. 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.

10. **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, June 30, 1970, he returned from his trip abroad. We received a report for May 1985. See abbreviations in the Letter and Grammar Guidelines.

11. **Large figures.** Use a comma for most figures greater than 999. Example: He is asking $144,500 for his house. Exceptions: The major exceptions are street addresses (1234 Main St.), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers and years.

12. **With 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**

The semicolon usually indicates a stronger break than a comma requires, but less than what a period implies.

1. A semicolon is used to separate elements of a series when individual segments contain material that also 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.

2. A semicolon is used when a coordinating conjunction (such as “and,” “but” or “for”) is not present. Example: The package was due last week; it arrived today.

3. If a coordinating conjunction is present, a semicolon is used before it only if extensive punctuation also is required in one or more of the individual clauses. Example: They pulled
their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane.

**COLON**

1. Use the colon at the end of a sentence that introduces lists, tabulations, texts, etc. Examples: He promised this: The company will make good on all the losses. 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.

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; Missouri Code 3:245-260), time elapsed (1:31:074.2) and time of day (8:30 p.m.).


**APOSTROPHE**

Apostrophes can be used in a number of different ways. The possessive form is used not only to show possession (John’s football), but also to show origin or source (America’s businessmen), kind or type (a man’s hat) and many other relationships (Barbara’s red hair, Grandmother’s cooking skill, etc.).

1. To form the possessive of a singular noun not ending in “s” or an “s” sound, add the apostrophe and “s” (’s) to the noun. Example: The boy’s coat was left 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; 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’.

   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,” since the apostrophe is actually forming a contraction. Examples: What is its significance? Whose turn is it? (not “Who’s turn” which would mean “Who is”).

5. Add an apostrophe and “s” to the last word in a compound phrase. Examples: It was somebody else’s fault. My father-in-law’s business is closed today.

6. Use your judgment when determining whether to use an apostrophe for the possessive of a proper noun or an inanimate term; in many cases, it is unnecessary or inappropriate. 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.

**DASHES/HYPHENS**

Dashes (‐), en dashes (–), em dashes (—):

Dashes (‐) join words (no spaces).


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

Three em dashes denotes a second citation of the same author in the Bibliography (———).

**Inclusive numbers:**

- 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:
But within a decade, repeat only the last two digits (2010–17).

Hyphens are joiners. Use them 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. Examples: He is a well-known writer. The typewriter was in first-class condition. Her full-time employment began in June. You have a know-it-all attitude. He is having a very good time. This is an easily remembered rule.

2. When an expression that would ordinarily be hyphenated follows the noun, no hyphens are necessary. Examples: The dress, a bluish green, was attractive on her. His attitude suggested that he knew it all. She was employed full time in June.

3. But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb “to be,” the hyphen usually must be retained to avoid confusion. Examples: The man is well-known. The woman is quick-witted.

4. Use a hyphen to designate dual heritage (Italian-American, Mexican-American), but no hyphen, however, for French Canadian or Latin American.

5. The prefixes self and half take hyphens. Examples: a self-made man, a half-empty bottle, self-respect.


7. Spell out numbers used as the first word in a sentence, and 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.

Use hyphens to separate figures in odds, ratios, scores and some vote tabulations.

8. When a noun is separated from several modifiers that 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.

9. The prefixes inter, non, semi and sub do not take hyphens unless they are used with proper nouns. Examples: interchange, interoffice memorandum, nonprofit, non-Christian.
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. When typing on a keyboard, type two hyphens. See LCMS in the Stylebook.

2. Another official name that uses an em dash (with no spaces) is: Lutheran Church—Canada.

3. When using acronyms (initials in place of a full name), do not separate the letters with periods or hyphens. Always spell out the acronym 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)
   General Services (GENS)
   Concordia University System (CUS)
   LCMS Foundation (FND)
   Human Resources (HR)
   Information Technology (IT)
   Accounting (ACCT)
   Internal Audit (INTA)
   Executive Offices (EXEC)
   Lutheran Women’s Missionary League (LWML)
   Lutheran Hour Ministries (LHM)
   Lutheran Immigration and Refugee Service (LIRS)
   Lutheran World Relief (LWR)
   Lutheran Education Association (LEA)
   Lutherans For Life (LFL)

4. When using an acronym preceded by “a” or “an,” be guided by the sound of the first letter of the acronym. 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.

5. It is always the LCMS SELC District. Do not separate SELC with periods.
Logo and Branding Guidelines

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

**TELEPHONE**

1. When your telephone rings, answer as soon as possible. Always answer before the third ring even if you are in the middle of an important job.

2. Never leave your phone unattended. If you step away from your desk, put it in voice mail or forward it to a co-worker. An unattended, ringing phone frustrates callers and annoys co-workers.

3. Identify your department by name when answering the telephone. Also, many departments have made it a policy to have the person answering the telephone identify himself/herself by name. For example: General Services, Jane Smith speaking.

4. Be courteous, even when the person calling is not (or rather, especially when the person calling is not!). If the caller is angry or upset, let the person talk. Then deal with him or her in a kind and courteous manner.

5. Record telephone messages promptly and accurately. Don’t trust your memory. Always be prepared to take notes; have a pen and paper handy.

6. Screen calls skillfully. Abrupt questions like “Who is calling?” or “Who is this?” are rude. It is best to ask, “May I tell Mr. Jones who’s calling, please?” or “May I ask who is calling, please?”

7. If you must put a caller on hold, explain why and ask if it is acceptable. Don’t keep callers hanging on indefinitely. Offer to take the person’s name and number and call back when you have the information requested.

8. Don’t transfer calls at random. If you transfer a call to someone, wait until he or she answers, then announce the transfer. If you’re not sure what department the call should be transferred to, don’t guess. Transfer the call to the LCMS Church Information Center staff (Exts. 1082 or 1088) and let them direct the call to the appropriate area. Always let the caller know what you are doing before you transfer the call.

9. Talk clearly and simply. Avoid using slang expressions. Remember to use “please” and “thank you.” Do not answer the telephone while you are eating.

10. Try to convey friendly and intelligent interest. Speak in a normal voice but avoid a monotonous tone. Visualize the person on the other end of the line. Speak directly to that person, not at the telephone.

11. Speak directly into the telephone transmitter; don’t let the phone drift from its position.
12. Avoid rushing the caller or leaving the impression by the tone of your voice that the call is an intrusion.

13. Remember: When you answer the phone, you are representing The Lutheran Church—Missouri Synod. You might be the only contact this person may have with us. This is your opportunity to make it a good experience.

**EMAIL**

1. Email is meant for quick, simple communication. As a general guide, that means roughly two or three paragraphs at most. Anything much longer is probably best sent as a separate attachment, such as a Word file, or handled via telephone.

2. Most busy people want the main message explained in the shortest possible space.

3. It is common courtesy to write something in the subject line to describe what information you’re delivering. When reviewing a list of new emails, we all use the subject lines to quickly determine what gets opened first. The more information you give in the subject line, the better. For example, instead of writing “Meeting” in the subject line, give the details: “Marketing meeting scheduled for Nov. 9.”

4. Spelling and grammar matter in email. Anything else shows a lack of attention to detail and sends the wrong message about yourself and how you do business. You wouldn’t send a letter that was poorly punctuated and used no capital letters. Why not make sure your email messages look professional too?

5. Be careful when playing with funky formatting. Your email program may let you underline, italicize, boldface and color your words, but when your recipients read your messages, these features may not translate because of differences in email systems. Or when they come through, the result may make you seem amateurish and discredit your communication.

6. A safe way to emphasize a word is to type it in capital letters. But be careful. While capitalization makes an impact when used occasionally, it’s extremely hard to read long passages written in all caps.

7. 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.

8. Finally, be sure to use the copy (Cc:) and blind copy (Bcc:) fields appropriately. Include recipients in the “Cc:” field if these people need to know about the subject but are not required to act on the contents. The “Bcc:” field is useful for including others who remain concealed from the main group of recipients and from each other. For example, John sends Bob an email, and he copies Harry in the “Cc:” field. John includes Sue and Tina as blind copies so they can see the original recipients, but Bob and Harry won’t see their names, nor will Sue and Tina see each other. If an announcement-type email is sent to a large group of people, address the email to yourself and put all of the group’s email addresses in the “Bcc:” field. That way the recipients won’t have to scroll through a long list of email addresses just to get to the message.

EMAIL SIGNATURES

1. **Font.** Use either of the default fonts provided by Outlook:
   1) Cambria
   2) Calibri

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
   Name of the church body
   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 website address – 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 you don’t already have them). 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. 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: Think of citations in footnotes 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 parenthetic information. Periods are only used in footnotes in abbreviations. 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), #.

For an article:
Author’s first name last name, “Title,” Publication Vol. #, no. # (Date): #.

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.,” and “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.”
Numbers

Inclusive Numbers:
- 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)

First reference:
Paul T. McCain et al., ed., Concordia: The Lutheran Confessions, 2nd ed.¹ (St. Louis: Concordia, 2005).


¹ 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.
**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:


**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 (Chicago or AP). 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**


**Two or more authors**

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


Editor or translator instead of author


Editor or translator in addition to author


Chapter or other part of a book


Preface, foreword, introduction or similar part of a book


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.

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


**Journal article**

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

**Article in a print journal**


**Article in an online journal**

For a journal article consulted online, include an access date and 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.


Magazine article


Newspaper article
Newspaper articles may be cited in running text (“As Elisabeth Bumiller and Thom Shanker noted in a New York Times article on January 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.


2. Bumiller and Shanker, “Pentagon Lifts Ban.”

Book review


Thesis or dissertation


Paper presented at a meeting or conference

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, include an access date and, if available, a date that the site was last modified.


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 February 16, 2012, ...”) instead of in a note. The following examples show the more formal versions of the citations.


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.


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 August 25, 2011, ...”) instead of in a note. The following example shows the more formal version of a note.
