ELCA Style Guide
Alphabetized Word List

The primary style manual for the Evangelical Lutheran Church in America (ELCA) is the current edition of the Associated Press (AP) Stylebook. The primary dictionary is the current edition of Merriam-Webster’s Dictionary. When alternate spellings are available in the dictionary, the first reference is used. Don’t assume that an entry in this word list implies a difference with Merriam-Webster’s or the AP Stylebook.

NOTES:
- Use only one space between sentences and after a colon (except in biblical citations where there is no space following the colon).
- In general, italic type is discouraged. It is used in this guide, as it is in AP Stylebook, for emphasis and clarity.
- An entry marked “preferred” indicates the style that should be used if possible. If an alternative is needed, justification for the choice should be provided to the editorial specialist.
- Resources of a highly academic nature that include footnotes should be edited per Chicago Manual of Style (chicagomanualofstyle.org/tools_citationguide.html).
- Since texts prepared for liturgical use often quote or paraphrase Bible passages, texts in Evangelical Lutheran Worship resources employ a more economical use of added style characteristics such as capitalization, so these texts are consonant with the style of the New Revised Standard Version of the Bible. Quotations from Evangelical Lutheran Worship resources will reproduce the style of those resources. For consistency, newly develop or adapted texts for liturgical use normally follow Evangelical Lutheran Worship style.

Abba
Aramaic for “father”; do not italicize

acronyms
Generally do not use acronyms, exceptions are ELCA, acronyms in common usage per Merriam-Webster’s Dictionary and for versions of the Bible. Spell out the name of this church in first reference with acronym in parentheses following:
   The Evangelical Lutheran Church in America (ELCA) is a church body whose national offices are in Chicago. The ELCA has over 10,000 congregations.
It’s OK to use MYLE and tAble for the respective ELCA youth events.
See Appendix 1 for acronyms for versions of the Bible.

accompaniment
Describes the way God walks with us and the way the ELCA therefore walks with and works among Christian communities in other countries, as well as work in local communities.

A.D./B.C.; C.E./B.C.E./
see B.C./A.D.

Administrative Team
Oversees and coordinates the work of the churchwide organization, engages in strategic planning and monitors the implementation of the Plan for Mission and the operational plan for the biennium. It coordinates the work of cross-unit teams and provides a forum for addressing leadership development and discussing interdependent relationships, highly confidential issues and other issues raised by the presiding bishop.

adolescent
Do not use; use boy, girl, young adult or youth.
see these entries for further guidelines
adult
At age 18, everyone is either a man or a woman; any reference to adult women as “girls” or adult men as “boys” is unacceptable.
see also boy; girl; man; woman; young adult; youth

advent/Advent
Capitalize when referring to the Advent season; but lowercase for “the advent of our Lord.”

affect, effect
Most common usage:
“Affect” (verb) means “to influence”:
The sudden snowstorm affected their travel plans.
“Effect” (noun) means “a result or consequence.”
The sudden snowstorm had no effect on their travel plans.
Rare usage:
“Effect” as a verb means “to bring about” or “to cause.”
The new mayor hoped to effect change in the economy.

affirmation of baptism/Affirmation of Baptism
Lowercase when used as a general term:
After the hymn of the day comes the affirmation of baptism.
Capitalize when referring to the title of the liturgical rite, usually including a page citation for the service:
Note how the laying on of hands is done in Affirmation of Baptism (Book of Worship, page 82).
see baptism

Africa/African
Use only when referring to the entire continent; otherwise, refer to a particular country, culture or people.

African American (adj.)
Don’t hyphenate (exception to AP Stylebook). The usage of the cultural-ethnic background of people who were transplanted to the Americas (by immigration or by slave trade) is preferred, rather than referencing skin color. This usage affirms the rich ethnic traditions from which people have come rather than simply indicating skin color or a perceived skin color. Since members of some ethnic groups use different terms when referring to themselves, if possible ask them how they would like to be identified.

African Descent Ministry Strategy
Capitalize in this usage; lowercase “descent” in general references to individuals of African descent. Hyphenate if used as an adjective:
These are values of the African-descent community.

age
Refer to people age 18 and older as either a man or a woman; at age 18, everyone is referred to as an adult.
Avoid using the terms “boy” and “girl” for anyone older than 12.
“Older adult” is preferred over “elderly” or “senior citizen”; but their use in generic phrases that don’t refer to specific individuals is acceptable: “senior citizen discount,” “a home for the elderly.”
Always use numerals; hyphenate ages used as adjectives:
A 5-year-old girl painted it. The book was written for 3-year-olds.
Avoid using “teenager,” “adolescent” and “kids.”
see also adult; boy; girl; man; woman; young adult; youth
AIDS
Acronym for acquired immunodeficiency syndrome—all caps, no periods. Use “people with AIDS” or “people living with AIDS”; *do not use* “AIDS victim”; when reference includes family and friends, use “people affected by AIDS.”
*Use “HIV and AIDS” not “HIV/AIDS.”
*see also HIV

Alaska Native
Indigenous people of Alaska. Since members of some ethnic groups use different terms when referring to themselves, if possible ask them how they would like to be identified.
*Do not use* “Native Alaskan.”

Alcoholics Anonymous
AA is acceptable after first reference; note the absence of punctuation.

Aleut
One of numerous Alaska Native people; indigenous people of the Aleutian Islands off the southwest coast of Alaska.
*see also* Alaska Native

Allah
Arabic for “God.”

alleluia/Alleluia!
capitalize only when used as an interjection.

All Saints Day
No apostrophe.

all together, altogether
“All together” is an adjective and means “gathered in one place”:
The Old and New Testaments were printed all together in one volume.
“All together” is an adverb meaning “wholly” or “completely”:
The stories were altogether true.
Or “in all”:
There were four stories altogether.
Or “on the whole,” “in the main”:
Altogether, the story seemed probable.

almighty God
*Note* capitalization treatment.

altar
The table or stand used for sacred purposes in worship.
Always Being Made New: The Campaign for the ELCA
Complete name of the five-year campaign of the ELCA; should be in italics (except in news releases/magazine) and capitalized as here; second reference should be The Campaign for the ELCA, also in italics; if “campaign” is used alone, it should be lowercase. Campaign concluded on June 30, 2019 Priorities of the campaign and their treatment are as follows:
  Congregations
    Renewing Congregations
    ELCA New Congregations
    Disability Ministries
  Leadership
    ELCA Fund for Leaders
    Youth and Young Adults
  Hunger and Poverty
    ELCA World Hunger
    ELCA Malaria Campaign
  Global Church
    Missionaries and Young Adults in Global Mission
    Global Ministries
    International Women Leaders

a.m., p.m.
Lowercase, with periods

ambo
A single reading stand for the proclamation of the readings and preaching; often used instead of “lectern” in liturgical settings.

America
Do not use when “United States” is meant

American(s)
Popular usage, even outside the United States, often refers to U.S. citizens as “Americans,” but they aren’t the only Americans or, strictly speaking, the only North Americans. Be as clear as possible in the reference, such as “people of the United States” or “citizens of [country].”

American Indian
Indigenous people of North America, except for those identified as Alaska Native people; refer to a specific nation when possible:
  He is a Hopi commissioner.
Since members of some ethnic groups use different terms when referring to themselves, if possible ask for clarification.

amid
Not amidst.

among
Not “amongst.”
among, between
In general, “among” introduces more than two items:
Jesus distributed the bread among the men, women and children gathered.
“Between” introduces only two items:
I am between a rock and a hard place.
see AP Stylebook entry for “among, between” for more information

and/or
Do not use this device or shortcut, as it damages the clarity of a sentence and often leads to confusion or ambiguity; instead offer more explanation as to the options involved in the reference.

annunciation/Annunciation
Capitalize only when referring to the festival on March 25 that commemorates the announcement of the incarnation to Mary: “The Annunciation of Our Lord.”

anti-
In general, hyphenate after this prefix, although there are many exceptions
see AP Stylebook entry for more information
see also prefix

anti-Christ/Antichrist
Someone or something opposed to Christ is “anti-Christ” (adjective). “Antichrist” (proper name) refers to the individual who, according to the Bible, will challenge Christ.

anti-racism

anti-Semitic/anti-Semitism
note capitalization

anyone, any one; everyone, every one; someone, some one
When the emphasis is on “any,” “every” or “some” and when the person/people is/are thought of in general terms, write as one word:
Everyone who is baptized …
When the focus is on each person and the emphasis is on individuality, write as two words:
Every one of the baptized …

apocalypse/Apocalypse
Capitalize only when referring to the book of Revelation or the Apocalypse of John.

Apocrypha
Jewish intertestamental writings; the books that are in the Septuagint or Vulgate versions of the Bible, but not included in the Jewish or Protestant canons.

apocryphal/Apocryphal
Lowercase when referring to a story that may not be true; capitalize only when referring to the Apocrypha.

apologist/Apologist(s)
Capitalize only when referring to someone who was of this group of second-century Christian theologians, such as Justin Martyr.
Apology, the
Place in quotation marks when referring to the work by Justin Martyr or Plato; do not use quotation marks when referring to the Apology to the Augsburg Confession.

apostle/Apostle(s)
“The apostle Paul,” “this apostle”; but “Apostle Paul.”

Apostles’ Creed, the
Capitalize with an apostrophe; lowercase “creed” when using the short form in subsequent references: “the creed”

apostolic/Apostolic
Lowercase “apostolic church,” “apostolic council,” “apostolic greetings,” “apostolic succession”; but “the Apostolic Fathers.”

appraise, apprise
“Appraise” is to evaluate:
Let me appraise the situation in the assembly plenary.
“Apprise” is to inform:
I will apprise the secretary of the mood of the plenary.

article/Article
Capitalize when referring to individual articles of the creeds: “the Third Article”; but “this article.”

as, like
Use “as” as a conjunction to introduce clauses:
Jane plays cello as a musician should.
Use “like” as a preposition for comparing nouns and pronouns, which requires a direct object:
Jane plays like a musician.

ascension/Ascension
Lowercase “Christ’s ascension”; capitalize only when referring to the Thursday, 40 days after Easter, that commemorates Christ’s ascent into heaven: “Ascension Day.”

Ash Wednesday
Capitalize

Asian
Use for people from countries in Asia; do not use “Asiatic” or “Oriental” when referring to people; whenever possible, make references to the specific country:
Filipinos are people from the Philippines.

Asian American
Do not hyphenate (exception to AP Stylebook); U.S. citizens of Asian descent.
assembly/Assembly
Capitalize when using the full name of the event:
   I attended the 2009 ELCA Churchwide Assembly.
Lowercase if the full title is not being used:
   During the assembly we sat in the visitors' section.
“Assembly” is also used when referring to the worshiping congregation with its ministers:
   The assembly rose to sing the hymn.
see also Churchwide Assembly; Synod Assembly (lowercase churchwide assembly/ies and synod assembly/ies when used in a general way)

assisting minister
Lowercase.

associate/s in ministry (do not use)
Title for associates in ministry, diaconal ministers and deaconesses is now “deacon.”
see also deacon and deaconess

assumption/Assumption
Capitalize only when referring to the Aug. 15 festival on the Roman Catholic calendar: “The Assumption of the Blessed Virgin Mary.”

Athanasian Creed, the
Capitalize; but lowercase “creed” when using the short form in subsequent references: “the creed.”

atonement
Lowercase.

ATTN:
Note preferred style.

Augsburg Confession
Do not italicize or enclose in quotation marks.

a while, awhile
When used with “for,” write as two words:
   She will travel for a while.
   But she will travel awhile.

Baal/baals
Reference to any of numerous Canaanite and Phoenician local deities; singular, without article, usually capitalize:
   The people went out to worship Baal.
plural form is lowercase: “baals” or “baalim”

baby Jesus
Lowercase “baby.”
baptism/Baptism
Baptism is the celebration of the Sacrament of Holy Baptism; capitalize when referring to the Christian sacrament or rite, usually accompanied with a page citation for the service: “Holy Baptism,” “Sacrament of Holy Baptism”; lowercase when used as a general term: “baptism by fire,” “remembering my baptism,” “Jesus’ baptism”:
   Many Christians practice infant baptism.

baptismal, baptismal candle, baptismal garment
Any such adjectival usage of “baptismal” is lowercase.

baptismal font
* Prefer simply “font.”

baptized, the
Lowercase.

B.C./A.D.; B.C.E./C.E.
B.C. is abbreviation for “before Christ,” and should come after the year; A.D. is abbreviation for “anno Domini,” “in the year of our Lord,” and should come before the year; B.C.E is abbreviation for “before the common era”; C.E. is abbreviation for “common era”;
* Prefer usage of B.C./A.D.; however B.C.E./C.E. are acceptable to use especially in an inter-religious situation where this usage is more hospitable than B.C./A.D.

beatitude(s), Beatitudes
Capitalize only when referring to Matthew 5:1-12 and Luke 6:20-26; but “Jesus’ beatitudes.”

between
* see among, between

biannual, biennial
“biannual” means twice a year:
   - The committee meets biannually.
* Prefer “semiannual”
“biennial” means every two years:
   - The ELCA Churchwide Assembly met biennially.

Bible/Holy Bible, the
In general, capitalize; but lowercase when used as a nonreligious term:
   - My dictionary is my bible.
* see also books of the Bible

Bible, version of the
the New Revised Standard Version of the Bible to be used for all biblical references; if it is necessary, in a particular context, to quote from another version, reasoning for this deviation from the standard should be provided when the document is submitted to Strategic Communications for editorial review as well as an indication of which version is being used
* see biblical text references
* see also Appendix 1 for appropriate credit lines for various versions of the Bible
**biblical (adj.)**
Lowercase.

**biblical quotations**
If a biblical quotation consists of only one verse, it can be credited by simply putting the abbreviation for the version of the Bible used in small caps after the citation; if the resource contains numerous biblical references, a credit line should be added on the copyright page of the resource crediting the appropriate version used.

*see also* New Revised Standard Version, the
*see Appendix 1 for appropriate credit lines*

**biblical text citations**
- Never put a space after the colon in a biblical citation: Psalm 23:1.
- Complete chapters cited within a body of copy may use chapter number only: Matthew 5; at other times (for example, when listing a Bible basis), list the complete citation: Matthew 5:1-48.
- Arabic numbers (*not* Roman numerals) are used for numbered books: 2 Thessalonians; if a sentence starts with a book name, spell out the number:
  
  *Second Thessalonians begins with ....*
- If a reference to the Bible translation follows a verse citation, it is placed in small caps without a comma: Matthew 13:34 KJV; references to Bible translation within copy should be spelled out upon first usage; subsequently the appropriate acronym may be used.
- Examples of biblical references:
  
  *It is then we remember the words, “There is the Lamb of God” (John 1:29 TEV).*
  
  *But Paul and Silas did not give up hope, singing and praying even in prison (verse 25) or (v. 25).*
  
  *“And I will be with you always, to the end of the age” (Matthew 28:20).*
- Examples of punctuation within the citation for biblical text references:
  
  *Matthew 13:34*
  *Matthew 13:34–35 (use a hyphen)*
  *Matthew 13:34, 48, 56 (comma and space between nonconsecutive verses)*
  *Matthew 5:8 (semicolon to separate whole, nonconsecutive chapters)*
  *Matthew 13:34; 14:7 (semicolon and space to separate chapters that have verse references)*
  *Acts 2:4; Matthew 13:34 (semicolon and space to separate citations from different books of the Bible)*
- The following examples make use of the en dash and are an *exception* to the AP Stylebook; they follow the rules set forth by the style guide of the Society for Biblical Literature
  
  *Matthew 13:34 – 14:7 [en dash for a passage that encompasses parts of two chapters];*
  
  *Matthew 5 – 7 [en dash to separate whole, consecutive chapters]*
  
  *Matthew 4:8 – 5:48 [when reference ends with the end of a chapter, cite ending verse number to avoid a citation like Matthew 4:8 – 5]*

*see also* books of the Bible
*see dash*

**bisexual**
no hyphen

*see also* LGBTQ and LGBTQIA+
bishop

- In first reference, lowercase:
  Closing remarks were given by the Rev. Janice Schulz, bishop of the ELCA Central States Synod.
- When the title comes before the name, capitalize title:
  Bishop Janice Schulz.
- Do not use both “the Rev.” and the title before the person’s name, for example, do not use “the Rev. Bishop Joseph Anderson.”
- The title of the chief executive officer of the Evangelical Lutheran Church in America is “presiding bishop”; capitalize when used with a name:
  Presiding Bishop Elizabeth Eaton led worship.
- The name of the office is “Office of the Presiding Bishop”
- For questions about titles of leaders of other denominations, consult with staff of Ecumenical and Inter-Religious Affairs or Office of the Secretary.

Black (adj.)
Capitalized when referring to a group: “Black Americans,” “historic Black churches”; similar style is used with other group designations: “historic White churches”; prefer to reference ethnic background rather than skin color; do not use as a noun.

blind
Use “people who are blind,” “people who are visually impaired,” “blind people”; do not use “the blind.”

see also disability

blog
Short for “Web log”; internet communication with regular updates (“posts”) typically displayed in reverse chronological order and maintained by one person.

body and blood of Christ
Elements of the Sacrament of Holy Communion.

body of Christ, the
Refers to the church universal or the church catholic.

see catholic

book
Do not capitalize when referring to a book of the Bible:

This story is in the book of Daniel.
Delete “book” if this removal is not disruptive to the meaning:

This story is in Daniel.

Book of Faith Initiative
Note capitalization style

books of the Bible
To avoid confusion for the reader, always spell out names of the books of the Bible in running text.

see AP Stylebook “Bible” for approved standard names.
boy
Use only for males under age 12
see adult; man; young adult; youth

brandmark
The official, unifying graphic identity of the Evangelical Lutheran Church in America includes three elements: the emblem, the name of this church and the tagline. The brandmark does not always include the tagline, but it must always include the name and the emblem. Brandmark resources can be found at ELCA.org/en/Resources/ELCA-Branding; consult this link for approved usage of the brandmark.
see also emblem; tagline; sub-brand

Burma
Prefer “Myanmar.”

bulleted lists
see lists

calendar, the liturgical
List of church seasons, Sundays, festivals, lesser festivals, commemorations and occasions; lowercase.

cancer
see disease

canon, canonical (adj.)
Lowercase.

catechetical
Lowercase.

catechism/Catechism
Lowercase except when used as part of a title: “the Small Catechism,” “the Large Catechism.”

catechumen
Youth or adult preparing for baptism and first communion.

catechumenate
Process through which youth or adults prepare for baptism and first communion; may also refer to the group of catechumens.

catholic/Catholic
Lowercase when referring to the universal church:
    I believe in … the holy, catholic church.
Capitalize when it refers to a specific Catholic Church such as the “Roman Catholic Church”; or “Eastern Catholic Church.”

Catholic Reformation
see Counter-Reformation
C.E./B.C.E.

see B.C./A.D.

centuries
Reference to a particular century in a sentence should be lowercase and spelled out for numbers less than 10, for example, “the second century,” “the 19th century.” Reference should be hyphenated if used as an adjective: “20th-century music.”

see also dates; decades

chair
May also use “convener,” “presider,” “moderator,” “coordinator” or “leader.”

Exception to AP Stylebook: do not use “chairman” or “chairwoman.”

chalice and paten

Prefer “cup and plate” for simplicity or clarification.

Chanukah

Preferred spelling is “Hanukkah.”

chaplain

On first reference, “Chaplain Randall Whitmore, U.S. Army” is acceptable; rank ought not to be used as a title, but if included, write: “Lt. Randall Whitmore, chaplain in the U.S. Army.”

chapter

In parentheses or notes, may use “chap. 2,” “chaps. 2–4”; otherwise, write out in running text

Chicano

Avoid; use “Latino” instead.

see Latino

chosen people

Lowercase.

chrism

Oil used for anointing at baptism.

Christ child

Lowercase “child,” but may be capitalized when used alone in referring to Jesus if the meaning is otherwise unclear.

Christendom

Capitalize.

Christian

Capitalize.

Christian church

Note that “church” is lowercase.
Christianity
Capitalize.

Christlike
Capitalize.

Christmas cycle, the
Note capitalization treatment.

Christmas Day
Capitalize.

Christmas Eve
Capitalize.

Christmas season, the
Note capitalization treatment.

Christ the King
Festival of the church year.

church/Church
• Lowercase in instances such as “the early church,” “the Lutheran church,” “the church (building),” “church founders,” “church school”
• Do not use “church” when you mean “congregation:
  Our congregation has many young members.
  not “Our church has many young members.”
• Capitalize only when referring to a specific church: “St. Matthew’s Lutheran Church”; or to the corporate title of a church body: “Evangelical Lutheran Church in America,” “Roman Catholic Church.”
• In references to or as an alternative for “ELCA,” use “this church”; usage of “our church” is also possible when used in a fundraising reference; do not use “the church.”
• When referring to the catholic (universal) church, “church” should be lowercased unless quoting an original source.
  see also catholic/Catholic

church bodies
Lowercase.

Church Council
Use in reference to the Church Council of the ELCA only; if the context clearly indicates that the ELCA Church Council is meant, lowercase “council” may be used upon subsequent references.
  see also Congregation Council; Synod Council

churchwide (adj.)
Always use as an adjective modifying another word; never use as a noun standing alone; never use “nationwide” or “national” to reference the territory of the ELCA since the Bahamas and the Caribbean are not a part of the United States.
  see also churchwide ministries, churchwide organization
Churchwide Assembly
Capitalize when using the full title:
I attended the 2009 ELCA Churchwide Assembly.
A churchwide assembly happens every three years.
Lowercase when only “assembly” is used:
Important decisions were made by the 2011 Churchwide Assembly. During the assembly ....

churchwide ministries
References the programs, ministries, resources, services and initiatives of the ELCA’s churchwide expression; treated as a singular, collective noun; may be used instead of “churchwide organization” to shift the focus from administration to mission.

churchwide office
*Do not use*; reference should be to “churchwide organization” or “churchwide ministries.”

churchwide organization
Lowercase; one of the three expressions of the Evangelical Lutheran Church in America; this is the correct terminology for reference to the national and global ministries administrative offices of this church:
I work for the churchwide organization. I work at the Lutheran Center.
*Do not use* “I work at churchwide” or “I work at the ELCA.”

church year
Lowercase.

city of David
*Note* capitalization treatment.

civilized/uncivilized
*Avoid;* use “traditional” or “cultural” instead, as in “traditional people,” “cultural practices.”

clergy
As distinct from laity; use also “pastor,” “members of the clergy,” “ordained minister.”
*Avoid* “clergyman,” “clergywoman,” “clergyperson.”

clergy titles
- In formal running text, on first reference, use “the Rev. Jane M. Doe” (*note* use of the person’s full name).
- In more informal text, may use “Jane Doe, pastor of Trinity Lutheran Church.”
- In correspondence use “The Rev. Jane M. Doe” in the address, and “Dear Pastor Doe” in the salutation.
- “Pr.” is an acceptable abbreviation for “Pastor” in a list with names and titles.
- Lowercase “pastor” when used after the person’s name:
  - The Rev. Jane M. Doe, pastor of Trinity Lutheran Church, presided at worship Sunday.
- Former ELCA bishops are referred to as simply “the Rev. Jane Doe”; they are not bishops for life.
- *Never* use “the Rev. Dr.” unless the doctorate is an earned degree.
- Using titles other than “pastor” for clergy of other denominations may be appropriate and preferred; consult with staff of Ecumenical and Inter-Religious Relations and Office of the Secretary if you have a question about the title of someone of another denomination

*see* AP Stylebook, “religious titles,” for usage
*see also* bishop
co-
Hyphenate between this prefix and the word that follows when indicating occupation or status: “co-pastor,” “co-signer”; otherwise, do not hyphenate “coequal,” “coexist,” “cooperate,” “coordinate”

colon
Capitalize the word following a colon only if it is a proper noun or begins a complete sentence; one space follows the colon; no space after the colon in a biblical citation.
see AP Stylebook, “Punctuation”

comma
• With dates: in full dates, a comma follows the year:
  On Nov. 8, 1998, the Committee on the Rightful Place of Commas will meet. When only the month and year are listed, don’t use a comma, as in “November 1998.”
• With Junior, Senior, II, III: no comma is used between the surname and these designations:
  Benjamin V. Washington Jr., executive assistant to the bishop, met with us.
  Joseph J. Olson III, executive assistant to the bishop, was absent.
• With states and countries: a comma follows the name of a state in city-state or city in city-country references in text:
  The meeting was held in Columbus, Ohio, at Trinity Lutheran Seminary.
  They visited Geneva, Switzerland, while on their vacation in Europe.
see also AP Stylebook, “comma”

comma in a series
see serial punctuation

commandment/Commandment(s)
Lowercase when referring to any general commandment:
  That commandment is hard to keep.
Capitalize when referring to the Ten Commandments as a whole or to a specific one: “the First Commandment” or “the Commandments.”

Commandment, the Great
As found in Matthew 22:37.

Commission, the Great
As found in Matthew 28:19-20 or Mark 16:15.

communion/Communion
Lowercase when used as a general term: “the communion of saints,” “my first communion.” Capitalize only when referring to the Christian sacrament of receiving the body and blood of Christ (usually includes a page citation for the rite being referenced: “Holy Communion,” “Sacrament of Holy Communion”).

complement, compliment
“Complement” refers to something that completes or perfects another thing:
  A dessert plate is a nice complement to a formal place setting.
“Compliment” is an approving remark:
  She paid me a nice compliment about my new suit.

compline
see night prayer
compose, comprise
“Compose” means “to put together or create” or “to be made up of”:
Mozart was known to compose as early as age 5.
The task force was composed of both clergy and lay people.
“Comprise” means “to include”:
Before he died at 35, Mozart’s compositions would comprise over 40 symphonies.

confession/Confession
Lowercase any creedal usage: “confessions of faith.” Capitalize when used as a short form for a specific document: “the Augsburg Confession,” “the Westminster Confession” or “Lutheran Confessions. Also capitalize when used as a title in a liturgical setting: “Confession and Forgiveness.”

confirmation
Confirmation is the program that leads to Affirmation of Baptism; lowercase when used as a general term:
I am in my second year of confirmation class.
see also Affirmation of Baptism

congregation
One of the three expressions of the Evangelical Lutheran Church in America; do not refer to a “local congregation” as this is redundant.
Note references to “congregations of the ELCA” includes new mission starts.

congregation-based organizing/ congregation-based community organizing
Hyphenate; “faith-based community organizing” is also acceptable.

Congregation Council
Capitalize when using as the complete, specific reference to this body; this is the correct name for the governing bodies of ELCA congregations, according to the ELCA constitution. May be lowercase when reference is a generic one for councils in congregations.
Do not use “church council” or “Congregational Council.”

congregational (adj.)
Note the “-al” ending when this lowercase term is used as an adjective:
The congregational vote was recorded in the minutes.
The annual congregational meeting was held last Sunday.

consecration
Lowercase; but capitalize when used in the title of the rite:
Consecration of Deacons.

contractions
Avoid the use of contractions in official documents of this church.

copyright
the ELCA (not the unit) holds the copyright to any work produced by churchwide staff in the line of their job responsibilities; separately incorporated ministries of the ELCA may hold the copyright in their name:
Copyright © 20XX Evangelical Lutheran Church in America.
Copyright © 20XX Women of the Evangelical Lutheran Church in America.
council
Capitalize when referencing “Church Council” of the ELCA; lowercase when referring to it subsequently: “the council.” Follow a similar pattern for “Synod Council” and “Congregation Council.”

Counter-Reformation
Reform movement in the Roman Catholic Church following the Protestant Reformation; also called the Catholic Reformation.

courtesy titles (Mr., Mrs., Ms.)
Be consistent; either use courtesy titles for everyone or do not use at all; use “Mrs.” only if requested; prefer “Ms.” for all females.

covenant/Covenant

creation
Lowercase.

creator/Creator
Capitalize when used as a synonym for God or part of a title in direct address: “our Creator”; otherwise lowercase: “God, creator of the universe.”

credit lines, copyright language
see Appendix 1 for appropriate credit lines to use when citing common resources

creed/Creed
Capitalize only when used as a title: “the Apostles’ Creed,” “the Nicene or Athanasian Creeds” or when the meaning is otherwise unclear. Lowercase when referring to any generic creed: “Do unto others …” has become his creed.

cross
Lowercase.

Crucified, the
Note capitalization treatment.

Crucified One
Capitalize.

crucifixion
Lowercase is preferred; capitalize only when the context does not make understanding clear.

crusades/Crusades
Capitalize when referring to the Crusades of the Middle Ages; lowercase elsewhere.
dash

The following is a summary of the “dash” entry from AP Stylebook, placed here for easy reference; AP Stylebook uses only one type of dash, the em dash; it is used in the following circumstances:

- Abrupt change in thought or an emphatic pause.
- Attribution at the end of a quotation, followed by the author’s name.

Note: a space both precedes and follows the dash; exception an en (—) or em (—) dash is used in some biblical citations which encompass more than one chapter.

see biblical references.

dates

- When the month and year are used alone, spell out the month and do not separate with a comma: “November 1998.”
- When using a full date (month, date, year), or just month and date, abbreviate the months Jan., Feb., Aug., Sept., Oct., Nov., Dec.: “Nov. 2, 1998,” but “July 4, 2011”; and “Nov. 2” but “July 4.”
- When using a full date (month, date, year) in the middle of a sentence, a comma follows the year: “We will meet Nov. 2, 1998, at the hall.”
- When using inclusive dates, may drop the century in the second reference: “1920-25,” “2009-10.”

*note:* B.C. follows the date; A.D. precedes it.

see also centuries; decades

DAYLE

Definitely-abled Youth Leadership Event or DAYLE is no longer used. The new name is the tAble.

See ELCA Youth Gathering

Day of Atonement

*Note* capitalization treatment.

day of judgment

Capitalize only when the meaning is otherwise unclear, or when it means the same as the Day of the Lord.

Day of the Lord

*Note* capitalization treatment.

deacon

Title for the former associate in ministry and diaconal minister is now *deacon*; the deaconess is also referred to as deacon. (Updated 5/4/18)

deaconess (do not use as a title)

Members of the Deaconess Community of the ELCA use *sister* unless the individual prefers *deacon*. (This will be reflected at ELCA.org “Find a person.”) (Updated 5/4/18)

Dead Sea Scrolls

Qumran literature.
deaf/Deaf
Use “people who are deaf,” “hearing impaired,” “deaf people”; do not use “the deaf” or “hard of hearing”; “Deaf” is capitalized when referring to a culture of people; note that the same practice for capitalization does not hold for “blind.”
see also disability

decades
Use Arabic figures to indicate decades of history; use apostrophes to indicate numerals that are left out:
She composed during the ’80s and ’90s.
see also centuries; dates

decimals
For amounts less than 1, use the numeral zero before the decimal point: “0.3.”

delegate
Use only when referring to Women of the ELCA Triennial Convention; use “voting member” in the context of a churchwide or synodical assembly.

Deutero-Isaiah
Capitalize and hyphenate if used.
Prefer “2 Isaiah.”

developing nation
Do not use; see Third World nation.

devil
Lowercase.

diaconal minister (do not use)
Title for associates in ministry, diaconal ministers and deaconesses is now “deacon.”
See deacon and deaconess

“diakonia”
Avoid usage in public documents; Greek word describing the concept of unconditional service to the neighbor in need; leads inevitably to social change that restores, reforms and transforms.
Note: it is not placed in quotation marks when used in reference to the team within the Global Mission unit.

dialogue
Lowercase when referencing, in a liturgy, the brief phrases or sentences used responsively between leader and assembly; especially, the three-part dialogue that begins the Great Thanksgiving:
The Lord be with you.
And also with you.
Lift up your hearts.
We lift them to the Lord.
Let us give thanks to the Lord our God.
It is right to give our thanks and praise.
see also Great Thanksgiving, the
May be capitalized if used as part of a proper noun:
He participated in the Lutheran-Catholic Dialogue.
**diaspora/Diaspora**
Capitalize only when referring to the dispersion of the Jews after the Babylonian exile or in a title.

**different from**
Use instead of “different than”

**disability**
General term for a permanent or semipermanent condition that may interfere with a person’s capability to do something independently. All references should reflect that the person is more important than the condition. Refer to “people with disabilities” *not* “the disabled”; refer to the specific condition whenever possible: “people who are deaf,” *not* “the deaf”; “people who are blind,” *not* “the blind.”

**disciples, the**
Lowercase “the 12 disciples”; but capitalize “the Twelve.”
*see also* apostle

**Disaster Appeal**
*Do not use; use instead* “Lutheran Disaster Response”
*see also* Appendix 2 for Lutheran Disaster Response and ELCA World Hunger Style Sheet

**disaster relief**
*Do not use; use instead* “Lutheran Disaster Response”
*see also* Appendix 2 for Lutheran Disaster Response and ELCA World Hunger Style Sheet

**disease**
Refer to “people with cancer” or “people living with cancer,” “people living with Alzheimer’s disease.” *Do not use* “victim.” All references should reflect that the person is more important than the condition.

**divine/Divine**
Capitalize when used as a synonym for God: “the Divine”; but lowercase otherwise: “divine grace”

**Down syndrome**
*Not* Down’s syndrome.

**down, up (travel)**
*see* up and down (travel)

**doxology/Doxology**
An ascription of praise to the Trinity; capitalize only when used as a title of a particular piece of music: “Common Doxology.”

**each other, one another**
If referring to only two people: They look at each other.
If more than two people: They look at one another.
Use either one for an indefinite number:
   - We will help each other.
   - We will help one another.
e-Advocacy Network
Network of people within the ELCA whose purpose is to empower members to advocate for peace, justice and care of creation; *note* capitalization treatment.

**Easter cycle, the**
*Note* capitalization treatment.

**Easter Day**
Capitalize.

**Easter Vigil**
Holy Saturday night celebration of the resurrection; first celebration of Easter.

**e-binder**
*note* lowercase; the electronic device used in ELCA churchwide assemblies for the meeting materials

**e-book**

**effect**
*see* affect/effect

**e.g.,**
*Note* punctuation; *always* followed by a comma. Latin for “exempli gratia,” means “for the sake of an example”; often the phrase beginning with e.g., is put in parentheses.

We visited several important buildings while in Washington, D.C., (e.g., the Lincoln Memorial and the Capitol).

often confused with *i.e.,*
*see* i.e.,

**ELCA**
*see* Evangelical Lutheran Church in America

**ELCA Board of Pensions (do not use)**
Portico Benefit Services now administers pension and other benefit programs of the ELCA, including the benefit plans that continue from the ELCA predecessor churches.

**ELCA Campus Ministry**
Singular, *not* “… Ministries,” for the name of the program. But the ministries on campuses may be referred to as “campus ministries,” using lowercase and plural form.

**ELCA Disaster Response**
*Do not use; see* Lutheran Disaster Response
*see also* Appendix 2 for Lutheran Disaster Response and ELCA World Hunger Style Sheet

**ELCA Fund for Leaders**
Scholarship program that supports students attending ELCA seminaries (elca.org/fundforleaders).

**ELCA Future Directions 2025**
*Not* “Strategic Directions”; elca.org/future.
ELCA Foundation
elca.org/foundation

ELCA Global Church Sponsorship
Components include Missionaries, Young Adults in Global Mission, ELCA, International Women Leaders and Global Ministries.

ELCA Good Gifts
Do not refer to the program as simply “Good Gifts” as that is a trademark registered with a different organization; lowercase “catalog” when referring to the ELCA Good Gifts catalog resource.

ELCA Malaria Campaign
Countries involved in the campaign include: Angola, Central African Republic, Ethiopia, Liberia, Malawi, Mozambique, Nigeria, South Sudan, Tanzania, Uganda, Zambia, Zimbabwe.

ELCA Missionaries
Note capitalization to be used when the context is the list of components of ELCA Global Church Sponsorship.

ELCA.org
Official website of the ELCA. 
Note capitalization treatment; use “@elca.org” for email addresses, but “ELCA.org” (underscore if your software does not do so automatically). 
No need to add “www” or underscore when URL stands alone or is not in running copy.

ELCA Outdoor Ministry
Do not use for the name of the program, which is now Lutheran Outdoor Ministries and is not a program of the ELCA. The camps, retreats and conference centers may be referred to as “outdoor ministries” using lowercase and plural form.

ELCA World Hunger and Disaster Appeal
Do not use in external resource contexts; only acceptable use is for internal communication, when referring in a broad sense to the fundraising arm or staff that includes both ELCA World Hunger and ELCA Disaster Response
see also Appendix 2 for Lutheran Disaster Response and ELCA World Hunger Style Sheet

ELCA Youth Gathering
May use “the Gathering” (capitalized) on subsequent reference. Do not use “National Gathering” or “Youth Gathering.”
Gathering pre-events include the Multicultural Youth Leadership Event or MYLE and the tAble (formerly the Definitely-abled Youth Leadership Event or DAYLE).

ELCA Youth Ministry
Singular, not “… Ministries” for the name of the program; lowercase if referring to “youth ministry” in other contexts.

elderly
Prefer “older adult”; use the word “elderly” sparingly; usage may be appropriate in generic phrases that do not refer to specific individuals: “a home for the elderly,” “elder hostel,” “elder care”
ellipses
Three dots used to indicate, in quoted copy, that some material was purposely left out.

• In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces:
  “Therefore we are to … gladly act according to his commandments.”

• If the quoted material before the ellipsis makes a complete sentence, place a period at the end of that text before the space and the ellipsis:
  “I am the Lord your God. … I the Lord your God am a jealous God.”

• If the quoted material before the ellipsis does not make a complete sentence, retain any punctuation that follow the last word before the material being left out:
  “Our Father in heaven, … now and forever. Amen.”

e-mail
Do not hyphenate; capitalize only if it occurs at the beginning of a sentence.

• For email addresses, use roman type, not italic in all instances.
• Email addresses are not case sensitive; use lowercase for all letters.
• When the email address breaks at the end of a line of copy, do not add any punctuation, such as a hyphen, lest that mark be taken as part of the address:
  I check this e-mail box daily (sam.doe@yahoo.com), so please use that address.

• Always use ending punctuation if address falls at the end of a sentence:
  Please contact me at this e-mail address: samantha_doe@yahoo.com.
  Do not add a space between the e-mail address and the ending punctuation.

emblem
Part of the brandmark of the ELCA; graphic representation of the ELCA mission statement (Marked with the cross of Christ forever, we are claimed, gathered and sent for the sake of the world.) by means of a four-color-quadrant orb with a black cross dividing the quadrants.

see also brandmark

Emmanuel
Translates from Hebrew as “God with us”; may be used instead of “Immanuel.”

en and em dashes
see dash

ever time(s)
Lowercase.

e-newsletter
An electronic communication sent to a specific audience on a regular basis (e.g., daily, weekly, monthly); title of the e-newsletter should be set in roman without quotation marks; punctuation and capitalization to vary according to style of the communication.

eNSure, insure
“Ensure” is to make certain or guarantee; “insure” is to protect with insurance.

entitled
To enable to seek or claim something: She is entitled to her opinion.

Do not use in relation to a title; use “titled” instead: The book was titled “Curious George.”
epiphany/Epiphany
Capitalize when referring to the festival on Jan. 6: “the Epiphany of Our Lord,” “Epiphany season,” “time after Epiphany”; but
The travelers on the road to Emmaus experienced an epiphany when Christ revealed himself to them.

Episcopal Church, The
A full communion partner with the Evangelical Lutheran Church in America; note that “The” is part of the incorporated name and must be capitalized.

Episcopal (adj.)/Episcopalian (n.)
Capitalize unless referring in general to a body governed by bishops
She is an Episcopal priest. (adj.)
Joseph is an Episcopalian. (n.)
But: The episcopal gathering met in closed session.

epistle/Epistle
Lowercase for general usage as in: “the epistle,” “this epistle,” “Paul’s epistles”; but capitalize when referring to the title of a book or a specific section: “the Epistle to the Romans,” “the Epistles.” In liturgical reference, use “second reading.”

eschaton
The end times; last days.

Eskimo
Do not use.
see Alaska Native

eternal Father
Note capitalization treatment.

etc.
Avoid usage if it is possible to be more specific.

eternal Lord
Note capitalization treatment.

ethnic, national and racial group references
• Avoid using the term “minority” when referring to ethnic, national or racial groups.
• Usage of the cultural-ethnic background of people is preferred rather than reference to categories of color. This affirms the rich ethnic traditions from which people have come rather than simply indicating skin color or a perceived skin color.
• Take care when using terms that identify people by their skin color, ethnicity or nation of origin. Each group of people has its own history, culture and heritage. Because members of some ethnic groups use different terms when referring to themselves, if possible ask them how they would like to be identified. see individual racial group entries for guidelines
• The ELCA Ethnic Specific Ministry areas, their mission strategies and related associations are:
  • African Descent (African American, Afro Caribbean, African National)
  • American Indian and Alaska Native
  • Arab and Middle Eastern
• Asian and Pacific Islander
• European
• Latino
• Cross Cultural Conversations

eucharist/Eucharist
The celebration of the word of God and the meal of bread and wine; capitalize only when referring to the title of the specific rite in a publication, often accompanied by a source citation; “communion” or “Holy Communion” is often preferred.

eucharistic
Lowercase.

evangelical/Evangelical
Lowercase is preferred; capitalize when it refers to a specific group or party.

Evangelical Lutheran Church in America
The largest Lutheran denomination in the United States; organized in three expressions: congregations, synods and the churchwide organization. Also the only Lutheran denomination in the United States that is a part of The Lutheran World Federation. The acronym (ELCA) may be used after first reference; this acronym is the primary acronym in all related documents and is the only one generally allowed.
see also acronyms; churchwide organization; congregation; synod

Evangelical Lutheran Church in Jordan and the Holy Land
Acronym is ELCJHL and is acceptable only if reference is used more than twice in the document; work around if possible to avoid the acronym.

Evangelical Lutheran Worship
Note title style; do not preface with the article “the”:
   We are exploring Evangelical Lutheran Worship in adult education class.
Acronym (ELW) is permissible, especially when it precedes hymn numbers in publications that contain lists of hymns or refer to both liturgical pages and hymn numbers, such as:
   ELW 347
   ELW, p. 252
   ELW #347

evangelist
Lowercase when referring to a writer of a Gospel: “the evangelist Mark”; but capitalize in the title of a festival: “Mark, Evangelist.”

evening prayer/Evening Prayer
Preferred term for “vespers”; capitalize only when referring to the title for the specific service, especially if followed by page number or book title.

everyone, every one
see anyone, any one; everyone, every one; someone, some one

exile, the
Capitalize only when the meaning is otherwise unclear.
exodus, the
Capitalize only when referring to the book of Exodus or when the meaning is otherwise unclear.

fair trade
Lowercase. Hyphenate only when used as a combined adjective: “fair-trade coffee.”

faith-based community organizing
Hyphenate. “Congregation-based organizing” or “congregation-based community organizing” are also permissible.

fall, the
Capitalize only when the meaning is otherwise unclear.

fall from grace
Lowercase.

farther, further
“Farther” describes greater physical distance: He was farther along the woodland trail than I.
“Further” refers to time or greater degree: Further research will need to be done.

Father
Capitalize when it refers to the first person of the Trinity.

Father’s Day
Capitalize and use apostrophe appropriately.

feast day
General term for festivals, lesser festivals or commemorations; lowercase.

festival
Generally lowercase: “festival of Transfiguration.”

fewer, less
“Fewer” applies to countable items: “fewer people,” “fewer products.”
“Less” applies to bulk or mass measurements or abstract concepts: “less grain,” “less heat,” “less happiness.”

final judgment
Lowercase. Note British spelling has a second “e” (“judgement”).

first fruits
Lowercase.

flier, Flyer
“Flier” is an airline pilot or a printed circular. Use capitalized “Flyer” only as part of a proper name for some train and bus lines: Amtrak’s Philadelphia Flyer leaves Chicago at noon daily.
**flood, the**
Capitalize only when the meaning is otherwise unclear.

**follow up, follow-up**
“Follow up” (two words) is a verb:
   
   He said we could follow up at the next meeting.

Hyphenate in noun and adjective usages:
   The follow-up took all afternoon.
   He promised to do a follow-up session at the next meeting.

**font**
Basin or pool holding water for baptism; may use “baptismal font” for clarity.

**footnotes**
Should be discouraged if at all possible. If a document must use footnotes, the style of the entire resource, including the footnotes, should generally follow Chicago Manual of Style, as well as ELCA specific style elements noted in this guide.

**for example**
*see e.g.,*

**for-profit**
Hyphenate when used as an adjective
*see also* nonprofit

**foreign language words or phrases**
Place the word or phrase in quotation marks and provide the English translation in parentheses.

**foreigner**
*Avoid; use “international guest/student” or “visitor” instead.*

**full communion**
Do not hyphenate:
   The Episcopal Church is in full communion with the ELCA.
   The United Methodist Church is one of the ELCA’s full communion partners.

The correct names of the ELCA’s six full communion partners are:
*• The Episcopal Church
• Moravian Church in America
• Presbyterian Church (U.S.A.)
• Reformed Church in America
• United Church of Christ
• The United Methodist Church*
*see also specific church body entries*

**full time**
If used as a noun, it is two words: She works full time.

As an adjective, it should be hyphenated: The company has 99 full-time employees.

**fundamentalism (n.)**
fundamentalist (n., adj.)

fundraiser, fundraising
Never hyphenate

furlough
Avoid; use “home leave” instead.

further
see farther, further

Garden of Eden
Note capitalization treatment; but “the garden.”

Garden of Gethsemane
Note capitalization treatment; but “the garden.”

gay (adj.)
Preferred usage for reference to males with same-gender sexual orientation; never used as a noun.
see also LGBTQ

gentile (n., adj.)
Lowercase unless capitalized in original quoted source.

girl
Use only for females under age 12.
see adult; woman; young adult; youth

global mission
Note that this is not used as a plural noun, “global missions”; avoid use as a unit name in any public document when referring to the global mission work of the ELCA.

“glocal”
Describes the intersection of global and local work; in the ELCA, avoid usage in public documents; use other terminology that is more readily understood; use is exclusively as it relates to the work of the Global Mission unit; prefer the use of quotation marks so the reader knows it is not a misspelling.

god/God
Capitalize only when referring to the Judeo-Christian God; lowercase when it refers to mythological figures.
see gods and goddesses

God Almighty
Capitalize.

God Incarnate
Capitalize.

godlike
Lowercase, no hyphen.
godliness/godly
Lowercase.

God Most High
Capitalize.

gods and goddesses
lowercase when referring to false gods, mythological gods:
   Chemosh was the national god of the Moabites.
   Diana was the Roman goddess of the moon.

Godspeed
Capitalize.

God with us
The translation for “Emmanuel” or “Immanuel.”

“God’s work. Our hands.”
The official, registered tagline of the Evangelical Lutheran Church in America. The ELCA’s dedicated day of service is: “God’s work. Our hands.” Sunday.
See also tagline.

golden rule
Lowercase.

Good Friday
Capitalize.

Good News
Capitalize only when referring to any or all of the four Gospels in the New Testament.

good/Good Samaritan
Lowercase “good” when referring to the man in the biblical parable: “the good Samaritan”; capitalize “Good” only when referring to a type of person or used as metaphor:
   She’s a Good Samaritan.
   They passed a Good Samaritan law.

Good Shepherd
Capitalize when referring to Jesus Christ.

gospel/Gospel
Lowercase when used as a general term meaning “good news” or “story” of Jesus Christ; when referring to the law and the gospel; when referring to the third reading in the service: “gospel acclamation,” “gospel responses.”
Capitalize when used as a specific reference to any or all of the four New Testament Gospels: “the four Gospels,” “the Holy Gospel,” “the Gospel of Matthew”; when used as a title of a document: “Gospel of Thomas,” “Synoptic Gospels,” “the Fourth Gospel (John)”; when referring to a section of the Bible: “the Gospels.”
grassroots
One word.

Great Commandment, the
As found in Matthew 22:37.

Great Commission, the
As found in Matthew 28:19–20; Mark 16:15.

Great Thanksgiving, the
In the communion service, the body of actions and words beginning with the three-part dialogue and concluding with the Lord’s Prayer.  
see also dialogue

Hades
Capitalize.

hallelujah/Hallelujah!
Capitalize when used as an interjection.

handicap
Do not use to describe a disability; do not refer to people with disabilities as “the handicapped” or “handicapped people.”
see disability

Hanukkah
Preferred spelling.

Head of the church, the
Capitalize “Head” when the phrase refers to Christ.

headlines, style of
Generally headlines in all resources should be styled with first word capitalized, all other words lowercase.

heaven
Lowercase.

Hebrew
The Semitic language of the ancient Hebrews, or any of various later forms of the language; a member of or a descendent from one of a group of northern Semitic peoples, including the Israelites.

hell
Lowercase.

high church/low church
Avoid using; instead describe the service and what happened during it.

high priest
Lowercase.
high priesthood (n.)
Lowercase.

high priestly prayer
Lowercase; as found in John 17.

higher power
Lowercase.

Hispanic
do not use
see Latino

historic, historical
An important or famous event is “historic”; “historic battle,” “historic speech.” Any event of, or relating to, history is “historical”: “historical novel,” “historical data.” Both words are preceded by “a,” not “an.”

historical-critical method
Hyphenate.

HIV
Acronym for human immunodeficiency virus: “person who is HIV-positive”; use all caps, no periods. Use “HIV and AIDS”; do not use “HIV/AIDS” or language that describes the person as a “victim” of the disease.
Note: HIV-positive people do not necessarily also have AIDS.
see also AIDS

Holy Baptism
see baptism

Holy Bible
Capitalize.

holy city
Lowercase when referring to a city that is the center of religious worship and traditions: “the holy city of Mecca.”

Holy Communion
see communion

Holy Eucharist
see eucharist

holy family
Lowercase.

holy Father
Capitalize “holy” only when referring to the title of the pope in the Roman Catholic Church.
Holy Ghost
*do not use*
*see Holy Spirit*

Holy Land
Capitalized when referring to historical or current Israel.

Holy One
Capitalized.

Holy Scripture
*prefer “Bible”*

holy Son
*Note capitalization treatment.*

Holy Spirit
Capitalized when referring to the third person of the Trinity.

Holy Trinity, the
*Note capitalization treatment.*

holy water
Lowercase.

Holy Week
The time from the Sunday of the Passion (Palm Sunday) until the beginning of the Maundy Thursday liturgy.

Holy Writ
*Do not use; arcane.*

homeless
Use only as an adjective; “people who are homeless.”

homosexual
*do not use*
*see gay, lesbian, LGBTQ*

hopefully
Means “in a hopeful manner”:
  I waited hopefully for a cab.
*Do not use* to mean “it is hoped,” “let us hope” or “we hope”; use those phrases instead:
  We hope to finish the draft by early April.
*Not* “Hopefully, we will finish the draft by …”

hosanna/Hosanna!
Capitalized when used as interjection.
house church
Lowercase.

house of God
*Note* capitalization treatment.

humankind
*Preferred* over “mankind” unless quoting from an original source.

hymn text, text of a hymn
Use instead of “lyrics.”

hymn titles
In lists of hymns and when hymn titles are written out in a worship folder, quotation marks are *not* necessary:

- ELW 558 Lord God We Praise You
- ELW 572 Now It Is Evening

For capitalization, follow original source.

hyphen
*see* dash, hyphen
*see also* AP Stylebook, “Punctuation”

i.e.,
Abbreviation for Latin “id est” or “that is; in other words”; *note* punctuation; *always* followed by a comma; expression is usually put in parentheses

- Today is the first day of the Lenten season *(i.e., Ash Wednesday)*.

often confused with *e.g.,
*see also* *e.g.,

illegal aliens
*Do not use*; *preferred* reference is to “undocumented people” or “refugees.”

“imago Dei”
Use quotation marks; translates from Latin as “image of God.”

Immanuel
Translates from Hebrew as “God with us”; may be used instead of “Emmanuel.”

in, into, in to
“*In*” indicates location:

- Elvis is in the building.

“*Into*” indicates motion:

- Elvis walked into the building.

“*In*” can also be part of a phrasal verb:

- Elvis broke in to the building.

incarnate
Lowercase “incarnate” when it is used as an adjective: “incarnate Word”; capitalize it when used as a name for Jesus: “Word Incarnate.”
Incarnate Word of God
Capitalize when used as a name for Jesus.

incarnation
Capitalize only when the meaning is otherwise unclear.

Indian
Use only for a person from India.
see American Indian for proper usage when reference is to indigenous people of North America

initials, treatment of
When part of a name, use periods and no spaces: “C.S. Lewis.”

installation
Lowercase, but capitalize when used in the title of the rite: “Rite of Installation.”

insure
see ensure, insure

inter
In general, do not hyphenate after this prefix.
Exception: “Ecumenical and Inter-Religious Relations”; note also the capitalization used in this instance
see prefix

interface (n.)
Do not use as a verb.

International Leaders Program
The new name for the ELCA Global Mission International Leadership Development program.

internet
Lowercase. A decentralized, worldwide network of computers that can communicate with each other; the World Wide Web is a subset of the internet, not a synonym; may use “the net” for subsequent references.

interunit
Do not hyphenate.

intranet
A private network for use within a company; lowercase.

Inuit
One of numerous Alaska Native people; indigenous people of southwestern Alaska
see also Alaska Native

Inupiat
One of numerous Alaska Native people; indigenous people of southern Alaska and the Seward Peninsula; many ELCA members in Alaskan congregations are Inupiat
see also Alaska Native
Islam
The name of the religion; “Muslim” refers to a person who adheres to Islamic practices.

Israelite
A descendent of the Old Testament man named Jacob, who was later renamed Israel. Also a native or inhabitant of the ancient Northern Kingdom of Israel.

its, it's
“Its” is a possessive pronoun:
The ELCA has changed its brandmark.
“It’s” is the contraction of “it is”:
It's going to rain.

Jesus’
Possessive form for “Jesus.”

Jew
Do not use unless referring to the first people living in Judah when the Israelites were divided into the two kingdoms of Israel and Judah. After the Babylonian captivity, all descendants of Abraham were called Jews. Since the Jews were God's chosen people, Paul sometimes spoke of a true Jew as being anyone who pleases God.

Note: it is inaccurate to use as a blanket term for those who doubted or persecuted Jesus.

see Jewish people

Jewish people
Use when referring to the contemporary situation.
do not use “the Jews”

judges/Judges
Capitalize only when referring to the book in the Bible.

judgment day
Capitalize only when the meaning is otherwise unclear.

junior, senior
No comma between the last name of the individual and the abbreviation “Jr.,” “Sr.” or a generation indicator such as “III”:
   Martin Luther King Jr.
   John F. Kennedy Sr.
   John Anderson III

King of kings
Note capitalization treatment.

kingdom of God
Note capitalization treatment.

kingdom of heaven
Lowercase.
Koran/Quran
Muslim holy book. Preferred spelling is “Quran,” except when another form is preferred by an organization or in a specific title or name.

laity
Preferred; use instead of “laymen,” “laywomen,” “layperson.” Also acceptable: “laypeople.”

Lamb of God
Note capitalization treatment.

Large Catechism
Do not place in quotation marks unless referring to the title of a specific publication.

last judgment
Lowercase.

Last Supper
Capitalize.

Latino (m. or collective); Latina (f.)
Preferred over “Hispanic.” Use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican American. Since members of some ethnic groups use different terms when referring to themselves, if possible ask them how they would like to be identified.

law/Law
Lowercase in “God’s law,” “law and gospel.” Capitalize in “the Law of Moses” (meaning the first five books of the Old Testament). Always capitalize when referring to Torah: “the Law.”

lay, lie
“Lay” always requires a direct object:
I will lay the paper down while I eat.
“Lie” means to recline or to tell an untruth:
I will lie down for a rest.
What he told me was a lie.
See also AP Stylebook, “lay, lie.”

layman/laywoman/layperson
“Laity” is preferred.

lay reader
Lowercase.

lead/led
Past tense of “lead” is “led.”

lectern
Ambo is often preferred in liturgical usage.
**lectionary/Lectionary**
Book containing the full texts of Scripture readings for proclamation in the liturgy. Capitalize only when used within a title: “the Revised Common Lectionary.”

**Lent/Lenten**
Capitalize.

**lesbian (n., adj.)**
*Preferred* usage for reference to females with same-gender sexual orientation
*see also* gay, LGBTQ and LGBTQIA+

**less**
*see* fewer, less

**lesser festivals**
Days on the calendar celebrating the life of Christ and other people or events:
   The commemoration of Stephen, the first martyr, on Dec. 26, is a lesser festival.

**lesson**
*“Reading” is preferred.*

**letter/Letter**
Capitalize when referring to the title of a biblical book or specific section: “Letter to the Romans”; but “the letter Paul sent to Rome,” “this letter.”

**LGBTQ and LGBTQIA+**
Acronym for “lesbian, gay, bisexual, transgender and queer” and “lesbian, gay, bisexual, transgender, queer, intersex, asexuality +(stands for all of the other sexualities, sexes and genders that aren’t included in these letters). Both can be used on first reference without full explanation, especially in headlines, if the audience will understand the usage. *Preferred* because it indicates the diversity of the community.
*Note*, also the following usages: “gay man”; “bisexual woman or man”; “transgender person.”

**lie, lay**
*see* “lay, lie”
*see also* AP Stylebook, “lay, lie”

**life-giving**
Note hyphenation.

**lifelong**
One word, no hyphen.

**lifesaving**
One word, no hyphen.

**Light of lights**
Capitalize “Light” when referring to Christ.
**Light of the world**
Capitalize “Light” when referring to Christ.

**like**
*see as, like*

**lists in running text**
There are two types:
The list contains bulleted items that are complete sentences. Use a colon with bullets, numbers or symbols; capitalize the beginning of each bulleted sentence and end each with a period. Example:

With your own illustrations, show how:
- Listening is active.
- Attitude is important.
- Silence is golden.

The list is like a “grocery” list. Use a colon with bullets, numbers or symbols; lowercase/capitalize as needed, but no other punctuation is necessary. Example:

Include the following information:
- name
- address
- day and night phone numbers
- spouse’s name
- Social Security number

**liturgy**
The words and actions that form the worship of the Christian assembly.

**living God**
*Note capitalization treatment.*

**living Lord**
*Note capitalization treatment.*

**LivingLutheran.com**
The website of the ELCA’s magazine, which includes articles from the print magazine and new content uploaded weekly. Uppercase the “Ls” in the address for promotional material; lowercase in editorial material.

**living Word**
*Note capitalization treatment.*

**logo**
*Do not use* in reference to ELCA branding; use “brandmark” instead.
*see brandmark*

**Logos**
Capitalize when referring to Christ.

**Lord**
Capitalize.
Lord of lords
*Note* capitalization treatment.

Lord’s day
Sunday.

Lordship of God
*Note* capitalization treatment.

Lord’s Prayer
Capitalize.

Lord’s Supper
Used as a synonym for Holy Communion.

Loving-kindness
Hyphenate.

Low church, high church
*Avoid* using; instead describe the service and what happened during it.

Lutheran Book of Worship
Do not preface with the article “the”:
We are exploring Lutheran Book of Worship in adult education class.
Acronym (LBW) in roman type may be used only when preceding hymn numbers in publications that contain lists of hymns or refer to both liturgical pages and hymn numbers:
- LBW 347
- LBW, p. 252

Lutheran Center, the
The building that houses the churchwide organization of the Evangelical Lutheran Church in America; should *not* be referred to as “the ELCA.”

Lutheran church
*Note* capitalization treatment; capitalize “Church” only as part of a corporate title: “Faith Lutheran Church.”

Lutheran Church—Missouri Synod, The
Use an em dash when spelling out the denominational name
*Note:* if reference is to the legally or formally incorporated body, “The” should be included as part of name and should be capitalized.

Lutheran Disaster Response
Includes both the domestic and international disaster response work that the ELCA does; *see* Appendix 2 for further information.

Lutheran Immigration and Refugee Service
*Note* that the name is *not* “Services.”

Lutheran Outdoor Ministries
Associated with the ELCA, but is not a direct program of the ELCA.
Lutheran Services in America
The ELCA, along with 300 health and human service organizations, participates in this alliance, which serves people in the United States and the Caribbean.

Lutheran social ministry organizations
When referring to a group of them, capitalize only “Lutheran.”

Lutheran World Federation, The
International association of Lutheran churches of which there are 70 million members; the ELCA is the only Lutheran denomination in the United States that belongs to the federation.
Note that “The” is part of the name and should be capitalized and included only in legal or formal references.

Lutheran World Relief
Not “the Lutheran World Relief.”

lyrics
Prefer “hymn text,” “text of a hymn.”

magi
Use instead of “wise men.”

major prophets/Major Prophets
Capitalize when referring to the section of the Bible that includes Isaiah, Jeremiah, Lamentations, Ezekiel and Daniel:
    The next portion of Scripture that we will study is the Major Prophets.
Lowercase when referring to a person:
    Isaiah was one of the five major prophets.

man
Use for any adult male.
see also adult; boy; young adult; youth

man of sorrows
Capitalize only when the meaning is otherwise unclear.

mass
Capitalize when referring to the religious ceremony:
    Father Burns celebrated the Mass at 8 a.m. yesterday.
Lowercase when referring to a musical setting of the Mass:
    J.S. Bach wrote a mass setting in B minor.

matins
see morning prayer

Maundy Thursday
Capitalize.
means of grace
In Lutheran usage, the word of God and the sacraments through which God’s grace comes to people; use “The Use of the Means of Grace” when referencing the official ELCA statement on the practice of word and sacrament.

messages, ELCA
Messages of the ELCA (http://elca.org/socialmessages):
• Are built on its social policy.
• Draw attention to certain priority concerns that arise from its mission in the world and encourage discussion and action.
• Address the contemporary situation in light of the prophetic and compassionate traditions of the Bible.
• Are adopted by the Church Council.
• Express the convictions of the leaders of this church.
Messages of the ELCA appear in copy in quotation marks, not italics; they include:
“Message on AIDS”
“Message on the Body of Christ and Mental Illness”
“Message on Changing Europe”
“Message on Commercial Sexual Exploitation”
“Message on Community Violence”
“Message on End of Life Decisions”
“Message on Homelessness”
“Message on Immigration”
“Message on Israeli/Palestinian Conflict”
“Message on People Living with Disabilities”
“Message on Sexuality”
“Message on Suicide Prevention”
“Message on Terrorism”

messiah/Messiah
Capitalize only when used as a name for Christ or referring to an eschatological figure in Judaism or Christianity:
The Messiah was born in Bethlehem.
He had a messiah complex.

messianic
Lowercase.

messianic age
Lowercase.

Methodist Church
see United Methodist Church, The

Mexican American
Do not hyphenate (exception to AP Stylebook); U.S. citizens of Mexican descent.
see also Latino

Middle East, Mideast, Near East
“Middle East” is preferred; “Mideast” is also acceptable.
midrash/Midrash
Plural is “midrashim.” Hebrew term for “explanation” or “exposition”; capitalize when referring to a collection of writings; otherwise, lowercase.

microfinancing
*Note* that this term is not hyphenated.

microlending
*Note,* this is not hyphenated.

microloan
*Note,* this is not hyphenated.

millennium (n.)
Millennia (plural).

minister
Collectively, “clergy” is the proper term; *avoid* implying that only men are clergy; in reference to “minister” as a pastor, use “ordained minister,” in contrast to the various forms of rostered lay service. 
*see also* clergy titles

minority
*Do not use* when referring to racial groups.

minor prophets/Minor Prophets
Capitalize when referring to the section of the Bible:
- The 12 books in the Minor Prophets section of the Bible are Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah and Malachi.
Lowercase when referring to a person:
- Amos was one of the minor prophets.

“missio Dei”
Use with quotation marks; translates from Latin as “sending of God.”

missionary
*Prefer* referencing a specific job instead: “teachers in China,” “translators in Ethiopia.”
- Jack, who works in animal husbandry in Nigeria, is a missionary supported by our congregation.
*Do not use* “mission personnel.”

Mission Support (n.)
Portion of congregational offerings that is shared with the synod and churchwide organization to support ministries in those expressions of the ELCA. 
*Note* when associated with the ELCA, this term is a proper noun, and is therefore capitalized; it is never hyphenated:
- Mission Support enables the ELCA to do its work.

mission to
*Avoid*; use “mission with” instead.
- The ELCA is in mission with companion churches throughout the world.
**missional**  
Avoid usage in public documents; describe what is meant in clear adjectival terms instead.  
*Exception: Missional Leadership Centers.*

**Missional Leadership Centers**  
Formerly known as “mission schools”; name changed because of the historical negative connotation.  
*Exception* to the usage of “missional.”

**modern-day (adj.)**  
Hyphenate when used as an adjective to modify a noun: “modern-day usage,” “modern-day Germany.”

**Mohammed**  
*Do not use*; use “Muhammad” instead (unless it is a specific person’s name).

**month**  
*See* dates

**Moravian Church in America**  
The Southern and Northern Provinces, Eastern West Indies Province and the Alaska Province of the Moravian Church in America are full communion partners with the Evangelical Lutheran Church in America.

**morning prayer/Morning Prayer**  
*Preferred* term for “matins.” Capitalize only when referring to the title for the service of Morning Prayer, especially if followed by page number or book title.

**Moslem**  
*Do not use*; use “Muslim” instead.

**Most High**  
*Note* capitalization.

**Most High God**  
*Note* capitalization.  
**Mother’s Day**  
*Note* capitalization and apostrophe treatment.

**Mr., Mrs., Ms.**  
*see* courtesy titles

**Muhammad**  
*Preferred; do not use* “Mohammed.”

**multicultural**  
Do not hyphenate.

**Muslim**  
Refers to people who adhere to the religion called Islam. *Do not use* “Moslem.”
MYLE
Multicultural Youth Leadership Event.
See ELCA National Youth Gathering

national groups
see ethnic, national and racial group references

Native American
Prefer “American Indian.” If possible use the name of the nation:
He is a Hopi commissioner.
James Shepherd, Laguna, spoke at the Indigenous Institute.
Because members of some ethnic groups use different terms when referring to themselves, if possible ask how they would like to be identified.

nativity/Nativity
Capitalize in liturgical contexts:
the Feast of the Nativity of Our Lord
Otherwise lowercase:
There were probably donkeys at the nativity of Christ.

new Adam
Note capitalization treatment.

new covenant
Avoid this term except in the words of institution within the Great Thanksgiving in a liturgy; rewrite for clarity of meaning.

New Jerusalem
Capitalize.

New Revised Standard Version, the
Preferred version of the Bible for use in ELCA. Abbreviated in second and subsequent references as “NRSV.” If it’s necessary, in a particular context, to quote from another version, reasoning for this deviation from the standard should be provided when the document is submitted to Strategic Communications for editorial review as well as an indication of which version is being used.
see also Appendix 1 for appropriate credit lines for various versions of the Bible

new-start congregation
Hyphenate when “new-start” is an adjective.

New Testament
Capitalize.

Nicene Creed, the
Capitalize, but lowercase “creed” when using the short form in subsequent references: “the creed.”
Night Prayer

*Preferred* term for “compline,” the daily prayer service for use at the end of the day, just prior to retiring for the night. Capitalize only when referring to the title for the service of Night Prayer, especially if followed by page number or book title.

**Ninety-five Theses**

*note* capitalization treatment when used as a title:

- Read Luther’s “95 Theses” for our next class session.
- He nailed 95 theses to the door of the church.

**nonprofit**

No hyphen.

**nonsexist language**

- *Avoid* using terms that unnecessarily specify someone’s gender, such as “chairman” or “prophetess”; in most cases, “chair” or “prophet” can be used instead; *exception to AP Stylebook*.
- *Avoid* sexism by using nongender-specific language such as “humanity” or “humankind” instead of “mankind,” except when directly quoting from an original source.

**numbers/numerals**

- *In general, do not* begin a sentence with a numeral; spell out a number at the beginning of a sentence or rewrite the sentence.
- Spell out the first nine cardinal and ordinal numbers when used in text:
  - There were eight applicants.
  - She was the sixth spelling bee contestant.
- Use figures for numbers above nine:
  - The table was set for 10.
  - There were 50 in the audience.
- These “spell out” and “use figures” rules above *do not apply* to ages, figures in headlines, figures containing decimals, statistics, results of voting, percentages, sums of money, times of day, days of month, latitude and longitude, degrees of temperature, dimension, measurements and proportion, numbers that are part of titles, or sports points
- Spell out large numbers:
  - They planned to raise $2 million.
- With four digits, use a comma in the number, as in “2,000,” except in reference to a year: “A.D. 2000”
- *Do not use* “firstly” or “secondly”; use “first” and “second”
- Use numerals for both % and percentages:
  - 2%
  - 3.75%
  - 0.6%
  - 10 percentage points
- Use numerals to express age:
  - 5 years old
  - 32-year-old
- Fractions should be written out and hyphenated:
  - two-thirds
  - three-fourths
offering
Lowercase.

offertory (adj.)
*Prefer* “offering” or “offering prayer.”

old Adam
*Note* capitalization treatment.

old covenant/Old Covenant
*Avoid* using the capitalized form, which is a synonym for Old Testament; *prefer* “Old Testament.”

Old Testament
Capitalize; in liturgical reference, use “first reading.”

older adult
*Preferred* term

one another
*see* each other, one another

One in Three
The Trinity.

online
Do not hyphenate.

ordination/Ordination
Lowercase, but capitalize when used in the title of the rite: “Rite of Ordination.”

ordained ministers
*Not* ordained pastors

Oriental
*Do not use*
*see* Asian

original sin
Lowercase.

orthodox(y)/Orthodox
Capitalize only when referring to the Eastern Christian groups: “Russian Orthodox,” “Greek Orthodox,” “Orthodox churches”; or “Orthodox Jews”; but “Lutheran orthodoxy.”

outreach to
*Avoid*; use “outreach among” instead.
Pacific Islanders
Use to refer to people from Pacific Island countries. Whenever possible, make references to a specific ethnic heritage: “Tongan,” “Fijian,” “Tahitian,” “Marshallese,” “Trukese.”

page

Palm Sunday
In liturgical usage, prefer “Sunday of the Passion.”

parable
Lowercase even when used to refer to a particular parable: “parable of the good Samaritan,” “parable of the sower.”

Paraclete
Translates from Greek as “advocate” or “intercessor”; refers to the Holy Spirit.

parousia
Greek word referring to the second coming of Christ (exception to Merriam-Webster’s, which capitalizes it); do not italicize or place in quotation marks.

paschal
Lowercase as an adjective: “paschal candle,” “paschal mystery,” “paschal lamb,” “paschal full moon”; typically needs definition or explanatory phrase when used

paschal lamb/Paschal Lamb
Capitalize when used as a substitute name for Jesus:

The Paschal Lamb was sacrificed for our sins.
But Jesus is the paschal lamb.

Paschal Triduum
Prefer “the Three Days.”

Passion, the
Capitalize when referring to a day: “Sunday of the Passion”; a portion of Scripture: “the Passion narrative”; or the suffering of Jesus: “the Passion of Christ.”

Passion Week
Prefer Holy Week.

Passover Feast
Capitalize.

pastor
Usage should be “pastor of First Lutheran” not “pastor at First Lutheran.”
see clergy titles;

Pastoral Epistles
Prefer Pastoral Letters.
Pauline Epistles
*Prefer* Pauline Letters.

**Peace Not Walls**
The ELCA works for justice and peace in Palestine and Israel through its campaign, Peace Not Walls ([elca.org/peacenotwalls](elca.org/peacenotwalls)).

**Pentateuch**
Capitalize.

**pentateuchal**
Lowercase.

**Pentecost**
Capitalize.

**pentecostal/Pentecostals**
Capitalize only when referring to a specific religious group.

**people living in poverty**
Use instead of “the poor.”

**percent**
AP style changed its guideline on percent in 2019. Using the symbol % is now permissible in running text. Use numerals, not words, for the quantity expressed: “4%,” “0.6%.” Use % if quoting interest rates, statistics or in fundraising materials in charts/lists.

**percentage construction: plural vs. singular**
*Prefer* singular: “1 in 9 people lives in poverty.”

**person/people**
Plural form of person is “people,” *not* “persons.”
*Exception:* use “persons” only for the voting category: “persons of color or language other than English”; or in other constitutionally mandated instances; or in reference to the triune God: “God in three persons.”

**petition/Petition**
Capitalize when referring to individual petitions of the Lord’s Prayer: “the Third Petition”; but “this petition.”

**Ph.D./M.Div./D.Min.**
Avoid in editorial copy. If used, not usage of periods and no spaces between characters.

**Pharisees**
Capitalize.

**pietism/Pietism**
Capitalize only when referring to a movement in the 17th and 18th centuries

**pietists/Pietists**
*see* pietism
p.m., a.m.
Lowercase, with periods.

poor, the
_Do not use_; use “people living in poverty.”

**Portico Benefit Services**
Portico Benefit Services is a separately incorporated ministry of the ELCA based in Minnesota that provides retirement, health and related benefits and services to enhance the well-being of nearly 50,000 pastors, rostered ministers, employees and their families in the ELCA.

**position titles**
*see* titles of ELCA churchwide staff

**postal codes**
*see* state names

**prayer at the close of the day**
*see* night prayer

**precious blood**
Lowercase.

**prefixes**
- In general, do not hyphenate when the word after the prefix starts with a consonant (*exception*: “Ecumenical and Inter-Religious Relations”).
- Hyphenation should be used:
  - When the prefix ends in a vowel and the word that follows begins with the same vowel (*exception*: words like “cooperate,” “coordinate,” “coexist,” “coequal”).
  - If the word that follows the prefix is capitalized: “sub-Saharan.”
  - If the prefix is doubled: “sub-subparagraph.”
*see* AP Stylebook, specific listings for commonly used prefixes

**Presbyterian Church (U.S.A.)**
A full communion partner with the Evangelical Lutheran Church in America. _Note_ the periods in the initials when the full name of the church body is used.

**presiding bishop**
The title of the president and chief executive officer of the Evangelical Lutheran Church in America. When the title comes before the name, capitalize:

Presiding Bishop Elizabeth A. Eaton of the Evangelical Lutheran Church in America held a news conference.

Lowercase when the office is identified after the name:

The Rev. Elizabeth A. Eaton, presiding bishop of the ELCA, said ….

**presiding bishop emeritus**
New title for former presiding bishops. Uppercase before a name; lowercase after.
*Note*: Check with synods since some also use the title for former synod bishops: Arkanas-Oklahoma Synod Bishop Emeritus Floyd Schoenhalls.
presiding minister
Lowercase.

priesthood of all believers
Lowercase.

Prince of Peace
Capitalize; refers to Christ.

prodigal son
Lowercase.

promised land
Capitalize only when the meaning is otherwise unclear.

Promised One, the
Capitalize; refers to Jesus.

propers, the
Lowercase.

prophecy (n.)
The inspired words of a prophet; a prediction of a future event.

prophesy, prophesied (v.)
To say something by, or as if by, divine inspiration; to predict.

Prophet, Priest and King
Capitalize when used together in a series referring to Christ.

prophetess
Avoid; use “prophet.”

prophets/Prophets
Capitalize when referring to the section of the Bible:
   The Prophets are the 17 books of the Bible beginning with Isaiah and ending with Malachi.
lowercase when referring to a person:
   Isaiah was one of the prophets.
see also major prophets; minor prophets

Protestantism
Capitalize.

providence/Providence
Lowercase when referring to divine guidance; capitalize when referring to God.

psalmist
Lowercase.
**psalm/Psalm**
Capitalize only when referring to the book in the Bible: “the book of Psalms”; or a specific passage: “Psalm 8:3-6.”
Lowercase when used as a general term: “this psalm,” “some psalms”:
   My favorite psalm is Psalm 23.

**psalter/Psalter**
Capitalized only when used as a synonym for the book of Psalms

**quotation marks and punctuation**
Periods and commas always go inside the quotation marks; colons and semicolons always go outside quotation marks unless the punctuation applies to quoted material. Question marks or exclamation marks go inside the quotation mark only if the quoted material is the question or exclamation.
Exception: place period after the citation for quotations of Scripture or ELCA constitutional provisions, bylaws or resolutions:
   “For God so loved the world that he gave his only begotten son” (John 3:16).

**Quran**
Preferred spelling for the Muslim holy book rather than “Koran” or “Qur’an”; use another form only if preferred by a specific organization or when quoting a specific title or name.

**racial groups**
*see* ethnic, national and racial group references

**reading**
The Scripture texts appointed for public reading in the liturgy; preferred over “lesson.”

**real presence**
Lowercase.

**redemption**
Lowercase.

**Reformation, the**
Note capitalization.
*see also* “Counter-Reformation”

**Reformed church**
Refers to Calvinist traditions; capitalize “church” only when referring to a specific church: “Wheaton Christian Reformed Church”; or to the corporate title of a church body: “Reformed Church in America”

**Reformed Church in America**
A full communion partner with the Evangelical Lutheran Church in America

**reformer**
Lowercase even when it refers to a leader in the Protestant Reformation.
**region**  
Capitalize when used as the name of a portion of the Evangelical Lutheran Church in America. For subsequent usage lowercase “the region.” Use Arabic numbers for regional identification: “Region 7.”

**resurrection**  
Capitalize only when the meaning is otherwise unclear.

**Rev., the**  
Always use the abbreviated form, not “Reverend”  
*see* clergy titles

**Revised Common Lectionary**  
Do not italicize or place in quotation marks unless referring to a specific publication.

**righteous**  
Lowercase.

**righteous God**  
*Note* capitalization treatment.

**Righteous One**  
Capitalize when it refers to Christ.

**risen Lord**  
*Note* capitalization treatment.

**Risen One**  
Capitalize when it refers to Christ.

**Rite of Holy Baptism**  
*see* baptism

**Roman Catholic Church, the**  
Capitalize “church” only when referring to a specific church or to the corporate title of a church body: “St. Mary’s Roman Catholic Church,” “the Roman Catholic Church”; but “a Roman Catholic church,” “the Catholic church.”

**rostered leader**  
*Do not use.*

**rostered minister**  
Replaces rostered leader, includes ministers of Word and Service and ministers of Word and Sacrament.  
(Updated 5/4/18)  
*see also* rosters
rosters
The roster of Ministers of Word and Service and the roster of Ministers of Word and Sacrament. Note
that roster is lowercase when used in a sentence, e.g., The policies and procedures for granting retired
status on the roster of Ministers of Word and Sacrament shall be developed by the appropriate
churchwide unit. (Updated 5/4/18).

Russian Orthodox Church, the
Capitalize “church” only when referring to a specific church or to the corporate title of a church body: “Holy
Trinity Russian Orthodox Church,” “the Russian Orthodox Church Outside of Russia”; but “a Russian
Orthodox church”

Russian Orthodoxy
Capitalize.

sabbath/Sabbath
Capitalize when referring to Saturday or Sunday as a day of the week; lowercase when referring to a time of
rest.

sacrament/Sacrament
Capitalize when used in the title of the rite:
“the Sacrament of Holy Communion.
Otherwise lowercase:
The Lutheran church has two sacraments: baptism and communion.
Communion is a sacrament.
The gift of word and sacrament is from God.

sacramental (adj.)
Lowercase.

Sacrament of Holy Baptism, the
Capitalize when used as a title of the rite.

Sacrament of Holy Communion, the
Capitalize when used as a title of the rite.

saint
Abbreviate as “St.” for names of saints, cities and other places: “St. John,” “St. Paul, Minn.” “St. Lawrence
Seaway”
Exception: “Saint Paul Area Synod.”

same-gender (adj.)
Do not use “same-sex”:
This law protects same-gender couples.

Sanctus
Capitalize.

Satan
Capitalize.
satanic
Lowercase.

savior/Savior
Capitalize only when referring to Jesus; may also be spelled “Saviour” in the name of a congregation.

scholastic movement
Lowercase.

scholasticism
Lowercase: “Protestant scholasticism,” “Thomistic scholasticism.”

scholastics, the
Lowercase.

scribes
Lowercase.

scriptural
Lowercase.

scripture(s)/Scripture
Capitalize when meaning the Bible or any portion of it:
The pastor quoted various portions of Scripture in his sermon.
Lowercase when referring to the sacred writings of a religious group: “the Hindu scriptures.”

Scripture reference
see “biblical text references” for specific examples of citations.

seat of judgment
Lowercase.

second coming, the
Capitalize only when the meaning is otherwise unclear.

Second Vatican Council
Also referred to as Vatican II; use “Second Vatican Council” in first usage; “Vatican II” in second and subsequent references.

seder
Lowercase.

See
Capitalize when referring to a specific see (religious jurisdiction): “the See of Constantinople,” “the Holy See.”

senior
see junior, senior
senior citizen
Prefer “older adult.” Usage may be appropriate in generic phrases that do not refer to specific individuals: “senior citizen discount.”

separately incorporated ministeries
see titles of ELCA churchwide ministries and teams

serial punctuation
Do not use a comma before the conjunction in a simple series (e.g., a, b and c):
They bought apples, bananas and cherries.
however:
• If a serial comma would help with clarity, insert it:
  We had juice, cereal, and ham and eggs.
• If any of the series terms themselves have a comma in them, use semicolons to separate:
  She was accompanied by her daughter, Jane, from Des Moines; her cousin, Alice, from Chicago; and her aunt Bernice, from Minneapolis.
• Use a comma before the concluding conjunction in a complex series of phrases:
  The judges in the contest considered the originality of the submission, the creativity of the content, the illustrations, and the compliance with the stated theme.

Sermon on the Mount
Note capitalization treatment

serpent, the
Lowercase.

Servant Songs, the
Isaiah 42:1-7; Isaiah 49:1-6; Isaiah 50:4-9; Isaiah 52:13—53:12

seven deadly sins
Lowercase.

sevenfold
Lowercase.

“simul justus et peccator”
Translates from Latin as “at once justified and sinner.”

sister
The abbreviation “Sr.” is acceptable in a list with names and titles.

Small Catechism
Do not italicize or put in quotation marks unless referring to a specific publication.

social messages, ELCA
see messages, ELCA
social policy resolutions
Actions, other than social statements, of the Churchwide Assembly or Church Council on matters of social concern.

social statements, ELCA
Use quotation marks for titles of statements; the proper titles of the ELCA social statements and their dates of adoption by the Churchwide Assembly are (elca.org/socialstatements):

- “Abortion” (1991)
- “The Death Penalty” (1991)
- “Freed in Christ: Race, Ethnicity, and Culture” (1993)
- “For Peace in God’s World” (1995)
- “Sufficient, Sustainable Livelihood for All” (1999)
- “Caring for Health: Our Shared Endeavor” (2003)
- “Our Calling in Education” (2007)
- “Human Sexuality: Gift and Trust” (2009)
- “Genetics: Faith and Responsibility” (2011)
- “Criminal Justice” (2013)

Son/Son
Capitalize only when referring to the second person of the Trinity.

Son of God
*note* capitalization treatment.

spirit/Spirit
Capitalize when referring to the third person of the Trinity.

Stand With Africa
*Note:* the “w” in “With” is capitalized.

stanza
The use of “stanza” is correct when used with most traditional hymnody, and “verse” is correct when referring to psalms (and other biblical references). A song that has a refrain has “verses” with the refrain. An example is ELW, 727 and 728: “Lord Christ, When First You Came to Earth” has four stanzas. “Blest Are They” has five verses and a refrain.

*[see also* verse]

state names
- in running copy, spell out state names when used alone in a sentence:
  I grew up in Minnesota.
  *note:* State names should be abbreviated when a city is also mentioned:
  I grew up in Small Town, Minn.
- A comma follows the name of a state in city-state references and follows the name of a country in city-country references in text:
  The meeting was held in Columbus, Ohio, at Trinity Lutheran Seminary.
  The tour included Hamburg, Germany, among other European cities.
• If using an abbreviation, *do not use* postal codes (e.g., MN) in running text; the U.S. Postal Service’s abbreviations for the 50 states are designed to aid sorting of mail by machine; they should *not* be used in copy unless within the context of an address.

*see* Appendix 3 for a list of state abbreviations and postal codes

**stations of the cross**

Lowercase.

**sub**

In general, do not hyphenate after this prefix.

*see* prefix, sub-brands

**sub-brands (within the ELCA context)**

Hyphenate. Recognized fundraising programs within the ELCA that include the ELCA Foundation, ELCA Fund for Leaders, ELCA Global Church Sponsorship, ELCA Malaria Campaign, ELCA New Congregations, ELCA Vision for Mission, ELCA World Hunger and Lutheran Disaster Response.

**subcommittee**

*Do not* hyphenate.

**suffering servant/Suffering Servant**

Capitalize only when used as a title for Christ.

**Sunday school**

*note* capitalization treatment.

**Sunday of the Passion**

Palm Sunday; beginning of Holy Week.

**Sundays of the church year**

In naming the Sundays of the church year, follow the style of “Evangelical Lutheran Worship,” pp. 18-53.

**supreme being/Supreme Being**

Capitalize only when referring to God.

**synod (n.)**

One of the three expressions of the Evangelical Lutheran Church in America. In first reference be sure to include “ELCA” in the name; capitalize when used with the name: “ELCA Upstate New York Synod.” Second reference: “the synod.” There are no official abbreviations for synod names, so *always* spell them out. Be sure to reference the correct geographic designations in the names of the synods:

*see* Appendix 4 for a complete listing of ELCA synods

**Synod Assembly**

Capitalize when using the entire name, with or without the year:

- I attended the 2009 Synod Assembly.

LowerCase if only “assembly” is used upon subsequent reference:

- Important decisions are made during the Synod Assembly. During the assembly ....
Synod Council
The governing body of an ELCA synod. Capitalized similarly to “Church Council”; lowercase “council” when used alone.

synod office
LowerCase.

synodical (adj.)
The correct form when this term is used strictly as an adjective:

The email was sent out to all synodical bishops.

Note: synods have a “Synod Council,” not a “synodical council.”

synodically authorized worshiping communities
“Within the territory of each geographic synod, the synod – in keeping with criteria, policies and procedures proposed by the secretary of this church, after consultation with the appropriate churchwide unit or units, and approved by the Church Council – may acknowledge certain authorized worshiping communities such as developing ministries, preaching points or chapels as related to the synod and part of the synod’s life and mission. Such authorized worshiping communities of the synod shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church” (ELCA Constitution - churchwide bylaw 10.02.03).

synodwide
LowerCase; do not hyphenate.

synoptic gospels
LowerCase.

Synoptics, the
Capitalize.

tagline
One word; part of the brandmark of the ELCA; the official, registered tagline of the Evangelical Lutheran Church in America is:

“God’s work. Our hands.”

It should never appear as a headline or stand alone; it should always be capitalized and punctuated as illustrated above, whether in conjunction with the brandmark or in copy, in order to preserve its integrity and assist in brand identification. Find resources at ELCA.org/dayofservice; consult ELCA.org/trademark for approved usage of the brandmark.

see also brandmark and God’s work. Our hands.

task force
Capitalize only if entire name of the specific task force is used; lowercase in other instances:

The Communal Discernment Task Force held its annual meeting.
The work of the task force continues between meetings.

teenager
do not use

see boy; girl; young adult; youth
telephone numbers
Use hyphens in the number, *not* parentheses, periods or a slash; *note* the style when including an extension:
Call us at 773-380-0000, ext. 234, to receive a copy.
Dialing “1-” to obtain long distance service is common knowledge and is no longer required when citing a phone number.

temple/Temple
Capitalized only when naming a specific temple: “the Temple of Solomon,” “the Second Temple.”

temptation, the
Lowercase.

Ten Commandments
Capitalized; *do not use* “10 Commandments.”

tenebrae/Tenebrae
Capitalized only when part of a formal title.

text of a hymn, hymn text
Use instead of “lyrics.”

thankoffering
One word; lowercase

Third World nation
*Do not use*; instead use the specific name of the hemisphere or area that is referenced.
*Note:* in contemporary usage, “Third World” carries “economic” implications, meaning nonindustrialized or economically poor by Western economic standards. *Never* use “developing” as a modifier for a church or a group of people—terms such as “underdeveloped” or “developed” oversimplify a nation’s status based on economic or material terms. In this usage, nations are measured by purely Western standards, and other dimensions of human community and values are overlooked

Three Days, the
Begins with the Maundy Thursday evening liturgy and ends with Easter Day evening prayer. Easter Day is the last day of the Paschal Triduum and the first day of the Easter season.

Three in One
Trinity; refers to the Father, Son and Holy Spirit.

time
• Use numerals except for noon and midnight
• Lowercase “a.m.” and “p.m.”:
  We meet at 2 p.m.
• *Avoid* redundancies: write
  We will meet at 7 p.m. today.
  *not* “We will meet tonight at 7:00 p.m.”
• Use numerals to express length of time
  Allow 2 minutes for discussion.
time of the church, the
The nonfestival part of the church year, including the time after Pentecost and often the time after Epiphany; also referred to as Ordinary Time

timeline
One word when the meaning is schedule of events or equivalent of timetable:
The timeline for development of the health-care social statement listed the meeting dates.

time line
Two words when the meaning is time chart as in a table listing important events for successive years or groups of years within a particular period:
The time line of major religious events in past millennia highlighted the importance of the Reformation and Counter-Reformation in the 16th century.

titles of compositions
Includes book titles, magazine titles, movie titles, opera titles, play titles, album titles, radio and television program titles.
Use italic type; capitalize principal words, including prepositions and conjunctions of four or more letters; capitalize articles or words of fewer than four letters if it is the first or last word in a title. Use roman type and italics for chapter titles, hymn titles, documents (ELCA social messages and social statements).
Exceptions per AP Style include the Bible and books that are primarily catalogs of reference material (e.g., almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications).
“Stewards of Love”; “Stories of Faith in Action”; but Good Gifts catalog; Our Global Church annual directory

titles of ELCA churchwide staff
In editorial text, prefer the title after the name: “Jane Doe, executive director of ….”
For signature blocks in business letters, put the capitalized title of the person on a second line with the unit or program name as appropriate
Jane Doe
Executive Director, {Unit}
Evangelical Lutheran Church in America

titles of ELCA churchwide ministries and teams
Generally these terms are to be used only in internal references. When possible in public documents, refer to the work of the ELCA rather than a specific unit; when used, be sure to include “ELCA”:
The staff of the ELCA Mission Advancement unit is on retreat today.
Proper titles and designations of offices, units and teams are as follows:
Domestic Mission
  Advocacy
  Congregational Centers for Mission
  Ethnic-Specific and Multicultural Ministries
  Leadership for Mission
  Poverty and Justice Ministries
  Synodical Directors for Evangelical Mission
Global Mission
  Diakonia
  Finance and Administration
  Global Community
  Mission Formation/Relationships
Mission Advancement
  Advancement Services
  Strategic Communications
    Living Lutheran magazine
Mission Funding
  ELCA Fund for Leaders
  ELCA Global Mission Funding
  ELCA Malaria Campaign
  ELCA New Congregations
  ELCA Vision for Mission
  ELCA World Hunger
  Lutheran Disaster Response
*Always Being Made New: The Campaign for the ELCA*
Office of the Presiding Bishop
  Administration
  Human Resources
  Research and Evaluation
Conference of Bishops
  Ecumenical and Inter-Religious Affairs
Governance
  Worship
  Theological Discernment
  Synodical Relations
  Federal Chaplaincy
Office of the Secretary
  Administration
  Archives
  General Counsel
  Meeting Management/Travel
Office of the Treasurer
  Budget and Unit Accounting
  Cash, Investment and Building
    Management
  Controller
  Customer Service
  Information Technology
  Internal Audit

Separately incorporated ministries:
  Augsburg Fortress, Publishers
  ELCA Foundation
  Portico Benefit Services
  Mission Investment Fund of the ELCA
  Women of the ELCA
Separately incorporated ministries related to ELCA Domestic Mission unit
   Deaconess Community
   Evangelical Lutheran Education Association
   Educational and Institutional Insurance Administrators Inc.
   National Lutheran Campus Ministry Inc.
   Lutheran Men in Mission

Torah
The five books of Moses, which constitute the Pentateuch: Genesis, Exodus, Leviticus, Numbers and Deuteronomy.

Tower of Babel
Capitalize.

toward
Do not use “towards.”

trademark
Avoid using trademark names as a general reference to a particular type of product:
   I used a sticky note to leave him a message.
not “I used a Post-It note to leave him a message.”

transfiguration
Capitalize only when the meaning is otherwise unclear or when referring to the festival on the last Sunday before Lent: “the Transfiguration of Our Lord” or “Transfiguration.”
	ransgender
see LGBTQ

Triannual, triennial
See biennial

tribe/Tribe
Usually lowercase: “the tribe of Judah,” “tribes of Israel.” Capitalize when used with an American Indian name: “Dakota Tribe.”

tribes, tribal
Avoid in general usage. Many Africans are very sensitive about being identified along tribal lines; the word “tribe” also carries connotations of primitiveness. Avoid “tribal” as well unless used by the people themselves. Identify a person by nationality or, in some circumstances, by ethnic group or language instead. Note: for American Indians, “tribe” is acceptable, but “nation” is preferred.

triduum, the
Translates from Latin as “three days.” Lowercase, but capitalize in “Paschal Triduum.”
see Three Days, the

trinitarian/Trinitarian
Capitalize only when referring to the Trinitarian Controversy.
Trinity
Capitalize.

Trinity season
*Prefer* “time after Pentecost.”

Triune God
*Note* capitalization treatment.

tune names
In hymnody, to indicate a tune name, use small caps and appropriate capitalization, no quotation marks:

ADESTE FIDELES
EIN FESTE BURG

Twelve, the
Refers to the 12 disciples; capitalize.

twelve days of Christmas, the
*Note* capitalization treatment.

Twelve Steps
The 12 stages of recovery that are used by Alcoholics Anonymous and similar support groups; capitalize. Also “Twelve Step program.”

unchurched
Use as an adjective only:

Unchurched people make up 40% of the U.S. population.
Do not equate unchurched people with non-Christians. “Unchurched” describes people who are not active in or members of a congregation; they may or may not be baptized.

undesignated
*Preferred* over “unrestricted” in fundraising materials

United Church of Christ
A full communion partner with the Evangelical Lutheran Church in America.

United Methodist Church, The
A full communion partner with the Evangelical Lutheran Church in America.

United States/U.S.
Spell out if used as a noun;
*preferred* use of abbreviation is as an adjective; use periods and no space between letters: “U.S. Senate.”

unrestricted
*see* “undesignated”

upper room, the
Lowercase.
URL/URLs
Acronym for uniform resource locator, an Internet address.
• In running text or HTML e-blasts, use roman type, no italics, capitalize ELCA in promotional items. Go to www.ELCA.org/globalmission for more information.
• when the URL stands alone, and is not intended to be hyperlinked, use roman type, no underscore, no “www”:
   ELCA.org/globalmission
• Avoid, if possible, listing a URL at the end of the sentence. If there is no way to rewrite, add ending punctuation; do not add a space between the URL and the ending punctuation.
• When the URL breaks at the end of a line of copy, do not add any punctuation, such as a hyphen, lest that hyphen be taken as part of the URL; try to break the URL in a logical place: between words, after existing punctuation, and the like.

vacation Bible school
Only the word Bible is capitalized.

Vatican II
Use “Second Vatican Council” on first reference; “Vatican II” for second and subsequent references.

verse
Refers to a portion of Scripture; “v.” and “vv.” Are the abbreviations for “verse” and “verses”; the abbreviation is followed by a space and the verse number(s): “v. 2,” “vv. 4–8”; use “stanza” when referring to hymnody
see also stanza

vespers
see evening prayer

Veterans’ Day
Capitalize and use apostrophe appropriately.

victim
Generally do not use.
see disease

video series
Proper term to use for a series of DVDs in a set.

vigil/Vigil
Capitalize when meaning is Easter Vigil or Pentecost Vigil; lowercase all other uses.

Vigil of Easter
see Easter Vigil

virgin birth
Lowercase.

Virgin Mary
Note capitalization.
Virgin, the
*Note* capitalization.

**visitation/Visitation**
Capitalized only when referring to the commemoration on May 31; but *preferred* name for that commemoration is “Visit of Mary to Elizabeth.”

**voting member**
Use in the context of a Churchwide Assembly or Synod Assembly. *Do not use* “delegate” in this context; attendees of these assemblies are not “delegates” from their synod and as such, may make their own decisions, based upon careful examination of the issue at hand. However, in referring to the Women of the ELCA Triennial Convention, “delegate” is the proper term as they are sent on behalf of the sending entity.

**Web addresses**
*prefer* “URL.”

**website**
One word, no hyphen; lowercase.

**White (adj.)**
*Exception* to AP Stylebook: capitalize when referring to a group:
  White Americans
Similar style is used with other group designations:
  Black Americans

**Wise Men, the**
*Preferred* term is “the magi.”

**woman**
Use for any adult female
*see also* adult; girl; young adult; youth

**Women of the ELCA**
The proper name for the women’s organization of the Evangelical Lutheran Church in America; *do not use* “WELCA,” “W/ELCA” or “the Women of the ELCA.”
*see* Appendix 5 for Women of the ELCA style sheet

**word/Word**
Capitalized only as a synonym for Christ:
  The Word became flesh and dwelt among us.
But “God’s word to Moses,” “word of God,” “the word of the Lord.”

**word and sacrament(s)**
Lowercase:
  The gift of word and sacrament is from God.
*Note:* The roster of Ministers of Word and Sacrament.

**Word Incarnate**
Capitalized when referring to Jesus; but “the incarnate Word.”
works-righteousness
Hyphenate.

World Hunger
*Prefer* “ELCA World Hunger.”

worshiped, worshiping
*Preferred* spelling is with one “p”: “the worshiping congregation.”
*Example* of proper usage:

Last Sunday 324 people worshiped with us.
*Not* Last Sunday we worshiped 324 people.

writings/Writings
Capitalize only as a division of Jewish scriptures: “Law, Prophets, Writings.”

Yahweh
*Preferred* usage, also “YHWH”; *preferred* over “Jehovah.”
*Avoid* “Jahweh.”

year
*see* centuries; dates; decades

young adult
A person between the ages of 18 and 30.
*see also* adult; boy; girl; man; woman; youth

youth
Refers to individuals ages 12 to 18. For those under age 12 use “boy” for males and “girl” for females; “young man” or “young woman” are also possible terms; at age 18 everyone is a “man,” “woman,” or “young adult”
*see also* adult; boy; girl; man; woman; young adult

Youth Gathering
*See* ELCA Youth Gathering

zealot/Zealot
Capitalize when referring to the fanatical first-century group of individuals who wanted to overthrow the Romans; otherwise, lowercase.
Appendix 1

Credit Lines/Copyright Information for Key Resources

Versions of the Bible:

The following Bible translation copyright acknowledgment lines may be used without further permission if stated conditions in italics are met. Permission must be requested if conditions are exceeded. (NOTE: “<” means that the total word count quoted from that source is less than the indicated amount of words; “≤” means the total word count is equal to or less than the amount indicated.) The NRSV is the preferred version of the Bible for use in the ELCA. If it is necessary, in a particular context, to quote from another version of the Bible, reasoning for this deviation from the standard should be provided when the document is submitted to Strategic Communications for editorial review as well as an indication of which version is being used.

*Note:* Acronyms as listed below are allowed for use in biblical credits and citations; this is an exception to the style that restricts the use of acronyms in general.

**Amplified Bible: Old Testament**
< 50 verses; no major portion of our publication or of Bible book

**Amplified New Testament**
< 50 verses; no major portion of our publication or of Bible book

**Contemporary English Version**
< 500 verses; < 50% of a Bible book & < 25% of our text content

**Dios Habla Hoy, La Biblia Version Popular**
*must send them notice of usage*

≤ 250 verses; no complete book; ≤ 25% of content

**Holy Bible, New Living Translation (NLT)**
≤ 250 verses; no complete book; ≤ 20% of content
One of the following credit lines must appear on the copyright page or title page of the work:
Scripture quotations marked (NLT) are taken from the Holy Bible, New Living Translation, copyright © 1996. Used by permission of Tyndale House Publishers Inc., Wheaton, IL 60189. All rights reserved.

Scripture quotations are taken from the Holy Bible, New Living Translation, copyright © 1996. Used by permission of Tyndale House Publishers Inc., Wheaton, IL 60189. All rights reserved.

Unless otherwise indicated, all Scripture quotations are taken from the Holy Bible, New Living Translation, copyright © 1996. Used by permission of Tyndale House Publishers Inc., Wheaton, IL 60189. All rights reserved.

**Jerusalem Bible**
< 2500 words; < 1/3 of content of publication
Excerpts from The Jerusalem Bible, copyright © 1966 by Darton, Longman & Todd, Ltd., and Doubleday & Co. Inc. Used by permission of the publisher.

**Living Bible**
< 250 verses; no complete book; < 20% of content
Scripture verses are taken from The Living Bible, copyright © 1971. Used by permission of Tyndale House Publishers Inc., Wheaton, IL 60189. All rights reserved.
The Message
≤ 500 verses; no complete book; <25% of content

Modern Language Bible: The Berkeley Version in Modern English
≤ 100 verses; no “major portion” of our publication/Bible book

New American Bible
≤ 2500 words
Scripture texts used in this work are taken from the New American Bible, copyright © 1970 by the Confraternity of Christian Doctrine, Washington, D.C., are used by permission of the copyright owner. All rights reserved.

New American Standard Bible
≤ 500 verses; must notify of use

New Century Version
Scriptures quoted from (title of Bible), New Century Version, copyright © 1991 by Word Publishing, Dallas, Texas 75234. All rights reserved.

New English Bible
≤ 100 verses

New International Version
≤ 500 verses; no complete book; < 25% of content

New Testament in Modern English (Phillips)
≤ 15 verses

Revised English Bible
≤ 100 verses
Scripture is from the Revised English Bible, copyright © 1989 by the Oxford and Cambridge University Presses. Used by permission.

Revised Standard Version Bible
≤ 500 verses; no entire book; < 50% of our content
Scripture is from the Revised Standard Version of the Bible, copyright © 1946, 1952, 1971 by the Division of Christian Education of the National Council of the Churches of Christ in the USA. Used by permission.

note: The “NIV” and “New International Version” trademarks are registered in the U.S. Patent and Trademark Office by International Bible Society.

Use of either trademark requires the permission of International Bible Society.

New Jerusalem Bible
< 2500 words; < 1/3 of content of publication
Excerpts from The New Jerusalem Bible, copyright © 1985 by Darton, Longman & Todd Ltd., and Doubleday, a division of Bantam Doubleday Dell Publishing Group Inc. Reprinted by permission.

New King James Version
≤ 250 verses; no complete book; < 50% of content
Scripture is taken from The New King James Version, copyright © 1979, 1980, 1982 Thomas Nelson Inc. Used by permission. All rights reserved.

New Revised Standard Version Bible (NRSV)
≤ 500 verses; no complete book; < 50% of content
Scripture is from the New Revised Standard Version Bible, copyright © 1989 by the Division of Christian Education of the National Council of the Churches of Christ in the United States of America. All rights reserved. Used with permission.

note: The NRSV is the preferred version for usage in the ELCA

New Testament in Modern English (Phillips)
≤ 15 verses

Revised English Bible
≤ 100 verses
Scripture is from the Revised English Bible, copyright © 1989 by the Oxford and Cambridge University Presses. Used by permission.

Revised Standard Version Bible
< 500 verses; no entire book; < 50% of our content
Scripture is from the Revised Standard Version of the Bible, copyright © 1946, 1952, 1971 by the Division of Christian Education of the National Council of the Churches of Christ in the USA. Used by permission.
Tanakh
*no entire book; < 50% of our content*
Scripture quotations are from “The Tanakh: The New Jewish Publication Society Translation According to the Traditional Hebrew Text” copyright © 1985 by the Jewish Publication Society. Used by permission.

Today's English Version (TEV)
*see “Good News for Modern Man” listing*

Other Commonly Quoted References:

Eerdman's Bible Dictionary
*< 400 words*

Revised Common Lectionary
Excerpts marked RCL are from the Revised Common Lectionary copyright © 1992 Consultation on Common Texts (CCT), admin. Augsburg Fortress. Reproduced by permission.

Worship Resources:

Evangelical Lutheran Worship
Excerpts marked ELW are from Evangelical Lutheran Worship copyright © 2006 Evangelical Lutheran Church in America, admin. Augsburg Fortress. Reproduced by permission.

Lutheran Book of Worship
Excerpts marked LBW are from Lutheran Book of Worship copyright © 1978 Lutheran Book of Worship, admin. Augsburg Fortress. Reproduced by permission.

This Far by Faith
Excerpts marked TFF are from This Far by Faith copyright © 1999 Augsburg Fortress. Reproduced by permission.

With One Voice
Excerpts marked WOV are from With One Voice copyright © 1995 Augsburg Fortress. Reproduced by permission.

Libro de Liturgia y Cántico
Excerpts marked LLC are from Libro de Liturgia y Cántico © 1998 Augsburg Fortress. Reproduced by permission.

Luther's Small Catechism
*(credit line is specific for the translation that is published in Evangelical Lutheran Worship pew edition and separately in Small Catechism study and pocket editions)* Small Catechism excerpts are from Luther’s Small Catechism with Evangelical Lutheran Worship Texts, © 1994, 2008 Augsburg Fortress. Reproduced by permission.
Appendix 2

ELCA World Hunger and Lutheran Disaster Response Style Sheet

ELCA World Hunger
• When referring to the program, use the official name, “ELCA World Hunger,” never “World Hunger.”
• “ELCA World Hunger” is the umbrella term for interunit churchwide, synodical, and congregational programs, events and activities — both program and appeal.
• The “ELCA World Hunger” brandmark is used for both ELCA World Hunger program and appeal.
• When ELCA World Hunger is referenced in a publication where the acronym “ELCA” needs to be defined, do not say, “Evangelical Lutheran Church in America World Hunger.” Instead, use construction similar to:
  ELCA World Hunger is the hunger-fighting ministry of the Evangelical Lutheran Church in America.
• Use “ELCA World Hunger Appeal” and “ELCA World Hunger and Disaster Appeal” for rare, internal communication when referring to the fundraising arm of ELCA World Hunger and ELCA Disaster Response; this usage is also appropriate when referring to a staff position or title
• Similarly, use “ELCA World Hunger program” for rare, internal communication when referring to the programmatic arm of ELCA World Hunger; this usage is also appropriate when referring to a staff position or title
• Key message: ELCA World Hunger addresses the root causes of hunger and poverty through a program of relief, development, education, advocacy and lifestyle stewardship never use “the” before “ELCA World Hunger”

Lutheran Disaster Response
• Lutheran Disaster Response refers to both Lutheran Disaster Response International and Lutheran Disaster Response U.S.
• The Lutheran Disaster Response brandmark is used for both Lutheran Disaster Response International and Lutheran Disaster Response U.S.
• Note: for designated disasters, 100% of donations designated for a specific disaster are used for that disaster’s immediate relief and long-term recovery efforts. Should a response become fully funded, additional designated gifts will be applied to similar international or domestic response efforts. For a listing of disasters accepting designated donations, visit ELCA.org/giving
• Key messages include: “In it for the long haul,” “Prepared to care,” “Bringing help and hope” and “Immediate relief and long-term recovery”

Lutheran Disaster Response U.S.
• This refers to the ELCA’s program and fund responding to major natural and human-caused disasters in the United States and the Caribbean.
• When communicating with an ELCA-specific audience or soliciting funds from ELCA members, refer to Lutheran Disaster Response U.S. (remember “United States” includes the Caribbean).
<table>
<thead>
<tr>
<th>Sample relationship language</th>
</tr>
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<tbody>
<tr>
<td><strong>ELCA World Hunger</strong></td>
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<tr>
<td><strong>Lutheran Disaster Response</strong></td>
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### Appendix 3

#### State Abbreviations and Postal Codes

<table>
<thead>
<tr>
<th>State/Territory Name</th>
<th>Abbreviation</th>
<th>Postal Code</th>
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<tbody>
<tr>
<td>Alabama</td>
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<tr>
<td>Montana</td>
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<table>
<thead>
<tr>
<th>State/Territory Name</th>
<th>Abbreviation</th>
<th>Postal Code</th>
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<tbody>
<tr>
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<td>NH</td>
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<td>NJ</td>
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<td>NY</td>
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<td>NC</td>
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<td>ND</td>
</tr>
<tr>
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</tr>
<tr>
<td>Oregon</td>
<td>Ore.</td>
<td>OR</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Pa.</td>
<td>PA</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>Puerto Rico</td>
<td>PR</td>
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<tr>
<td>Rhode Island</td>
<td>R.I.</td>
<td>RI</td>
</tr>
<tr>
<td>South Carolina</td>
<td>S.C.</td>
<td>SC</td>
</tr>
<tr>
<td>South Dakota</td>
<td>S.D.</td>
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</tr>
<tr>
<td>Vermont</td>
<td>Vt.</td>
<td>VT</td>
</tr>
<tr>
<td>Virgin Islands (US)</td>
<td>Virgin Islands</td>
<td>VI</td>
</tr>
<tr>
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<td>Va.</td>
<td>VA</td>
</tr>
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<td>Wis.</td>
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</tr>
<tr>
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<td>W.Va.</td>
<td>WV</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Wyo.</td>
<td>WY</td>
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</table>
## Appendix 4

### ELCA synod names

<table>
<thead>
<tr>
<th>Synod Name</th>
<th>Synod Name</th>
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</thead>
<tbody>
<tr>
<td>Alaska Synod</td>
<td>Northern Texas-Northern Louisiana</td>
</tr>
<tr>
<td>Allegheny Synod</td>
<td>Northwest Synod of Wisconsin</td>
</tr>
<tr>
<td>Arkansas-Oklahoma Synod</td>
<td>Northwest Washington Synod</td>
</tr>
<tr>
<td>Caribbean Synod</td>
<td>Northwestern Minnesota Synod</td>
</tr>
<tr>
<td>Central States Synod</td>
<td>Northwestern Ohio Synod</td>
</tr>
<tr>
<td>Central/Southern Illinois Synod</td>
<td>Northwestern Pennsylvania Synod</td>
</tr>
<tr>
<td>Delaware-Maryland Synod</td>
<td>Oregon Synod</td>
</tr>
<tr>
<td>East-Central Synod of Wisconsin</td>
<td>Pacifica Synod</td>
</tr>
<tr>
<td>Eastern North Dakota Synod</td>
<td>Rocky Mountain Synod</td>
</tr>
<tr>
<td>Eastern Washington-Idaho Synod</td>
<td>Saint Paul Area Synod</td>
</tr>
<tr>
<td>Florida-Bahamas Synod</td>
<td>Sierra Pacific Synod</td>
</tr>
<tr>
<td>Grand Canyon Synod</td>
<td>Slovak Zion Synod</td>
</tr>
<tr>
<td>Greater Milwaukee Synod</td>
<td>South Carolina Synod</td>
</tr>
<tr>
<td>Indiana-Kentucky Synod</td>
<td>South Dakota Synod</td>
</tr>
<tr>
<td>La Crosse Area Synod</td>
<td>South-Central Synod of Wisconsin</td>
</tr>
<tr>
<td>Lower Susquehanna Synod</td>
<td>Southeast Michigan Synod</td>
</tr>
<tr>
<td>Metropolitan Chicago Synod</td>
<td>Southeastern Iowa Synod</td>
</tr>
<tr>
<td>Metropolitan New York Synod</td>
<td>Southeastern Minnesota Synod</td>
</tr>
<tr>
<td>Metropolitan Washington, D.C., Synod</td>
<td>Southeastern Pennsylvania Synod</td>
</tr>
<tr>
<td>Minneapolis Area Synod</td>
<td>Southeastern Synod</td>
</tr>
<tr>
<td>Montana Synod</td>
<td>Southern Ohio Synod</td>
</tr>
<tr>
<td>Nebraska Synod</td>
<td>Southwest California Synod</td>
</tr>
<tr>
<td>New England Synod</td>
<td>Southwestern Minnesota Synod</td>
</tr>
<tr>
<td>New Jersey Synod</td>
<td>Southwestern Pennsylvania Synod</td>
</tr>
<tr>
<td>North Carolina Synod</td>
<td>Southwestern Texas Synod</td>
</tr>
<tr>
<td>North/West Lower Michigan Synod</td>
<td>Southwestern Washington Synod</td>
</tr>
<tr>
<td>Northeastern Iowa Synod</td>
<td>Texas-Louisiana Gulf Coast Synod</td>
</tr>
<tr>
<td>Northeastern Minnesota Synod</td>
<td>Upper Susquehanna Synod</td>
</tr>
<tr>
<td>Northeastern Ohio Synod</td>
<td>Upstate New York Synod</td>
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<tr>
<td>Northeastern Pennsylvania Synod</td>
<td>Virginia Synod</td>
</tr>
<tr>
<td>Northern Great Lakes Synod</td>
<td>West Virginia-Western Maryland Synod</td>
</tr>
<tr>
<td>Northern Illinois Synod</td>
<td>Western Iowa Synod</td>
</tr>
<tr>
<td>Northern Illinois Synod</td>
<td>Western North Dakota Synod</td>
</tr>
</tbody>
</table>

**NOTE:** There are no acronyms for synod names; the synod name should always be spelled out as presented here.
Appendix 5

Women of the ELCA style sheet
Many common words with specific meanings are used within Women of the ELCA. Here are some definitions and style standards.

<table>
<thead>
<tr>
<th>Café: Stirring the Spirit Within</th>
<th>Gather magazine</th>
</tr>
</thead>
<tbody>
<tr>
<td>The monthly online magazine for young women.</td>
<td>As of September 2011 this is the name of the monthly magazine sent to all subscribers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>churchwide executive board</th>
<th>Lutheran Woman Today magazine</th>
</tr>
</thead>
<tbody>
<tr>
<td>This group of 17 board members and four officers (elected by the triennial convention for a three-year term) serves as the board of directors and as the interim legislative authority between triennial conventions.</td>
<td>Please use “magazine” when describing this publication; former monthly publication of the Women of the ELCA, replaced by Gather. Note the proper name is “Woman,” not “Women.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>circle</th>
<th>memorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>A group within a congregational unit — usually for the purpose of such program activities as Bible study, fellowship and personal growth — which meets regularly and supports the purpose of the organization.</td>
<td>A statement of facts presented to a legislative body that is the basis for a petition or request for action; the way in which one organization formally makes a request of another, brought to a synodical women’s organization convention by a unit or to a triennial convention by a synodical women’s organization.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>cluster</th>
<th>participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>A grouping of congregational, intercongregational and special units within the territory of a synodical women’s organization; also known as a “conference” in some areas.</td>
<td>Woman who takes part in carrying out the mission of and supports the ministries of Women of the ELCA; not all women in an ELCA congregation are automatically participants in Women of the ELCA; only those who take part in carrying out the mission of the organization and support the ministries of Women of the ELCA are participants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>conference</th>
<th>serial commas</th>
</tr>
</thead>
<tbody>
<tr>
<td>A grouping of congregational, intercongregational and special units within the territory of a synodical women’s organization; also known as a “cluster” in some areas.</td>
<td>Note that the magazine of the Women of the ELCA uses the serial comma.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>congregational unit</th>
<th>special unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A member of Women of the ELCA; a community of women coming together for study, support and action in local and other settings of Women of the ELCA; also referred to as a unit.</td>
<td>A member of Women of the ELCA; women who come together in special settings as authorized by the executive board, who are not affiliated with a congregation (such as on a college campus or in a retirement center).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>delegate</th>
<th>synodical women’s organization (SWO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organization sends delegates to the triennial convention, not voting members.</td>
<td>Legislative and programmatic expression of Women of the ELCA that assists congregational, intercongregational and special units within its territory to fulfill the purpose of Women of the ELCA; there is a SWO in each synod of the ELCA.</td>
</tr>
</tbody>
</table>
triennial convention
The convention of Women of the ELCA; the highest legislative authority of the organization; meets every three years.
Note: this is different from a “triennial gathering”

URLs
When they occur in copy they are roman and not underscored.

website
The official website of the Women of the ELCA is womenoftheelca.org.

Women of the ELCA
This is the shortened form for “Women of the Evangelical Lutheran Church in America,” the legal name of the women’s organization of the ELCA; always spell out Women of the ELCA; never use WELCA or Welca; Women of the ELCA is never preceded by “the.”