

WPC Lexicon

- afterward
- Alpha
- Bible Journeys for Adults (*Sunday School class*)
- the Bible; biblical; books of the Bible are also capitalized (e.g. Genesis)
- Board of Deacons
- the bridal room
- the Bridge
- Builders (*Sunday School class*)
- the Chancel Choir
- the Chancel Guild
- the chapel
- the Cherub Choir
- Children's Day In
- children's moment
- Christian Formation Seminars; seminars (in text)
- church
- confirmation class
- the courtyard (north and south)
- deacon
- elder
- email
- Fellowship Hall
- Fill-a-Truck
- the Gallery at Westminster; the gallery (in text)
- Genesis (*Sunday School class*)
- GLOW
- Gospel (for the Gospel of Mark, etc.); gospel when referring to the message of Jesus in text, the social gospel, or gospel music
- heaven
- hell
- Inquirers' Cass
- *Inside Westminster*
- Internet
- intranet
- JAM (Jesus and Me)
- the Junior Choir
- *Legacies (endowment newsletter)*
- the library
- Life Applications Bible Study
- Memorial Parlor
- Music and Arts Series
- narthex
- the New Cornfield Campaign
- the New Testament
- north entry
- north/south parking lot
- the Old Testament
- playground entry
- the Psalms; a psalm
- the Pittsburgh Presbytery; presbytery (in text)
- Presbyterian Women at Westminster (PWW)
- PWW Circles
- the Quartet
- Retired Men's Luncheon Group
- Rummage-Recycling Sale
- the sanctuary
- the scriptures; scripture; scriptural
- Session
- *The Spire; the Spire* (in text)
- Stephen Ministry/Minister
- Sunday school
- synod
- theater
- toward
- Town Hall South (THS)
- upward
- Veritas
- website
- Welcome Center
- Westminster Child Development Center (WCDC)
- Westminster Connectors
- Westminster Counseling Center
- Westminster Education Service Trust (WEST)
- Westminster Endowment Fund; endowment (in text)
- Westminster Nursery School (WNS)
- Westminster Recreational Outreach Center (WROC)
- Westminster Ringers
- worshiping; worshiped
- Younger Adults (*Sunday School class*)
- the Youth Choir

WPC Style Guidelines

- **Bible References:** Chapter and verse are separated by a colon with no space following it. Verses are separated by a hyphen. (2 Kings 2:23-25)
- **Church address:** 2040 Washington Road
Pittsburgh, PA 15241
- **Church name:** Westminster Presbyterian Church or WPC
- **Commissions, Committees & Teams:** Titles are capitalized (Communications Commission)
- **Communion:** Terms for Communion are capitalized (the Eucharist, the Lord's Supper).
- **Date:** Within dated bulletin and newsletter, only include the year if it is not the current year.
- **Degrees:** Write college and university degrees without periods (BA, MBA, PhD).
- **Divine Nouns** are capitalized (God the Father, Son of God, Holy Spirit)
- **Divine Pronouns** are not capitalized (*he* not *He*)
- **Grade in School:** Use digits and small letters (5th grade)
- **Hyphens:** Spaces are not used between hyphens that separate dates or times (Monday-Wednesday; 10:00-11:00 a.m.)
- **Job Titles:** Capitalize when in a list or standing alone after a person's name; lowercase when in text.
- **Ministry Areas:** Ministry areas are written with uppercase letters (Children's Ministry).
- **Name citation:** An em-dash is used before a person's name at the end of a quote or article. (—John Doe)
- **Numbers:** Spell out numbers ten and under. Use digits for 11 and higher. Use commas in numbers 1,000 and higher.
- **Phone numbers:** 555-555-5555x555
- **Room numbers:** capitalize *Room* (Room 238)
- **State Abbreviations:** Follow U.S. Postal service, uppercase letters without periods (PA)
- **Time**
 - 8 a.m. or 8:30 a.m.
 - No suffix with date: March 14 (not March 14th) but "We'll gather on the 14th for lunch."
 - With times, 9:30-11:00 p.m., but when words *from* or *between* precede the beginning time, use *to* or *and* to separate the two times (between 8:30 and 9:30 a.m.)
- **Vacation Bible School:** Barefoot School (not VBS)
- **Websites:** Include *www* but not *http://* (www.westminster-church.org)

General Style Guidelines

- **Quotation marks:** Periods and commas go inside quotation marks; colons and semi-colons outside; question marks and exclamation points either way depending on meaning.
- **Serial Comma:** For words in a series, place a comma before the *and* (one, two, and three).
- **Italics and Exclamation Points:** Minimize use of italics and exclamation points for emphasis.
- **Doubled Letters:** Generally, omit doubled letters where both spellings are encountered (canceled, focused, traveled).
- **Titles and Headings**
 - Most titles and headings should capitalize the first and last characters of each word and all other major words – including nouns, pronouns, verbs, adjectives, adverbs – with the following exceptions:
 - § Articles *a, an, the*
 - § Prepositions except when they are stressed or used as adverbs or adjectives
 - § Conjunctions *and, but, for, nor, or*
 - § The words *to* and *as* for simplicity
 - Italicize titles of books, magazines, newspapers, plays, movies, long poems, and works of art.
 - Titles of sermons, articles in periodicals, short poems, short stories, essays, lectures, and chapters of books are capitalized and enclosed in quotation marks. (“The Kingdom Is Near” was last week’s sermon title.)
 - The first word following a colon in a title is capitalized (*Jane Austen: A Literary Life*).
 - In the titles of newspapers, do not capitalize or italicize the preceding *the* (reported in the *New York Times*).
 - Italicize titles of long musical compositions (Handel’s *Messiah*); the titles of songs and other short compositions are generally enclosed in quotation marks (“Amazing Grace”). The titles of compositions identified primarily by their musical forms (Quartet, Sonata, or Mass) and movements identified by tempo markings (Adagio, Presto) are capitalized in regular type.
 - Full capitalization (all caps) should only be used in major headings.

Submission Guidelines

- **Font:** Times New Roman, 12 point type
- **Margins:** Margins flush left, unjustified.
- **Paragraphs:** Double space between paragraphs; no indent.
- **Spacing:** Only one space after all punctuation.