

## WPC Lexicon

### *A Guide to Spelling and Capitalization*

- the Bible; biblical; capitalize books of the Bible (e.g., Genesis)
- Board of Deacons
- The Bridge Contemporary Worship; the Bridge (in text)
- Choirs: the Chancel Choir, the Cherub Choir, the Junior Choir, the Youth Choir
- the Chancel Guild
- the chapel; Galbreath Chapel
- childcare
- Children's Day In
- children's moment
- church
- confirmation class
- the courtyard (north and south)
- deacon
- elder
- email
- entrances to the church: playground entry, north entry, office entry, etc.
- Fellowship Hall
- the Westminster Permanent Collection: the Gallery Annex; the gallery annex (in text)
- Genesis 2.0 (Adult Sunday school class)
- Gospel (for the Gospel of Mark, etc.); gospel when referring to the message of Jesus in text, the social gospel, or gospel music
- he (deity pronoun)
- heaven
- hell
- Inquirers' Gathering (for new members)
- internet
- JAM (Jesus and Me, youth group for grades 5 and 6)
- Jesus' (possessive)
- La Croix, Haiti
- the library; Emily Goodrich Library
- Memorial Parlor
- Music & Arts Series
- Narthex
- north/south parking lot
- the Psalms; a psalm
- the Pittsburgh Presbytery; the presbytery
- Presbyterian Women of Westminster (PWW)
- P.R.I.S.M.
- Produce to People
- PWW Circles
- the Quartet
- Rummage-Recycling Sale
- Samaritan Counseling Center
- the sanctuary
- the Scriptures; Scripture; scriptural
- Session; the session
- South Hills Interfaith Movement (SHIM)
- *The Spire*; the *Spire* (in text)
- Sunday school
- Synod of the Trinity; the synod
- toward
- Town Hall South (THS)
- Veritas (youth group)
- website
- Welcome Center
- Westminster Child Development Center (WCDC)
- Westminster Early Childhood Education Programs (WECEP)
- Westminster Education Service Trust (WEST)
- Westminster Endowment Fund; endowment (in text)
- Westminster Nursery School & Kindergarten (WNSK)
- Westminster Recreation & Outreach Center (WROC)
- Westminster Ringers
- Westminster Seminars; seminars (in text)
- worshipping; worshiped

## 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 (5<sup>th</sup> grade)
- **Hyphens** separate dates or times (Monday-Wednesday; 9:30-11:00 a.m.)
- **Dashes:** In text, place a space before and after the symbol (Many churches – with and without steeples – are on Washington Road.)
- **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 and Family Ministry)
- **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**
  - No suffix with date: March 14 (not March 14<sup>th</sup>) but "We'll gather on the 14<sup>th</sup> for lunch."
  - 8 a.m. or 8:00 a.m.; 8:30 a.m.; noon (not 12:00 p.m.)
  - 9:30-11:00 p.m. When *from* or *between* precedes the beginning time, use *to* or *and* to separate the two times (from 7:30 to 9:00 p.m.; between 8:30 and 9:30 a.m.)
- **Websites:** Include *www* but not *http://* ([www.westminster-church.org](http://www.westminster-church.org))

### Text for Newsletter and Bulletin: Three Essential Rules

- **Margins:** Margins flush left, unjustified
- **Paragraphs:** Single space; double space between paragraphs; no indent
- **Spacing within text:** Only one space after all punctuation

## 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). Omit the comma before an ampersand (John, Mary & family).
- **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 words and all other major words – including nouns, pronouns, verbs (including *is* and *are*), 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 and newsletters, do not capitalize or italicize the preceding *the* running text (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.

### References

*The Christian Writer’s Manual of Style*, 4<sup>th</sup> edition (Zondervan, 2016)

*The Chicago Manual of Style*, 17<sup>th</sup> edition (University of Chicago Press, 2017)

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