



Tennessee-Western Kentucky Annual Conference Journal Style Guide

For the most part, the journal follows the AP Stylebook but there are exceptions as noted below. Please use these. *The Book of Discipline* was used as a model for the General Style Notes (pp. 3-6).

Tennessee-Western Kentucky Conference Style Notes

Lowercase

administrative/church council
administrative services (use instead Office of Administrative Services if referring to the office in the TWK Conference)
agency
annual conference
apostles
arrearage policy
area office
associate members
biblical
bishop
board
cabinet
chair of SPRC
chairs of finance, trustees, the administrative/church council
charge conference
conference
conference committee
conference response team coordinator
confirmation
council chair
deacon
director
disciples
district
district committee
district superintendent
divinity school
elder
episcopacy
episcopal appointment
episcopal office
executive committee
extension ministry
fall, the
jurisdictional conferences
journal
judicial council
lay leader/lay leaders

lay servant
local pastor
pastor
plan participant
provisional members
response team
response team member
scripturally
special session of General Conference

Uppercase

Annual Conference Planning Committee
Area Foundation (when referring to TWKUMC's United Methodist Foundation for Memphis & Tennessee Conferences)
Assembly (if it relates to the annual UMW event)
Bishop John Smith
Black (when referring to people in a racial, ethnic, or cultural context)
Board of Camp and Retreat Ministries
Board of Higher Education and Campus Ministry (not ministries)
Board of Ordained Ministry
Board of Pensions
Board of Trustees
Camp and Retreat Ministries
Certification of Payment form
Christological
Church (if it refers to The United Methodist Church global)
Conference Board of Ordained Ministry
Committee on Archives and History
Communion
Conference Committee on Finance and Administration
Constitution (when it refers to the Constitution of The United Methodist Church)
Course of Study (when it refers to the official name of a program at a seminary or theological school)
District Superintendent John Smith
District Superintendent's Fund
Duke Divinity School
East Tennessee
ENCORE Ministry (not Ministries)
Eucharist
General Conference
Gospels
Health Plan Committee
Holy Scriptures
Lay Servant Ministries
Methodism
Middle Tennessee
Nashville Episcopal Area
Office of Administrative Services
Office of Ministerial Concerns
Orientation to Ministry
Religious Life at Martin Methodist College
Rev. John Smith
Safe Sanctuary (but lowercase safe sanctuaries)
Savior
Scriptures
Social Principles
Southeast Jurisdiction
Standing Rules

Tennessee-Western Kentucky Annual Conference (use this when it refers to the annual conference event, NOT the organization)

Tennessee-Western Kentucky Conference (use this to refer to the organization also TWK or TWKUMC can be used)

Trinity

The Book of Discipline

The Book of Resolutions

United Methodist Student Movement

West Tennessee

Word (when it refers to the Word of God)

Young Adult Retreat (when referencing retreat held at Beersheba Springs)

Other

- **Use only one (1) space after periods and semicolons**
- Spell out numbers under the number 10 (one, two, three...)
- Spell out the word *percent* rather than using the symbol % (a 10 percent increase)
- When using an acronym (example: GBHEM) spell out the complete name followed by the acronym in parenthesis on first reference and use acronym only in subsequent references.

Example: The General Board of Higher Education and Ministry (GBHEM) approved a new program. According to GBHEM staff, this program will be implemented in 2018.

General Style Notes

The Book of Discipline was used as a model for the General Style Notes.

Capitalization and Lowercasing

Capitalize the official names of the general agencies and principal divisions, jurisdictions, and annual conferences. Lowercase such names when used in a general sense:

- General Board of Global Ministries
- East Ohio Annual Conference
- Northeastern Jurisdiction
- Curriculum Resources Committee

but:

- charge conference
- The commission addressed the issue . . .
- The boards of Discipleship and Global Ministries
- East and West Ohio conferences

(Pluralizing the office makes it no longer an official, capitalized name.)

Capitalize the titles of official documents and organizational terms when the proper name is used. Lowercase abbreviated references:

- Articles of Religion
- Social Principles
- Calendar Item No.
- Report No.
- The Social Creed

but:

- the Social Principles statement
- the creed

Capitalize Calendar Item 34.

Capitalize Petition No. 80135.

Capitalize all names for the Bible, its books, and versions. Capitalize gospel only when it refers to one the Synoptic Gospels [Matthew, Mark, Luke, John]. Lowercase adjective forms of Bible:

- the Holy Bible
- New Revised Standard Version
- the Book of Ruth
- the Fourth Gospel (referring to the Gospel of John)
- the Gospel of Matthew; the Gospel According to Matthew; Gospels
- The Gospels are important . . .
- Paul's letters

but:

- biblical or scriptural
- books of the Bible
- the gospel message
- the letters

Capitalize religious seasons, holidays, and ecclesiastical observances:

- Holy Week
- Lenten season
- Gold Cross Sunday
- Communion and Baptism (Note the *DCA* capitalizes *Baptism* contrary to CSP style.)

but:

- the sacraments
- confirmation and marriage

Capitalize proper titles when they appear before the person's name. Lowercase titles that follow the name. General identifications are lowercased:

- GBCS General Secretary James Winkler
- James Winkler, GBCS general secretary
- the general secretaries of boards and agencies

Capitalize The United Methodist Church, including the article. Capitalize the word church when it is part of the name of a specific church; otherwise lowercase church unless you are referring to The United Methodist Church global.

- The United Methodist Church
- Grace United Methodist Church

but:

- conference churches

Capitalize the first word following a colon only if it is a proper noun or the start of a complete sentence.

Capitalize both Black and White whether noun or adjective, when referring to ethnicity. (Note that this is contrary to CSP style.)

Time is to be set as a.m. and p.m. in lower case

Punctuation

Commas:

- Use before a conjunction in a series. Example: apples, oranges, and pears
- Do not use before Jr. or Sr. in a person's name.

Periods:

- Use only one (1) space after periods and semicolons.
- Do not use a period after *ff* following a page or biblical reference.
- Do not use periods in abbreviations of boards and agencies. Examples: GBOD, ADC

Spacing after punctuation:

- **Leave only one space after periods, commas, and semicolons.**
- Leave one space after periods following initials in a person's name. Example: Marvin W. Cropsy
- Do not leave a space after periods in abbreviations such as the U.S.
- Do not leave a space before or after hyphens or dashes. Examples: fast-growing city; The proposed scheme may—in fact, does—meet . . .

Abbreviations

- Do not use periods in abbreviations of boards and agencies. Examples: GBOD, ADC
- Abbreviate the word *number* as *no*.
- Abbreviate the word *page* as *p*, *pages* as *pp*.
- Abbreviate *Reverend* as *Rev*.
- Abbreviate the word *microphone* as *mic*.

Italics

Italicize the names of books, magazines, television shows, and non-English words and phrases:

- *Pilgrim's Progress*
- *Time* magazine
- *The Today Show*
- *lingua franca*
- *Book of Discipline; Discipline*
- *ADCA; DCA*

Bible References

Bible references have a special CSP style:

- Never abbreviate the names of books of the Bible.
- Do not use Roman numerals for the names of books of the Bible. Example: 2 Peter, not II Peter
- Do not use periods in abbreviations of translations or versions of the Bible. Example: NRSV, NASB
- Do not use a space after colons in Bible references. Example: Genesis 1:1
- When a Bible reference occurs at the end of a sentence, place the period after the closed parenthesis of the reference. Example: . . . in John's Gospel (John 3:16).
- Use a hyphen in references involving one book of the Bible. Example: Genesis 1:1-6
- Use an en-dash in references involving two books or chapters of the Bible. Example: Genesis 1:1–Exodus 2:2; Exodus 2:5–3:6

Proceedings (For recording secretary's use)

*The presiding bishop is referred to in the first instance by title and his or her full name, in upper and lower case, set in bold. Example: **Bishop William McAlilly**. All subsequent references to the presiding bishop should include only the bishop's title and last name set in bold. Example: **Bishop McAlilly***

*All other speakers are referred to the first time by full name, in upper and lower case, set in bold. Example: **John Smith**. In all subsequent dialogue within the same session, the same speaker is referred to simply by the last name, set in bold. Example: **Smith***

If you are not sure how to spell someone's name, spell the name phonetically and then contact conference office staff for help in identifying and spelling the person's name.

*List speakers who are not identified as **Unidentified speaker**.*

When approval, applause, laughter, prayer, or music occurs in the proceedings, italicize the word/phrase.

Indicate unintelligible speech as unintelligible, and place in parentheses.

Do not type speech irregularities such as uh, um, oh, and so on.

Other

Type periods of years as 5½ years.

Type large financial figures as \$525,000 or \$30 million.

Type OK, not okay.