African American two words, no hyphen

Alumni, Alumnus, Alumna Alumni is used referring to both male and female graduates of an institution, plural; Alumnus refers to a male graduate of an institution, singular; Alumna refers to a female graduate of an institution, singular; never use “Alum”.

am /pm lower case, no periods.

Church 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; when referring to the catholic (universal) church, “church” should be lowercased unless quoting an original source see catholic/Catholic (think this is already OK from ELCA).

Degrees no periods between letters — MDiv, MAR, MAPL, DMin, PhD, STM; do not use the word “degree” after the degree acronym. Example: The Rev. Mary Smith earned her MDiv from The Lutheran Theological Seminary at Philadelphia.

Email one word, not hyphenated; capitalize only at the beginning of sentences or on a form.

En dash/Em dash/Hyphen Note: usage described here is preferred LTSP Style (exception to AP Stylebook and ELCA Style Guide). There are two types of dashes: em dash (—), and en dash (–), both so called because their width is the space taken up by the letter m or n in the days of typesetting; compare their lengths to the hyphen (–). Always surround the em and en dash by word spaces. em dash: — (key stroke: Alt/Control/Number pad hyphen or minus sign)

Example: I was startled when the dog — the one over there — barked suddenly. en dash: – (key stroke: Control/Number pad hyphen or minus sign) connect continuing or inclusive numbers (dates, times or reference numbers): Examples: 1968 – 72; May – June 1967; pp. 38 – 45; 10:00 am – 5:00 pm; but do not use a dash in these instances: from 1968 to 1972; from May to June 1967; between 10:00 am and 5:00 pm. Replace a hyphen in a compound adjective when one of the elements of the adjective is an open compound or when two or more of the elements are hyphenated compounds: Pulitzer Prize – winning poet; New York – London flight; Post – Civil War period; quasi-public – quasi-judicial body. hyphen: - separate numbers that are not inclusive such as telephone numbers or Social Security numbers; use for compound words and word division; use to avoid ambiguity when a double modifier comes before a noun: “well-known author,” “small-business owners”; exception a hyphen is not used in a double modifier when the first word is an –ly adverb: “quickly run meeting,” “neatly decorated yard”; exceptions: see biblical references.

He/she as opposed to “they” in singular form when appropriate. Example: Anyone is eligible to take a course at LTSP. If interested, he or she should contact LTSP.

LTSP URL or email address use uppercase for the “L” and lower case for “tsp.” Ltsp.edu/admissions; mbrown@Ltsp.edu.

Online one word, not hyphenated; capitalize only at the beginning of sentences.
Oxford (or serial) Comma from *The Chicago Manual of Style*: “Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series, a comma — known as the serial or series comma or the Oxford comma — should appear before the conjunction. Chicago strongly recommends this widely practiced usage, since it prevents ambiguity. If the last element consists of a pair joined by and, the pair should still be preceded by a serial comma and the first and. *Examples: The meal consisted of soup, salad, and macaroni and cheese.* “*John was working, Jean was resting, and Alan was running errands and furnishing food.*”

Periods in phone numbers Use periods, not hyphens, to separate numbers in a telephone number: 215.248.6323.

Spacing: ONE space between sentences With the advent of personal computers and Word Processing, two spaces are no longer needed between sentences as fonts are proportional (as opposed to the typewriter that used monospaced type). Monospaced fonts went out in the 1970s. Because we’ve all switched to modern fonts, adding two spaces after a period no longer enhances readability, it diminishes it.

The Lutheran Theological Seminary at Philadelphia (LTSP) always spell out entire name of institution initially with (LTSP) following; “*The Lutheran Theological Seminary at Philadelphia (LTSP)*.” Throughout the remaining document, use either LTSP or Philadelphia Seminary when referring to the institution; the “T” in “The” is capitalized even in the middle of a sentence. It is part of the proper name of the institution.

The Master of Divinity Co-operative Model (MDiv Co-op or Co-op) first spell out entire name. Co-op (initial cap; “o” after hyphen is lower case) can be used as an abbreviation after first spelling out proper name.

Website one word, no hyphens; always capitalize “www” usage it is no longer needed to add “www” at the beginning of URLs. Never use “www” or “http://” in front of any website addresses. LTSP’s website address is always referred to as “Ltsp.edu.”

Seminary only capitalize at the beginning of a sentence or when writing out the proper name: *The Lutheran Theological Seminary at Philadelphia; the Lutheran Theological Seminary at Gettysburg.*