



# Tennessee Annual Conference Journal Style Guide

Last revised 1/23/19

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 Conference Style Notes

### Lowercase

administrative/church council  
administrative services (use instead Office of Administrative Services if referring to the office in the Tennessee Conference)  
agency  
annual conference  
apostles  
arrearage policy  
area office  
associate members  
biblical  
bishop  
black  
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  
district  
district committee  
district superintendent  
divinity school  
elder  
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

## **Uppercase**

Annual Conference Planning Committee  
Area Foundation (when referring to TNUMC's United Methodist Foundation for Memphis & Tennessee Conferences)  
Assembly (if it relates to the annual UMW event)  
Bishop John Smith  
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)  
District Superintendent John Smith  
District Superintendent's Fund  
Duke Divinity School  
East Tennessee  
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 Annual Conference (use this when it refers to the event NOT the organization)  
Tennessee Conference (OK to use TNUMC when it refers to the organization, not the event)  
Tennessee Conference Arrearage Policy  
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.*