

St. Paul Province Style Guide

Sisters of St. Joseph of Carondelet & Consociates
St. Paul Province

This style guide will provide writing guidelines for the Sisters of St. Joseph of Carondelet, St. Paul Province publications and the websites.

A

1. **Academic degrees:** Use an apostrophe in bachelor's and master's degree and generally do not capitalize the particular degree. *Jean has a bachelor's degree in theology. Jean has a master's degree in English.* Degrees also may be written bachelor of arts (or science); master of arts (or science); Ph.D.
2. **Academic departments:** write academic departments as lowercase except for words that are proper nouns or adjectives. *The English department; the history department.* Write *The O'Shaughnessy*, not the *O'Shaughnessy*. If you are referring to a time before the College of St. Catherine became St. Catherine University, write the College of St. Catherine, not The College of St. Catherine. *St. Kate's* can be used, but only after a first reference to St. Catherine University. Always write out the name of any school before you abbreviate it to its initials or nickname.
3. **Academic addresses:** *Alumnus*; *alumni* (plural) – refers to a man who has attended a school. *Alumna*; *alumnae* (plural) - refers to a woman who has attended a school. *Alumni* – refers to a group of men and women who have attended a school.
4. **African American:** Do not hyphenate. Use for American people of African descent. *Black* (capitalized) is also acceptable but the words are not necessarily interchangeable. *Black* is preferred when a simple description by race is needed. See nationalities and races.
5. **Ages:** Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. *A 5-year-old boy. The boy is five years old. The woman is in her 30s* (no apostrophe).
6. **Ampersand (&):** Use only if part of a company name.
7. **Archdiocese:** Capitalize as part of a proper name. Lower case when the word stands alone. *The Archdiocese of Saint Paul and Minneapolis serves the Twin Cities area.* Note the preferred spelling for Saint Paul in the formal name of the archdiocese.

B

8. **Bible:** Capitalize when referring to the Scriptures in the Old Testament or the New Testament. Also capitalize related terms such as the Gospels or the Scriptures. Lowercase

the word biblical in all uses. Do not abbreviate individual books of the Bible. For citations listing the number of chapter and verse, use this form: *Luke: 21:1-13*.

9. **Black:** Capitalize Black when referring to someone who identifies as such.

C

10. **Carondelet Center:** Use *Carondelet Center*, not *the Carondelet Center*.
11. **Colon:** Capitalize the first word after a colon if what follows is a complete sentence: Otherwise, the word after the colon is lowercase.
12. **Commas:** Use commas when there are three or more items in a list, however don't use a comma before the "and" of the last item in the series (*St. Paul, Minneapolis and Duluth*)
13. **Congregation:** Upper case when referring to the Congregation of the Sisters of St. Joseph. Lower case congregation when using the word by itself in a sentence.
14. **Consociates:** The title Consociate is always capitalized. This is the formal definition of Consociate that is used for external audiences: *A Consociate is a woman or man of any faith tradition who shares the ministry and values of the Sisters of St. Joseph of Carondelet, has completed a two-year discernment, and has been officially welcomed into the community of Consociates.*
15. **CSJ/Religious titles:** Always write out and capitalize the title Sister.
 - For internal publications, on first reference, use Mary Jones, CSJ. Then you may use her first name alone.
 - For external publications, including press releases, on first reference use Sister Mary Jones, CSJ and Sister Jones on subsequent references.
 - If no surname is given, use Sister and the Sister's first name, *Sister Mary*.
 - Sister(s) is capitalized if referring to women religious (always use the phrase women religious rather than religious women). The same rules apply to men's religious titles.
 - Write the plural of CSJ as CSJs, not CSJ's. A plural possessive would be written CSJs'.

D

16. **Dates:** Always use the numbers without the endings st, nd, rd, or th (*May 1, not May 1st*). Capitalize the days of the week and spell them out (*Tuesday, not Tues.*). Capitalize the months and spell them out (*December, not Dec.*). When publicizing an event, use the day of the week with the month and date and then, if necessary, the time (*Tuesday, June 6, at 1:30 p.m.*). Do not use the numerals for the year if it is the current year; do use if not the current year.
17. **Directions and regions:** In general, lowercase the words north, south, northeast, etc., when they indicate compass directions; capitalize when they refer to specific regions of the country (*We have had three relatives visit from the South. We live in the Midwest.*) Don't capitalize when used as general directions (*Go south three blocks and then turn left. We live in the southeast section of town.*)

E

18. **Email, website, online.** Write as all one word. Capitalize the word Internet. Lowercase the word fax.
19. **Etc.:** Limit or eliminate the use of “etc.”
20. **Exclamation points:** Use the exclamation point sparingly!!!

F

21. **Federation:** Upper case the word federation when referring to the Federation of the Sisters of St. Joseph. Lower case federation when using the word by itself in a sentence.
22. **Fractions:** Spell out amounts that are less than one, using hyphens between the words (*one-half*). Use figures for precise amounts larger than one, converting to decimals when practical (1.5).
23. **Funding:** When writing about CSJ ministries that receive funding from foundations, check with the Ministries Foundation office to see what, if any, attribution needs to be included. There may be specific wording that is required as part of the grant.

G

24. **Gender:** Confirm a person’s pronouns so that you use the correct ones. Be inclusive and mindful of avoiding a gender binary when possible.
25. **God/Jesus:** Capitalize in reference to the deity of all monotheistic religions. Capitalize all references to the deity: *God the Father, Holy Spirit, etc.* Capitalize personal pronouns referring to God: *He, Him, Thee, Thou.*

H

26. **Healthcare:** use as one word unless part of an organization’s name that uses it as two words.
27. **His, her:** Do not presume maleness in constructing a sentence. The best choice is to revise the sentence.
28. **Holy Father:** the term Pope is preferred and the word should always be capitalized.

I

29. **Initials:** Use periods and no space when an individual uses initials instead of a first name (*H.T. Jones*).

J

30. **Jargon:** Avoid it or explain it.
31. **Junior:** use a comma after the name if the name includes “junior” and abbreviate it to Jr. *Martin Luther King, Jr.*

L

32. **LGBTQ+:** Use the + to indicate inclusivity of additional identities.

M

33. **Mass:** Always capitalize. Mass is celebrated, not said.
34. **Money:** When using numerals for amounts less than a dollar, spell out the word “cents” and use lowercase (*I have 30 cents*). Use the \$ sign and decimal system for amounts over a dollar (*I have \$1.30*). Do not use zeros with even dollar amounts except for consistency within a series (*\$2.57, \$2.00, \$1.76*). For monetary amounts bigger than a million, use the dollar sign and a number; spell out million (*\$1.4 million*).

N

35. **Nationalities and races:** Use race when identification is pertinent: in biographical and announcement stories that involve a feat or appointment not routinely associated with members of a particular race or when it provides the reader with a substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event. Capitalize the proper names of nationalities, peoples, races, tribes, etc. Arab, Arabic, African-American, Caucasian, Cherokee, Chinese (both singular and plural), Eskimo (plural Eskimos), French Canadian, Japanese (singular and plural), Jew, Jewish, Latino, Sioux, etc.).
36. **Noun/pronoun agreement:** Use correct noun/pronoun agreement (“*walk with the candidate as she or he goes through...*” Not, “*walk with the candidate as they go through...*”).
37. **Numerals:** Write out the numbers one through nine; use the numerals for words over nine. When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word (*one hundred and fifty-one dollars*). Spell out a numeral at the beginning of a sentence (*Twenty people attended; there were 20 people there*). Spell out casual uses (*Thanks a million!*). Spell out indefinite expressions (*in her forties, not 40s, '40s, or 40's*). Use commas with big numbers (*1,000, not 1000*).

O

38. **O’Shaughnessy auditorium:** Write *The O’Shaughnessy*, not *the O’Shaughnessy*

P

39. **People, person:** Use person when speaking of an individual. The word “people” is preferred to “persons” in plural uses.
40. **Percent/decimals:** Use figures for decimals and percentages. Use the word percent unless scientific or statistical copy, then use the % sign. Use a zero before decimal points.
41. **Please:** *Please* eliminate most of the “pleases” that people use in their writing.

42. **Chapel of Our Lady of the Presentation:** This is the correct name of what people usually refer to as the Pro House Chapel or Province Chapel. Use *Chapel of Our Lady of the Presentation*.
43. **Pronouns:** Do not presume maleness in constructing a sentence. The best choice is to revise the sentence. Always a person's correct pronouns. Do not refer to "preferred pronouns," but rather "personal pronouns."
44. **Province and related:**
- **Province:** Upper case when referring to the Sisters of St. Joseph of Carondelet, St. Paul Province. Lower case province when using the word by itself in a sentence.
 - **Province Council:** Capitalize.
 - **Province Leadership Team:** Capitalize.
 - **U.S. Provinces:** Capitalize
 - **Vice Province(s):** Capitalize, no hyphen (*Vice Province of Hawaii*)

Q

45. **Quote marks:** When using quote marks, put the period INSIDE the final quote mark if it is at the end of a sentence. *So then I said, "Hello."* Not: *So then I said, "Hello".*

R

46. **Religious references:** Capitalize the names of major events in the life of Jesus in references that do not use His name. *The Last Supper, The Ascension*. Use lowercase when used with His name. Capitalize proper names for rites that celebrate the Last Supper: *Holy Communion, Holy Eucharist*.

S

47. **Seasons:** lowercase winter, spring, summer, fall, autumn.
48. **Sentences and paragraphs:** Use only one space between sentences. Paragraph indentation is publication specific.
49. **Sisters/sisters (title/sibling):** Capitalize Sister as a title; use lower case sister when referring to a sibling.
50. **Sisters of St. Joseph of Carondelet, St. Paul Province:** On first reference always include "of Carondelet, St. Paul Province." Second reference may be just the words Sisters of St. Joseph. Abbreviate the word saint for the Sisters and the city of St. Paul.
51. **Sisters' ministries:** Be clear in how you identify a ministry. There is a difference between ministries sponsored by the Sisters of St. Joseph of Carondelet, St. Paul Province (for instance, Wisdom Ways) and ministries where Sisters serve (St. Catherine University).

52. **St. Catherine University** is the correct formal reference: St. Kate's is the informal reference (see **Academic departments**).
53. **States:** lowercase the word state. Spell out the complete names of the 50 U.S. states. An exception: if you are writing a mailing address, use the postal code for the state (*MN*). Use "Minnesota" after every Minnesota town, including the Twin Cities suburbs (*Burnsville, Minnesota*) except St. Paul, Minneapolis, and Duluth.

54. **Street Addresses:**

- Use the abbreviations Ave., Blvd., and St. only with numbered addresses.
- Spell out and capitalize First through Ninth when used as a street name.
- Use figures with two letters for 10th and above. *3525 10th St.*
- Spell out Avenue, Boulevard, and Street, and capitalize when part of a formal street name. *1884 Randolph Avenue.*
- Lowercase and spell out when alone or with more than one street name. *Randolph and Fairview avenues.*
- Current postal service preference is to write *15th St. E.*
- Spell out if the number is omitted. *West 7th Street.*
- Write out the words *Administration Center, Provincial House, and Carondelet Village.*

55. **Symbols:** When using symbols with two or more quantities, repeat the symbol (*8 ½" x 11"*; *\$6 - \$9*).

T

56. **Telephone numbers:** write as 651-690-7000. Include the area code.

57. **The O'Shaughnessy** is the correct reference. Be sure to include and upper case "The" (see Academic departments)

58. **Time:** Don't use :00 in times (*8 p.m., not 8:00 p.m.*). Use a.m./p.m., not AM, am, or any other. Put a space after the numeral. Avoid the redundant *10 a.m. in the morning.*

59. **Titles:**

- Do capitalize titles used before an individual's name: *Justice Coordinator Joänne Tromiczak-Neid, Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.*
- Do not capitalize job titles when the titles follow a name: *Joänne Tromiczak-Neid, justice coordinator, Lynn Alcorn Frame, Bethany activities assistant.*
- Do not capitalize a title if it is used instead of the name: *The president will address Congress. All senators are expected to attend. The governors, lieutenant governors, and attorneys general called for a special task force.*

U

60. **United States/United Nations:** Write out United States as a first reference, then use U.S. Write out United Nations as a first reference, then use UN.

Y

61. **Years:** Use numerals, such as 2010, for the year. Use an "s" without an apostrophe to indicate spans of decades or centuries: the 1890s. Years are the lone exception to the rule that a figure is not used to start a sentence. Informal use of the year may be abbreviated (*the*

class of '99). When using two years to show an inclusive period, use a hyphen to separate the number, don't repeat the century (*1970-80, 1999-2000, 2000-01*).