

EUUC Style Guide

Category	Style	Examples
People	chair – the head of a committee, council, or program	<ul style="list-style-type: none"> ▪ the chair of the Sustainability Committee ▪ Kate Brame, Chair of the Web Committee, spoke next.
	facilitator or contact person – the person in charge of a small group	<ul style="list-style-type: none"> ▪ The contact person for the Sewing Circle is on vacation.
	president – the highest office of the Board of Trustees	<ul style="list-style-type: none"> ▪ the president of the Board ▪ President Samantha Smeed
	minister – When referring to the minister in general terms, use the term <i>minister</i> rather than <i>pastor</i> or <i>reverend</i> .	<ul style="list-style-type: none"> ▪ The minister attends many meetings.
	title of the minister – Abbreviate <i>Doctor</i> and use <i>Reverend</i> unless the clergy person has a different preference. After the first occurrence of the full title spelled out, and any time that space is limited, <i>reverend</i> may be abbreviated and <i>doctor</i> may be omitted. Capitalize the title for a specific minister and do not use capitals for the titles of non-specific ministers.	<ul style="list-style-type: none"> ▪ The Reverend Dr. Hannah White ▪ Rev. Jo Umber ▪ Reverend Janice Weaver, Interim Minister ▪ Reverend Jake Wright, Settled Minister ▪ an interim minister ▪ a settled minister
	titles – Omit Mr., Mrs., Ms., Dr. (except as mentioned for ministers), PhD, and other professional or educational titles, unless it is contextually pertinent.	<ul style="list-style-type: none"> ▪ Christina Rand spoke about living simply. ▪ Dr. Katherine Lizen talked to the youth about health.
Groups	committee – Use initial capitalization for the name and the word <i>committee</i> .	<ul style="list-style-type: none"> ▪ He is joining the Membership Committee.
	Peace & Justice Committee – use ampersand rather than <i>and</i>	<ul style="list-style-type: none"> ▪ Peace & Justice Committee
	small groups – Use initial capitalization	<ul style="list-style-type: none"> ▪ Quilters
	Board – Use either <i>Board of Trustees</i> or <i>Board</i> .	<ul style="list-style-type: none"> ▪ The Board is meeting at 7 p.m. ▪ The Board of Trustees decided to hire the candidate.
Places	Bookstore – It’s one word. The term refers to the physical store or the room (perhaps it’s more of a hallway) that houses it. That room is also called the RE Foyer.	<ul style="list-style-type: none"> ▪ I’m planning to buy all my Christmas gifts at the Bookstore. ▪ Meet me in the Bookstore after the service.

EUUC Style Guide

Category	Style	Examples
	classrooms – These rooms are all numbered except for the Loft. Refer to a numbered classroom as shown in the examples. Meetings and events are often scheduled in adjoining rooms; these are referred to by both room numbers and an ampersand.	<ul style="list-style-type: none">▪ RE-3▪ RE-1&2 (adjoining rooms)
	Infant Room – the room in the back of Chapman Hall where parents can be with their babies while listening to and watching the service.	<ul style="list-style-type: none">▪ Infant Room
	Toddler Room – RE-3 where a paid caregiver watches the small children who are old enough to be without their parents but not yet ready for a classroom.	<ul style="list-style-type: none">▪ Toddler Room
	RE Foyer – The open space between RE-7, the Toddler Playground, the Courtyard, and the RE restroom	<ul style="list-style-type: none">▪ RE Foyer
	The Friarplace – Capitalize <i>The</i> and do not include the word <i>room</i> .	<ul style="list-style-type: none">▪ The Friarplace
	named social spaces – For most named rooms, use initial capitals, and do not capitalize <i>the</i> .	<ul style="list-style-type: none">▪ Chapman Hall▪ the Narthex▪ the Loft▪ the Library▪ the Courtyard▪ Toddler Playground▪ the Playground▪ the Kitchen

EUUC Style Guide

Category	Style	Examples
	service rooms – Do not capitalize these room names.	<ul style="list-style-type: none"> ▪ RE restroom (in the RE Foyer) ▪ RE-4 restroom ▪ janitor’s closet ▪ furnace closet ▪ electrical closet ▪ restrooms ▪ storage rooms ▪ office ▪ copy room ▪ custodial supply room ▪ furnace room ▪ mechanical room ▪ loft storage room
Document Titles	short documents and sermons – Enclose the title in quotes.	<ul style="list-style-type: none"> ▪ “The Theology of Place” ▪ “Sunday Update” ▪ “This Week at EUUC”
	long document, pamphlet, or brochure – Use italics for the title.	<ul style="list-style-type: none"> ▪ <i>Navigating EUUC</i> ▪ <i>EUUC Directory</i> ▪ <i>Program Guide</i> ▪ <i>The Newsletter</i>
	forms – Use initial caps for the title of the form. Every form has a title at the top.	<ul style="list-style-type: none"> ▪ Payment Voucher ▪ RE Permission Slip
	page on the website – Refer to a specific page with initial capitals for the title.	<ul style="list-style-type: none"> ▪ Upcoming Events page
	hymns – Enclose the title of the hymn in quotes.	<ul style="list-style-type: none"> ▪ “Spirit of Life”
	book and movie titles – Use italics for the titles.	<ul style="list-style-type: none"> ▪ <i>Third Wish</i> by Robert Fulghum ▪ <i>An Inconvenient Truth</i> by Al Gore

EUUC Style Guide

Category	Style	Examples
Time	<p>morning and afternoon – Include periods in <i>a.m.</i> and <i>p.m.</i> In cases of extremely limited space, the periods may be omitted. When an event spans from the morning to after noon, both the beginning and ending times need to have the appropriate <i>a.m.</i> or <i>p.m.</i></p> <p>When both the beginning and ending times are either before or after noon, omit the <i>a.m.</i> or <i>p.m.</i> from the first time.</p> <p>minutes – When the time is on the hour, do not express the minutes unless the time is provided in tandem with another time that is not on the hour. That is, when more than one time appears in a statement, if one time has minutes expressed all the times should have minutes expressed. However, when space is limited, the minutes may be omitted if the time is on the hour.</p>	<ul style="list-style-type: none"> ▪ 10 a.m. ▪ 10 a.m. to 2 p.m. ▪ 9 to 11 a.m. ▪ 6 p.m. ▪ 6:00 to 7:30 p.m. ▪ 6 to 7:30 p.m.
Dates	<p>year – Omit the year in an event description if it is the current year or if the year is unlikely to be mistaken.</p> <p>ordinals – Use numbers rather than ordinals (24th) for dates.</p>	<ul style="list-style-type: none"> ▪ Chocolate Sunday is on February 12. ▪ February 24
Acronyms and Initialisms	<p>EUUC audience – Do not spell out DLRE, RE, UUA, UU, or EUUC. Other acronyms need to be spelled out the first time they are used in a document.</p> <p>external audience – spell out all acronyms the first time they appear in a document.</p> <p>GLBITQ – gay, lesbian, bisexual, intersex, transgender, and queer</p>	<ul style="list-style-type: none"> ▪ The DLRE organized an RE brunch. ▪ Lifespan RE ▪ The Pacific Northwest District (PNWD) of the UUA is planning a conference in Spokane. ▪ Interweave supports the gay, lesbian, bisexual, intersex, transgender, and queer (GLBITQ) community.
Contact Information	<p>Phone number – Include the area code and use dots to separate the parts.</p> <p>website – Make the person’s name a link to their email address.</p>	<ul style="list-style-type: none"> ▪ 425.123.4567 ▪ For more information contact Jo Wrede.

EUUC Style Guide

Category	Style	Examples
	<p>"This Week at EUUC" and other electronic communication – make the name serve as the link to the email address.</p> <p>printed matter – Provide the name or title of the person followed by the word <i>at</i>, the email address, the word <i>or</i>, and the phone number. The email precedes the phone number.</p> <p>US Mail – Enter the address with all capitals and no punctuation. For <i>street</i> type <i>ST</i> and for <i>avenue</i> type <i>AVE</i>. Show apartment or suite numbers as shown.</p> <p>not for US Mail – Enter the address with street address followed by the city, state, and zip code.</p>	<ul style="list-style-type: none"> ▪ For more information contact the Minister. ▪ Contact: Facilities ▪ For more information contact Jo Wrede at jowrede@euuc.org or 425.123.4567. ▪ 123 N PALATINE ST #43 SHORELINE WA 98133 ▪ 123 N Palatine St #43 Shoreline, WA 98133
Usage	<p>email – Use lowercase letters.</p> <p>online – Type <i>online</i> as a single word.</p> <p>website – Use all lowercase letters and type <i>website</i> as one word.</p> <p>the Web – Try to avoid this phrase, and rephrase the sentence to use <i>website</i> or <i>online</i> instead. When it is necessary to use this phrase, capitalize <i>Web</i>.</p>	<ul style="list-style-type: none"> ▪ The agenda will be emailed before the meeting. ▪ Go online to check the calendar. ▪ The EUUC website is at www.euuc.org. ▪ The Web enables you to find books not offered in the Bookstore.
Content	<p>third person – If an article is not authored, use third person.</p> <p>byline for a newsletter article – Below the article put the author's name, title, or both. On the next line type the name of the committee or group being represented.</p> <p>language – Use clear, concise language, and watch for repetitiveness.</p>	<ul style="list-style-type: none"> ▪ The Youth Group raised over \$2000 for the American Cancer Society. ▪ Jan Marlin, Chair Library Committee