

MINNESOTA WOMEN OF TODAY
STANDARDS LIST FOR ALL
PRINTED/WRITTEN MATERIALS
first draft -5/19/96

CAPITALIZATION

- * Always capitalize the name of the organization at any level. It is a proper noun.

Minnesota Women of Today, MN Women of Today, Women of Today, United States Women of Today, US Women of Today, Anytown Women of Today.

- * When a title or position is used with a person's name, the title and the name is capitalized.

*President Christine, President Christine Jones, President Jane Doe, President Joey,
District 30 Director Sue Jones.*

- * When a job description or position is used in place of a name or when you are writing about the position in general, it is not capitalized.

state president, district director, chapter president, national president, state program manager.

*NOTE: The exception seems to be in formal, legal writing: The State Plan of Action, organization's bylaws and policies, Articles of Incorporation, etc. all capitalize each specific title or position. *Executive Director, State President, State Program Manager, District Director, External Vice President, etc.*

- * When referring to the organization's formal business meetings, capitalize all words.

Summer Awards State Meeting, Fall State Meeting, Winter State Meeting, Annual State Meeting.

- *When referring to the entire weekend event, do not capitalize anything but the specific name.

Summer Awards convention, Fall State convention, Winter State convention, Annual convention

Other capitalization issues:

- * The following are capitalized as indicated:

Minnesota June Officers Training Seminar (MNJOTS), December Exec, March Planning, Special Executive Council (the one on Sunday a.m. following Annual convention).

*Chapter Service Center, State Plan of Action, Executive Council, Future Directions Committee, Personal Enrichment, etc. Newslet or NEWSLET **NOTE: Do not capitalize internal or external programming when written as such.*

USE OF ACRONYMS ALONE OR AS AN ABBREVIATION

- * The following are the correct abbreviations: (note when abbreviating, we capitalize and use no punctuation)

MIN WT	Minnesota Women of Today
US WT	United States Women of Today
NU WT	New Ulm Women of Today
EA WT	Emmons Area Women of Today
C WT	Champlin Women of Today
SPM	state program manager
DPM	district program manager
LPM	local program manager
DD	district director
CIP	Chapter Information Packet
RAVE	Records Are Valuable and Educational
STEP	Success Through Enthusiastic Participation
PDC	People with Developmental Challenges

PUNCTUATION

- * When referring to a group of or more than one do not use an apostrophe or periods.

correct:

All DDs are meeting at 10 a.m.
 The CIP will be stuffed in the Colonial Room.
 All LPMs will be asked to participate.
 The Fired Up DPMs were honored today.

incorrect:

All DD's are meeting at 10 a.m.
 The C.I.P. will be stuffed in the Colonial Room.
 All LPM's will be asked to participate.
 The Fired Up DPM's were honored today.

- * An apostrophe is used when you intend to show ownership or possession.

The LPM's report was turned in last night.
 The DPM's training session was canceled.
 The CIP's table of contents was on red paper.
 The outgoing DD's files were transferred to the new DD.