

1. Bullets Can Be Fatal

- It is okay to use items with a lead-in and colon. Try to pair like items, e.g., books, magazines, prayer leaflets. Commas at the end of each bullet and a period after the last item are both incorrect.
Projects included collecting:
 - cans, bottles, paper for recycling
 - craft materials for youth activities
- It is okay to use sentences starting with a capital letter and ending with a period - no lead-in required. Sentences should have a subject and verb and possibly an object. Some sentences have a hidden or understood subject (you/I/we/members).
 - Presented a workshop at convention.
 - Attended Development & Peace workshop.
 - Sent out five directives.
- Bulleted ideas may be used in one list while bulleted sentences may be used in another. Keep them separate.
- National chose not to use bullets or numbers and used paragraphs instead. For uniformity, please use bullets.
- If batching your year-long activities by date, you may decide to use one bullet per month or one per activity.

2. Don't Be So Tense

Annual reports are a story about what has already happened. Use the past tense, e.g., completed the leadership course. Meeting reports often contain a mixture of events that are past, present and future. Do not use in the same sentence/bullet.

- past, e.g., hosted development day
- present, e.g., are organizing the retreat
- future events, e.g., will attend convention

3. Punctuation: Save Your Breath

Commas are not usually used before “and” but should be used if a breath needs to be taken.

Usually commas separate ideas, e.g., plants, animals, minerals and gases.

Usually semi-colons separate clauses, e.g., I took the dog for a walk; fed the bird; and watered the plants.

A mixture of commas and semi-colons may be used for lists, e.g., Anna, four; Mildred, six; Samantha, 18 and Jenny, 75.

Break long rambling sentences into two or more sentences.

Sentences end most frequently with a period, less often with a question mark and rarely with an exclamation mark.

4. Keep It Short, Sister (KISS)

CWL	spell it first time used followed by initials in brackets, e.g., Catholic Women’s League (CWL)....
CMIC	exception for Catholic Missions In Canada - words such as “in” not usually capitalized in titles
C.A.S.E./ W.R.A.P. et al	exceptions - Canadians Addressing Sexual Exploitation (CASE) and White Ribbon Against Pornography (WRAP) have left periods in acronyms, but no periods is preferable
MPP or MP	one member of provincial or federal parliament
MPPs or MPs	more than one member of provincial or federal parliament, e.g., five MPPs....
MPP’s or MP’s	belonging to a member of parliament, e.g., MPP’s right to speak....
Marlene Pavletic	use in full first time, then use M. Pavletic (or Marlene) visited....
S. Q. Mullins	use capitals and periods when abbreviating a name
Bishop Fred Colli	use in full first time, then use Bishop Colli or “the bishop” presented....
such as	optional to be followed by a colon, followed by a list which never includes “etc.”
e.g.	no space between, comma before and after, means for example, followed by examples
i.e.	no space between, comma before and after, means that is, followed by explanation
etc. / <i>et cetera</i>	usually end of sentence, comma before, means and so forth, Do not use after “such as”.

5. To Cap or Not to Cap, Is That the Question?

When in doubt, use lowercase. While it is acceptable to capitalize the whole word or even the sentence, it makes the text more difficult to read, takes more ink and uses more space. Use a capital for all names, with few exceptions such as t s elliott. When using a focus word(s) for a category, this will stand out when the whole word/title is capitalized and bolded. So, it's caps for names, caps for titles, caps for places, caps for specific events, and caps to start sentences.

email & website	lowercase	Initial Capitals
the	in middle of sentence, e.g., as the priest... before group name, e.g., the League, the Society of St. Vincent de Paul	at beginning of sentence, e.g., The women... if part of incorporated or official name, e.g., The Catholic Women's League of Canada
christian	never used - disrespectful	always Christian - proper name
league	generally a distance (many values)/system	League when referring to CWL
cwl	n/a	CWL (no periods)
god	usually as gods for pagan religions	always God
jesus or holy spirit	n/a	always Jesus, always Holy Spirit
mass	in middle of sentence, e.g., there will be only one mass this week...	specific mass, e.g. Thanksgiving Sunday Mass, Christmas Mass
church	in middle of sentence, church building, e.g., cleaning the church...	specific title, e.g., St. Mary's Church or when referring to a specific denomination, e.g., Catholic Church, Anglican Church, or meaning the Christian Church worldwide
catholic	meaning universal, middle of sentence, e.g., one catholic and apostolic...	specific, e.g. Roman Catholic, Ukrainian Catholic Catholic education and schools
at/to/in/of/on /against/before	unless otherwise specified	usually not capitalized, but not incorrect if copied in titles
and/but	use mid-sentence, use & only in titles	Never start a sentence with "and" or "but".
father or reverend or priest	if word follows "a" or "the"	usually capitalized, often abbreviated as Fr. or Rev. before name or ", pp." following name
bishop/archbishop /cardinal/pope	if word follows "a" or "the"	specific - Bishop Colli, Archbishop Prendergast, Cardinal Collins, Pope Benedict
you/your/thee/thy /him	Lectionary & CBW III and NRSV bible use lower case and you/your	start of sentence only - use modern English unless from a quote
opccwl	n/a	OPCCWL - standard abbreviation for our council
web site/website	both acceptable, no caps more common	both acceptable, one or two words Web site
places	general - the city	specific - New York City
events	general - meetings, bazaars, dinners	specific - St. Peter's Fashion Show
titles - president	if title follows "a" or "the" Marlene Pavletic, one of the presidents...	specific - Marlene Pavletic, President (comma) President Marlene Pavletic (no comma)
grades	grades 2 and 3 - always numbers	one grade only - Grade 2 (capital and number)
time (a.m./p.m.)	in middle or end of sentence	often used on posters, e.g., A.M. or P.M.

6. Say It Again, Sam! Accentuate the Positive

Change 73% didn't to 27% did.

If it's personal, don't say it at all, e.g., They did a good job. Thanks should be offered in person or by mail, but not in a report.

7. Whatchamacallit?

If you are not familiar with the word or group, check out the name through www.canada411.ca or www.google.com. When it is a company, follow the trail to the website home page as it may have been spelled incorrectly by others. Bad spelling of names offends and can make it difficult to contact people, groups, or businesses.

When using ellipsis (three or four dots) to indicate missing or irrelevant words from a sentence or quote, leave a space before and after; use four at end of sentence, e.g., "... [Jesus] said, "Go tell the Israelites ... until everyone knows" In this example the square brackets denote that Jesus replaces "he" and not part of the original quote.

Is it council or counsel? Council means the parish group. Counsel means wisdom. Choose wisely.

8. Italics and References - Was It Eileen or Irene?

Italicize themes and the titles of books, magazines, plays, operas, motion pictures and videos.

Titles of books may be italicized or underlined, but be consistent.

Use italics for words in a foreign language, e.g., *ex officio*.

Use quotes and initial capitals when mentioning an article from a published article with no italics.

Passages from a speech or published article should be enclosed in quotation marks.

9. You Can Count on These! @#\$%^&*()

When a sentence starts with a number, use words instead of a number.

numbers	lowercase	Initial Capital
1,2,3, ... 9 (single digit)	write as word in full, e.g., three	Capitalize to begin a sentence, e.g., Six women
10,11, ... 999, 1000 ... ∞ (more than one digit)	write as a number, e.g., 2011 - 5,199 (comma is optional if not year)	Capitalize and use words to begin a sentence, e.g., Two thousand and eleven began
decimals	write as a number 1.2	Capitalize and use words to begin a sentence, e.g., One point two cookies
fractions	words if < one, e.g., one-third numbers if unusual, e.g., 43/100 number if > one, e.g., 27-1/2 or 27½	Capitalize and use words to begin a sentence, e.g., One-third or Forty-three one-hundredths or add an extra word such as Only and use number
percentages	write as number 25% or 5%	Capitalize and use words to begin a sentence, e.g., Twenty-five percent indicated....
money (comma is optional)	10¢ or \$.10, \$2,134.57 or \$1500 (no period) or \$1 million	Capitalize and use words to begin a sentence, e.g., Twenty-five dollars membership fee...
dates (spell in full)	n/a	e.g., Friday December 9, 2011, March 2011

10. Underlines and Bolds - The Choice is Yours

A whole page of bold text is very difficult for the eye to read.

For categories, choose bold or underline, not both.

Try not to bold or underline in the middle of any sentence.

11. Clergy Monikers

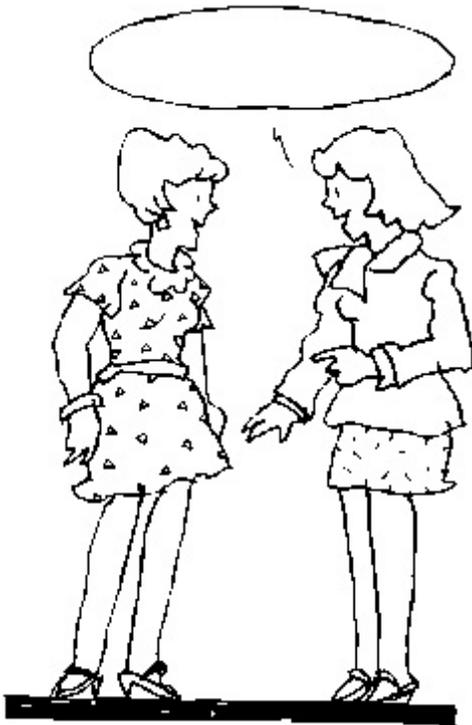
Refer to the pope as His Holiness; cardinal as His Eminence; archbishop as His Grace; and bishop as His Excellency.

12. Go Tell It on the Mountain!

Read your creation out loud. Get someone else to proof read it. Don't rely on spell check to catch incorrect words.

If it's reported, include it. The final edit will remove duplicates and decide where it belongs.

Good Gracious! Good Grammar!



*Workshop for the
Ontario Provincial Council of
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by Glenda Klein*

woman without her man is nothing

if there is a place lord that needs prayers and actions it is juarez

an experienced driver generally speaking does not fear road conditions