

St. Francis Xavier Parish Style Manual

(updated 6/30/2024)

The goal of a style manual is to develop consistency so as to facilitate clear understanding and present a unified message. Consistency and clarity are important. Consistency increases trust, and trust increases participation and a sense of belonging. Our communication should seek to be in a language, style and method that is accessible to a guest -- inclusive, not insider. In general, we follow AP Style.

A style manual is a living document, subject to change as needs arise. Any ideas of material to be included here or questions about the styles are always welcome. The style manual will be updated periodically as needed.

Local style:

St. Francis Xavier Parish NOT St. Francis and NOT St. Francis Xavier Church (unless the actual building is meant). Also, **St. Francis Xavier School**.

SFX When possible, it's best to avoid using this abbreviation in outside communications as it is, at best, unclear. At worst, it has often been confused for another word.

Address Abbreviate *Ave.*, *Blvd.*, *Pkwy.*, *St.* when used with a complete street address: *606 E. Washington St.* It is unnecessary to include "Ohio" for cities in our own state unless they are easily confused with another city of that name outside Ohio. Never abbreviate: *Drive* or *Road*

All Saints' Day

All Souls' Day

Apostrophe Don't use apostrophes in plurals: *CDs*, *URLs*, *FAQs*, *1990s*.

Memory aid: The apostrophe usually is not used if "for" or "by" rather than "of" would be appropriate in the longer form: *a college for teachers*, *a guide for writers*. Hence: *Teachers College*, *Writers Guide*, *Veterans Day*, *Presidents Day*, *Grandparents Day*. But: *Mother's Day*, *Father's Day*.

Bishop The Catholic Diocese of Cleveland is shepherded by Bishop Edward C. Malesic, who succeeded Bishop Nelson J. Perez. Bishop Malesic was installed as the 12th bishop of Cleveland on Sept. 14, 2020. Auxiliary Bishop Michael Woost was ordained an auxiliary bishop of Cleveland on Aug. 4, 2022. Auxiliary Bishop emeritus Roger Gries, OSB, was named an auxiliary bishop of Cleveland on April 3, 2001. He

retired Nov. 1, 2013. He and Bishop Martin Amos, retired bishop of Davenport, Iowa, continue to assist with liturgies and ministry throughout the diocese.

Canceled NOT cancelled.

Capitalization Avoid unnecessary capitalization. Capitalize titles only when they precede a name: *Bishop Nelson Perez* but *the bishop*. Titles after names should be set off by commas: *Mrs. Danene Beal, principal of St. Francis Xavier School, said...*

Do not capitalize pronouns when referencing God: he, him, etc. Capitalize the words *Bible* and *Scripture*, but not biblical or scriptural. Capitalize the word *Gospel* when it refers to the first four books of the New Testament; lowercase in other uses (*“that’s the gospel truth”*).

Catholic Always uppercase when referring to the one, holy, apostolic Church

Commas Delete the comma before the “and” in a series: *We need to bring a book, a pencil and a tablet.* Use commas in pairs to set off dates and insubordinate clauses: *The meeting is Saturday, Sept. 14, in the Xavier Room. Dawn Cavanaugh, who leads youth ministry, will*

Courtesy titles In general, avoid using them except when referencing teachers (paid or volunteer) and other school staff. DO use courtesy titles for all members of the clergy.

Church is uppercase in reference to the global Catholic Church, and lowercase in reference to the church building. An exception would be when “Church” or “Church Basement” is used in directory or list-type information. *St. Francis Xavier Church* refers to the church building; use *St. Francis Xavier Parish* (or *Catholic Parish*) to refer to our community.

Dates Abbreviate months that are longer than five letters. Do not abbreviate March, April, May, June or July. Dates follow the month: *May 17* (NOT 17 May). Use only numbers for the date: *The program begins Dec. 10* (NOT Dec. 10th).

Days of the week Do not abbreviate. Exceptions can be made for chart or graphic uses when space is critical.

Diocese St. Francis Xavier Parish is in the *Catholic Diocese of Cleveland*. In outside communications, use the full name of the diocese; for internal communications, *Cleveland Diocese* or *the diocese* is sufficient. The diocesan seat is the *Cathedral of St. John the Evangelist* in Cleveland.

Divine Mercy

Email No hyphen. Email addresses should be lowercase.

Exclamations Do not overuse!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Father Avoid abbreviating as Fr. Use of the priest, deacon or sister’s first or last name follows his preference: *Father Tony* vs. *Father Sejba*; *Sister Sandy* vs. *Sister Bevec*. But, *Father Kondik* vs. *Father Curt*.

Font Size Font is the best for reading at 10-12pt size. This applies to all printed material except banners and signs.

From/To If you use “from,” you must use “to,” not a dash: The event is from 10 a.m. to 11:30 a.m. -- or The event is 10-11:30 a.m. -- NOT “from 10-11:30 a.m.”

Holy Martyrs Parish Our neighbor to the north does not require an apostrophe.

Hyphens Make every effort not to hyphenate words. Add a hard return if necessary to avoid. Avoid hyphenating website addresses. (Avoid line breaks.) Use a hyphen between two or more adjectives when they come before a noun and act as a single idea. (Examples: *three-week class, 12-week series, sign-up table, dress-down day, cellphone-free zone*)

Internet. Note: This was updated in 2016. The AP standard no longer capitalizes internet and web, and website, lowercase, is one word, unless it is the first word in a sentence. Online also is lowercase, and one word.

Its/It's *Its* is the possessive form of the pronoun “it.” *It's* is a contraction of “it is.”

Numbers Spell out numbers one through nine; use numeral for 10 and above. Example: *one, two, three* (NOT 1, 2, 3) or *10, 11, 12* (NOT ten, eleven, twelve) Example: *six-week series* (not six week, or 6 week or 6-week)

Mass Always capitalized when referring to liturgy.

Operation HOMES Although HOMES is not an acronym, the organization capitalizes each letter.

Parish School of Religion. The system of religious education for children and youth of the parish who do not attend St. Francis Xavier School (which sometimes is called the “day school”). May be shortened to PSR on second reference.

People who... (NOT People that...)

Periods Omit periods in bulleted lists for incomplete sentences.

Phone numbers Should be separated with dashes, not periods.

Prices Use dollar sign (\$). Drop zeros: \$7 (NOT \$7.00); \$2. But \$2.50 (if cents are used). Use numbers in all cases, including one through nine. Spell out cents if it stands alone. *He gave me 75 cents to buy a soda.*

Project MUNCH Medina “soup kitchen” providing weekly hot meals each Wednesday from 4 to 6 p.m. at the Salvation Army building, and Monday through Friday from 4 to 6 p.m. during the last week of each month. MUNCH is an acronym for Medina United Neighbors Combating Hunger and must be capitalized.

Quotation marks With punctuation: The period and the comma go **inside** quotation marks. The dash, the semicolon, the colon, the question mark and the exclamation point go within the quotation marks

when they apply to the quoted matter only. They go outside when they apply to the whole sentence. *Everyone is invited to study "The Mass." We have 200 people registered to watch "The Mass"!*

Use quotation marks around a word or words used in an ironic sense (*the "debate" turned into a free-for-all*) or with a word or words being introduced to readers on first reference (*we invite you to "test drive" one of our volunteer opportunities*).

Randel House Named for the late Father William H. Randel, who envisioned the parish school and church campus at the corner of Washington Street and Spring Grove and built the school, but died before the church was constructed.

Society of St. Vincent de Paul On first reference. On second reference, St. Vincent de Paul Society, St. Vincent de Paul or **SVdP** (*note lowercase d*, per the national organization) are acceptable. As one of the oldest charitable organizations in the world, the Society of St. Vincent de Paul (SVdP) is a Catholic lay organization of about 800,000 men and women throughout the world who voluntarily join together to grow spiritually and offer person-to-person service to the needy and suffering in 150 countries on five continents. Locally, SVdP is chartered through St. Francis Xavier Parish, which provides administrative support and space, but operates independently of the parish. Our SVdP provides more than \$175,000 each year in rent, utility, medical, food and other assistance to approximately 3,260 individuals each year.

Spaces One space after a period, between sentences.

St. Martin of Tours Parish NOT St. Martin's

Stella's Closet Storage room near the men's restroom in the church basement. Nicknamed for the late Stella Pandur, who served as president of the Ladies' Guild here for 13 years and, in effect, managed the parish kitchen. The door is marked "Storage Room." Coffee makers and other hospitality supplies, lunchroom equipment and Pre-Can dinner supplies are stored here.

Time styles In paragraphs, 10 a.m. (NOT 10:00 a.m. or 10:00 am or 10am or 10 am). These are not interchangeable. The time should remain as one unbroken unit (not split between lines); if necessary, insert a hard return before the hour to preserve the unit. In a sign or list, the periods may be omitted.

Time order Time, Date, Place. *The program will be at 7 p.m. Saturday, Aug. 22.* (Please also notice the punctuation. A comma must precede and follow the date when used with the day of the week.)

Worshipping We enjoy worshipping with one p, not two.



Year styles In most cases, a date does not require the inclusion of the year unless it differs from the current one, or if there could be confusion about which year is meant. For example, it is not necessary to say Dec. 15, 2019, to refer to an event this December. However, if content also refers to a previous or future Dec. 15, use the year for THOSE references (i.e., Aug. 15, 2014, or Aug. 15, 2020).