



Alpha Delta Kappa International Style Sheet

INTERNATIONAL

Abbreviations

Always capitalize

AΔK (Alpha Delta Kappa)

AΔKA (Alpha Delta Kappa
Association)

ITE (International Teacher Education)

S/P/N (state/province/nation)

ICP (International Council of
Presidents)

IVP (International Vice President)

Capitalization

*Capitalize these when part of a
formal title of a committee, etc.*

biennium, Committee To Propose a
Theme for the 2007-2009 Biennium
resolutions, Resolution 1

Always capitalize

Fine Arts Grants

Silver Sister

Heritage Society

Hall of Benefactors

Board — in reference to Executive
Board: *the Board room*

Founders

Founders' Day

Alpha Delta Kappa Foundation

Foundation

Fidelis

Never capitalize

Alpha Delta Kappa sister

initiation ceremony

installation of officers

Committees

*Capitalize International boards &
committees when referring to a
specific one.*

special International committee
standing International committee

International Bylaws Committee

Regional Scholarship Committee

International committees (in general)

International Teacher Education
Board

the Board (referring to ITE, or any
specific, Board)

International boards (in general)

Events

AΔK-ITE Weekend

(cultural and educational
roundtable discussions)

International conventions

2019 International Convention

Rules of Convention

convention programs (in general)

2019 Convention program

(All of the) International convention
proceedings

2017 Convention Proceedings

The first issue of *Convention Action*
assistant sergeant(s)-at-arms (at
convention)

International Chapter/Executive
Board meetings

November 2018 International

Chapter/Executive Board Meeting

ITE Board meetings

November 2018 ITE Board Meeting

Publications

KAPPAN

Bylaws

International Bylaws, Amended 2017
Handbook

International Executive Board/

International Chapter Policies &
Procedures Manuals

Ceremonies

brochures

ITE brochure

*Capitalize other International titles
when they precede the person's
name with no comma.*

Jane Doe, Regional Professional

Development Scholarship

Committee chairman

Regional Professional Development
Scholarship Committee Chairman

Jane Doe

Jane Doe, International Candidate

Qualifications Committee

chairman

International Candidate

Qualifications Committee

Chairman Jane Doe

Titles

*Capitalize all International Chapter
titles, past and present.*

Past International Vice President

International Vice President

International Executive Board
Chairman

International Executive Board
Member

International President

International President-Elect

International Executive Board

Sergeant-at-Arms, Chaplain

Past International Executive Board

Chairman (Chairmen), Immediate

Past International Executive Board
Chairman

Past International President(s),

Immediate Past International

President

Executive Director

International Executive Board

Member (because it is part of her
title)

International Chapter Member Jane

Doe, but Jane Doe, International

Chapter member (because it is not
part of her title)

"International Officer(s)," but

"International office"

Punctuation

Use commas to separate elements
in a series, but do not put a comma
before the conjunction in a simple
series (apples, oranges, bananas
and pears).

"AΔK"

NOT

"ADK"

INTERNATIONAL

Always capitalize **Headquarters** in reference to **Alpha Delta Kappa International Headquarters in Kansas City, Missouri, U.S.A.**: "Order chapter supplies from Headquarters."

The term "International" should be capitalized when it refers to the International level of Alpha Delta Kappa and lowercased when it could be used interchangeably with "global."

International membership consultants
International themes
International altruistic projects

international, i.e.: Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

International, i.e.: It's the first time that a national Teacher of the Year has presented a keynote to International.

REGIONS, S/P/Ns & CHAPTERS

Hawaii Lambda Chapter, but Hawaii chapters
Southeast Region, but the southern regions
Minnesota Alpha Delta Kappa, but Alpha Delta Kappa in Minnesota state.
S/P/N executive boards
Missouri State Executive Board
chapter executive boards
Missouri Alpha Chapter Executive Board

Committees

Don't capitalize regional, S/P/N and chapter committee names
state, provincial or national bylaws committee
chapter bylaws committee

Events

Capitalize regional, S/P/N and chapter events when referring to a specific one.
Kansas state leadership conference
2018 Kansas State Leadership Conference
regional conference, 2018 Gulf Regional Conference
-but "Many Gulf regional conferences."
state, provincial or national convention
2018 Louisiana State Convention

Publications

state, provincial or national bylaws
chapter bylaws
regional newsletters

Titles

Capitalize regional, S/P/N and chapter titles when they precede the person's name with no comma; lowercase otherwise.
Chapter President Jane Doe
Jane Doe, chapter president
chapter president, Jane Doe; chapter corresponding secretary, Jill Doe
State President Jane Doe
Jane Doe, state, provincial or national president
committee chairman
Bylaws Committee Chairman Jane Doe
convention chairman
2018 Missouri State Convention Chairman Jane Doe
S/P/N Executive Board Member Jane Doe
Chapter Executive Board Member Jane Doe

Please note: for language usage issues not addressed in the Alpha Delta Kappa Stylesheet, Alpha Delta Kappa follows Associated Press (AP) Style.