

DKG Style Sheet

(Taken from *AP Style* and *Guidelines for State Organization and Chapter Communications Committee Chairs*)

General Style

- Use the full name of the Society – **The** Delta Kappa Gamma Society International
- Use “Founders” to refer to the twelve women who organized the international Society. Dr. Blanton is generally named first
- Use “charter members” to refer to the original members of a chapter and “state founders” when referring to state organizations
- Do not use courtesy titles Mr., Miss, Mrs., or Ms., except in direct quotes or where needed to distinguish between people of the same name
- Spell out numbers one through nine and use numerals for 10 and above except for dates, times, and biblical references. Do not begin a sentence with a numeral. Spell out or rewrite
- Cutlines under pictures are written in present tense
- Use “a.m.” and “p.m.” or small caps
- Use only one space after ending marks that separate two sentences
- Use italics for titles of books, articles, etc.
- Do not use “sorority” or “club” when referring to the Society

Capitalization

- Capitalize “Society” when referring to the international organization.
- Capitalize “Purposes”
- Capitalize specific events, regions, or groups such as Northwest Region, 2012 International Convention, International Executive Board

Titles

- Before a name capitalize, after a name use lowercase. *International President Jeni Souders. Jeni Souders, international president.*
- General titles, such as *astronaut* Neil Armstrong and *actor* Matt Damon, are lowercase.
- Lower case a position when not used as proper noun, *e.g., international president, state president, executive secretary, chapter treasurer, webmaster, corporate secretary, executive director, member chairs*

- Use a person's full name and title the first time you mention her in an article. *Sue Miller, professor of communication*, not *Professor Miller*. Once people have been fully identified, refer to them by last name only. There are exceptions, so always check the AP stylebook.
- Do not use courtesy titles such as *Mr., Miss, Mrs., or Ms.*, except in direct quotes or where needed to distinguish between people of the same name

Committee Names

- Lower case the name of boards of the Society, e.g., administrative board, editorial board, and executive board
- Lower case the name of funds of the Society, e.g., available fund, permanent fund, scholarship fund, emergency fund, and world fellowship fund. Exceptions occur when an international entity has the word Fund in its proper name, e.g., 1) Eunah Temple Holden Leadership Fund, 2) Golden Gift Fund, 3) International Speakers Fund, and 4) Loretta Halek Memorial Fund for Program Resources
- Lower case the names of all committees. Exceptions occur when the name of a committee includes a proper noun which must be capitalized, e.g., 1) the Eunah Temple Holden Leadership Fund Committee, 2) the Golden Gift Fund Committee, 3) the Educators Award Committee, and 4) the International Speakers Fund Committee

State Identification

Identify each member's state or country of origin within an article. The abbreviation for the state or country of origin will follow the member's name.

- Series of names: Name, ST; Name, ST;
- Single name at end of sentence: Name, ST.
- Single name inside sentence: Name, ST,

Spellings

Webmaster, email, smartphone, handheld, online, cellphone