



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"