

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.