



THE SALVATION ARMY NATIONAL PUBLICATIONS

# STYLE GUIDE



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National Publications Department  
USA National Headquarters  
Alexandria, VA

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# THE WAR CRY

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## PURPOSE STATEMENT

The War Cry Style Guide is provided to create a uniform writing and editing style for The War Cry's editorial team, as well as the design team. It includes the 2018 AP style guidelines as well as The War Cry's style guidelines. If an item is not listed here, refer to the AP Style Guide for guidance.

## GENERAL STYLE GUIDELINES

### MANUSCRIPT FORMAT

Typing: Manuscripts should be double-spaced.

Editing: The editorial team will make changes as necessary to clarify, correct information, condense copy, as well as to adhere to our style guide rules. All changes will be approved by the editor in chief and will not be submitted back to the writer unless significant changes are needed.

### STYLE

Write clearly. Avoid large words when small ones will do. Keep language natural. Avoid clichés and jargon.

Avoid unorthodox spellings, such as nite or thru.

Don't over-explain. Words seldom used in conversation are seldom put on paper.

Remember the 5 W's—Who, What, When, Where, Why (and How).

### ABBREVIATIONS

Salvation Army officer ranks should be spelled out.

- E.g., Commissioner, Lieutenant (but Lt. Colonel)

Always write out director.

Always write out assistant.

Always write out secretary.

All abbreviations are printed with periods including titles.

- E.g., Dr., Rev., Mr., Mrs., Jr., Sr.

Name initials are allowed if that person prefers.

- E.g., G.B. Shaw.

Abbreviating a saint is allowed.

- E.g., St. Francis of Assisi.

Do not abbreviate months.

- E.g., August; December

Mixed abbreviations that begin and end with a capital letter do not take periods.

- E.g., PhD; PoW

Omit periods in all-capital abbreviations unless the abbreviation refers to a person.

- E.g., AD; VIP; US

Books of the Bible are never abbreviated.

## STATE ABBREVIATIONS

When the name of a state name appears [alone, without a city or town] in the body of a text, spell it out. (AP Style, Purdue Lab)

- E.g., She traveled to California and visited the Golden Gate Bridge.

State names should be abbreviated when:

- When the name of a city and state are used together, the name of the state should be abbreviated. (AP Style, Purdue Lab)
  - E.g., She traveled to Savannah, GA and visited Forsyth Park.
- In lists, tabular material, non-publishable editor's notes and credit lines. (AP Stylebook, 2018)
- In short-form listings of party affiliation: D-AL, R-MT (AP Stylebook, 2018)

When referring to the name of a division in The Salvation Army, always spell out the state name.

- E.g., Major Barry Corbitt is the general secretary in the Texas Division.

State names that should always be spelled out:

- Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah

Cities not requiring state names because they're well-known:

- Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, Washington D.C.

Miscellaneous:

- Use New York state when necessary to distinguish the state from NYC.
- Use state of Washington or Washington state when it's necessary to differentiate from D.C.
- Use "Washington D.C." or "District of Columbia" when referring to D.C.
- Avoid using state abbreviations in headlines whenever possible.

# BIBLE

## BIBLE VERSIONS

For publication purposes, New Living Translation (NLT) of the Bible will be the preferred choice. All other versions and paraphrases will be annotated in copy.

Most versions of the Bible have standard abbreviations that can be used.

- Always write out The Message or The Voice in full (i.e. not MSG).
- American Standard Version, ASV
- English Standard Version, ESV
- King James Version, KJV
- New International Version, NIV
- New King James Version, NKJ
- New Revised Standard Version, NRSV

For more abbreviations, see [biblegateway.com](http://biblegateway.com)

ALL references to Deity (including pronouns), Heaven and the Bible (including Scripture), are capitalized. Biblical is not capitalized.

- E.g., For there is a God in Heaven.
- E.g., I cannot count the times He has blessed me. He used the biblical model of prayer.
- “Someone” is NOT capitalized.

Holy is capitalized only when part of a title. Holiness is not capitalized.

- E.g., Brengle wrote about holiness.
- E.g., We can be holy people.

Gospel(s), gospel:

- Capitalize when referring to any and all of the first four books: Matthew, Mark, Luke, and John (the Gospel of John, the Gospels).
- Lowercase in other references, such as in reference to the Christian message:
  - E.g., She is a famous gospel singer.
  - E.g., He referred to the gospel in Jesus’ teachings.
  - E.g., Have you considered new ways of bringing the gospel to people who need it most?

Satan is capitalized, devil is not. Hades is capitalized, hell is not.

For partial verses use reference such as: John 3:16a or Mark 4:2b.

- Use an ellipsis to indicate that there is text missing from the verse.
  - E.g., “For God so loved the world ...” (John 3:16a)

Lowercase “church” when it references a building, a place of worship, a congregation or a spiritual body of believers universal.

Capitalize “Church” when linked with a proper name: First Baptist Church or Salem United Methodist Church.

## SCRIPTURE REFERENCES

Scripture references are to be in Arabic figures, with a period after the reference: “Jesus wept” (John 11:35). Use (John 11:38-44), not vv 38-44 or vv 38 to 44. If necessary, use v 9, not v. 9.

- E.g., In John 10, Jesus emphasizes that He came to bring abundant life (v 10).

When only two verses are referred to use: John 11:38-39

For partial verses use reference such as: John 3:16a or Mark 4:2b

Do not place a comma between the reference and the abbreviated version: (John 3:16 NIV)

A paragraph of scripture on its own appears in italics including the reference. [Note: Italics cancel quotes]

When the book consists of only one chapter, indicate as: 3 John 10, 12-14.

To refer to a single verse from a passage, as in a Bible study article, use: (v 5).

Quotations within text appear in quotation marks without italics.

- E.g., We read that “Jesus said to her, ‘Your brother will rise again’” (John 11:23).

When paraphrasing scripture, follow with the reference.

- E.g., In scripture we are told that God loved us so much that He sent His Son to die for us (see John 3:16).

The word “scripture” is a generic description, so it is lowercased.

## CALLOUTS

Should have periods at the end of the links since they are complete sentences.

If it is a direct quote by someone outside of the story, indicate the name of the person who made the statement.

If the callout is taken directly from the article, it should be in quotation marks. If it is additional text, found nowhere else in the article, there should be no quotation marks.

## CAPITALIZATIONS

### SALVATION ARMY UNITS

Use lowercase for general references to corps, corps sections, Army centers, departments, advisory boards, etc.

- E.g., The corps band was on duty.
- E.g., The community care ministries sponsored...

When referring to a specific corps section, or the proper names of corps/divisions/territories, use capitals.

- E.g., the Seattle Temple Corps, Texas Division, Western Territory

Always capitalize Harbor Light, whether a specific center is referenced or not.

Group Names: When printing group names, capitalize the first letter of each word and do not use quotes.

- E.g., New Beginnings

### TITLES

Titles are lowercased, except when:

- National Commander, Chief of the Staff and the General are always capitalized.
- When the title precedes the name, use capitals. When the title stands alone or follows the name, use lowercase letters.

- E.g., Territorial Commander Commissioner Doug Riley, opened the service in prayer.
- The meeting included territorial commanders, chief secretaries and other territorial administration

Published Works: The principal words of titles of books, plays, movies, paintings and the like (also titles of journals, TV programs, CDs, videos, musicals, songs, choruses, magazines, newspapers, band compositions) are capitalized and placed in quotation marks:

- E.g., I recommend reading “A Tale Of Two Cities.”
- E.g., Scarlett O’Hara is a main character in “Gone With the Wind.”
- E.g., Nat King Cole’s classic rendition of “Unforgettable” is, well, unforgettable.
- E.g., When I was a boy, I enjoyed watching “Leave it to Beaver” on television. The “New York Times” is the country’s paper of record.

Both words of compound adjectives in titles are capped.

Lowercase all e-mail addresses and URLs except where the URLs are extended past the “.com” and are deemed case sensitive: (salvationist.ca/KeepConnected).

ALL references to Deity, Heaven and the Bible, are capitalized:

- E.g., For there is a God in Heaven.
- E.g., I cannot count the times He has blessed me.

## COURTESY TITLES

On first reference use first and last name

- E.g., Claude Taylor is president of Delta Air Lines.

Thereafter, use first names or last names alone, depending on the nature of the article, at the discretion of the editor.

- E.g., John Brown is chairman of the Boston Advisory Board.
- E.g., Brown said in an interview ...

Generally, give names in the form in which they are normally used. Vary this with the use of “she says” or “the corps officer says.” Try to stay in the present tense.

- E.g., John Smith is the coach of the baseball team.
- E.g., He says that his players are great athletes.

## CURRENCY

Omit periods, except having to include cents: \$500, \$1.25, .37

\$2 (not \$2.00), two dollars; two francs, 2.5 francs; \$1 million; \$2 billion.

## DATES AND TIMES

Dates: July 18, 2014 (not 18 July or July 18th), however, 18th anniversary is acceptable.

Do not use a comma when the day is not included

- E.g., January 2007 was mild.



Time: 7 a.m. (not 7:00 a.m.) but 1:15 p.m.

Write noon or midnight (not 12 noon or 12 midnight)

Write days of the week out in full.

- E.g., Monday, Tuesday

## HEADLINES

All words of headlines and subheadings are capitalized, with the exception of articles, prepositions or conjunctions that have fewer than four letters.

Ampersand: Generally, use “and” instead of “&”. However, in exceptional cases an ampersand may be used for design purposes.

- E.g., Joni & Friends is on the schedule tonight.

Numbers: Same rule as for the body of the story—write out numbers one to nine, use numerals for 10 and above. However, always spell out numbers that start sentences.

- E.g., Fifteen persons attended the gathering.

## INCLUSIVE LANGUAGE

Inclusive language should avoid cumbersome language.

- E.g., Poet—not poetess; actor—not actress.

## ITALICS

Italics are used for words in other languages/terms and musical terms.

## MINISTRY UNITS

When referring to the location of corps/centers, include the state on first reference.

- E.g., Charlotte Temple, NC; Chatham Corps, Ontario. (not Chatham, Ontario, Corps)

## NUMBERS

Numbers up to nine are to be written out; those higher than nine are to be in numerals. Avoid using numbers at the beginning of a sentence but if they must be used, write them out.

Do not put commas or “and” between words forming a number.

- E.g., one million thirty-three thousand two hundred and ninety-eight.

Use: Six copies of *The War Cry*, not six War Crys. He delivered *The War Cry* in the bar.

Generally, do not use brackets for area codes.

- E.g., 800-425-2111.

Use commas to set off numbers of four or more figures except house, telephone, page, year and other serial numbers.

## PERSONNEL

### LEADERSHIP

Accepted style for ranks:

- Commissioner; Colonel; Lt. Colonel; Major; Captain; Aux. Captain; Lieutenant; Cadet; Envoy; Sergeant.

Always write out in full the following:

- General Brian Peddle; Commissioner Rosalie Peddle; Commissioner Lyndon Buckingham, Chief of the Staff.

Always write out in full the name and rank of territorial leaders.

- E.g., The meeting was led by Commissioners Kelly and Donna Igleheart, territorial commander and territorial president of women's ministries.
- E.g., Colonel Steven Howard, chief secretary, visited the Mayfair Corps.
- E.g., Colonel Genevera Vincent, territorial secretary for women's ministries, was the special guest at the retreat.

[Note: If middle initials are required (e.g., Commissioner William W. Francis), it is not necessary to use them after the first reference where name is repeated throughout an article; use full names with initials for pull quotes and in magazine mastheads.]

Use: Divisional Commander Lt. Colonel Art Penhale or Lt. Colonel Art Penhale, Texas divisional commander.

Designation for "retired" will be (Rtd), and will be used only for retired Generals: General Bramwell H. Tillsley (Rtd). All other retired officers' names will appear with rank only.

### OFFICERS

Ranks used in place of proper names in stories are capitalized, as are Mother, Father, (when used as substitutes for names).

- E.g., Hello, Captain.
- E.g., My mother was a beautician.

Always capitalize rank **before** the name. All other references are lower case.

- E.g., Major John Smith attended a corps event.
- E.g., The major spoke well.

Names of people should be given in the form in which they are generally used.

- E.g., Major Matt Satterlee—not Matthew.

As a general rule, officers should always be referred to by rank and name. After the initial reference, first names (i.e., John, Mary) or last names can be used with discretion, depending on the nature of the article and the position of the officer concerned. Last names only may be used in a more formal news article at the discretion of the editor.

Officers in key leadership positions (i.e., divisional commanders, department heads, cabinet members, territorial leaders) should be referred to by rank in every instance, unless the reference is more personal in nature (e.g., referring to a specific conversation within the context of a column rather than a feature article).

There is only **one commander to a division**. Identify the correct person with the position.

- E.g., Lt. Colonel Allan Hofer, divisional commander, and Lt. Colonel Fiona Hofer, divisional leader for mission advancement or divisional leaders, Lt. Colonels Allan and Fiona Hofer.

In the case of an officer couple holding different ranks, the rule of order is according to rank.

- E.g., Major Eva Smith and Captain John Smith (not alphabetical or by gender).

If a married couple hold the same rank, list them alphabetically.

- E.g., Lt. Colonels Brian and Lesa Davis, Majors Jamie and Matt Satterlee.

## LAY PERSONNEL

Where lay people are in charge of a corps/center.

- E.g., ... under the leadership of John and Barbara Smith.

## LOCAL OFFICERS

Reference to commissioned local officers should be made as follows:

- Sandra Johnson, corps sergeant-major, shared a gospel message with those gathered. (or: Corps Sergeant- Major Sandra Johnson shared a gospel message.)

## NON-LOCAL OFFICERS

Reference to non-local officers should be made as follows:

- CCM member, band member, songster, corps cadet, singing company member, YP band member, junior soldier.

## PUNCTUATION

### BACKSLASH

Place a backslash at the end of a link if the link doesn't appear at the end of the sentence.

### COLON

Introduces a list, definition, or long quote.

### COMMA

When in doubt, err on the side of too few commas.

In state abbreviations, place one comma between the city and the state name, and another comma after the state name.

- E.g., He was traveling from Nashville, TN, to Austin, Texas, en route to his home in Albuquerque, NM.

Introduce a quote with a comma.

- E.g., She said, "Barack Obama went to Target."

Oxford Comma: When introducing a series, no commas before prepositions like "and" and "but" or "or."

- E.g., The Does served in several states, including Texas, North Carolina and Georgia.

You will use the Oxford comma in the following scenarios:

- Use the comma if the list contains compound items.
  - E.g., I like peanut butter and jelly, ham and eggs, and macaroni and cheese.
- Use the comma if the last item in the list could be a complete sentence or if it brings clarity to the sentence.

## HYPHEN, EN DASH AND EM DASH

Hyphen (-) is used in compound modifiers or when two or more connected words precede a noun.

- E.g., twelve-mile hike

En dash (–) used for lists (option+hyphen key)

- E.g., I like several months of the year—January, March, April and June.
- E.g., Also used for credit with quotes.

Em dash (—) used for phrases (option+shift+hyphen key)

- Note: An em dash should have spaces around them.

## ELLIPSIS

Add a space before and after an ellipsis.

Use an ellipsis to indicate an omission from a text or quotation.

In condensing a text, use an ellipsis at the beginning, inside or at the end of a sentence. If it is at the end, put the punctuation before the ellipsis. Hence four periods end a sentence:

- E.g., ... But the government won't ignore thoughtful suggestions.
- E.g., The decision ... rests solely with your elected representatives....

In news stories, use an ellipsis only inside a sentence, not at the beginning or end.

- E.g., "The decision ... rests solely with your elected representatives," the prime minister said.

## PERIODS

Place periods at the end of every link (in callouts).

- E.g., — Learn more about The Salvation Army's Heritage Tour at <https://www.thewarcry.org/articles/the-salvation-army-heritage-tour/>.

Do not abbreviate state abbreviations with periods.

- E.g., Alexandria, VA not Alexandria, V.A.

Only **ONE** space after a period, not two.

## PUNCTUATION FOR TITLES

Book titles, movie titles, etc., are listed in quotation marks, with the exception of the Bible or books of the Bible.

Magazine names and business/organization names do not get quotation marks or italicization. Capitalize the publication's proper name and capitalize "the" if it comes at the beginning of the title and in the actual name of the publication. Capitalize the initial letters of the name but do not place it in quotes. Lowercase magazine unless it is part of the publication's formal title.

- E.g., The War Cry, Harper's Magazine, Newsweek magazine, Time magazine

## QUOTES

Quotes are generally preceded by a comma. Exceptions can be made for longer statements of more than a few lines, in which case a colon can be used at the discretion of the editor.

## TITLES

Follow AP Style for titles. Books, magazines, TV shows, movies, songs, etc., are capitalized and placed in quotation marks.

- We do not use quotation marks on heading titles in the Relevant column. However, titles in the main text of the page are placed in quotation marks.
- 

## GENERAL FORMATTING

### BIOS/BYLINES

The bio should be justified on the opposite side of the folio.

For feature articles, if the writer is a staff member of the publications team, they get a byline. If the writer is a freelance writer or reoccurring monthly writer, they get a byline and bio. Publications staff members do not get a bio for regularly assigned columns, such as Frontlines.

If the article is a compilation of information or a report, the byline should read Reported by.

Bios are 2-3 sentences and will include: name, city and state, degree or job title, other published works or websites. Shorter is better.

- If the bio is for a monthly writer, the bio should read: XXXX is the XXXX in XXXX.
- E.g., Captain Stephanie Pavlakis is the corps officer at Seattle Temple. Captain Catherine Fitzgerald is the corps officer in New Albany, Indiana.

We do not include headshots in bios.

### END MARK

Each article will end with the end mark.

### INDENTATION

If there is an introductory paragraph formatted differently than the main text, it is not indented.

The first paragraph of the main text is not indented. Following that, all paragraphs are indented.

- To clarify, if an introductory paragraph is included, the first indentation would appear in the third paragraph. If there is no introductory paragraph, the first indentation would appear in the second paragraph.

### PAGE FORMATTING/DESIGN

Each column of The War Cry has a specified design and should maintain continuity across each edition.

#### EYEBROWS

The column eyebrow consists of two parts: the section and column name.

- The section name appears on the outside of the eyebrow and is all caps and bolded.
- The column name is listed second and is all caps, no bolding.
  - E.g., MISSION | Q&A

## HEADER/FOOTER LINES

- The War Cry utilizes lines at the top and bottom of pages as part of the design.
- If a column/story spans more than one page, the line will go across both pages, unless it interferes with the pages art /illustration.
- If the column/story is only one page, the eyebrow is bracketed.

## PHOTOS/ILLUSTRATIONS

### ATTRIBUTIONS

- Font: Freight
- All Caps, No Bolding
- Photo/illustration attributions should appear next to the photo/illustration and should be justified at the bottom corner, reading from the bottom up.

Attribution should be listed as Name of Artist/Collection/Where the Image Came From. Keep it as short as possible. On rare occasions, if clarification is required, use Image by/Image from.

- E.g., Jane Smith/Heritage/via Getty Images (No Photo by or Photo from in the case of purchased images). NOTE: This format is the attribution required by Getty.
- E.g., Image by Jim Smith
- E.g., Image from Unsplash

Unless a specific photographer is given, we do not attribute photos from The Salvation Army. We do give attribution to photos that come from NHQ Archives and International Headquarters.

- E.g., Salvation Army National Archives

When acquiring photos, please request high resolution (300 dpi) images.

Photo permissions are acquired by the person submitting the story. All minors must have permission form from their legal guardian. When TSA units submit a story, confirm that they have all photo permission files on hand.

### Captions

- Font: Freight
- No Bolding

### WEBSITES

All website names are lowercase.

- If the URL is long, use bit.ly.

If website appears in image attribution, use uppercase letters.

# THE WAR CRY PAGES

## COVER

Should be a high-quality photo. When photos are not available, conceptual art or illustrations corresponding with a feature article/ theme will be used.

- Photo should not look too much like a stock photo.

Month listed in all caps.

The three features will be listed either at the very top or very bottom of the cover. It should not be placed anywhere else on the page. They should be listed in the order they appear in the magazine. No punctuation at the end of the description.

## ADS

When possible, ads should follow our style guide in regard to capitalizations, etc.

All ads must follow the ad policy. See addendum.

Christian Book Distributors

- The main book should either be the newest Crest Book or a book that is timely or relevant to the theme.

## TABLE OF CONTENTS

Fonts:

- Feature Titles/Headings and Page Numbers: Bookmania
- Supporting text and Column Headings: Freight

All column names are capitalized, even if they contain a person's title. Do not capitalize articles, prepositions or conjunctions that have fewer than four letters.

- E.g., From the National Secretary for Program, From the Editor-in-Chief

The three features will be listed first, followed by the remaining contents in the order they appear in the magazine.

Other than the features, we do not list the titles of the articles in the TOC. We only list the column names.

- E.g., Bible Study, not What is Worship?

The back cover illustrator is listed at the bottom of the TOC.

## MASTHEAD

While we do not capitalize titles in the interior of the magazine, we do capitalize them in the masthead for aesthetic purposes.

## LETTERS FROM...

The letter written by the National Commander or National Secretary for Program will be devotional in nature and complement a theme in the magazine.

- Font: Bookmania
- Word Count: 300-350

The letter written by the editor-in-chief will correspond with the content of the magazine.

- Font: Freight
- Word Count: 300-350

We will not include signatures with the letters.

## MINI-TOCS

Fonts:

- Page numbers and featured column title: Bookmania
- Supporting text and column titles: Freight

The image space should be reserved for a compelling photo or the image that corresponds to an article that we want to draw attention to and should rotate through the columns when possible.

The callout next to the image will list the page number, the name of the article and a brief description or quote pulled from the text.

No punctuation at the end of the description.

All column names are capitalized, even if they contain a person's title. Do not capitalize articles, prepositions or conjunctions that have fewer than four letters.

- E.g., From the Editor-in-Chief

## MISSION MINI-TOC

List column titles. For Q&A and Salvation Story, list the subjects of the articles. For Frontlines, list the headlines. All other columns should be listed by the column name.

- E.g., Salvation Story with Lieutenant Stevana Holmes

## DISCOVER MINI-TOC

List column titles, not headlines.

## FRONTLINES

- Font: Freight

Frontlines features innovative Army ministry or news.

The five pages dedicated to Frontlines will include two to three articles and an infographic when possible.

If the article is written by our staff writer, it will not include a byline. If it is written outside of our department, include a byline with the phrasing 'reported by.'

- E.g., Reported by David Jolley

Every effort should be made to acquire high resolution images (300 dpi) to accompany the article.



## Q&A

### Formatting

- Question numbers are red.
- Fonts:
  - Question: Bookmania
  - Response: Freight

This column is for officers, employees, volunteers, advisory board members, etc., to share on both leadership and faith, in question and answer format.

Intro paragraph should include information on why this person is being featured, along with their current role/affiliation with The Salvation Army.

- Abbreviate state names if it's in conjunction with a city or town (besides the eight states listed above).

When possible, the accompanying photo should be an action shot, rather than a headshot.

Note: We ask each interviewee 10 questions, but we do not have to use all 10 if the answers run long.

## ARMY ARCHIVES

- Font: Freight
- Word Count: 300-400 words

Lowercase for general references to corps, corps cadets, corps sections, Army centers, departments, advisory boards, etc.

Spell out all ranks and titles: Captain, Major, Lieutenant, Lt. Colonel, Colonel, Commissioner, etc.

Writer is responsible for acquiring photos and providing attribution information.

## SALVATION STORY

- Font: Freight
- Word Count: 800-1,000 words

This column is designed for individuals to share their story of how God has transformed their life and continues to work in them.

## FEATURE ARTICLES

- Main text font: Bookmania
- Word Count: 1,500-1,750 words

## DESIGNS AND HEADLINES

Feature concepts should support the text, but not be “literal” — let the reader figure it out. The feature design should entice, or hook, the reader into reading the article.

## CITATIONS

Weave the citation into the sentence when paraphrasing or indirectly quoting.

- E.g., “The source stated that this information was true.”

“According to the latest research by the Barna Group in partnership with Impact 360 Institute, current teenagers (Generation Z) are the least Christian generation to date (with only 4% having a Biblical world view).”

## INTERVIEWS

When printing an interview transcript, if the person conducting the interview is a member of the publications team, there will be no name listed next to each question. If the interview was being conducted by someone outside of the department, list their name next to the question.

## BIBLE STUDY

- Font: Bookmania
- Word Count: 1000-1200 words

Because Bible Study is a regularly scheduled column, it should be formatted like other columns and not like Features.

## SPIRITUAL FORMATION

- Font: Bookmania
- Word Count (Includes callout section, supporting questions, etc.): 400-500

## FORMACIÓN ESPIRITUAL

- Font: Freight
- Word Count: 800-1,000 words

## HEALTHY HABITS

- Font: Bookmania
- Word Count: 800-1,000 words

Intended to communicate information with practical life application. Can be in the form of listicles, with relevance/application.

Because Healthy Habits is a regularly scheduled column, it should be formatted like other columns and not like Features.

## RELEVANT

All titles should be formatted consistently. No quotation marks or italics for titles.

Titles in the description paragraph, use quotation marks.

## EYEBROWS

- Read-books, articles, etc.
- Listen-Podcasts, Albums, etc.

- Watch-Movies, TV shows, YouTube channels, etc.
- Click-Apps, Websites, etc.
  - All websites are lowercased.

Page should include disclaimer:

- Relevant contains curated content intended to inform rather than endorse.

## TRY THIS!

Content should be timely to the month of publishing and rotate through puzzles, recipes, crafts, etc.

- E.g., June-Donut Day-Donut recipe and quiz on Donut Girls

## BACK COVER

Back cover style should correspond with the front cover. The content should relate to the interior of the magazine.

## PURPOSE STATEMENT

The Peer Style Guide is provided to create a uniform writing and editing style for Peer’s Editorial team as well as the design team.

# GENERAL STYLE GUIDELINES

## STATE ABBREVIATIONS

When the name of a state name appears alone, without a city or town in the body of a text, spell it out. (AP Style, Purdue Lab)

- E.g., She traveled to California all on her own and visited the Golden Gate Bridge.

When the name of a city and state are used together, the name of the state should be abbreviated. (AP Style, Purdue Lab)

- E.g., She traveled to San Francisco, CA on her own and visited the Golden Gate Bridge.

State names should be abbreviated when:

- In conjunction with the name of a city, town, village or military base in most datelines (AP Stylebook, 2018).
- In lists, tabular material, non-publishable editor’s notes and credit lines. (AP Stylebook, 2018)
- In short-form listings of party affiliation: D-Ala., R-Mont. (AP Stylebook, 2018)

State names that should be spelled out 24/7:

- Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah
- In Peer:
  - Ask an Officer (E.g., Alexandria, Virginia)

Cities not requiring state names because they’re well-known:

- Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, Washington

## MISCELLANEOUS

- Use New York state when necessary to distinguish the state from NYC.
- Use state of Washington or Washington state when it’s necessary to differentiate from D.C.
  - Use “Washington D.C.” or “District of Columbia” when referring to D.C.
- Avoid using state abbreviations in headlines whenever possible.

International Cities: When citing international cities in datelines, only certain international cities stand alone in datelines. See list in most recent AP Stylebook for most up-to-date list.

When citing other cities within the body of the story:

- Follow the city name with further identification in most cases where it is not in the same state or nation as the dateline city.
- Provide a state or nation identification for the city if the story has no dateline. Cities can be used alone in undated stories if no confusion would result.
- E.g., The International Headquarters is located in London.

Instead of United Kingdom, use England, Northern Ireland, Scotland, or Wales.

## PUNCTUATION

Place periods at the end of every link (in callouts).

Place a backslash at the end of a link if the link doesn't appear at the end of the sentence.

- E.g., Read Cliff's entire Q+A at [peermag.org/qa-7eventh-time-down/](http://peermag.org/qa-7eventh-time-down/).

Colon: introduces a list, definition, or long quote.

In state abbreviations, place one comma between the city and the state name, and another comma after the state name.

- E.g., He was traveling from Nashville, TN, to Austin, Texas, en route to his home in Albuquerque, NM.

Do not abbreviate state abbreviations with periods.

- E.g., Alexandria, V.A.

No Oxford comma.

- When introducing a series, no commas before prepositions like "and" and "but" and "or."

Capitalize "Black" in sentences.

No spaces between em dashes.

Add a space before and after an ellipsis.

Use an ellipsis to indicate an omission from a text or quotation.

Introduce a quote with a comma.

- E.g., She said, "Barack Obama went to Target."

Only **one** space after a period, not two.

Do not underline, put in quotes, or italicize publications or magazine names and business/organizations. Capitalize the publication's proper name and capitalize "the" if it comes at the beginning of the title and in the actual name of the publication.

- E.g., The Wall Street Journal, Peer Magazine, Time Magazine, War Cry

## CALLOUTS

Should have periods at the end of the links since they are complete sentences.

If it is a direct quote by someone outside of the story, indicate the name of the person who made the statement and include their title and any prefixes.

## BIBLE

All references to Deity, Heaven, and the Gospel, including Bible, are capitalized:

- E.g., For there is a God in Heaven.
- E.g., I cannot count the times He has blessed me.
- “Someone” is NOT capitalized.

Gospel(s), gospel:

- Capitalize when referring to any and all of the first four books: Matthew, Mark, Luke, and John (the Gospel of St. John, the Gospels).
- Lowercase in other references, such as in reference to the Christian message:
  - E.g., She is a famous gospel singer.
  - E.g., He referred to the gospel in Jesus’s teachings.
  - E.g., Have you considered new ways of bringing the gospel to people that need it most?

For partial verses use reference such as: John 3:16a or Mark 4:2b.

“BC” no periods in between.

Lowercase “biblical” but capitalize “Bible.”

Lowercase “church” when it references a building, a place of worship, a congregation or a spiritual body of believers universal.

Lowercase “devil” but capitalize “Satan.”

Capitalize “Church” when linked with a proper name: Methodist Church.

Capitalize “Kingdom” when referencing God’s Kingdom.

# PEER MAGAZINE PAGES

## COVER

Should be someone of the Generation Z, not so literal, and diverse

Photo not too “stocksy”

Capitalize month (e.g. May 2019).

Lowercase “faith. community. culture.”

## MASTHEAD/TOC

Abbreviate state names except for these eight states:

- Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah

Highlight (in purple) social media handles, book titles, podcasts, and shows, but not websites.

- Put periods at the end of websites if they’re at the end of the sentence.

Use only first names in the bio.

## ACADEMIC DEGREES

If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation.

- E.g., John Jones, who has a doctorate in psychology.

A bachelor’s degree or master’s degree is acceptable, and always lowercase. Majors (public relations, criminology, history, etc.) should always be lowercase, unless it is a language (English, Spanish, French, etc.).

- E.g., Devonte received his bachelor’s degree in criminology. Bob received his master’s degree in English.

## EDITORIAL

375-word count

The left-hand column has to be 7 lines total.

Remove any widows and orphans.

## #THEMOMENT

5-6 entries

Abbreviate all state names. (E.g. Alexandria, VA)

### **Damien ————— Horne**

Damien is an international recording artist based in Nashville, TN. He has toured and shared the stage with artists such as John Legend, Keith Urban, 3 Doors Down, Kid Rock and others! His story is a journey of overcoming adversity and discovering his God-given purpose to encourage, inspire and motivate others through his gift of music and storytelling.

### **Justin ————— Brierley**

Justin Brierley is a Theology and Apologetics Editor for Premier Christian Radio in the United Kingdom. He presents the [Unbelievable?](#) faith debate radio show and podcast and is author of the book [Unbelievable? Why, After Ten Years of Talking with Atheists, I’m Still a Christian.](#) He lives with his wife and four children in Surrey, England. Follow him on Twitter @unbelievablejb.

Use first names only.

If there are more than one person in the photo, must get one Consent to Publication form signed per person in the photo.

If the person is under 18, they **MUST** get a parent or guardian over 18 to sign the form in addition to their own signature.

## PROFILE

335-word count

Always end the callout with a period, even if there's a link.

- Callout: Got a story to share? Submit it at [peermag.org/contribute/](http://peermag.org/contribute/).

## REMIX

300-word count

All words of headlines and subheadings are capitalized—excluding prepositions such as “a,” “but,” “or,” “the,” etc.

Brand names should be capitalized (and not in quotations).

- E.g., Nike, Coca-Cola, Gucci, Versace, Urban Outfitters, etc.

When using lists, utilize periods at the end of each bullet point.

## Q+A

Abbreviate state names if it's in conjunction with a city or town (besides the eight states listed in the General AP Style Guide).

Spell out the name of the person or band and Peer for the first question, and then abbreviate their initials for the rest of the questions.

- Do not need to put a colon after the interviewer's or the talent's initials.

Put a period at the end of the link (in the callout).

## QUOTATIONS

Do not put band names in quotations when the Q+A is about the band.

Do put album title in quotations.

Do not need to put Peer (or any other magazine, newspaper, organization) in quotations.

## PANORAMA

Abbreviate state names (besides the eight states listed above).

Put periods at the end of links and callouts.

Lowercase for general references to corps, corps cadets, corps sections, Army centers, departments, advisory boards, etc. Put in



parentheses what they mean only the first time it's mentioned.

- E.g., corps (church) or officer (pastor) or General (International Leader for The Salvation Army)

Spell out ranks and titles.

- E.g., Captain, Major, Lieutenant, Lt. Colonel, Colonel, Commissioner, etc.

Echelon: E.g. The Echelon chapter in Chattanooga, TN...

SAWSO: spell out SAWSO (The Salvation Army World Service Office) on first reference.

Names of people should be given in the form in which they are generally used.

- E.g., Major Ray Cooper—not Raymond.

Always use lowercase as follows:

- Corps officers, Captains Bill and Sally Brown. Captains Bill and Sally Brown, corps officers.

Attribute writers and their titles if applicable.

When using images with those under 18 in the photos, always get a consent to publication form signed by a parent/guardian. Consult the Legal Department at NHQ for the form.

Word count:

- 350-word article
- 200-word column (Echelon, etc.)
- 100-word, 60-word, 40-word

## WISE UP

The left column of text (below the image) has to be the same number of lines in every issue.

## FEATURE ARTICLES

### FOR FURTHER STUDY

If there's a compound sentence, then use a period. If it's just the title of a book, do not use a period.

Underline and bold titles of books, videos, and websites.

Do not underline organizations, businesses, societies, hyperlinks or blog titles.

Add arrows in these boxes as bullet points.

When using lists, utilize periods at the end of each bullet point.

## ARTICLES

Put a space before and after ellipsis.

No space between em dashes.

When underlining a subheading, only underline the second line.

- See photo on the right for example.

Use subheadings sporadically, not after each paragraph. In some articles, use none at all.

Attribute the Bible translation if the Bible verse is anything other than the NLT (New Living Translation) translation.

## DESIGNS AND HEADLINES

Feature concepts should not be “literal” but rather broad and should let the reader figure it out. The feature design should entice, or hook, the reader into reading the article.

## CITATIONS

Weave the citation into the sentence when paraphrasing or indirectly quoting.

- E.g. “The source stated that this information was true.”
- E.g. “According to the latest research by the Barna Group in partnership with Impact 360 Institute, current teenagers (Generation Z) are the least Christian generation to date (with only 4% having a Biblical world view).”

## ZEITGEIST

Video game review: 350-word count

Movie review: 200-word count, list of movies to watch

Music reviews: 200, 50, 50-word counts

Podcast reviews: 150, 50, 50-word counts

Place a period at the end of the rating sentence if it’s a complete sentence (it should always be a complete sentence for the larger reviews).

The 200-word video game, movie, and music reviews and 150-word podcast review have creative headlines and subheadings, not just the title of the product.

- End subheading with a period.
- Capitalize only the first word of each sentence in the subheading.

The 50-word review headlines are either the artist names (music) and the podcast show (podcast).

Abbreviate state names (besides the eight state names listed above).

Put the name of the video game in quotations. Put the name of the movie, TV show, podcast show/episode title, and song title in quotations.

- When the title is abbreviated, do not put in quotations.
  - E.g., HSM is one of the best Disney Channel movies.

### **Don't be afraid to step out of your comfort zone.**

I know there are Facebook groups for almost every university—those “Class of 2023” Facebook pages exist, y’all. Take advantage of them! Who knows? Your best friend and/or soulmate could be out there.

All words of headlines and subheadings are capitalized excluding prepositions such as “a,” “but,” “or,” “the,” etc.

Always attribute writers.

## DEEPER

550-word count, 50-word count for Dig Deeper added section

- Include a Prayer at the end of the article for web/social media

The text has to line up at the bottom of the page.

Ensure that the dates in the Deeper/devotional calendar are correct and is weekly.

Capitalize “Heaven” and “Church.”

Include callout to attribute illustrator’s name.

## ASK AN OFFICER

Any Salvation Army rank has to be capitalized and spelled out, except for Lt. Colonel.

- Commissioner, Colonel, Major, Captain, Aux. Captain, Lieutenant, Cadet, Envoy, Sergeant.
  - E.g., Captain Pamela Maynor, Lt. Colonel Allen Satterlee, Commissioner Memory Tuck

All 50 state names are not abbreviated and should be spelled out.

No period after state.

Capitalize “Heaven” and “Church.”

Attribute the correct Bible translation unless it’s NLT (New Living Translation).

# CREST BOOKS AND WORD & DEED

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## PURPOSE STATEMENT

The National Books Style Guide is provided to create a uniform writing and editing guide for both writers and our editorial team. National Books adheres to the Chicago Manual of Style unless otherwise indicated below. If a rule is not listed here, please follow the guidelines given by Chicago.

## SUBMISSION GUIDELINES

Please do not include page numbers or headers in the submitted documents, as they interfere with our software. Any suggested divisions in the text, such as chapters, subheadings, etc., should be included in the submitted documents.

## BIBLE VERSIONS

The New Living Translation is the approved version for national publications. It should be the default version used. If an author feels strongly about using another version for the entirety of the book, there should be conversation with National Headquarters to ensure that copyright permissions can be granted for use. When deviating from the main version used, please indicate version used in parenthesis.

## CAPITALIZATION

ALL references to Deity are capitalized. Capitalize Bible when used as a proper noun; do not capitalize when used as an adjective.

- E.g., For there is a God in Heaven.
- E.g., I cannot count the times He has blessed me.
- E.g., Genesis is the first book in the Bible.
- E.g., This is supported by biblical texts.

## CITATION

Please follow Chicago Manual of Style for all citation guidelines, including footnotes and endnotes.

## PUNCTUATION AND FORMATTING

Use only one space between sentences.

## HYPHEN, EN DASH AND EM DASH

Hyphen (-) is used in compound modifiers or when two or more connected words precede a noun.

- E.g., twelve-mile hike

En dash (–) used for lists (option+hyphen key)

- E.g., I like several months of the year—Jan, March, April and June.
- Also used for credit with quotes.

Em dash (—) used for phrases (option+shift+hyphen key)

Note: An em dash should have spaces around them.

## SPELLING

Please use American spellings and grammar rules.

# ADDENDUM

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## GLOSSARY OF TERMS

**ADHERENT:** a person who regards The Salvation Army as his/her church but has not made a commitment to Soldiership.

**ADVENTURE CORPS:** a youth program similar to Cub Scouts/Boy Scouts.

**ADVISORY BOARD:** a group of influential citizens in a town or district who, believing in the Army's program of spiritual, moral and physical rehabilitation and amelioration, undertakes to assist in promoting and supporting local Army projects.

**ADVISORY COUNCIL:** an advisory organization to assist one program or institution.

**ADULT REHABILITATION CENTER (ARC):** an institution that provides a residential setting for the rehabilitation of men and women who may be alcoholics/addicts/homeless. The treatment includes a work program, medical care, counseling and spiritual support. The majority of Thrift Stores are a part of this program.

**ADULT REHABILITATION CENTER COMMAND (ARCC):** gives insight and direction to all the Adult Rehabilitation Centers in the territory.

**AUXILIARY CAPTAIN:** a mature Salvationist, beyond the age-limit for full officer-training, who holds a warrant of appointment as distinct from commissioned rank, and who may undertake corps or social work similar to that of a commissioned officer.

**'BLOOD AND FIRE':** the Army's motto: refers to the Blood of Jesus Christ and the Fire of the Holy Spirit.

**CABINET MEMBERS:** Territorial Commander, Chief Secretary, Secretary for Personnel, Secretary for Business Administration, Secretary for Program, Assistant Chief Secretary and their spouses.

**CADET:** a Salvationist in training for officership.

**CANDIDATE:** a soldier who offers to devote his or her life to officership.

**CANDIDATE COUNCIL:** the body to whom the application papers of candidates are presented for acceptance as a cadet.

**CANTEEN or MOBILE CANTEEN:** a vehicle designed for the preparation and distribution of food and equipped to serve as a mobile operations base in an emergency or disaster situation.

**CARTRIDGE:** the regular contribution of Salvationists toward corps expenses.

**CENSUS BOARD:** established at a corps - responsible for the addition of names to and removal from the rolls.

**CHIEF OF THE STAFF:** an officer second in command to the General headquartered in London.

**CHIEF SECRETARY:** an officer second in command of a territory or of certain branches of operations.

**CITADEL:** a hall used for worship and as a base for corps operations.

**COLLEGE FOR OFFICER TRAINING (CFOT):** a school of The Salvation Army (there are four in the United States of America) where cadets receive training to become Salvation Army officers.

**COLORS:** the tricolor flag of the Army. Its colors symbolize: the Blood of Jesus Christ (red), the Fire of the Holy Spirit (yellow), and Purity of God (blue).

**COMMISSION:** a document conferring authority upon an officer or upon an unpaid local officer (example, Secretary, Treasurer, Bandmaster, etc.).

**COMMISSIONERS' CONFERENCE:** the coordinating and policy-making body of The Salvation Army in the United States comprised of the national commander, as chairman, the four territorial commanders and spouses, the national chief secretary and the four territorial chief secretaries.

**COMMISSIONING/ORDINATION:** the public acknowledgment that a cadet is received into The Salvation Army as an Officer and given the rank of Captain.

**COMMUNITY CARE MINISTRIES/LEAGUE OF MERCY:** a group of programs in which Salvationists seek to demonstrate the love of Christ through holistic and practical service that meets human need and transforms communities. League of Mercy, one such program, is made up of Salvationists who visit prisons, hospitals and needy homes in their own time, bringing cheer and rendering practical aid.

**CONGRESS:** Central gatherings held periodically and attended by officers and soldiers of a territory, region or division.

**CORPS COMMUNITY CENTER:** a Salvation Army center established for the propagation of the gospel-generally with a central meeting-place and under the leadership of one or more officers (Corps Commanding Officer).

**CORPS CADET:** a Salvationist (age 12-18) who undertakes a course of study and practical training at his/her corps with a view to becoming efficient in Salvation Army service.

**CORPS SERGEANT MAJOR:** the chief officer for public work. He/She assists the corps officers with meetings and usually takes command in their absence.

**CORRECTIONAL SERVICES:** services performed by Salvation Army personnel who work cooperatively with prison, probation and parole officials and with the judiciary in court systems--federal, state, county, local--to augment efforts toward rehabilitation and crime prevention.

**DEDICATION SERVICE:** the public presentation of infants to the Lord, differing from christening or infant baptism in that the main emphasis is upon specific vows made by the parents concerning the child's upbringing.

**DIVISION:** a number of corps grouped together, under the direction of a Divisional Commander.

**DIVISIONAL COMMANDER (DC):** an officer commanding a division of The Salvation Army. The spouse of the DC is normally appointed as Associate Divisional Commander (ADC) and together they are referred to as the Divisional Leaders.

**DIVISIONAL HEADQUARTERS (DHQ):** a regional headquarters responsible for all corps community centers and service extension programs of The Salvation Army within a designated geographical area.

**ENVOY:** a local officer whose duty is to visit corps and particularly societies and outposts for the purpose of conducting meetings. An Envoy may be appointed in charge of any such center.

**THE GENERAL:** an officer elected to the supreme command of the Army throughout the world. All appointments are made and all regulations issued under his/her authority.

**GIRL GUARDS:** a branch of work similar to the Girl Scouts.

**HARBOR LIGHT CENTER:** a residential center with a program designed to assist the physical, economic, social and spiritual rehabilitation of persons who are unable to function satisfactorily for a variety of reasons.

**HARVEST FESTIVAL:** a commemoration in the autumn season during which Salvation Army soldiers and interested friends give a thank offering. The freewill gifts subsidize the training and education program of the School for Officers Training.

**HIGH COUNCIL:** composed of the Chief of the Staff, all active Commissioners, and Colonels of two years' standing who hold territorial commands. The High Council elects the General and may be called upon to adjudicate on the fitness of a General for office, in accordance with the Deed Poll of 1904.

**HOLINESS:** the application of the doctrine of sanctification in the individual life.

**HOLINESS MEETING:** a worship service generally Sunday morning in which the main emphasis is Holiness.

**INTERNATIONAL HEADQUARTERS (IHQ):** the offices in which the business connected with the command of the world-wide Army is transacted.

**INTERNATIONAL SECRETARY:** an officer appointed by the General to supervise and represent at IHQ Army work overseas.

**INTERNATIONAL SELF DENIAL WORLD SERVICES MISSION FUND:** an ongoing effort to raise funds for the Army's operations in developing countries.

**JUNIOR SOLDIER:** a boy or girl who professes conversion and signs the Jr. Soldier Pledge, becoming a Salvationist.

**KNEE DRILL:** a prayer meeting, held generally on Sunday morning.

**LOCAL OFFICER:** a soldier appointed to a position of responsibility and authority in the corps. He/She carries out the duties of the appointment without being separated from his/her regular employment or receiving remuneration from the Army.

**MEDICAL FELLOWSHIP:** a worldwide association of Salvationists and other Christians in the medical profession, both men and women.



**MEN'S FELLOWSHIP CLUB:** a group program for men in The Salvation Army, encouraging the development of leadership.

**MISSING PERSONS:** a worldwide service which traces and locates individuals. Confidentiality and respect for privacy are key characteristics of this work, which is greatly facilitated by the Army's international nature.

**NATIONAL COMMANDER:** the chairman of the board of all Salvation Army corporations in the United States of America, chairman of the Commissioners' Conference and official representative of The Salvation Army to national organizations and at national functions.

**NATIONAL HEADQUARTERS (NHQ):** the national headquarters of The Salvation Army, located in Alexandria, Virginia, which provides consultative services and is the coordinating office for the four territorial headquarters.

**OFFICER:** a Salvationist who has left ordinary employment and, having been trained and commissioned, is (until retirement) engaged in full-time Salvation Army service.

**OFFICERS' COUNCILS:** retreat type meetings for officers (generally by commands).

**OUTPOST:** a locality in which Army work is carried on from time to time and which it is hoped will eventually develop into a corps.

**PENITENT FORM (or Mercy Seat/Altar):** a place in the chapel of a Salvation Army building where a person may go to pray.

**PERSONNEL SECRETARY:** an officer responsible to the Territorial Commander for corps officers and other Salvation Army personnel.

**PROMOTION TO GLORY:** the Army's description of the death of Salvationists.

**RANKS OF OFFICERS:** Lieutenant, Captain, Major, Lt. Colonel, Colonel and Commissioner.

**SALVATION:** the work of grace which God accomplishes in a repentant person who trusts in Christ as Savior to forgive sin, thus giving meaning and new direction to life and strength to live as God desires. The deeper experience of this grace, sometimes called **SANCTIFICATION** is the outcome of wholehearted commitment to God, by His help, living a Christ-like life in harmony with His love and holiness.

**SALVATION MEETING:** a worship service in which the main emphasis is evangelistic.

**SALVATIONISTS:** a common reference term for soldiers of The Salvation Army.

**SAWSO (SALVATION ARMY WORLD SERVICE OFFICE):** an organization, whose purpose is to cooperate with territorial and International Headquarters, as well as various world governments, in order to further the charitable and humanitarian endeavors of The Salvation Army in the less developed countries of the world.

**SERVICE UNIT:** an advisory organization to assist The Salvation Army, and to perform services on behalf of The Salvation Army, in towns and communities where no corps community center exists.

**SHELTER:** a residence for persons needing protection or emergency accommodations.

**SILVER STAR PARENT:** a parent who has a child who is an officer is a part of this fellowship group. He/She is entitled to wear a

pin which is a blue shield with a silver star.

**SOLDIER:** a converted person at least 14 years old who, with the approval of the census board, has been enrolled as a member of The Salvation Army, after signing the 'Articles of War'.

**SOLDIER'S COVENANT:** a statement of beliefs and promises which every intending soldier is required to sign before enrollment.

**THE SALVATION ARMY STUDENTS' FELLOWSHIP:** a worldwide movement whose aim is to unite Salvationist students and graduates of universities, colleges and other centers of higher education in Christian fellowship and service.

**STAFF BAND:** a brass band made up of officers and soldiers of The Salvation Army which is supported by a headquarters. The Eastern Territory's band is known as the New York Staff Band.

**SUNBEAMS:** the junior section of the Girl Guard organization, similar to the Brownies.

**SUNDAY SCHOOL:** the Sunday meeting at which children and adults are taught the Bible in classes under the direction of a Sunday School teacher.

**SWEARING IN:** public enrollment of Salvation Army soldiers.

**TERRITORY:** a country, part of a country or several countries combined, in which Salvation Army work is organized under a Territorial Commander. The Eastern Territory consists of eleven northeastern states - Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Delaware, Ohio, and northeast Kentucky, as well as Puerto Rico & the Virgin Islands. The United States is divided into four territories, with the territorial headquarters located in West Nyack, New York; Atlanta, Georgia; Hoffman Estates, Illinois and Rancho Palos Verdes, California. These are known respectively as the Eastern Territory, the Southern Territory, the Central Territory, and the Western Territory.

**TERRITORIAL COMMANDER:** The Salvation Army officer with ecclesiastical and administrative responsibility of all Salvation Army programs and functions within a geographical area designated as a territory.

**TERRITORIAL EXECUTIVE COUNCIL (TEC):** includes the Cabinet members, divisional commanders, Adult Rehabilitation Centers Commander, SFOT Principal, Ambassadors for Evangelism, Prayer, and Holiness and their spouses.

**TERRITORIAL PRESIDENT OF WOMEN'S MINISTRIES:** a woman officer responsible for all women's activities and programs of a territory. Usually the wife of the Territorial Commander.

**TERRITORIAL HEADQUARTERS (THQ):** a territorial (regional) headquarters of The Salvation Army. The four in the United States are located in West Nyack, New York; Hoffman Estates, Illinois; Atlanta, Georgia and Rancho Palos Verdes, California.

**WOMEN'S AUXILIARY:** an advisory organization comprised of outstanding non-Salvationist women volunteers who assist The Salvation Army with its activities within the community.

**WOMEN'S MINISTRIES:** a fellowship designed to influence women in the creation and development of Christian standards in personal and home life.

# ABBREVIATIONS

## A

Appts	Appointments
Asst	Assistant
Aux-Capt	Auxiliary Captain
ARC	Adult Rehabilitation Center
ARC CHQ	Adult Rehabilitation Centers Command Headquarters

## B

BA	Secretary for Business Administration
----	---------------------------------------

## C

Capt	Captain
CC	Corps Cadets
CCM	Community Care Ministries
CFOT	College for Officer Training
CO	Commanding Officer
CS	Chief Secretary
Col	Colonel
CSM	Corps Sergeant Major

## D

DC	Divisional Commander
DFS	Divisional Financial Secretary
DHQ	Divisional Headquarters
DO	Divisional Officer
DS	Divisional Secretary
DYS or DYCS	Divisional Youth & Candidates Secretary

## E

Ed	Editor or Editorial
ETSS	Eastern Territory Staff Songsters

## F

FS	Financial Secretary
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## G

GS	General Secretary
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## H

HL	Home League (former name for Women's Ministries)
HR	Human Resources Department or function

## I

ICO	International College for Officers
IHQ	International Headquarters
IS	International Secretary
ITC	International Training College

## L

Lt.	Lieutenant
LO	Local Officer
LOM	League of Mercy (part of Community Care Ministries)

## N

NHQ	National Headquarters
NYSB	New York Staff Band

## O

OF	Order of the Founder
OOB	Old Orchard Beach, Maine (location of Annual Camp Meetings)
O&R	Orders and Regulations
OS&R	Officers' Services & Records Department (at THQ)

## P

PS	Program Secretary
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## R

R	Retired
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## S

SABAC	Salvation Army Boys' Adventure Corps
SAMF	Salvation Army Medical Fellowship
SASF	Salvation Army Student Fellowship
SAWSO	Salvation Army World Service Office
Sec	Secretary
SB&B	Sick Benefit and Burial (Officers)
SP	Personnel Secretary
SS	Sunday School

## T

TC	Territorial Commander
TEC	Territorial Executive Council
TFC	Territorial Finance Council
TFS	Territorial Financial Secretary
THQ	Territorial Headquarters
Trade	Nickname for Supplies & Purchasing Dept. & Store at THQ
TYS or TYCS	Territorial Youth & Candidates Secretary

## V

VBS	Vacation Bible School
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## W

WA	Women's Auxiliary
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## Y

YP	Young People
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## ABBREVIATIONS FOR US STATES/TERRITORIES

Alabama	AL	Louisiana	LA	Oregon	OR
Alaska	AK	Maine	ME	Pennsylvania	PA
American Samoa	AS	Marshall Islands	MP*	Puerto Rico	PR
Arkansas	AR	Maryland	MD	Rhode Island	RI
Arizona	AZ	Massachusetts	MA	Saipan	MP*
California	CA	Michigan	MI	South Carolina	SC
Colorado	CO	Minnesota	MN	South Dakota	SD
Connecticut	CT	Mississippi	MS	Tennessee	TN
Delaware	DE	Missouri	MO	Texas	TX
Florida	FL	Montana	MT	Utah	UT
Georgia	GA	Nebraska	NE	Vermont	VT
Guam	GU	Nevada	NV	Virginia	VA
Hawaii	HI	New Hampshire	NH	Virgin Islands	VI
Idaho	ID	New Jersey	NJ	Washington	WA
Illinois	IL	New Mexico	NM	Washington, DC	DC
Indiana	IN	North Carolina	NC	West Virginia	WV
Iowa	IO	North Dakota	ND	Wisconsin	WI
Kansas	KS	Ohio	OH	Wyoming	WY
Kentucky	KY	Oklahoma	OK		

\*Marshall Islands and Saipan share the same abbreviation.

## CITIES THAT DON'T REQUIRE AN ACCOMPANYING STATE NAME

Atlanta	Detroit	Minneapolis	Salt Lake City
Baltimore	Honolulu	New Orleans	San Antonio
Boston	Houston	New York	San Diego
Chicago	Indianapolis	Oklahoma City	San Francisco
Cincinnati	Las Vegas	Philadelphia	Seattle
Cleveland	Los Angeles	Phoenix	Washington D.C.
Dallas	Miami	Pittsburgh	
Denver	Milwaukee	St. Louis	

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## PUBLICATIONS

The War Cry (National)

Peer (National)

Crest Books (National)

Word & Deed (National)

Central Connection (Central Territory)

SAConnects (Eastern Territory)

Southern Spirit (Southern Territory)

Caring (Western Territory)