

## Capitalization of Association Names

It's best for continuity if we work toward consistency in our style of writing association names in our communications. Inconsistency causes confusion for members and nonmembers. Traditionally we have capitalized the following (this is not an exhaustive list): member, association, board, chapter, division, manager, administrative professional, certification, international president, trustee, chapter president, newsletter editor, recertification...None of these should be capitalized since they are all common nouns. Only capitalize if the word is used as part of a proper noun.

Another change that will be effective immediately is we will now be using a comma to set off designations: Susan Shamali, CPS/CAP.

In your communications, please lower case these words unless they are in a correct title.

Examples:

### Correct

The **IAAP International Board of Directors** met in Reno to discuss matters important to the **association**.

*When we use IAAP with international board it becomes a proper noun. Association is only capped when it is in our proper title.*

### Incorrect

The **Board** asked several **Members** to come to the **Board Meeting** to discuss their respective **Divisions** about matters important to the **Association**.

*These are all common nouns and should not be capitalized.*

### Correct

**International President Susan Shamali, CPS/CAP** asked the president of the **Ohio Division** to meet with her at the recent **IAAP conference**. She also spoke with **Emily Allen, communications and publications manager** at **Spring Conference**.

*We capitalize Susan's title because it appears before her name. If we said "Susan Shamali, international president," it would not be capped as in the example of Emily Allen. Ohio Division is a proper title. IAAP conference is not capped since it's not the title of anything. Spring Conference is capped because it is now the official name of that conference.*

### Incorrect

Many **Administrative Professionals** have attained **Certification** through IAAP. Those who are **Certified** can earn up to 7 percent more, according to OfficeTeam, an IAAP **Corporate Partner**.

These are all common nouns. The words in bold should all be lower case.