



8.10.1 Terminology and Spelling v1.0

To ensure consistency, the following terminology and spelling should be used when writing about the Society of Saint Vincent de Paul. Canadian English spelling should always be used.

Institutions

- 1.1. The official name of councils and conferences should be in the following format:
Society of Saint Vincent de Paul - Name of Conference or Council, City, Province
 - **Society of Saint Vincent de Paul - Holy Name Conference, Calgary, Alberta**
- 1.2. Capitalize the official name of the Society. Official names of councils and conferences are also capitalized when they refer to a single organization. Also capitalize the official names of committees and boards.
 - **Society of Saint Vincent de Paul, National Council of Canada**
 - **Edmonton Particular Council**
 - **National Council of Canada**
 - **St. Mary's Conference**
 - **Social Justice Committee**
 - **Ontario Regional Council Board of Directors**
- 1.3. Capitalize short forms when they are substitutes for the specific name.
 - The Society of Saint Vincent de Paul is present in many countries. In Canada, the **Society** is established in all Canadian provinces.
 - The Sainte-Marie Conference has 35 members. These come from a radius of about 50 km from the **Conference** offices.
 - The role of the **Executive Committee** is to administer the affairs of the **National Council of Canada** through and with the Board of Directors and the **National Council** staff. The **Committee** shall meet monthly.
- 1.4. Do **not** capitalize generic short forms used in a non-specific sense, preceded by a possessive, demonstrative or other type of adjective, or used adjectivally or in an adjectival form:
 - The responsibilities of the **executive committee** include overseeing the day-to-day management of the central council on behalf of the board of directors.
 - Every **conference** in the country will be involved.
 - The **councils**, whether they be **particular, central, regional, national** or **international**, are responsible...
 - The **board of directors** of the central council shall put into effect...
 - We have formed a **committee** to study the matter.
 - She tries to attend all **board meetings**.
- 1.5. Do **not** capitalize the plural of common nouns, even when the full titles of the bodies concerned are given:
 - The Ottawa and Toronto **central councils**...
 - For new **conferences**, the election procedure may be less formal.
 - She sits on several **committees** and **boards**.

2. Titles of reports/articles/forms/events

2.1. In titles of books, articles, forms, reports, capitalize all words except conjunctions and prepositions of fewer than four letters. Also capitalize short forms when they are the substitute for the specific name.

- The National Council President, Jean-Noël Cormier, presented the **Annual Report**.
- The **Operations Manual** of the National Council of Canada is a document that is separate from, but complementary to, the **Canadian Rule and Statutes**.
- Any amendment to the **Rule** must be approved by a two-thirds majority of the votes cast at a meeting of the National Council.
- Members voted at the **Annual General Assembly (AGA)** that the...
- The conference received its **Letter of Aggregation**.
- In the event a twin is not available in the country of preference, please provide an alternate choice on the **Twinning Application Form**.

2.2. Do **not** capitalize generic short forms used in a non-specific sense:

- All conferences and councils must produce an **annual report**...
- The National Council shall convene an **annual general assembly (AGA)**.
- The visible unifying link within the Society is the **aggregation** of the conferences and the **institution** of the councils declared by the International Council General.
- To submit a **twinning application**, the twinning contact person obtains and completes an **application form**.

2.3. Do not capitalize words that are not official, specific titles or proper names.

- annual meeting
- special works
- national executive meeting
- national office

3. Titles of office

3.1. Capitalize titles only when they refer to a specific person:

- Jean-Noël Cormier, National Council **President**
- Father Burns, **Spiritual Advisor**
- The **President** of the Edmonton Particular Council, Eric Rousseau, ...
- Clermont Fortin, Twinning Committee **Chair** will meet...

3.2. Capitalize a title referring to a specific person and used as a substitute for that person's name, even if it is a short form:

- the **President** of the Ottawa Central Council... (substitute of the person's name)
- the **President** of the Spirituality Committee... (substitute of the person's name)

3.3. Do **not** capitalize spelled-out titles in the plural, titles modified by a possessive or titles preceded by an indefinite article. (Non-specific sense) Do **not** capitalize a term that refers to a role rather than a person:

- The **president** of the particular council shall endeavour to carry out ...
- These voting members are the **presidents** of the aggregated conferences and instituted councils.
- Members will appoint an election **chair** and a **secretary**.
- They discussed it with their **spiritual advisor**.
- The **spiritual advisor** may attend meetings but has no voting rights...
- They discussed it with the national **president**.
- The **president, vice-president** and **spiritual advisor** of conferences and councils shall be Roman Catholic.
- As **president** [that is, while occupying the position], Jean-Noël Cormier travelled...

4. Races, languages and peoples

4.1. Capitalize nouns and adjectives referring to race, group, nationality and language:

- Vincentians
- Canadian
- Christians
- Anglophone
- Francophone
- French
- Inuk (plural: Inuit)
- Métis

4.2. Capitalize the singular and plural forms of the nouns Status Indian, Registered Indian, Non-Status Indian and Treaty Indian, First Nations (never 1st Nations) as well as the adjectives Indigenous and Aboriginal, when they refer to Indigenous people in Canada.

4.3. Note the differences in meaning of the following noun phrases:

- **Indigenous person** (one individual)
Example: Any Indigenous person in Alberta is eligible under this program.
- **Indigenous persons, Indigenous people** (more than one person)
Example: The conference could not have succeeded without the help of almost a thousand Indigenous people from all over Saskatchewan.
- **Indigenous peoples** (two or more Indigenous groups)
Example: Three representatives of the Indigenous peoples were present.

5. Our founder and patron saint

Frédéric Ozanam (with accents in English if the keyboard allows, and no “k” at the end).

When writing about Vincent de Paul and Frédéric Ozanam, and mentioning “Saint” Vincent, we should also mention “Blessed” Frédéric Ozanam.

Example: The SSVP is an international lay organization, founded in Paris in 1833 by **Blessed Frédéric Ozanam** and his friends under the patronage of **Saint Vincent de Paul**.

6. Geographical names

The names of provinces, territories and districts may be abbreviated when they follow the name of a city, town, village or geographical feature, e.g. Wawa, Ont., Mount Robson, B.C.

It is not necessary to use the provincial abbreviation after the name of well-known cities such as Vancouver, Winnipeg, Toronto, etc. However, since the same name is often shared by several places across Canada and other parts of the English-speaking world (Perth, Windsor, Hamilton), add the appropriate abbreviation in cases where doubt could arise.

The following abbreviations are used officially for the names of provinces and territories in Canada. The right-hand column lists the two-character symbols recommended by Canada Post for use with mailing addresses. For other purposes, use the traditional provincial abbreviation.

Alberta	Alta.	AB
British Columbia	B.C.	BC
Manitoba	Man.	MB
New Brunswick	N.B.	NB
Newfoundland and Labrador	N.L.	NL
Northwest Territories	N.W.T.	NT
Nova Scotia	N.S.	NS
Nunavut	Nun. (not yet officialized)	NU
Ontario	Ont.	ON
Prince Edward Island	P.E.I.	PE
Quebec	Que.	QC
Saskatchewan	Sask.	SK
Yukon Territory	Y.T.	YT

Do not abbreviate such words as County, Fort, Mount, North, Point, Island, Port and Saint used as part of a proper noun, unless the official name for the location shows the abbreviated form, e.g. Port Radium, Sable Island, St. John's, N.L., Saint John, N.B.

In Canada, names of certain **provinces** have both an English and a French form: Quebec/Québec, New Brunswick/Nouveau-Brunswick, British Columbia / Colombie-Britannique, etc. However, names of inhabited places (cities, villages, towns) retain their official form in both English and French texts, e.g. Montréal, Que., Saint John, N.B., and St. John's, N.L.

Only two municipalities in Canada have two official forms of their names, one in English and one in French: Grand Falls and Caissie Cape in New Brunswick, which are also known officially as Grand-Sault and Cap-des-Caissie. All other municipalities have only one authorized form: thus Montréal and Québec (the city) retain their accents in English.

Reference:

Translation Bureau. 2018. The Canadian Style. [ONLINE] Available at:
<http://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>