

Whitworth University Editorial Style Guide

Revised August 2020

abbreviations and acronyms: After the first full introduction of an organization/program, the abbreviation may be used on second reference. For example, Associated Students of Whitworth University can be referred to as ASWU after the first reference. There is no need to put the acronym in parentheses immediately after the first full reference. In sports stories, do not abbreviate the names of schools on first reference.

academic affairs or the **Whitworth Office of Academic Affairs**

academic break periods: Fall Break, Thanksgiving Break, Christmas Break, Jan Term Break and Spring Break are all capitalized.

academic courses: Specific course titles are capitalized: Contemporary Africa, Myths & Fairy Tales, Clinical Psychology. **Lowercase general subject names:** speech, calculus.

academic departments: Capitalize the name of the department if it is preceded by "Whitworth": "the Whitworth Art Department." Lowercase the name if it stands alone or appears as "Whitworth's art department." Correct listings for departments/programs that are often listed incorrectly include the following:

- **admissions:** Whitworth Office of Admissions *or* admissions office
- **athletic training:** Whitworth Athletic Training Education Program *or* athletic training education program
- **business & economics:** Whitworth Department of Business & Economics *or* business & economics department.
- **communication studies:** Whitworth Department of Communication Studies *or* communication studies department
- **kinesiology & athletics:** Whitworth Department of Kinesiology & Athletics *or* kinesiology & athletics department
- **math & computer science:** Whitworth Department of Math & Computer Science *or* math & computer science department
- **theatre:** Whitworth Theatre Department *or* theatre department. (Use the "r-e" spelling of theatre for all references to the university's program. This is the correct academic spelling. When you're writing about the Martin Woldson Theater at the Fox or the Bing Crosby Theater downtown, use the non-academic spelling used by the venues.)

academic programs: Capitalize when used in a formal title and preceded by "Whitworth" or "Whitworth University." "Program" is capitalized when "Whitworth" or "Whitworth University" precedes the name. Lowercase "program" if it stands alone or is preceded by "Whitworth's": e.g., "Whitworth's MBA program."

- **Whitworth College of Arts & Sciences** (College of Arts & Sciences, CAS: third and subsequent mentions)
- **Whitworth School of Continuing Studies** (School of Continuing Studies/continuing studies/no abbreviation)

- **Whitworth Graduate Studies in Education Program** (GSE: no periods)
- **Whitworth Graduate Studies in Theology Program**
- **Whitworth Master of Business Administration Program** (MBA)
- **Whitworth Master in Teaching Program** (MIT: no periods)
- **Whitworth School of Education** (SOE, no periods, on second reference)
- **Whitworth School of Business** (WSB, no periods, on second reference)

academic titles: Identify faculty members in written materials by title. When the title precedes the name, the title is capitalized: "Professor of History Corliss Slack." When the title follows the name, it is lowercase: "Corliss Slack, professor of history..."

addresses: Use state abbreviations in text and lists of students' hometowns for programs and so forth (see list below). AP style has changed to the use of full state names; Whitworth style will continue to use the abbreviations below.

Alabama: Ala.	Maryland: Md.	North Dakota: N.D.
Arizona: Ariz.	Massachusetts: Mass.	Oklahoma: Okla.
Arkansas: Ark.	Michigan: Mich.	Oregon: Ore.
California: Calif.	Minnesota: Minn.	Pennsylvania: Pa.
Colorado: Colo.	Mississippi: Miss.	Rhode Island: R.I.
Connecticut: Conn.	Missouri: Mo.	South Carolina: S.C.
Delaware: Del.	Montana: Mont.	South Dakota: S.D.
Florida: Fla.	Nebraska: Neb.	Tennessee: Tenn.
Georgia: Ga.	Nevada: Nev.	Vermont: Vt.
Illinois: Ill.	New Hampshire: N.H.	Virginia: Va.
Indiana: Ind.	New Jersey: N.J.	Washington: Wash.
Kansas: Kan.	New Mexico: N.M.	West Virginia: W.Va.
Kentucky: Ky.	New York: N.Y.	Wisconsin: Wis.
Louisiana: La.	North Carolina: N.C.	Wyoming: Wyo.

These states are never abbreviated in text: Alaska, Idaho, Maine, Hawaii, Iowa, Ohio, Texas, Utah

Use ZIP-code abbreviations (WA, MT, CA) **only with complete addresses**; don't include addresses in text narratives; set complete addresses apart from the narrative.

Lowercase "state" when using a state name in a sentence: "Many students are residents of Washington state." Also, "The state of Washington is located on the West Coast."

It is not necessary to use state names or abbreviations for the following well-known cities. (Spokane is included because it is Whitworth's home city.)

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

administration: The university is organized into four divisions: **academic affairs**, **business affairs** (which includes **facilities services**), **institutional advancement** and **student life**. Capitalize these titles only if they are used in a formal name: "Whitworth University Office of Institutional Advancement," "Whitworth Office of Institutional Advancement," etc.

admissions office or the **Whitworth University Office of Admissions**

advisor: Despite the AP Stylebook preference, advisor is the correct academic spelling.

alumna: one female graduate

alumnus: one male graduate

alumni: Plural of "alumnus"; used to describe two or more male graduates; also used as the plural to describe graduates of both sexes at co-educational institutions. "Alumni" is the term most often used to describe graduates.

alumnae: Plural of alumna (used to describe two or more female graduates; somewhat archaic).

alum: Acceptable to describe either male or female graduates. Comes in handy to avoid overuse of "alumni" and is more gender-inclusive.

ampersand (&): Use an ampersand instead of "and" in university-related titles. Examples include titles for jobs, offices, departments, courses, lectures and events: "vice president for admissions & financial aid," "office of student diversity, equity & inclusion," "engineering & physics department," "Anatomy & Physiology I," "International Education & Diversity Forum," etc.

annual events: An event cannot be described as "annual" until it has been held in at least two successive years. Do not use the term "first annual"; use "inaugural" for the first installment of what will be an annual event.

assistant and associate deans' and associate vice presidents' titles: Capitalize the person's title only when it immediately precedes his or her name. "Vice President for Admissions & Financial Aid Greg Orwig/Luz Merkel, associate vice president for finance & administration..."

ASWU: Spell out on first reference: Associated Students of Whitworth University. Use acronym on subsequent references (no periods: ASWU).

athletics or **Whitworth Athletics** or **Whitworth University Athletics**. (This refers to the university's varsity athletics program rather than to the kinesiology & athletics department.)

auditorium or **Cowles Auditorium**. See **buildings**.

baccalaureate: Lowercase “baccalaureate” unless it is used as follows: Whitworth Baccalaureate Service or Whitworth University Baccalaureate Service.

the Bible, biblical: When referring to books of the Bible, do not abbreviate. See **Old Testament** and **New Testament**.

board of trustees or the **Whitworth University Board of Trustees** or the **Whitworth Board of Trustees**. If, on second reference, you refer to “**the board,**” do not capitalize the “b.” When “**trustee**” precedes a name, it is not capitalized: “trustee Scott Chandler.”

British Columbia: Do not abbreviate.

Bucs: See **sports teams**.

buildings: When their formal title is given, the names of buildings are always capitalized. Following are the correct titles of some Whitworth buildings that are often referred to incorrectly. The terms in parentheses are acceptable unless the context calls for the more formal or complete name.

Alder Hall

***Arend Hall**

Auld House

***Baldwin-Jenkins Hall** (BJ)

***Ballard Hall**

Beeksma Family Theology Center

***Boppell Hall**

Cowles Memorial Auditorium (the auditorium)

Cowles Music Center (the music center)

Dixon Hall

***Duvall Hall**

Eric Johnston Science Center (the science center)

Whitworth Fieldhouse (the fieldhouse)

Whitworth Facilities Services (facilities services)

Graves Gym (the gym)

Harriet Cheney Cowles Library (the library)

Hawthorne Hall

Hendrick Hall

Hixson Union Building (**HUB** on subsequent references)

HUB Multipurpose Room (not the Café)

Ernst F. Lied Center for the Visual Arts (the Lied Center)

Lindaman Center

Mackay Hall (admissions)

McEachran (the administration building)

Megan E. Thompson Aquatic Center (the aquatic center)

***McMillan Hall**

Merkel Field

***Oliver Hall**

recreation center (or **Whitworth Recreation Center** or **U-Rec**)

***Schumacher Hall**
Seeley G. Mudd Chapel (the chapel)
***Stewart Hall**
***The Village** (Akili, Tiki, Shalom)
***Warren Hall**
Weyerhaeuser Hall
William P. and Bonnie V. Robinson Science Hall (Robinson Hall)
Whitworth Athletics Leadership Team Center (the WALT)

*Never use "dorm" or "dormitory" when you write about the university's residence halls. Use "residence hall" or "hall."

cabinet: The president's cabinet (not capitalized).

The Campaign for Whitworth

campus ministry or **Whitworth Campus Ministry**

chairman, chairwoman: Use a gender-neutral approach: "Chair of the Search Committee Elizabeth Strauch," or "Adam Neder is chair of the task force." Capitalize "chair" if it immediately precedes the person's name (as above); lowercase it if it follows the name.

the choir or the **Whitworth University Choir** or the **Whitworth Choir**

classmate: This word stands alone and should never have "fellow" in front of it. A classmate is a peer and a member of one's class, which is also a meaning of "fellow."

classes/class standing: Lowercase first-year student, sophomore, junior, senior in all uses. "The winner was junior Angelina Kale-Coriander."

class year: When including a student's or an alum's class year in a publication, use this format: Name followed by flipped apostrophe preceding last two digits of class year. Commas are not needed to set off the class year. Example: "Vincent Peak '17 has developed an app." Also acceptable: "Vincent Peak, a member of the Whitworth Class of 2017, has developed an app." Do capitalize "class" in this case, and when used without "Whitworth": "She is a member of the Class of 1992." When the person has both an undergraduate and graduate degree from Whitworth, separate the graduate degree with commas and list the degree abbreviation: "Damien Gonzalez '10, MBA '12, works for Amazon." See **nametags**.

clubs: Capitalize names of ASWU-sanctioned campus clubs. "The International Club held its banquet on Saturday." Remember not to use "they" and "their" to refer to a club. It is a singular entity: "The Fellowship of Christian Athletes is seeking funds from ASWU. Its members are hoping to endow a scholarship." See whitworthclubs.com for information regarding ASWU-sanctioned clubs.

coach: Capitalize when it immediately precedes the person's name. "Before the game, Coach Joial Griffith spoke to the team." Otherwise, it should be lowercase. "Joial Griffith, the coach of the team, spoke to her players before the game."

colon: Capitalize the first word after a colon only if it is the start of a complete sentence or a proper noun: "She had one final goal before graduation: She wanted to catch her pinecone," or "She had one final goal before graduation: to catch her pinecone."

comma: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: "The flag is red, white and blue." See additional tips:

- Do not put a comma before the concluding item in a series, however, if an integral element of the series requires a conjunction: "I had orange juice, toast, and ham and eggs for breakfast."
- Do use a comma before the concluding conjunction in any particularly complex sentence and in complex series of phrases or lists that include appositive (descriptive) statements: 1) "We have three questions: Are the athletes ready to compete, do they have the stamina to endure the training, and do they have the proper mental attitude?" 2) "Bill and Bonnie visited Tahiti, in the South Pacific, as well as Zanzibar, off the coast of East Africa, in Tanzania, and at Robben Island Prison, in South Africa."
- Always place commas inside quotation marks: "We are working to stabilize our enrollment numbers," Orwig says.

commencement, commencement ceremony and **Commencement Weekend:** Lowercase "commencement" and "commencement ceremony" unless either is preceded by "Whitworth" or "Whitworth University." "Commencement Weekend" should be capitalized, even without "Whitworth."

Composition Commons or Whitworth Composition Commons: Formerly the Whitworth Writing Center. "Composition Commons" should be capitalized with or without "Whitworth."

compound modifier: When a compound modifier – two or more words that describe the word following – precedes a noun, use a hyphen (or hyphens, if the modifier is three or more words) to link the words *unless you include the adverb "very" or any adverb that ends in "ly"*: "first-quarter touchdown"; "full-time job"; "know-it-all attitude"; "an eight-and-a-half-year-old argument"; "a state-of-the-art building." Hyphens are included between the modifying words and not between the final modifier and the noun: "a very good time," "an easily remembered rule." Use hyphens for clarity: "He recovered his health while she re-covered the leaky roof."

concert band or the **Whitworth University Concert Band** or the **Whitworth Concert Band**

continuing studies or **Whitworth Continuing Studies** or **Whitworth School of Continuing Studies**

convocation: Capitalize when used as follows: "President Beck A. Taylor will be the principal speaker at Whitworth's Fall Convocation" or "Whitworth Convocation is a biannual event." If you do not use "Whitworth" and/or the name of the semester (fall, spring) before "convocation," do not capitalize: "This Thursday's convocation promises to be filled with pomp and circumstance," or "The annual Fall Convocation features the entire faculty in its academic finery."

COVID-19 or **coronavirus:** The terms are often interchangeable. Note the capitalization.

cultural-diversity advocate: CDA is acceptable on second reference. Capitalize, and remove the hyphen, when a person's full title immediately precedes his or her name: "Cultural Diversity Advocate Lance Unterplotz held a meeting on campus," or "Lance Unterplotz has done an excellent job as Oliver Hall's cultural-diversity advocate."

dash: Use an en dash – not a hyphen – with spaces on both sides to denote a dramatic pause, an emphatic addition, or an abrupt change in thought in a sentence: "Smith offered a plan – an unprecedented plan – to raise revenues." When a phrase that would otherwise be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: "He listed the qualities – intelligence, humor, fiscal conservatism, independence – that he expects in a manager."

deity: Capitalize the proper names of monotheistic deities: God, Allah, Christ, Lord, etc. Lowercase pronouns referring to the deity: he, him, his, thee, thou, who, whose, thy, etc. See **God**.

dates: List information in the following order: day of week, month, numerical day of month, and time: "The lecture will take place Tuesday, Feb. 5, at 8 p.m." (Insert a comma after the day and date; do not use *st*, *nd*, *rd* or *th* after numerals.)

- **Abbreviate the following months when they are used with a specific date:**
Jan., Feb., Aug., Sept., Oct. Nov., Dec.
- **Do not abbreviate the following months:** March, April, May, June, July
- **Spell out the month when you use it alone or when just the year follows:**
January 2020
- **When a phrase refers to a month, day and year, set the year off with commas on both sides:** "We will meet again on Dec. 15, 2019, for tea and cookies."
- **Use an "s" without an apostrophe to indicate spans of decades or centuries:**
the 1800s. If you're abbreviating the decade, use the apostrophe in place of the missing numerals: "...the decade of the '80s." (The apostrophe should be flipped whenever it

takes the place of missing information.) Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: "2014 was a difficult year for many."

degrees: Include periods with B.A., M.A., M.Ed., M.Div., Ph.D., and so on. MIM, MIT, MAT, MBA, MFA, BBA and other three-letter degrees in which all letters are capitalized may be written without periods. (See information re: use of degrees in publications in "doctor" entry, below.)

department: See **academic departments**.

doctor: Do not use the honorific "Dr." in publications unless the person is a medical physician. If the person is a full professor, a doctorate is understood. If you're referring to a guest speaker or to an adjunct, assistant or associate professor with a doctorate, always follow the first reference to his or her name with Ph.D. or his or her equivalent terminal degree: Ed.D.; D.Min.; DMA; J.D. and so on. No further mention is needed.

dormitory or **dorm:** Never use "dorm" or "dormitory" when you write about the university's residence halls. Use "residence hall" or "hall."

email: See **technical terms**.

emeritus: An honorary status accorded to some retired faculty members. Do not assume that all retired faculty members are in this category. (Check the [university catalog](#).) Plural is "emeriti." When included before the name, "emeritus" should appear as follows: "President Taylor had dinner with Professor Emeritus of History Jim Hunt." When the title appears after the name, it should appear this way: "President Taylor had dinner with Jim Hunt, professor emeritus of history."

En Christo: a student-run organization that ministers to the homeless in Spokane

faculty and **faculty member:** "Faculty" is a collective noun that refers to all of the faculty members of a university or department. It takes a singular verb. Example: "The history faculty is going on a picnic." Use "faculty member" when referring to an individual and "faculty members" when referring to an incomplete group. Example: "A few history faculty members prepared sandwiches for the picnic."

fax: not "FAX"

financial aid office or the Whitworth University Financial Aid Office or the Whitworth Financial Aid Office

first-year student or **first-year:** Use instead of "freshman." "First-year student(s)" is the preferred term, but "first-year(s)" may also be used.

full time/part time: Use a hyphen when "full time" or "part time" precedes the word it modifies: "She is a part-time employee at Whitworth." Do not use a hyphen when the modifier follows the subject/noun: She works at Whitworth full time.

fundraising: One word, no hyphen (fund-raising) when used as a noun, adjective or verb.

George F. Whitworth Honors Program: Use "George F. Whitworth Honors Program" or "Whitworth Honors Program" on first reference. On second reference, "honors program" is acceptable and is lowercase. Also lowercase is "honors," as in, "She graduated with honors."

Go Bucs!: No comma between Go and Bucs

God: Capitalize when referring to the deity of all monotheistic religions. Lowercase in references to the deities of polytheistic religions or in references to false gods: "He made money his god." See **deity**.

GPA: This is acceptable on first and subsequent references to grade-point average.

Hawaii/Hawai'i: Use of the okina in "Hawai'i" and other Hawaiian words is optional but recommended in communications to a Hawaiian audience. The okina faces the opposite way from an apostrophe. It looks the same as an opening single quote mark. Examples: "Wai'anae," "Kaua'i," "O'ahu," "Iū'au." The okina is never used in "Hawaiian."

health & counseling center or the **Whitworth University Health & Counseling Center** or the **Whitworth Health & Counseling Center**

healthcare: one word

health sciences department: The Whitworth department uses the plural "sciences" in its name, but the Whitworth major is "health science."

homecoming: Capitalize Whitworth Homecoming and Homecoming Weekend. Lowercase Whitworth's homecoming and general uses of the word: "We are attending homecoming."

homeschool, homeschooler: Both are one word.

honor God, follow Christ and serve humanity: This phrase from Whitworth's mission statement does not require a comma after "Christ." See **comma**.

HUB: Short for Hixson Union Building. Acceptable on second reference.

human resource services or Whitworth University Human Resource Services or Whitworth Human Resource Services

I.D.: Always use periods with this abbreviation.

Jan Term: Capitalize both words. Do not put a period after Jan; do insert a space between Jan and Term. Also, "Spring Term," "Fall Term," "Summer Term," but "fall semester" and "spring semester."

jazz ensemble or the **Whitworth Jazz Ensemble**

The Loop: The grounds at the center of campus; capitalize both words.

majors: Capitalize only those that are proper nouns: "She is an accounting major, and he is an English major with a history minor." "He is an American studies major, and she is an international studies major."

midterm: not "mid-term"

Mind & Hearth Coffee House or **Mind & Hearth:** Note the ampersand.

ministry coordinator: MC is acceptable on second reference. Capitalize when the full title immediate precedes the person's name; do not capitalize when it follows: "Ministry Coordinator Orpah Feldstone held a meeting on campus," or "Orpah Feldstone is the ministry coordinator."

Move-In Day and **Move-In Weekend**

nametags: Follow these examples for listing student and alumni names and class years on nametags:

- Individual alum (include a married alumna's maiden/birth name in parentheses after her first name):
 - Kathy (Thomas) Johnson '71
 - Danjuma Quarless '10
- Alum with a graduate degree from Whitworth:
 - Jennifer (Olney) Husted M.Ed. '14
- Alum with undergraduate and graduate degrees from Whitworth:
 - Damien Gonzalez '10, MBA '12
 - Stephy Nobles-Beans '03, M.A. '17

nationals: The word "nationals" is not capitalized except when referring to the official title of a meet: "Both Whitworth teams advanced to nationals, and the track team excelled at the NCAA Division III National Championship Meet."

Natsihi: The university's yearbook. Italicize.

NCAA: National Collegiate Athletics Association. Whitworth is a member of NCAA Division III. NCAA is acceptable on first and all subsequent references, as is Div. III or DIII.

New Testament: capitalize

nonprofit: no hyphen

numbers: Spell out whole numbers nine and below; use figures for 10 and above. Spell out "first" through "ninth" when they indicate a sequence in time or location; starting with "10th," use figures. Examples: "He made it to first base with a head-first slide," "She was second in line," "The team captured 10th place." Spell out a number at the beginning of a sentence *unless* the number identifies a calendar year. Examples: "Eleven children sang in the choir," and "2017 was a very good year for Dodger pitcher Clayton Kershaw."

Use figures for ages (He's 9 years old); dates (Feb. 14); monetary amounts (\$8); percentages (5 percent); ratios (2-to-1); and time (Meet me at 11 a.m.).

Office of Church Engagement: Capitalize regardless of whether "Whitworth" precedes the name. "OCE" is acceptable on second reference.

Office of Diversity, Equity & Inclusion: Use an ampersand when referring to the "Office of Diversity, Equity & Inclusion," and capitalize the name regardless of whether "Whitworth" precedes the name. The term "diversity, equity and inclusion" should be lowercase when it is not being used to refer to the office. "DEI" is acceptable on second reference.

okina: See **Hawaii/Hawai'i**.

Old Testament: capitalize

on campus/off campus: Hyphenate only when used as a modifier. "On-campus students tend to eat more vegetables than do those who live off campus."

Orientation: Capitalize in references to Whitworth's annual event for new students. "New Student Orientation" or "Orientation" are acceptable on first reference.

part time: See **full time**.

payroll or the **Whitworth University Payroll Office** or the **Whitworth Payroll Office**

percent: Use figures for numerals when stating percentages, and spell out "percent"; do not use the "%" symbol. Example: "Inflation rose 5 percent." See **numbers**.

pinecone: one word

Pirates: See **sports teams**.

Pirates Cove: no apostrophe

plural form of last names: Most ending in es or s or z, add es: "the Joneses," "the Gonzalezes." For others, add s: "the Taylors." For the possessive form of these plurals, add an apostrophe to the end: "the Joneses' house," "the Taylors' legacy."

possessives: These two rules address common errors regarding possessives:

- **Singular common nouns ending in S:** Add 's: the hostess's invitation, the witness's story.
- **Singular proper names ending in S:** Use only an apostrophe: Probus' team, Achilles' heel, PBS' viewership.

Presbyterian Church (USA): Use parentheses but no periods in reference to the denomination. PC(USA) acceptable on second reference.

president: Whitworth's current president is Beck A. Taylor. Include his full name in formal use and on first reference. "Whitworth President Beck A. Taylor chaired the committee." Capitalize "President" only when it immediately precedes the president's name: "She presented the award to President Taylor." Otherwise, use the following format: "Beck A. Taylor, Whitworth's president, gave the keynote address."

professor: Be sure to determine whether a person is an assistant professor, associate professor or full professor before including information about her/him in a publication. We have many instructors, lecturers and others on campus who teach classes but are not tenured professors. Once you've verified a professor's status, capitalize his/her title only when it precedes the name: "Professor of English Laurie Lamon is an award-winning poet." Lowercase the title when it appears after the name: "Laurie Lamon, professor of English, is an award-winning poet."

proper names: Use the person's first and last name on first reference, and use only the last name on subsequent references.

quotes: Attribute quotes in the following format: "The university marketing & communications office is very busy," Riddle says. (Do not use "says Riddle" or "Riddle said.")

regionals: Capitalize in formal titles: "Whitworth's swimmers won a berth in the Northwest Conference Regional Track-and-Field Championship Meet." Otherwise, it is lowercase: "Whitworth made a memorable appearance at regionals, lapping the field in the 4x100 relay."

registrar's office or the **Whitworth University Registrar's Office** or the **Whitworth Registrar's Office**

RSVP means "Repondez, sil vous plait," or "Respond, if you please." Therefore, do not use the phrase "Please RSVP," which translates to "Please respond, if you please." Another option is to use "Please respond" and leave out the "RSVP" altogether.

resident assistant: RA is acceptable on second reference. Capitalize when a person's full title immediately precedes his or her name: "Resident Assistant Salome Inverness-DeVito held a meeting on campus." If the title follows the name, lowercase it: "Salome Inverness-DeVito, the resident assistant from Boppell Hall, represented Whitworth at the conference."

residence hall: Never use "dorm" or "dormitory" when you write about the university's residence halls. Use "residence hall" or "hall."

resident director: RD is acceptable on second reference. Capitalize when full title immediately precedes person's name: "Resident Director Finster Hepperwald held a meeting on campus." Lowercase the title when it follows the name: "Finster Hepperwald, who recently became a resident director, held a meeting on campus."

résumé: Include an accent over each "e."

reverend: When this description is before a name, use "the Rev." Example: "the Rev. Forrest Buckner." Do not use "the Rev." after the first reference; e.g., "Buckner" on subsequent references.

shared curriculum or **Whitworth Inq:** "Shared curriculum" is the new generic term for Whitworth's general education program, and "Whitworth Inq" is the branded name.

small-group leader: Be sure to include the hyphen.

state abbreviations: See **addresses**.

symphony orchestra or the **Whitworth University Symphony Orchestra** or the **Whitworth Symphony Orchestra**

Technical Terms:

- **Blackboard:** Whitworth's electronic system of course management.
- **email:** No hyphen. Capitalize the "e" at the beginning of a sentence; lowercase otherwise.
- **internet:** lowercase
- **online:** one word, no matter how it's used
- **Pirate Port:** Whitworth web portal for students, faculty and staff
- **PowerPoint (PP):** a Microsoft program that allows users to create visual presentations for use in classrooms and other venues
- **SharePoint:** a network system that allows faculty and administration to circulate documents for perusal by any number of departments and/or individuals
- **URL:** This is the web address that appears at the top of your screen when you open a site on the Internet. (URL means universal resource locator.) **Note:** If you need to include in your text a Whitworth URL that is inordinately long, contact Digital Content Specialist Katie Lacayo to request an abbreviated web address.
- **web:** lowercase
- **website:** one word, lowercase
- **webpage:** one word, lowercase
- **WhitNet:** a web-based program that allows users to access information contained in the university's administrative databases

telephone extensions: In on-campus publications, refer to on-campus telephone extensions with a small "x" followed immediately by the four-digit number (no spaces): x4429.

telephone numbers: When including local numbers in publications, include the 509 area code. For publications projects, place periods between number segments: 509.777.3729. For news releases to be posted online and sent to media, use parentheses and dashes: (509) 777-3729. When using an 800 number, it is no longer necessary to include the "1." The number should be 800.555.1212.

time: Do not use the colon-followed-by-zeroes format (6:00 a.m.); use 6 a.m. or 6 p.m., and be sure that the a.m. and p.m. designations are separated from the number by one space, that they are lowercase, and that they are followed by periods with no spaces between the two letters: "The meeting lasted from 9 a.m. to 3 p.m." No spaces are needed around a hyphen in a time range: "9 a.m.-3 p.m." or "1-3 p.m." Use "noon" instead of 12 p.m.

titles: Italicize titles of books (*To Kill a Mockingbird*), magazines (*U.S. News & World Report*), journals (*The Georgia Review*), poems (*Dulce et decorum est*), movies (*The Counselor*), plays (*Hamilton*) and most songs.

If a song stands alone, as most do, italicize its title: "Eddie Vedder's *You're True* is one of Hermione's favorite songs." If a song is part of a larger work – an opera, a concerto, a Broadway play – put the song title in quotes and the larger work in italics: Eddie Vedder's "You're True," from his *Ukelele Songs* album, is one of Hermione's favorite songs. The orchestra performed "Hoe Down," from *Rodeo*, by Aaron Copland.

Place unitalicized titles of articles published in journals or magazines in quotes: The professor published an article, "The Narrow Gate to Salvation," in *Christianity Today*. Lecture titles are also placed in quotes: "The Travails of Crystals."

semesters: Lowercase references to semesters: "fall semester," "spring semester." Uppercase terms: "Fall Term," "Jan Term," "Spring Term," "Summer Term." The former are generic; the latter are actual titles.

sentence spacing: Use a single space after the end of a sentence. Also use a single space after a colon.

service-learning: Always hyphenate: "Students gain strong skills through service-learning."

Sodexo: The name of Whitworth's food-service organization. (Note: The "h" before the "o" is no longer used.)

sports teams: Whitworth's teams are either the Pirates or the Bucs. Women's teams at Whitworth are never called the Lady Pirates or the Lady Bucs.

Springfest: A student-led festival held each spring to celebrate the season on campus and to raise money for charity.

state abbreviations: The following eight states are never abbreviated in text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Use state abbreviations in text and lists of students' hometowns: Wash., Mont., Calif. (See list under **addresses**.) Use ZIP code abbreviations (WA, MT, CA) *only* with complete addresses, and do not include them in text narratives; set complete addresses apart from narrative. (See **abbreviations and acronyms**, as well as **addresses**.)

student life or **Whitworth University Office of Student Life** or **Whitworth Office of Student Life** or **Whitworth Student Life Office**

study abroad program: not study tour or study abroad trip

underlines: Don't use underlines in place of italics for publication titles.

university: Lowercase unless used together with "Whitworth." "Whitworth University is primarily an undergraduate institution" or "The university was founded as Whitworth College in 1890."

Weyerhaeuser Center for Christian Faith & Learning; on second reference, the **Weyerhaeuser Center;** on all subsequent references, **the center**

The Whitworth Foundation: All three words are uppercase; on second and subsequent uses, lowercase: "...the foundation."

Whitworth.fm: Whitworth's online radio station

Whitworth Scholarship Fund: Before the name, "the" is lowercase. On second and subsequent uses, lowercase: "...the fund."

Whitworth University: There is no acceptable abbreviation (except in sports tables and on social media, where WU is appropriate). Used by itself, "university" is not capitalized.

The Whitworthian: the university's student newspaper; italicize

Whitworth Today: the university's alumni magazine; italicize

wind symphony or the **Whitworth University Wind Symphony** or the **Whitworth Wind Symphony;** not "the wind ensemble"