

# Whitworth University Editorial Style Guide

Revised June 2025

**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:** Capitalize specific course titles and use ampersands in place of "and": "Contemporary Africa," "Myths & Fairy Tales," "Clinical Psychology." For course numbers, separate the subject abbreviation from the course number with a space (not a hyphen): "TH 247." Lowercase general subject names: "speech," "calculus."

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

- **art & design:** Whitworth Department of Art & Design *or* art & design department
- **business & economics:** Whitworth Department of Business & Economics *or* business & economics department.
- **communication studies:** Whitworth Department of Communication Studies *or* communication studies department
- **engineering & physics:** Whitworth Department of Engineering & Physics *or* engineering & physics 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 Department of Theatre *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 Graduate Health Science Programs**
- **Whitworth Graduate Studies in Business Program** (GSB on second reference)
- **Whitworth Graduate Studies in Education Program** (GSE on second reference)
- **Whitworth Master of Business Administration Program** (MBA)
- **Whitworth Master in Teaching Program** (MIT)
- **Whitworth School of Continuing Studies** (School of Continuing Studies/continuing studies; SCS on second reference)
- **Whitworth School of Education** (SOE on second reference)
- **Whitworth School of Business** (WSB on second reference)

**acknowledgment:** Note there is no “e” after “g.”

**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 postal 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.

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

**African American:** Whitworth follows AP style: Do not use a hyphen in this and other dual-heritage terms. Acceptable for an American Black person of African descent. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow a person's preference. See **Black (adjective)**.

**alumna:** one female graduate

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

**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.

**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 finance & administration," "alumni & parent relations office," "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.

**area coordinator:** A full-time professional who oversees multiple residence halls. "AC" is acceptable on second reference. For capitalization guidance, see **job titles**.

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

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

**baccalaureate & commissioning service** or **Whitworth Baccalaureate & Commissioning Service** or **Whitworth University Baccalaureate & Commissioning Service**

**Back 40:** A stretch of 40 acres of land north of campus.

**Beeksma Family Theology Center:** See **Seeley G. Mudd Chapel**.

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

**Black (adjective):** Whitworth follows AP style: Use the capitalized term as an adjective in a racial, ethnic or cultural sense: "Black people," "Black culture," "Black literature," "Black studies," "Black colleges," etc. "African American" is also acceptable for those in the U.S. The terms are not necessarily interchangeable. See **African American**.

**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."

**bookstore:** See **The Pines Cafe & Campus Store**.

**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, rooms and lobbies that are often referred to incorrectly. The bolded terms in parentheses are acceptable unless the context calls for the more formal or complete name.

**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**  
**Dornsife Health Sciences Building (the health sciences building or Dornsife Building**  
 on subsequent references)  
**Duvall Hall**  
**Graves Gym (the gym)**  
**Hawthorne Hall**  
**Harriet Cheney Cowles Memorial Library; H.C. Cowles Memorial Library** if space is  
 limited **(the library)**  
**Hendrick Hall**  
**Hixson Union Building (HUB** on subsequent references)  
     • **Hixson Union Building Multipurpose Room (HUB MPR** on subsequent references)  
     • **Lied Square** (the HUB lobby)  
**Johnston Science Center (the science center)**  
**Lied Center for the Visual Arts (the Lied Art Center)**  
**Lindaman Center**  
**MacKay Hall (admissions)**  
**McEachran Hall (the administration building)**  
**McMillan Hall**  
**Megan E. Thompson Aquatic Center (the aquatic center)**  
**Merkel Field**  
**Military & Veterans Resource Center (the MAVRC** on subsequent references)  
**Oliver Hall**  
**PACCAR Engineering Building**  
**Robinson Science Hall (Robinson Hall)**  
**Schumacher Hall**  
**Seeley G. Mudd Chapel (the chapel)**  
**Stewart Hall**  
**Tacoma Hall**  
**The Pines Cafe & Campus Store**  
**The Village** (Akili, Tiki, Shalom)  
**Warren Hall**  
**Westminster Hall**  
**Weyerhaeuser Hall**  
     • **Avista Square** (the hall's lobby)  
     • **Bennett Family Student Investment Center** (home to the Whitworth Student  
     Investment Group)  
     • **Robinson Teaching Theatre** (the hall's auditorium; **RTT** on subsequent references)  
**Whitworth Athletics Leadership Team Center (the WALT)**  
**Whitworth Fieldhouse (the fieldhouse)**  
**Whitworth University Recreation Center (the University Recreation Center or the U-  
 Rec)**

**cabinet:** The president's cabinet (not capitalized). See a list of members [here](#).

**campanile:** lowercase; pronounced cam-puh-neel or cam-puh-nee-lee

**campus ministry** or **Whitworth Campus Ministry**

**campus ministry coordinator:** "CMC" is acceptable on second reference. For capitalization guidance, see **job titles**.

**canceled:** not "cancelled"

**Center for Career & Professional Development:** Always capitalize in reference to the Whitworth University Center for Career & Professional Development. On first or second reference, "career center" (lowercase) is also acceptable.

**chapel:** See **Seeley G. Mudd Chapel**.

**chairman, chairwoman:** Use a gender-neutral approach: "Chair of the Search Committee Stacey Smith," or "Mike Ediger 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.

**child care:** two words

**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: "Liza Stroop '26 enjoys working in the dining hall." Also acceptable: "Liza Stroop, a member of the Whitworth Class of 2026, enjoys working in the dining hall." 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 **name tags**.

**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." Click [here](#) for a list of ASWU-sanctioned clubs.

**coach:** See **job titles**.

**coast:** Capitalize within names of major regions of the United States. Examples: "West Coast," "East Coast."

**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 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 excited to welcome new students to campus," Chapman says.

**commencement, commencement ceremony, undergraduate commencement ceremony, graduate commencement ceremony:** Lowercase these terms unless they are preceded by "Whitworth" or "Whitworth University" or a year is included (e.g., "2025 Undergraduate Commencement Ceremony"; "Whitworth Undergraduate Commencement Ceremony"; "Commencement 2025").

**Commencement Weekend:** Capitalize, even without "Whitworth."

**commencement or graduation:** These terms are not interchangeable. Graduation occurs when a student officially completes their degree requirements. At Whitworth, commencement is a ceremony held in May that celebrates students who have recently completed or will soon complete their degrees. Students who participate in commencement at Whitworth have either completed their degree requirements within the current academic year or will do so over the summer. Therefore, some students who participate in commencement have already graduated, and some have not yet graduated.

**Communion:** Capitalize all references to Holy Communion.

**community chorale** or the **Whitworth University Community Chorale** or the **Whitworth Community Chorale**

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

**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."

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

**convocation**: Capitalize when used as follows: "President Scott McQuilkin 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."

**course load**: two words

**COVID-19**: 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 the person's 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."

**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 2024
- **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, 2025, for tea and cookies."
- **Use an "s" without an apostrophe to indicate spans of decades or centuries:** the 1800s. If you're abbreviating a decade, use an 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: "2020 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 are written without periods, except for A.A.S. (See information re: use of degrees in publications in "doctor" entry, below.)

**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**.

**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, associate or assistant professor at Whitworth, a doctorate is understood. If you're referring to a guest speaker or an adjunct faculty member with a doctorate, always follow the first reference to the person's name with Ph.D. or the person's equivalent terminal degree: Ed.D.; D.Min.; DMA; J.D. and so on. No further mention is needed.

**doctoral programs:** Whitworth University's doctoral programs are the Doctor of Physical Therapy program and Doctor of Occupational Therapy program. The degree abbreviations are DPT and OTD, respectively. "Doctoral" is an adjective, and "doctorate" is a noun.

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

**Dornsife Center for Community Engagement:** A center located in Weyerhaeuser Hall that connects students and employees with community service opportunities. On second reference, "the Dornsife Center."

**email:** See **technical terms**.

**email subject lines:** Use sentence case, not title case, in subject lines of broadcast emails that are sent through official Whitworth channels. Example: "Join your fellow alumni for Whitworth Homecoming"; not "Join Your Fellow Alumni for Whitworth Homecoming."

**emeritus, emerita:** An honorary status accorded to some retired faculty members. Use "emeritus" for one male professor, "emerita" for one female professor, and "emeriti" for two or more professors. Do not assume that all retired faculty members are in this category. (Check the [university catalog](#).) When included before the name, "emeritus" or "emerita" should appear as follows: "President McQuilkin had dinner with Professor Emeritus of History Jim Hunt." When the title appears after the name, it should appear this way: "President McQuilkin had dinner with Jim Hunt, professor emeritus of history."

**En Christo:** A student-run organization that ministers to the homeless and low-income population in Spokane.

**facilities services** or **Whitworth Facilities Services**

**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"

**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.

**form names:** Capitalize names of official Whitworth University forms. Example: "Housing Preference Form."

**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.

**graduation:** See **commencement or graduation**.

**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," "lū'au." The okina is never used in "Hawaiian."

**healthcare:** one word

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

**homecoming:** Capitalize Whitworth Homecoming and Homecoming Weekend, and capitalize homecoming when it is followed by a year (e.g., "Homecoming 2025"). 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**

**ID:** Do not 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.

**jazz orchestra** or the **Whitworth Jazz Orchestra**

**job titles:** Capitalize Whitworth job titles only when they immediately precede the person's name, and use an ampersand in place of "and." Examples: "Vice President & Chief Operations Officer Ken Brown ran the numbers." "Stacy Hill, associate provost & registrar, finalized the course catalog."

**Life Groups:** A student small-group program that is run by campus ministry and led by faculty and staff members. Capitalize "Life Group" when referring to one of these groups.

**long-standing:** note hyphen

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

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

**Martin Luther King Jr. Day:** no commas

**midterm:** not "mid-term"

**mind-and-heart (adjective):** Hyphenate "mind and heart" when used as an adjective. Examples: "mind-and-heart education," "mind-and-heart mission."

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

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

**names within marcom-produced text:** On first reference, use a person's first and last name (and title, if desired), and use only the last name on subsequent references. Example: "Associate Professor of Psychology Justin Martin's academic interests include popular culture, morality and citizenship. Martin recently wrote a paper on *Black Panther's* implications for civics education."

**name tags:** Follow these examples for listing student and alumni names and class years on name tags:

- 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."

**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 names:** When referring to Whitworth University offices:

- Use lowercase unless the name is preceded by "Whitworth" or "Whitworth University." Examples: "payroll office," "admissions office" and "financial aid office," but "Whitworth Payroll Office," "Whitworth University Admissions Office," etc. For exceptions to this rule, see **Office of Church Engagement** and **Office of Diversity, Equity & Inclusion**.
- Use an ampersand instead of "and." Example: "Whitworth University Marketing & Communications Office."

**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**.

**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

**The Pines Cafe & Campus Store:** This refers to both the cafe and the store that sells books and spirit gear. If referring to just the cafe, **The Pines** is acceptable. If referring to just the store, use **Whitworth Campus Store** (not "bookstore").

**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 McQuilkins." For the possessive form of these plurals, add an apostrophe to the end: "the Joneses' house," "the McQuilkins' legacy."

**ponderosa:** lowercase in reference to the pine tree

**Ponderosa Tenor Bass Choir:** Do not use a slash or hyphen.

**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: Jones' team, Achilles' heel, PBS' viewership.

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

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

**PrimeTime:** Nightly activities led by student leaders in the residence halls.

**professor:** Identify faculty members in written materials by title, and be sure to determine whether they are assistant professors, associate professors or full professors. 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 the professor's title only when it precedes the name: "Associate Professor of Biology Mike Sardinia spoke at commencement." Lowercase

the title when it appears after the name: "Mike Sardinia, associate professor of biology, spoke at commencement."

**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."

**resident assistant:** "RA" is acceptable on second reference. For capitalization guidance, see **job titles**.

**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.

**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.

**Seeley G. Mudd Chapel:** Most events in the Beeksma Family Theology Center are held in Seeley G. Mudd Chapel. In general, refer to "Seeley G. Mudd Chapel" or "the chapel" unless there is a need to refer to the overall building or its academic portion, in which case "Beeksma Family Theology Center" or "the theology center" should be used.

**semesters/terms:** Lowercase references to semesters: "fall semester," "spring semester." Uppercase terms: "Fall Term," "Jan Term," "Spring Term," "May 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."

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

**skill set:** two words

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

**Sodexo:** The name of Whitworth's food-service organization.

**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. Do not capitalize the name of the sport when referring to Whitworth's teams. Examples: "the Whitworth men's basketball team," "Pirate volleyball."

**Springfest:** A student-led festival held each spring to celebrate the season on campus.

**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 postal 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-athlete:** Always hyphenate.

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

**study abroad** or **study away:** Study away programs may be held domestically or internationally; study abroad programs are only held internationally. Refer to a study abroad or study away "program" rather than a "trip" or "study tour."

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

#### **Technical Terms:**

- **Canvas:** 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:** a Microsoft program that allows users to create visual presentations for use in classrooms and other venues
- **Self-Service:** a web-based program that allows users to access information contained in the university's administrative databases
- **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 browser 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 Genevieve Gromlich to request an abbreviated web address.
- **web:** lowercase
- **website:** one word, lowercase
- **webpage:** one word, lowercase



**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*), radio programs and podcasts (*This American Life*), 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."

**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."

**Veterans Day:** no apostrophe

**vice presidents' and associate vice presidents' and assistant vice presidents' titles:** Capitalize the person's title only when it immediately precedes their name. Use "for" instead of "of" within the title. "Vice President for Institutional Advancement Stacey Smith/Josh Hibbard, vice president for enrollment management..."

**Washington, D.C.:** Note comma after "Washington." Within a sentence, place a comma after "D.C." Example: "She interned at the Smithsonian in Washington, D.C., last fall."

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

**Whitworth Counseling Services** or **Whitworth University Counseling Services** or **counseling services**: Use in reference to the department and the counseling center in Schumacher Hall, as well as the counseling offices and Exhale to Excel: Student Relaxation Center in Lindaman Center.

**Whitworth Health Services** or **Whitworth University Health Services** or **health services**: Use in reference to the department and the healthcare clinic in Schumacher Hall.

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

**Whitworth Radio**: Whitworth's online radio station, formerly called Whitworth.fm

**Whitworth Neighborhoods**: An off-campus housing program formerly referred to as theme houses.

**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, where WU is appropriate). Used by itself, "university" is not capitalized.

**The Whitworthian**: The university's online-only student news organization, formerly a newspaper. Only italicize in references to the former newspaper.

***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"

**worshipping, worshipped, worshipper**: Use two "p's."

**Zoom**: Capitalize all references to the video-conferencing platform.