

# Whitworth University Editorial Style Guide

Revised July 2018

**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 and Spring Break are all capitalized.

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

*The following eight 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.

**Lower case “state” when using a state name in a sentence:** “Many Whitworth applicants 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.

**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/Dolores Humiston, associate vice president for human resource services...”

**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).

**athletics director** or **director of athletics** or **Whitworth University Athletics Director** or **Whitworth University Director of Athletics**

**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**

**Whitworth Aquatics Center** (the aquatics center)

**William P. and Bonnie V. Robinson Science Hall** (Robinson 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)

**\*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**

\*When referring to student housing in websites or publications to be sent off campus, use “residence halls” or “halls,” not “dorms.”

**cabinet:** The president’s cabinet (not capitalized).

**chairman, chairwoman:** Use a gender-neutral approach: “Chair of the Search Committee Cheryl Florea Vawter ’94,” 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 freshman, sophomore, junior, senior in all uses. “The winner was freshman Angelina Kale-Coriander.” (Also, be sure to use correct singular and plural forms: the **freshman class**; the **freshmen in the class**.) If you prefer not to call a female student a freshman, refer to her as “first-year student Allison Malison ’18.”

**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](http://whitworthclubs.com) for information regarding ASWU-sanctioned clubs.

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

**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."

**Community Building Day:** CBD is acceptable on second reference.

**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.”

**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 a dash – not a hyphen – 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 2018
- **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, 2016, 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 s/he 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:** Don't use in writing (especially for outside audiences). Always use "residence hall" or "hall."

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

**emeritus:** An honorary status accorded to some retired faculty. Do not assume that all retired faculty are in this category. (Check with academic affairs or with the retired faculty member's department chair.) 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

**etc.:** Avoid using. When necessary, use "and so on."

**fax:** not "FAX"

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

**freshman:** See **classes/class standing**. Use freshman (not freshmen) class. One member of the class is a freshman. ("First-year student" is also acceptable.)

**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.

**Go Bucs!** No comma between Go and Bucs

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

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

**healthcare:** one word

**health coordinators:** HC is acceptable on second reference. Capitalize when the full title immediately precedes the person's name: "Health Coordinator Endymion Huffar held a meeting on campus" or "Endymion Huffar, one of Whitworth's health coordinators, convened the meeting."



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

**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.

**internet:** No longer capitalized. See **technical terms**.

**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."

**junior:** See **classes/class standing**.

**jazz ensemble** or the Whitworth Jazz Ensemble

**The Laureate Society:** Whitworth's dean's list

**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"

**Midweek** (not "Mid-week") **Worship**

**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, Ballard's ministry coordinator, held a meeting on campus."

**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

**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:** OCE is acceptable on second reference.

**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** and Orientation Weekend

**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

**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, an associate professor, or a 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 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 lowercased: "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, especially when you write for off-campus readers. 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.

**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 Associate Director of Communications Garrett Riddle 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 lowercased, 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*.

**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 AP). 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 uppcased; on second and subsequent uses, lowercase: "...the foundation."

**Whitworth.fm:** Whitworth's online radio station

**The Whitworth Fund:** All three words are uppcased; 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"

**Correct spellings for some commonly misspelled names and words:**

**Campus Buildings & Other Names**

- campanile (lowercase; correctly pronounced "campanelee")
- Coeur d'Alene

- Hawthorne Road
- Hixson Union Building
- McEachran Hall
- McMillan Hall
- Multipurpose Room (in the HUB)
- Sodexo
- Westminster Hall (not **Westminister**)
- Weyerhaeuser Hall

## Words

- accommodate
- achieve
- affect: (verb; used most often) to act upon; to impress or move the feelings: “Brian’s feelings will affect our decision”; (noun; seldom used) to indicate emotion as conveyed by facial expression or body language: “Milo’s flat affect concerned his caregivers.”
- effect: (noun) result or consequence: “The effects of global climate change are just making themselves known”; (verb, used less often, meaning “to bring about”): “President Lincoln had hoped that this new approach would effect the change he sought.”
- all right: not “alright.”
- amendment
- argument
- burgundy
- calendar
- capitol: The building that is situated within the capital city, state or district
- commitment
- competitive
- consensus
- coursework
- definite/definitely/definitive
- desperate
- dilemma
- embarrass
- environment
- existence
- gauge
- grammar
- harass
- irresistible (not “able”)
- its (possessive)
- it’s (“It is.”)
- judgment
- Juilliard
- liaison

- license
- maintenance
- necessary
- occasion
- occurred
- ongoing
- principle: (noun) a tenet; a rule of action or conduct; a general law or truth from which others learn
- principal: (adj.) first or highest in rank or importance; chief; foremost. (noun) a chief or head; the head or director of a school; the first player of an orchestral division
- privilege
- questionnaire
- queue
- receive
- recommend
- relevant
- restaurant
- seize
- separate
- sheriff
- similar
- sizable
- tenet: a rule of action or conduct (see “principle,” above); not “tenant,” which is an inhabitant
- their (belonging to them)
- there (in that place)
- they’re (they are)
- upcoming
- utmost (not upmost)
- weird
- you’re (you are)
- your (belonging to you)