

Anderson University Editorial Style Guide

April 26, 2016



About this Guide

This style guide is prepared by the Anderson University Office of Communication and Marketing. It serves as a supplement to the *Associated Press (AP) Stylebook*. This supplement guide is designed to be a reference for questions not covered by the *AP Stylebook*, references unique to Anderson University, and situations in which the university's style differs from the *AP Stylebook*. This guide also includes common errors found in materials submitted to the Office of Communication and Marketing. With this guide, we are attempting to unify all materials produced within the department for various clients and to promote consistency and accuracy in writing.

The *AU Editorial Style Guide* is to be the precedent for rules in the *AP Stylebook* that we have changed or do not follow. This guide supersedes *AP Stylebook* on questions of style pertinent to Anderson University. If no entry is found in the *AU Publications Style Guide*, the *AP Stylebook* is the primary reference choice. Some entries are supported by the *Merriam-Webster's Collegiate Dictionary, 10th ed. (Web 10)* and the *Chicago Manual of Style (CMS), 16th ed.* In such cases, these entries are identified in the *AU Editorial Style Guide*.

For more information, or to answer questions about this guide, call (765) 641-4238.

a, an

Use the article *a* before consonant sounds: *a historic event*, *a one-year term* (sounds as if it begins with a *w*), *a united stand* (sounds like *you*).

Use the article *an* before vowel sounds: *an energy crisis*, *an honorable man* (the *h* is silent), *an NBA record* (sounds like it begins with the letter *e*), *an 1890s celebration*.

abbreviations on second reference

Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it.

Academic and Christian Discovery

No period when standing alone.

academic degrees

Readers are often unfamiliar with academic degrees. Avoid abbreviations within body copy of stories and use instead a phrase such as: *Joe Smith, who has a doctorate from Ohio State University*; not *Joe Smith, PhD*.

Also, write out names of degrees when possible, such as: *She holds a Master of Social Work degree* or *She holds a master's degree in social work*; not *She holds an MSW*.

Use apostrophes in *bachelor's degree* and *master's degree*.

When the need arises to identify many individuals by degree on first reference or as a full listing of academic experience, as in academic catalogs, use the following abbreviations. Note there are no periods following these degrees, nor spaces separating the characters (for reasoning, see *CMS 15.4*):

AA	Associate of Arts
BA	Bachelor of Arts
BS	Bachelor of Science
BM	Bachelor of Music

BSN	Bachelor of Science in Nursing
JD	Juris Doctorate
MA	Master of Arts
MDiv	Master of Divinity
MEd	Master of Education
MFA	Master of Fine Arts
MSW	Master of Social Work
MTS	Master of Theological Studies
PhD	Doctor of Philosophy (in whatever discipline)

See also **honorary degree** entry.

academic titles

Lowercase and spell out titles when not used with an individual's name, or when the title follows that name. Capitalize and spell out when titles precede a name: Professor John Smith or John Smith, professor of accounting.

acronyms

On first citation, always spell out the organization name or full reference and follow with the acronym in parenthesis: *Heartland Collegiate Athletic Conference (HCAC)*, *Anderson University Center for Ministry Education (AUCME)*.

Upon second and subsequent references, always use the acronym to save space. Do not alternate between an acronym and the full citation for variety; acronyms on all latter referencing is preferable unless the acronym falls at the beginning of a sentence.

addresses

Use abbreviations for Ave., Blvd., and St. only with a numbered address (per AP): *1100 E. 5th St., 1202 University Blvd.* Spell out and capitalize when part of a formal street name without a number: *University Boulevard, Fifth Street.*

Formats for punctuation for university addresses are as follows:

Anderson University
1100 E. 5th St.
Anderson, IN 46012

**Falls School of Business or
 Adult and Graduate Studies**
Anderson University
1303 E. 5th St.
Anderson, IN 46012

Anderson University Flagship Center
2705 Enterprise Drive
Anderson, Indiana 46013

For all addressing, use postal abbreviations (see ZIP code abbreviations in *AP, state names*). See also **state names** for how states should appear outside address references.

advisor

Not *adviser*. This follows the precedent of the AU Office of the Registrar.

ages

Always use numerals: *a 19-year-old student* or *the student is 18 years old. The student, 20, has a sister. The student is in her 30s (no apostrophe).*

alumni

Use *alumnus* (*alumni* in the plural) when referring to a male(s) who has attended a school. Use *alumna* (*alumnae* in the plural) for similar references to a female(s). Use *alumni* when referring to a group

of men and women. The shortened *alum* is also appropriate for either gender in the singular.

When referring to AU alumni, on first reference, follow the person's name with degree and year graduated: *Joe Smith BS '80*. NOTE: When not using the full year, the apostrophe, as always, curves away from the numbers and not toward the numbers.

ampersand

Always spell out rather than using an ampersand.

Anderson University

When referring to the university by name, always use Anderson University or AU. Use former names of the university only in quoted material or when establishing a timeline of the university. Lower case *university* when used alone without the full name.

annual

The word *annual* is used to connote an event that has been held yearly — it cannot be used to describe a first time event.

Bible

But *biblical*. Bible is lowercase in non-religious references: *The dictionary is my bible*. Also capitalize *Scripture* when referring to portions of the Bible. Put citation and translation abbreviation inside parentheses following the sentence: “For God so loved...” (John 3:16 NIV).

black

Black is one of AU's school colors. Orange is the other. Usually coined *orange and black*.

breaks, line, column or page

Avoid word breaks at the end of lines. If necessary, use *Web 10* divisions. Never break contractions. Do not break a word at the bottom of a column or end of a page. See *CMS orphan*, pg. 833, and *widow*, pg. 839.

building and location names

Use the following names when referring to buildings on campus. (Note that singular references to building are capitalized, whereas the noun following a name for plural references is not. E.g. *Myers Hall*, *Morrison and Myers halls*, not *Morrison and Myers Halls*):

Academic and administrative:

Broadcasting Center
 Covenant Productions
 98.7 The Song
 Decker Hall
 Hardacre Hall
 Falls School of Business
 Adult and Graduate Studies
 Hartung Hall
 Kardatzke Wellness Center
 Gaither Sports Medicine Center
 Hardacre Human Performance Center
 Reardon Wellness Education Center
 Ruth Lilly Pavilion
 Krannert Fine Arts Center
 Austin Performance Hall
 Heaton Performance Hall
 Wilson Art Galleries
 York Performance Hall and Galleries
 The Engineering Center
 Nicholson Library
 Kissinger Learning Center
 School of Theology
 Gustav Jeeninga Museum of
 Bible and Near Eastern Studies
 Miller Chapel

Residences:

Boyes House (*president's home*)
 Dunn Hall Smith Hall
 Martin Hall Fair Commons
 Morrison Hall South Campus
 Myers Hall Tara East

Recreation and Service:

Athletic Complex
 Macholtz Stadium (*football, track and field*)
 Don Brandon Field (*baseball*)

Bolitho House (*health services*)

Byrum Hall

Kardatzke Wellness Center

Bennett Natatorium

Falls Fitness Center

O.C. Lewis Gymnasium

Ward Fieldhouse

Morrison House

Olt Student Center

Marketplace

Raven's Haven

Mocha Joe's

Deubach Dining Room

Edwards Dining Room

Heritage Dining Room

Kane Dining Room

Schild Dining Room

Anderson University Bookstore

Reardon Auditorium

Smith House

Soccer Field

the Valley

Byrum Hall

Not *Byrum Performing Arts Center*, *Byrum Performance Hall* or *Byrum Theatre*.

cannot

One word; not *can not*.

capitalization

Academic writing too frequently uses capitalization. Seek this style guide for direction, as well as those guides cited in the introduction. Some helpful hints: *Anderson University*, but *the university*. *The Department of Music*, but *the music department*. See also **college**, **university names** for more help.

Church of God

The religious body behind the founding of AU. Since there is a Church of God in Cleveland, Tenn., it is important that in non-university publications a reference is made to Church of God (Anderson, Ind.). Note: *Churches of God*, not *Church of Gods*. Though some churches will

refer to themselves as Park Place CHOG or East Side CHOG, do not abbreviate Church of God in published pieces.

city of Anderson

Lower case *city* when saying *city of Anderson*.

college, university names

Capitalize colleges and schools within the university: *Dr. Jeffrey Wright is dean of the School of Music, Theatre, and Dance*. Schools include:

- Falls School of Business
- School of Humanities
- School of Music, Theatre, and Dance
- School of Nursing, Kinesiology, and Behavioral Science
- School of Science and Engineering
- School of Theology

On first reference, use *Anderson University*; subsequent references use AU. Do not use *Anderson College* or *AC* unless in a quote, in a historical reference, or as name of a group: “*the year AC became AU*”; *the AC Quartet*.

Always lowercase college, school or university when not used formally: *The college has grown significantly*.

comma vs. semicolon in a series

One use of commas and semicolons is to separate elements in a series. When individual segments in a series contain commas, use a semicolon to separate the segments: *He is survived by one son, Bob; two sisters, Sue and Jane; and two uncles, Biscuit and Books*. Notice that the punctuation before the *and* in the series is a semicolon and not a comma.

If the individual segments do not contain commas, commas may be used to separate the series: *He is survived by one son, two sisters, and two uncles*.

Semicolons may also be used to separate segments of a series when the items in the series are long.

Whether the series calls for commas or semico-

lons to separate the series, be consistent throughout the sentence: *He is survived by his son, Bob; two sisters; and two uncles*. NOT *He is survived by his son, Bob; two sisters, and two uncles*. It makes Biscuit and Books angry when writers fail to observe this rule.

committees, councils

Capitalize full name of committee, council or group on first reference, as in *Budget Committee* or *Alumni Council*, but lowercase on second reference: *The committee met for the final time this year*. Also: *Student Government Association, Campus Activities Board, Student Senate*.

course titles

Lowercase all course titles that do not include a proper noun (and capitalize the proper noun only): *My history class is tomorrow; the Spanish class she is taking is difficult*. Capitalize the course name when followed by a numeral: *Bible 2000 is an introductory course*.

courtesy titles

As a rule, avoid using *Miss*, *Ms.*, *Mr.*, or *Mrs.* When two or more members of the same family are mentioned in a story, reference first names to identify speakers rather than adding a courtesy title before a last name: *John and Jane Smith are long-time donors of the university*. “*We love to give back*,” *John says*.

dash

Use an em (—) dash (*shift+option+hyphen* on a Mac) to show an abrupt change, a series within a series, attribution before an author’s name at the end of a story (near the byline), in datelines, and to introduce sections of lists. Put a space on both sides of an em dash in all uses except at the start of a paragraph. *We asked her to come — she thought we wouldn’t — but the choice is up to her*.

Use an en (–) dash (*option+hyphen* on a Mac) to separate times: *The show is from 7:30–9:45 p.m.* Only insert a space before and after an en dash when a.m. or other text or punctuation is present: *The game is from 11 a.m. – 1:30 p.m.*, or *We played from noon – 4 p.m.*

dates

Always use Arabic numbers. Do not use *st*, *nd*, *rd* or *th* to denote the date (*June 4* **not** *4th of June*). See **months** for more examples.

daylight-saving time

Not *savings*. Lowercase all uses; note hyphen.

days of the week

Capitalize them; do not abbreviate, except when needed in a tabular format or for calendar specific work like the *campus planner*: *Sun, Mon, Tue, Wed, Thu, Fri, Sat* (three letters, without periods, to satisfy tabular placement).

department

Also capitalize names of departments when using as a title: *the Department of English*, not *the English Department*.

deity pronouns

Lowercase.

division

Use NCAA Div. III and similar uses.

email

Not e-mail.

email addresses

Offset email addresses in italic type when placing inside text. Follow with a period if it appears at the end of a sentence.

emeritus, emeriti

The word *emeritus* is added to formal titles to denote individuals who have retired and retain their rank or title. When used, place the word *emeritus* after the formal title: *Professor Emeritus*

John Doe. Emeriti is the plural for males and mixed genders. Use *emerita* (*emeritae* in the plural) for similar references to a woman.

Eternal Flame

Always italicize *Eternal Flame* when referring to the sculpture on campus.

exhibit titles

Exhibit titles should be italicized (i.e. *Freedom: A History of US* **not** “Freedom a History of US.”)

festivities

Capitalize the following university-related celebrations or special weekends: *Homecoming, SOAR Weekend, Family Weekend, Lil’ Sibz Weekend, Candles and Carols, Spiritual Emphasis Week*, and *Impact Your World Week*. Lower case *spring break, Thanksgiving weekend, Christmas break*, and *midfall holiday*

freelance

One word, no hyphen. (*Web 10* entry.)

GPA

Full caps, do not lowercase.

Helios

Always italicize *Helios* when referring to the sculpture on campus.

homecoming vs. Homecoming

Lowercase in general use but capitalize when referring to the annual event on campus.

homeschool

One word, no hyphen. (*Web 10* entry.)

honorary degree

All reference to honorary degrees should specify that the degree was honorary.

Do not use *Dr.* before the name of an individual whose only doctorate is honorary.

hyphens

Use a hyphen whenever ambiguity would result if it were omitted. When two or more words that express a single concept precedes a noun, use hyphens to link all the words in the compound modifier. Do not hyphenate the adverb *very* or any adverb ending in *-ly*, e.g. *A part-time professor; an easily remembered rule.*

Inc.

Although abbreviations like *Ltd.*, *Inc.*, and *Co.*, are often part of a company or organization name, in straight text, give the name in full form, omitting the end abbreviation: *Lilly Endowment*, not *Lilly Endowment, Inc.* For more, see *CMS 15.24*.

initials

When citing a name where initials are used for the first and middle name, capitalize each initial, follow each with a period, but insert no character spaces between the two; add a character space after the initials before the last name. For example, *A.B. Smith*. Also *U.S.* for United States. However, for individuals who are known by three initials, omit all periods and character spaces: *LBJ, JFK, RFK*.

Internet

Not internet.

italics

Use italics for the following instances: magazine and newspaper names; album titles; book titles; plays, musicals, or operas; visual works of art; television shows, exhibitions (see *CMS 8.178, 8.193, 8.196, 8.202 and 8.205*). Subtitles, chapter titles, parts of a book, unpublished works, and song titles should appear in quotations (see *CMS 8.187, 8.191, 8.192 and 8.196*). For musical compositions identified only by form, capitalize only (see *CMS 8.203 and 8.204*).

junior, senior

As with *AP* and *CMS 6.49 and 15.19*, names that have titles following such as *Jr.* or *Sr.*, or Roman numeral titles like *II* or *III*, should not be preceded with a comma: *John Smith Jr.*

majors

A student may major in a program (or more than one); he or she may also be an English major. Do not capitalize the title of a program unless it is a proper noun. See the most current issue of the *Anderson University Undergraduate Catalog* for a current listing of available majors.

months

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.*, and *Dec.* Spell out when standing alone or accompanied by the year alone. When a phrase lists only month and year, do not separate the two with commas.

more than vs. over

Use for expressions with numerals: *She has been teaching for more than 30 years; We raised more than \$2 million in funds.*

Over is used for spatial references: *The plane flew over the city.* Not *We made over \$10,000.*

nationalities and races

Capitalize Asian, Native American, Hispanic, Pacific Islander, African-American, Alaskan Native, Eskimo, or Intuit. Lowercase black and white. Use preference of person being referenced. See also the *AP Stylebook nationalities and races* entry.

No.

Use as the abbreviation for number in conjunction with a figure to indicate position or rank: *No. 1 singles tennis, No. 2 choice.*

numerals

See *AP Stylebook* entry. For basic instruction, follow these rules: *No. 1 team, 20th century, 1st Ward, first in line, first base, 5-year-old boy, the 1990s, 12 credits,*

eight credits. Spell out numbers one through nine, use numerals beginning with 10. Never begin a sentence with a numeral.

one space after punctuation

One space after all punctuation is the preferred spacing for all copy that will be printed by a commercial printer. All copy submitted to the AU Communication and Marketing offices should have one space only after all punctuation (periods, semi-colons, colons, etc.).

office

Capitalize office when it is used as part of a formal title: *Business Office*, *Office of Student Financial Services*. Lowercase all other uses.

online

One word, no hyphen. (*AP* entry.)

organizations

Use complete title of an organization according to the list published in the annually updated *Student Handbook* (see **interest clubs** and **social clubs** entries). Second references may be shortened to *the organization*, *the club*, *the council*, *the board*, etc.

over vs. more than

See **more than vs. over**.

people, person

Use *person* when speaking of an individual. Use *people* for all plural references to more than one person. *Persons* should be used only when it is in a direct quote or part of a title as in *Bureau of Missing Persons*. *People* is also a collective noun that takes a plural verb form when referring to a single race or nation: *The American people are united*. The plural of *people* here is *peoples*: *The peoples of Africa speak many languages*. For more see *AP people, persons* entry.

percent

One word. Spell out in all instances, except tabular formatting when % is appropriate.

political parties, office holders

Capitalize Democrat and Republican. If an elected official holds national office, note state: *Rep. Mike Pence, R-Ind*. If the person holds state office, list city of residence: *Rep. Terri Austin-Anderson*.

quotation marks

When using quote marks, use straight quotes only to convey measurements as in inches or feet. Use soft quotes for attribution. Punctuation with quotation marks is as follows: periods and commas are always placed within quotation marks; colons and semicolons are placed outside quotation marks.

Ravens, Raven

The nickname of AU men's and women's athletic teams. The Ravens are a group of players. Use collective pronouns *they* and *their* in such references: *The Ravens won their conference championship*. However, team is singular: *The Raven baseball team ended its season on a high note*. Also, Raven (no "s") may be used to refer to an individual. Be careful in use of possessives and plurals.

résumé

Not *resume*. For an accent e on Macs, type *option + e*, and restrike the *e*.

room

Generally, do not use the term when referring to a room number in a building. Instead use *The class is held in Decker 133*. However use the term and capitalize it when used with a name: *Kane Dining Room*.

serial commas

The serial comma is a comma inserted before the final conjunction in a series or list. Disregarding *AP Stylebook's* omission of serial commas in simple lists (of three items or less), for clarity's sake, serial commas will be used and guided by *CMS 6.19*. The exception will be press releases specifically created for newspapers.

Soar, Ravens, Soar

Notice that the phrase has two commas. Using only one comma or no commas would be incorrect.

social clubs

For an up-to-date listing of social clubs on campus (not interest clubs; see separate **interest clubs** entry), consult the annually updated *Student Handbook*. These clubs include *Dativus*, *L'amifidel*, *Agathos*, etc.

state names

Spell out the names of states when they stand alone. Eight states are never abbreviated: *Alaska*, *Hawaii*, *Idaho*, *Iowa*, *Maine*, *Ohio*, *Texas* and *Utah*. When used in conjunction with the name of a city, town, or village, use the list of state abbreviations found in the *AP Stylebook* **state names** entry (note: *Wis.* and *Kan.*, not *Wisc.* or *Kans.*). For addresses, use postal abbreviations (see ZIP code abbreviations in *AP*).

state of Indiana

Lowercase *state* when writing *state of Indiana*.

teenager, teenager

One word, no hyphen. (*AP* and *Web 10*.)

telephone numbers

In print, on campus phone numbers may appear as a four-digit extension: *ext. 4245*. If the story necessitates, the full number may be used for informational purposes for off-campus readership.

Off-campus phone numbers will appear with a hyphen between the first three digits and the last

four. When preceded by an area code, the area code will be offset in parentheses with one character space separating it from the seven-digit number: *(765) 641-4080*. For toll-free numbers with area codes, print as such: *(800) 428-6414*. Do not insert a "one" before the number: not *1 (800) 428-6414* or *1-800-428-6414*.

theater, theatre

Use the spelling *theatre* when referring to the program on campus and AU productions. The stage/theatre industry in general is very attached to the *-re* spelling. Use the spelling *theater* when referring to film, cinema.

their, them, themselves, they

These pronouns have become well-established as singular pronouns in general use. It is preferable to use the singular *they*, for example, over *helshe*.

time

Use numbers to indicate time except for noon and midnight. Use a colon to separate hours from minutes. Drop the colon and zeros for even hours: *11 a.m.*, *1 p.m.*, *4:30 p.m.* Use an en dash (– is *option + hyphen* on a Mac, see **dash** entry) to separate times for a durational indicator: *The show is from 7:30–9:45 p.m.* Do not use the expression o'clock. Avoid redundancies like: *10 a.m. tomorrow morning*, *12 p.m. noon* or *11 p.m. last night*.

For time indicators that express chronology in years, put the abbreviation in small caps with no character space between them: *300 BC* or *1312 AD*. The preference is for the following abbreviations to be used: *BC* (before Christ), *CE* (of the common era, equivalent to *AD*), *BCE* (before the common era, equivalent to *BC*) and *AD* (*anno Domini*, in the year of the Lord). For further direction, see *CMS 15.41*.

Valley

A reference to the paved area that connects the university's buildings and is often recognized for its scenic addition to the university. Capitalize *Valley* but not the article: *the Valley*.

web addresses

Web addresses should be offset in italic type in text: Go to *anderson.edu* for more information. If all type is italic, offset in Roman type. See also **email addresses**. If an Internet address falls at the end of a sentence, use a period. If an address breaks between lines, split it directly before a slash or a dot that is part of the address, without an inserted hyphen. Do not split at a hyphen if a hyphen is used in an address.

Omit the www prefix. When addresses stand alone, such as smith.com, or are preceded by a different protocol, like ftp://, include the protocol.

Always check web addresses before including them in all applications, including print, email, and supporting documents.

website

One word, lowercase.

wholistic vs. holistic

The words *holistic* and *wholistic* have the same definition and are interchangeable, however, *holistic* is more often used when relating to medicine (*holistic medicine*) and *wholistic* is more commonly used when referring to a philosophy of life.



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