

# Anderson University

## Editorial Style 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.

### About this Guide

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 Editorial Style Guide*, the *AP Stylebook* is the primary reference choice. Some entries are supported by the *Merriam-Webster's Collegiate Dictionary*. In such cases, these entries are identified in the *AU Editorial Style Guide*.

For more information, or to answer questions about this guide, email [news@anderson.edu](mailto:news@anderson.edu).

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## **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**

Be cautious in following 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. See also honorary degree entry.

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)

## **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**  
**Anderson University**  
**1303 E. 5th St.**  
**Anderson, IN 46012**

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 always curves away from the numbers and not toward the numbers.

## **ampersand**

Always spell out rather than using an ampersand unless specific space requirements will not allow it, such as on a name badge or business card or when necessary for online menus.

## **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.

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.

## **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 Merriam-Webster's divisions. Never break contractions. Do not break a word at the bottom of a column or end of a page.

**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

Decker Hall

Hardacre Hall

Falls School of Business

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 Gallery

York Performance Hall and Galleries

The Engineering Center

Nicholson Library

Kissinger Academic Center for Excellence

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 Campus Store  
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**

Lowercase city when saying city of Anderson.

## **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, Joe and James. 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 semicolons 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.

## **commas (serial or Oxford)**

The serial comma (Oxford comma) is a comma inserted before the final conjunction in a series or list. We do not adhere to the AP Stylebook in its omission of serial commas in simple lists (of three items or less). For clarity's sake, serial commas will be used.

### **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.

### **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).



**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

Raven 101

Family Weekend

Lil' Sibs Weekend

Candles and Carols

Spiritual Emphasis Week

Impact Your World Week

Lowercase spring break, Thanksgiving weekend, Christmas break, and midfall holiday

**freelance**

One word, no hyphen.

**GBGR**

Stands for *God Bless, Go Ravens*. Often used as a hashtag or in reference to athletics.

**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.

## **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.

Use a hyphen to separate times: The show is from 7:30-9:45 p.m. Only insert a space before and after the hyphen when text or punctuation is present: The game is from 11 a.m. - 1:30 p.m., or We played from noon - 4 p.m. When used in a list, all spaces surrounding hyphens should be omitted.

## **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.

## **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 (i.e. A.B. Smith). Also U.S. for United States. However, for individuals who are known by three initials, omit all periods and character spaces: JFK.

## **internet**

Not Internet capitalized.

## **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. Subtitles, chapter titles, parts of a book, unpublished works, and song titles should appear in quotations. For musical compositions identified only by form, capitalize only.

**junior, senior**

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.

**nationalities and races**

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

**No. (number)**

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, semicolons, 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.

*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.*

**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.

## **Reverend**

When referring to the title of Reverend in a sentence, or in a formal document, *the Rev. Tamara Shelton* should always be used. Informally, *Rev. Tamara Shelton* is permitted (i.e. when used in a list or on a calendar).

## **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.

## **school 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 and Behavioral Science  
School of Music, Theatre, and Dance  
School of Nursing and Kinesiology  
School of Science and Engineering  
School of Theology and Christian Ministry

## **Soar, Ravens, Soar**

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

## **social/service clubs**

For an up-to-date listing of social/service clubs on campus (not interest clubs; see separate interest clubs entry), consult the annually updated Student Handbook.

## **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.

## **teenage, teenager**

One word, no hyphen.

## **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 theatre industry in general is very attached to the -re spelling. Use the spelling theater when referring to film.

## **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, rather than he/she.

## **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) and *AD* (anno Domini, in the year of the Lord). The abbreviations *CE* (of the common era, equivalent to *AD*) and *BCE* (before the common era, equivalent to *BC*) may be preferred by some scholars.

## **Tri-S**

Upon first reference in writing for prospective families or external audiences, refer to Tri-S when used in a sentence as the *Study, Serve, Share program (Tri-S)* rather than using the Tri-S name first. Standing alone, it may be stylized *Study. Serve. Share.*

## **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.