Anderson University
Editorial Style Guide

April 26, 2016
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.
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 *b* 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*):

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>BA</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>BS</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>BM</td>
<td>Bachelor of Music</td>
</tr>
<tr>
<td>BSN</td>
<td>Bachelor of Science in Nursing</td>
</tr>
<tr>
<td>JD</td>
<td>Juris Doctorate</td>
</tr>
<tr>
<td>MA</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>MDiv</td>
<td>Master of Divinity</td>
</tr>
<tr>
<td>MEd</td>
<td>Master of Education</td>
</tr>
<tr>
<td>MFA</td>
<td>Master of Fine Arts</td>
</tr>
<tr>
<td>MSW</td>
<td>Master of Social Work</td>
</tr>
<tr>
<td>MTS</td>
<td>Master of Theological Studies</td>
</tr>
<tr>
<td>PhD</td>
<td>Doctor of Philosophy (in whatever discipline)</td>
</tr>
</tbody>
</table>

See also *honorary degree* entry.

**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
- Martin Hall
- Morrison Hall
- Myers Hall

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
- Schield 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, Bob; 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. 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’ Sibs 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 precede 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 proceeded 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

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.

teenage, 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.

drama, thespian, thespianism
When referring to the stage/theatre industry in general, use the spelling theatre. 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 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), 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.