

SOUTHWESTERN UNIVERSITY STYLE GUIDE

Developed by the Office of University Relations - Communications
Updated February 14, 2014

This style guide was developed to assist those writing articles for campus periodicals as well as news releases. It includes some commonly used AP style rules as well as style guidelines specific to Southwestern University. Other style guidelines may be more appropriate for special types of publications such as invitations and citations. For questions about style guidelines, call the Office of University Relations - Communications at ext. 1769.

A

a, an

Pronunciation, not spelling, rules in deciding which to use. For vowel sounds use *an*; for consonant sounds use *a*. Thus, *a* historic building, not *an* historic building; but *an* honorable man (the h is silent), not *a* honorable man.

a lot

Two words. Not *alot*.

abbreviations and acronyms

Follow AP style. Avoid using abbreviations or acronyms for organizations, even on second reference, except for those that are household names (*NASA*, *FBI*, etc.).

(See the **university** entry for a discussion of when Southwestern University can be abbreviated.)

academic degrees

Several variations are acceptable, but we should lean toward the simplest in most cases: *bachelor's degree*, *master's degree* and *doctorate*. The apostrophe goes in the same place for the plural: *master's degrees*, not *masters' degrees*. In some instances it might be pertinent to specify *Bachelor of Science in biology* or *Master of Fine Arts* for example.

Avoid using *baccalaureate* as a substitute for *bachelor's degree*, but if you must, do not couple it with the word *degree*. *Baccalaureate means* bachelor's degree. Similarly, it's *doctorate* or *doctoral degree*, but never *doctorate degree*.

Avoid abbreviations of degrees; there are too many of them and most non-academic people don't know what they mean. But if you have reason to use abbreviations, make sure you use the right ones. All Ph.D.s are doctorates, but not all doctorates are Ph.D.s.

(See **degrees** for a complete listing of degrees offered by Southwestern)

(See **courtesy titles** for a discussion of how to handle "Dr.")

academic departments

Capitalize the department title. The name of the department should be listed first. *The gift is a tremendous boost for the Theatre Department.*

(See **office** entry for how to reference a Southwestern University office, rather than department.)

academic honors

Distinctions such as *cum laude*, *magna cum laude* and *summa cum laude* should be lowercase and italics.

academic titles

Southwestern magazine follows AP style, which specifies capitalizing formal titles such as *professor*, *chancellor*, *chair* and *dean* when they precede a name. *Dean Paul Gaffney*, *Professor of Anthropology Melissa Johnson* and using lowercase when title follows name, except for portions of titles that refer to schools, departments or endowed chairs: *Paul Gaffney*, *dean of The Sarofim School of Fine Arts*; *Eric Selbin*, *chair of the Political Science Department*; *Frank Guziac*, *holder of the Herbert and Kate Dishman Chair in Science*.

Other publications (invitations, programs, letters, etc.) the writer may capitalize the title whether before or after the name.

Be specific when using titles that refer to faculty rank. Use *professor* only for full professors, not as a generic term for faculty members. Refer to the current online University catalog for correct faculty titles. To avoid awkward constructions such as *economics Assistant Professor Tom Zimmerman*, use *Tom Zimmerman*, *assistant professor of economics*.

Do not capitalize descriptive terms that precede names: *astronomer Mark Marley*.

addresses

Use the abbreviations Ave., Blvd. and St. only with a numbered address: *1001 E. University Ave.* but *Southwestern* is on *University Avenue*. Lowercase and spell out avenue, boulevard and street when more than one street name is used: *Massachusetts and Pennsylvania avenues*.

The mailing address for the University is:

*Southwestern University
P.O. Box 770
Georgetown, TX 78627-0770*

The street address for the University is:

*Southwestern University
1001 E. University Ave.
Georgetown, TX 78626*

If indicia is used, Southwestern University must go on the top line in all return addresses.

*Southwestern University
Office of Enrollment Services
P.O. Box 770
Georgetown TX 78627-0770*

admission

The Office of Admission (singular, not Admissions).

adviser

Not *advisor* or *advisors*.

affect vs. effect

Affect, as a verb, means to influence: *The final exam will affect his final grade.*

Effect, as a noun, means result: *The effect of the Hopwood decision on minority enrollment is substantial.*

Effect, as a verb, means to cause or bring about: *The new athletics director will effect many positive changes in the department.*

African-American

Hyphenated, according to AP style. The same rule applies for the following terms: *Latin-American*, *Asian-American*, etc.

afterward

Not *afterwards*.

ages

Always use figures. When the context does not require year or years old, the figure is presumed to be years. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Examples: *A 5-year-old boy. The boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The law is 8 years old. The race is for 3-year-olds. The woman is in her 30s* (no apostrophe).

all right

Two words. Not *alright*.

alma mater

Lower case, no italics.

also

Is also vs. also is... *She is also excited about the trip* suggests that she is excited about the trip as well as something else. *She also is excited about the trip* suggests that someone else (in addition to the subject of the sentence) might be excited about the trip.

alumni

Alumni is used for both male and female (plural) graduates (not *alums* or *alumnis*).

Alumnus is used for a single male graduate.

Alumna is used for a single female graduate.

Alumnae is used for plural female graduates.

All alumni referenced in *Southwestern* magazine and certain alumni-related publications should have their alumni year listed after their last name using this style: **Joe Smith '58**. If the alumnus/a has a title such as Rev. or Dr., that is boldfaced as well: **Rev. Jim Foster '72**.

There are several different scenarios in which alumni may be listed. Here are guidelines for those scenarios:

Couples in which both are alumni: The husband's name is listed first, followed by the wife's name, including her maiden name. If class year is the same for both, the year is listed after both names. Ex. **Joe and Mary Brown Smith**, both '90. If class year is different for both, the year is listed after the first name of the husband and after the entire name of the wife. Ex. **Joe '90 and Mary Brown Smith '91**.

Couples in which the wife is an alumna: The wife's maiden name must be included and her class year follows her name. Ex. Joe and **Mary Brown Smith '91**.

Couples in which the wife is not an alumna: No need to include wife's maiden name. Ex. Mary and **Joe Smith '91**.

(See the **appendix** for examples of how to handle alumni names in the magazine Class Notes lists.)

Alumni Association

The correct way to reference Southwestern's alumni association is: *The Association of Southwestern University Alumni*. (*The Association* on second reference.)

a.m., p.m.

Lowercase, with periods. Avoid redundant usage: *8 a.m. this morning*. Also avoid unnecessary numbers when listing times: *7 p.m.*, not *7:00 p.m.*

among, between

Use *between* when introducing two items and *among* when introducing more than two. *It's between you and me*, but *The vote was divided among several candidates*.

However, *between* is the correct word when expressing the relationship of three or more items considered one pair at a time. *Negotiations on a debate format are under way between the network and the Ford, Carter and McCarthy committees*.

ampersand

In general, not a substitute for the word *and*. In narrative copy always spell out. Use only when part of a formal name such as *AT&T*.

annual

Avoid use of "first annual."

apposition

If a clause is restrictive, meaning that it is necessary to understand the meaning of the sentence, then commas are omitted. *Computer scientist Margaret Dunham wants to know how an individual can effectively use a laptop to retrieve data*. Put commas around an identification (appositive) that follows a name: *Jake B. Schrum, president of the University, spoke to the group of underclassmen*; or *His wife, Jane, had lunch with an alumni group*. But *John and his daughter Christine went to the mall together*; restrictive clause because John has more than one daughter.

apostrophe

For the many, varied uses of the apostrophe, see the comprehensive entry within the punctuation section in the *AP Stylebook*. One of the most common mistakes is placement of an apostrophe when it is not needed. Apostrophes are only used to show possession or to indicate that numbers or letters are missing. Wrong: 1960's. Right: 1960s, '60s.

Asian-American

Hyphenated, according to AP style. The same rule applies for *African-American*, *Latin-American*, etc.

assure

See the **ensure**, **insure** entry.

athletics

It is the *Intercollegiate Athletics Department*; however, *the director of intercollegiate athletics*. (See **department** entry for clarification.)

B**barbecue**

Not *barbeque*, *Bar-B-Q*, *B-B-Q*, or any other concoction.

because, since

Use *because* to denote a specific cause-effect relationship: *Because he was 12 years old, he got in at children's prices*. *Since* is acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause. *Since 1870, students have attended Southwestern University*.

bi-

The rules in **prefixes** apply, but in general, no hyphen. Some examples: *bifocal*, *bilateral*, *bipartisan*, *bilingual*, *bimonthly*, *biweekly*, *biannual*. (See entry in the *AP Stylebook*.)

biannual, biennial

Biannual means twice a year, synonymous with *semiannual*. *Biennial* means every two years.

Bible

Capitalize, without quotation marks when referring to the Scriptures in the Old Testament or the New Testament. Also capitalize related terms, such as the Gospels, Gospel of St. Mark, the Scriptures, the Holy Scriptures.

However, lowercase biblical in all uses. Also, lowercase *bible* as a nonreligious term: *The AP Stylebook is my bible*.

Do not abbreviate individual books of the Bible.

bimonthly

Every other month. *Semimonthly* means twice a month.

biweekly

Every other week. *Semiweekly* means twice a week.

blogs

Blogs do not need to be italicized, quoted or underlined. Titles must be capitalized properly. (See **title capitalization**.)

blond, blonde

Use *blond* as a noun for males, and as an adjective for all applications. Use *blonde* as a noun for females.

Board of Trustees

References to Southwestern's Board of Trustees are in upper case: *He is on the Board of Trustees* or *He is on the Board*. *She is a member of Southwestern's Board of Trustees*.

book titles

See **composition titles**.

born, borne

Both *born* and *borne* are past tense forms of the verb *to bear*. *Born* is used in the passive voice, while *borne* is used in the active voice. *Borne* is always used when referring something other than birth. *I was born. The season has borne a new crop.*

brunet, brunette

Use *brunet* as a noun for males, and as the adjective for both sexes. Use *brunette* as a noun for females.

buildings

Some of the more commonly referred-to buildings on campus include:

Red & Charline McCombs Campus Center (The Bishops Lounge is on the second floor of this building.)

The Alma Thomas Fine Arts Center (Caldwell-Carvey Foyer is on the first floor of this building.)

Fondren-Jones Science Hall

A. Frank Smith, Jr. Library Center

Lois Perkins Chapel

Corbin J. Robertson Center

Julie Puett Howry Center

Roy and Lillie Cullen Building

Wilhelmina Cullen Admission Center

F.W. Olin Building

Mood-Bridwell Hall

Charles and Elizabeth Prothro Center for Lifelong Learning

bulleted lists

When listing items in bulleted form, capitalize the first word of each item and end each item with a period, whether it is a complete sentence or not:

The agenda for the Board of Trustees includes:

- *Approval of the 2004-05 budget.*
- *Discussion of a proposed nepotism policy.*
- *An executive session to consider the president's contract.*

Keep all items in a bulleted list consistent in form; do not mix fragments with sentences, for instance, or start some items with verbs and others with nouns.

NOTE: For news releases, use dashes rather than bullets, because special symbols like bullets usually are lost when releases are converted to plain text for e-mailing.

C**call letters** (radio and television)

Use all caps. Use hyphens to separate the type of station from the basic call letters: *KLBJ-AM*, *KUT-FM*, *KEYE-TV*, *KEYE-Channel 42*.

comprehensive campaign

Campaign titles should be italicized: *Thinking Ahead: The Southwestern Campaign*.

The word campaign, when used alone but referring to a Southwestern comprehensive campaign, should be capitalized: *You can help make the Campaign a success.*

campuswide

One word.

capital vs. capitol

Capital is the city where a seat of government is located. Do not capitalize: *Austin is the state capital.*

When used in a financial sense, *capital* describes money, equipment or property used in a business by a person or corporation.

Capitol describes the actual building where a seat of government is located. Capitalize *U.S. Capitol* and *the Capitol* when referring to the building in Washington: *The meeting was held on Capitol Hill in the west wing of the Capitol.*

Follow the same practice when referring to state capitols: *Texas pink granite was used in the construction of the Capitol of Texas. The State Capitol is on Congress Avenue.*

Capitalization

See **headlines** entry, **composition titles** entry, and “cheat sheet” in **Appendix**.

capstone

Lowercase this term, which refers to projects students do as their crowning achievements.

cellphone

One word.

century

Lowercase, spelling out numbers less than 10: *the first century, the 21st century*. For proper names, follow the organization’s practice: *20th Century Fox, Twentieth Century Fund*. Hyphenate when used as an adjective: *18th-century literature*.

chair

To avoid the use of nonsexist language, use *chair*—not *chairman* or *chairwoman*—for Southwestern Board members and department heads. Follow the corporation’s nomenclature for positions outside of Southwestern; W.R. Howell, retired chairman, J.C. Penney Co. Inc.

church

Capitalize as part of the formal name of a building, a congregation or a denomination, but lowercase in other uses: *Highland Park United Methodist Church*, but *a Methodist church, a Baptist church*.

(See **United Methodist Church**, **religious references**, **religious titles**.)

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-author, co-chair, co-defendant, co-host, co-owner, co-pilot, co-signer, co-star, co-worker, co-sponsor, co-chair and co-op*.

Do not use a hyphen in other combinations: *coed, coeducation, coequal, coexist, cooperate, cooperative* and *coordinate*.

collective nouns

Nouns that denote a unit take singular verbs and pronouns: *class, committee, crowd, faculty, family, group, herd, jury, orchestra* and *team*. For example: *The committee is meeting to set its agenda. The faculty at Southwestern is one of the best in the nation. The jury has reached its verdict. A herd of cattle was taken to market.*

colons and commas

See entry in the punctuation section of the *AP Stylebook*. Do not put a comma before the conjunction in a simple series: *Southwestern students are bright, caring and motivated*. More complex sentences may sometimes require the comma for clarity.

commencement

Use this term for the annual end-of-year ceremony (it’s not called “graduation.”) Capitalize when referring to a specific year, but lowercase in generic references. The December event for those who have completed their coursework is **December Recognition Ceremony**.

communication studies

Use this term to refer to one of the more popular majors at Southwestern. The name was changed from communication in the 2003-04 academic year.

complement vs. compliment

Complement is a noun and a verb denoting completeness or the process of supplementing something: *The ship has a complement of 444 sailors and 44 officers*, or *The tie complements the suit*.

Compliment is a noun or verb that denotes praise or the expression of courtesy: *The captain complimented the sailors on their fine work*, or *She was flattered by the compliments on her new outfit*.

complementary vs. complimentary

The husband and wife have complementary careers, but *They received complimentary tickets to the baseball game*.

compose, comprise

Compose means to create or put together. It commonly is used in both the active and passive voices: *He composed a song*. *The United States is composed of 50 states*. *The zoo is composed of many animals*.

Comprise means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: *The United States comprises 50 states*. *The jury comprises five men and seven women*. *The zoo comprises many animals*. In general, the whole comprises the parts. When the sentence starts with the larger item, use *comprise*. Never use: . . . *is comprised of* . . .

composition titles

Apply the guidelines listed here to titles of books, movies, operas, plays, poems, songs and television programs, as well as lectures, speeches and works of art. **See separate entry on musical compositions.**

- Capitalize the principal words, including prepositions and conjunctions of four or more letters.
- Capitalize an article—*the*, *a*, *an*—or words of fewer than four letters if it is the first or last word in a title.
- Titles of books, including reference books, and periodical titles are italicized. Except for the Bible, which is in roman typeface. Use quotation marks and roman typeface for titles of movies, television programs, songs and operas. *Journal of Air Law and Commerce*, *The Chicago Manual of Style*, “Seinfeld,” “Varsity,” “The Magic Flute.” Lecture titles also should be in quotes.
- Anything considered a “freestanding publication” such as pamphlets, brochures, reports, white papers, etc. is treated as a book, with the title in italics.

congress, congressional

Capitalize *U.S. Congress* when referring to the U.S. Senate and the U.S. House of Representatives.

Although *Congress* sometimes is used as a substitute for the House, it properly is reserved for reference to both the Senate and House.

Also capitalize *Congress* if referring to a foreign body that uses the term, or its equivalent in a foreign language, as part of its formal name: *The Argentine Congress*, *the Congress*.

Lowercase *congressional* unless it's part of a proper name: *congressional salaries*, *the Congressional Quarterly*, *the Congressional Record*.

connote vs. denote

Connote means to suggest or imply something beyond the explicit meaning: *To some people, the word marriage connotes too much restriction*.

Denote means to be explicit about the meaning: *The word demolish denotes destruction*.

continual vs. continuous

Continual means a steady repetition, over and over again: *The merger has been a source of continual litigation*.

Continuous means uninterrupted, steady, unbroken: *All she saw ahead of her was a continuous stretch of road*.

council, counsel, counselor

A *council* is a deliberative body, while *council members* are those who belong to it.

To *counsel* is to advise, hence a *counselor* is one who advises, such as a guidance counselor, or an admission counselor, *counselor-at-law*.

couple of

The *of* is necessary; never use *a couple tomatoes* or a similar phrase. The phrase takes a plural verb in constructions such as: *A couple of tomatoes were stolen.*

course names

These should be capitalized when referring to a specific class – ex. Research Methods I. Lowercase is appropriate for some generic references: *John Smith's colonial history class.*

course numbers

Use Arabic numerals and capitalize the subject when used with a numeral: *Philosophy 209.*

course work

Two words.

court names

Capitalize the full proper names of courts at all levels. Retain capitalization if U.S. or a state name is dropped: *the U.S. Supreme Court, the Supreme Court, the State Superior Court, the Superior Court.*

For courts identified by a numeral: *2nd District Court, 5th U.S. Circuit Court of Appeals.*

courtesy titles

In general, do not use the courtesy titles Miss, Mr., Mrs. or Ms. before a person's name: *Joe Jones, Emily Smith.* Exceptions to this might include development publications such as the annual report.

Use Dr. for medical doctors only (including specialists, dentists and veterinarians). In general, not use Dr. for Ph.D.

curriculum, curricula

Curriculum is the singular form, while *curricula* is the plural form.

D**data**

A plural noun, it usually takes plural verbs and pronouns: *These data are inconclusive.* Singular is *datum.*

database

One word.

dates

Use Arabic figures, without st, nd, rd, or th. For example: *Their anniversary is March 20.* When a month is used with a specific date, the following months are abbreviated: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Months should be spelled out when used alone or when used with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, however, set off the year with commas: *January 1972 was a cold month. January 2 was the coldest day of the month. He was born March 3, 1944, in Michigan.*

Do not use "on" before dates: *The bust was dedicated Sept. 11,* not *The bust was dedicated on Sept. 11.*

days of the week

Days are never abbreviated.

dean

See **academic titles.**

dean's list

Lowercase in all uses: *He is on the dean's list. She is a dean's list student.*

degrees

Southwestern offers four degrees:

- B.A.—Bachelor of Arts
- B.F.A.—Bachelor of Fine Arts
- B.M.—Bachelor of Music
- B.S.—Bachelor of Science

department names

See **academic departments**.

dependent

Correct noun and adjective form. Not *dependant*.

desert, dessert

A *desert* is an arid region. *Desserts* are sweet treats.

Destination: Service

An option for students during spring break.

dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. For example: *He is 5 feet 10 inches tall, the 5-foot-10-inch man, the 6-foot man, the basketball team signed a 7-footer.* And, *The car is 16 feet long, 6 feet wide and 5 feet high. The rug is 9 feet by 12 feet, the 9-by-12 rug. The storm left 9 inches of snow.*

directions and regions

In general, lowercase *north, south, east, west, northeast, northern*, etc., when they indicate compass direction. However, capitalize when they designate regions: *He drove north toward home. He lives in the North; or A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day.* Capitalize when used to denote widely known sections: *West Texas, Northern and Southern California, South Florida, the South Side of Chicago, the Lower East Side of New York, Far North Dallas, Northern New Mexico.* If in doubt, lowercase.

With names of nations, lowercase unless they are part of a proper name or are used to designate a politically divided nation: *northern France, eastern Canada, the western United States*, but *Northern Ireland, South Korea, South Africa*.

discreet vs. discrete

Discreet means prudent, circumspect: *"I'm afraid I was not very discreet," she wrote.*

Discrete means detached, separate: *There are four discrete sounds produced by a quadraphonic system.*

disinterested vs. uninterested

Disinterested means impartial, which is usually the better word to convey the thought: *A disinterested observer is a fair judge.*

Uninterested means that someone lacks interest: *He was uninterested in the story she told.*

donors

See the **appendix** for names of commonly used Southwestern donors.

down payment

Two words, not *downpayment*.

E**Earth**

Capitalize when used as the proper name of our planet: *He is studying the atmosphere on Earth.*

e.g.

“*For example*” should be used instead, except with certain technical or legal references. (This is NOT the same as **i.e.**, which means “that is.”)

editor in chief

No hyphens.

effect

See the **affect vs. effect** entry.

either

Use it to mean one or the other, not both.

Right: *She said to use either door.* Wrong: *There were lions on either side of the door.*

Right: *There were lions on each side of the door. There were lions on both sides of the door.*

either . . . or, neither . . .

The nouns that follow these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearer subject: *Neither they nor he is going. Neither he nor they are going.*

ellipses

See entry in the **punctuation** section of the *AP Stylebook*.

email

Use in all instances for *electronic mail*. (Updated – no hyphen needed.)

emeritus/emerita

This word often is added to formal titles to denote that individuals who have retired retain their rank or title. When used, place *emeritus* (in italics) after the formal title, in keeping with the general practice of academic institutions: Virginia Carwell, professor *emeritus*; Professor *Emerita* Martha Allen.

enroll, register

enroll is the preferred word.

ensure, insure, assure

Use *ensure* to mean guarantee: *Steps were taken to ensure accuracy.*

Use *insure* for references to insurance: *The policy insures his life.*

Assure means to make a person sure of something, or to convince: “*I assure you, this team has been playing with a lot of emotion,*” he told the reporters.

entitled, titled

Entitled means a right to do or have something. *She felt she was entitled to the promotion.* It does NOT mean titled. *Professor Jones gave a lecture titled “The Rise and Fall of the Third Reich.”* Note: there is no comma between *titled* and the title of the lecture.

etc.

Try to avoid in body copy. Instead of: *Be sure to bring your tent, sleeping bag, etc., on the camping trip,* say: *Bring items such as your tent, sleeping bag and backpack on the camping trip.*

ethnic groups

See the **minorities** entry.

every day (adv.), everyday (adj.)

He goes to class every day. He wears his everyday cap.

every one, everyone

Two words when it means each individual item, one word when used as a pronoun meaning all persons. *She brought every one of her handbags on vacation. He called everyone from the hotel.*

ext.

Use the above when giving on-campus phone numbers. *For more information, call the Office of Communications at ext. 1570.*

extracurricular

One word, not extra-curricular.

F**faculty**

A collective noun, which takes a singular verb. Refers to an entire group of educators who staff a department or school. When not referring to the whole group, use *faculty members*. Examples: *The faculty is meeting here. Faculty members are meeting here. The faculty is discussing the issue. The faculty has considered the proposal. Faculty members have made a decision.* Do not use *Faculty are* ...

faculty titles

Follow the *AP Styleguide*. Exceptions can be made for worship programs, formal invitations and certain other publications.

(See **academic titles** entry for clarification.)

fall break, spring break

Lowercase unless referring to a specific year. *Students will have many options during the 2006 Spring Break.*

farther vs. further

Farther refers to physical distance: *He walked farther into the woods.*

Further refers to an extension of time or degree: *She will look further into the mystery.*

fax

Preferable to facsimile in all cases.

federal

Capitalize only for corporate or governmental bodies that use the word as part of their formal names: *Federal Express, the Federal Trade Commission.*

Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: *federal assistance, federal court, the federal government, a federal judge.*

Also, *federal District Court* (*U.S. District Court* is preferred), and *federal judge William Wayne Justice* (*U.S. District Judge William Wayne Justice* is preferred).

female, woman

Use *woman* as the noun and *female* as the adjective—*female soldiers, female priests.*

fewer, less

Less is for amounts that cannot be counted singly: *You should drink less beer.*

Fewer is for countable amounts: *She got six fewer votes than he did.*

field house

two words

financial assistance

This term is preferred when referring to financial aid.

first-come, first-served

Not *serve*.

firsthand

One word, no hyphen in all uses.

First-Year Seminar

Capitalize all words and hyphenate First-Year.

following, prior to

Before and *after* are almost always preferable. Wrong: He died *following* a heart attack. Right: He died *after* a heart attack.

foreign words

Avoid using foreign words, except those in common usage: *Attache*, *bourgeois* (adj.), *bourgeoisie* (n.), *café*, *cliché*, *coup de grace*, *cul-de-sac*, *faux pas*, *fin de siècle*, *hors d'oeuvre*, *liaison*, *melange*, *naïve*, *naïveté*, *raison d'être*, *résumé*, *vis-à-vis*, *cum laude*, *summa cum laude*, *magna cum laude*.

Foreign words not in common usage should be italicized or underlined.

former

Always lowercase, but retain capitalization for a formal title used immediately before a name: *former President Carter*.

Fort Worth

Spell out.

forward

Not *forwards*.

foundering, floundering

To *founder* is to sink; to *flounder* is to struggle clumsily like a fish out of water.

fractions

Spell out amounts less than one using hyphens between the words: *two-thirds*, *three-fourths*, *four-fifths*. Use figures for precise amounts larger than one, converting to decimals whenever practical: 1 1/2, 3 3/4, 2 5/8.

freshman vs. first-year student

Use *first-year student* in all references to a student in his or her first year of studies.

Fulbright Scholar Program

Only one 'l' in this program sponsored by the U.S. Department of State.

full time vs. full-time

Hyphenate when used as a compound modifier: *She has a full-time job*. Open when used as an adverb: *He works full time*.

fund raising, fundraising, fund-raising, fund-raiser, fundraiser

Although AP is very confusing on this, professional fundraising groups seem to be moving toward always making this term one word.

G**gay**

Used to describe men and women attracted to the same sex, although lesbian is the more common term for women. Preferred over *homosexual* except in clinical contexts or references to sexual activity.

government

Always lowercase and never abbreviate: *the federal government*, *the state government*, *the U.S. government*.

governor

Lowercase except when referring to the governor: Gov. Rick Perry but *That's a statement coming from the governor.*

grade, grader

Hyphenate both the noun forms (*first-grader, second-grader, 10th-grader, etc.*) and the adjectival forms (*a fourth-grade student, a 12th-grade teacher*). Follow AP style for spelling out numbers when combined with grades. Also note that hyphens are NOT used when referring to grades: *He is in the 10th grade.*

grade point average

First reference (spell out): *His grade point average is 3.8.*

Second reference (abbreviate): *His high G.P.A. earned him many awards.*

grades

Examples: *an A, a B, a C, a D, an F, an I* (Incomplete). Do not use quotation marks around A or B, etc. Use A-minus, C-plus (not A-, C+). Use an apostrophe with plurals of single letters; otherwise A's will look like the word As.

graduate

As a verb, use *graduate* in the active voice: *She graduated from the university.* Passive voice is correct, although unnecessary: *He was graduated from the University.* Do not drop "from": *John Smith graduated from Southwestern.*

gray

Not grey. But, *greyhound* for the animal, and *Greyhound* for the bus company.

Greek(s)

Capitalize when used in reference to a Greek-letter fraternity or sorority.

groundbreaking, ground-breaking

One word when used as a noun; two words when used as an adjective.

guerrilla

Not *guerilla*.

H**he, she**

Avoid using as a generic term. Avoid the problem where possible by changing to plurals; otherwise, use *he* or *she*: *The campus always seems strange to a first-year student* (rather than him or her). *The students will prepare for their exams.*

headlines

Only the first word and proper nouns are capitalized. (see also **composition titles**)

health care

Two words.

high-tech

Not *hi-tech*.

historian, historic, historical, history

A *historic event* is an important occurrence, one that stands out in history. Any occurrence in the past is a *historical event*. Always use *a*—not *an*—before each of these words: *a history, a historian, a historic event, etc.*

home page

Two words.

Homecoming and Reunion Weekend

Lowercase in most references unless referring to a specific event: *During homecoming week, a wine tasting will be held for members of the 1840 Society.* But: *Homecoming and Reunion Weekend 2010 will be held Nov. 5-7.*

House of Representatives

Capitalize when referring to a specific governmental body: *the U.S. House of Representatives, the Texas House of Representatives, etc.*

Also capitalize shortened references that delete the words of Representatives: *the U.S. House, the Texas House, etc.*

hyphen

See entry in the punctuation section in the *AP Stylebook* and Table 6.1 in *The Chicago Manual of Style*. Normally, close words with the following prefixes: re, pre, non, post, unless second element begins with the same vowel or a proper noun. Pre-element, re-election, post-Renaissance.

I

I couldn't care less

Not *I could care less*.

idioms

Unless there is no other choice, avoid use of idioms. E.g., *Think outside the box. Hit the ground running.*

i.e.

“*That is*” should be used instead, except with certain technical or legal references. (This is NOT the same as **e.g.**, which means “for example.”)

imply vs. infer

Writers or speakers *imply* in the words they use. A listener or reader *infers* something from the words.

impostor

Not *imposter*.

Inc.

AP style removes commas before Inc. However, a few organizations that we write about frequently insist upon having it in their names – ex. *The Brown Foundation, Inc.*

initials

No space between the first and middle initials: *M.D. Anderson*, not *M. D. Anderson*.

insure

See the **ensure, insure** entry.

Internet

Always capitalize when using the proper name for the network that links computers, people and businesses around the globe.

it's vs. its

It's is a contraction for *it is* or *it has*: *It's up to you, It's been a long time.* *Its* is the possessive form of the neuter possessive pronoun: *The company lost its assets.*

J

judgment

Not *judgement*.

junior, senior

Do not precede by a comma (*John F. Kennedy Jr.*, *Martin Luther King Jr.*) except in the case of building names in which the comma is set in stone: *The A. Frank Smith, Jr. Library Center*. The notation *II* or *2nd* also may be used if it is the individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *junior*—they often are used by a grandson or a nephew. (In formal publications, such as commencement programs and invitations, it is acceptable to use a comma before *Jr.* or *Sr.*)

K**Kmart**

No hyphen, no space, lowercase *m*.

kickoff

One word as an adjective and noun.

L**languages**

Capitalize the proper names of languages and dialects: *Aramaic*, *Cajun*, *English*, *French*, *Persian*, *Spanish*, *Yiddish*, etc.

laptop

One word.

lay vs. lie

The action word is *lay*. (If the word “*put*” can be substituted, *lay* is the proper word.) It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie*, *lied*, *lying*.

Examples: *I will lay the book on the table. The prosecutor tried to lay the blame on him. He lies (not lays) on the beach all day. He is lying on the beach. He lay on the beach (past tense of lie).*

laypersons

Not laypeople.

lead, led

A leader *leads* (present tense). A leader *led* (past tense).

lecture titles

Capitalize and use quotes (no italics) for their formal titles: *Archaeology Professor Mike Snyder will present “A Study of Iron Age Inhabitants of the Northeast Texas Area.”*

legislative titles

First reference: Use *Rep.*, *Reps.*, *Sen.*, and *Sens.* as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase representative and senator in other uses.

Add *U.S.* or *state* before a title only if necessary to avoid confusion: *U.S. Rep. Jim Chapman met with state Rep. Pete Patterson on Friday.*

Second Reference: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

Congressman and *congresswoman* should appear as capitalized formal titles before a name only in direct quotations, but they may be used in lowercase in subsequent references to the legislator that do not use his or her name, just as *senator* is used in reference to members of the Senate.

less, fewer (see fewer, less)

liaison

lifelong

One word.

lifestyle

Not *life style* or *life-style*.

likable

Not *likeable*.

Living-Learning Communities

login, logon

Both one word except when used as a verb: *A password is required to log on to your computer.* But: *My login password is btx235.*

-ly

Do not use a hyphen between adverbs ending in -ly and adjectives they modify: *an easily remembered rule, a badly damaged ship, a fully informed person.*

M

magazine names

Capitalize the name but do not place it in quotes—use italics. Lowercase *magazine* unless it is part of the publication's formal title: *The New York Times Magazine*, *Newsweek magazine*, *Time magazine*. Check the masthead if in doubt.

majors

Lowercase names of majors when used in copy. She received a bachelor's degree in political science. He was awarded a doctorate in anthropology.

majority vs. plurality

Majority means more than half of an amount. *Plurality* means more than the next highest number. For example, 51 votes for one person out of a possible 100 would be a *majority*, while 40 votes for one person and 30 votes for another would constitute a *plurality*.

MallBall

An annual event at Southwestern University, typically held in August.

Mastercard

matriculation convocation

Lowercase unless referring to a specific event: *The 2010 Matriculation Convocation was held Aug. 15.*

meantime, meanwhile

Use *meantime* only as a noun (*in the meantime*). Use *meanwhile* in constructions such as *Meanwhile, back at the ranch.*

media

In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural: *The news media are often the target of criticism.*

memento, mementos

memorandum, memoranda

military titles

Capitalize a military rank when used as a formal title before an individual's name. Spell out any title used before a name in a direct quotation.

On subsequent references, do not continue using the title before a name. When a title is substituted for a name, spell out and lowercase. For more information, see the *AP Stylebook*.

millennium

minorities

Black and African-American are equally acceptable when referring to people of African descent. When using the term *black*, capitalize only when used as part of a formal title: *the Black History Program*. Also, use *Hispanic* or *Mexican-American*, *Latin-American*, *Native-American*, and *Asian* or *Asian-American* where applicable. If African-American is to be used, as for example in the name of a program, it should be hyphenated.

minuscule

Not *miniscule*.

months

The following months are abbreviated: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Months should be spelled out when used alone or when used with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. *January 2006 was a warm month*. When a phrase includes a month, day and year, set off the year with commas. *March 31, 2006, was the date of the campaign launch*.

motto

Southwestern's motto is "*Non Quis Sed Quid*"—"Not Who But What."

musical compositions

Musical composition titles are not in quotes unless they contain nonmusical terms. So, for example, you would have Bach's Suite No. 1 for Orchestra and Brahms' D Minor Sonata. But: Franz Joseph Haydn's "The Seasons," Ysaye's "Ballade," Gershwin's "Rhapsody in Blue," or Berlioz "Symphonie Fantastique."

nation

Use only in reference to a country when the subject deals with governmental or political matters, e.g., *The nation was founded in 1885*. But *This country has three mountain ranges*.

National Academy of Sciences

Not National Academy of Science.

nationwide

One word.

Native American

Two words, no hyphen.

Nondiscrimination statement

Southwestern University's nondiscrimination statement should be used on all major publications, especially those that describe programs intended for large numbers of individuals, such as official catalogs, student recruitment materials and the like. The statement is as follows:

Southwestern University's recruiting of students, awarding of financial aid, and operation of programs and facilities are without regard to sex, race, color, religion, age, physical handicap, national or ethnic

origin, or any other impermissible factor. The University's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

nonprofit

One word.

noon, midnight

Do not put a 12 in front of them; they stand alone. Always lowercase.

North American Free Trade Agreement

NAFTA is acceptable on second reference for the agreement that links the United States, Canada and Mexico in the world's largest free-trade zone.

numbers

"10 and above:" In text, and in general, spell out numbers one through nine. Use numerals for 10 and above. Some exceptions are percentages, ratios, monetary amounts, temperature readings, ages, physical dimensions and sports scores: *44 percent, 104 percent, \$4* (not four dollars), *4 C or four degrees centigrade* (not 4 degrees centigrade), *They won the baseball game 4-2, She is 4 years old, The porch is 9 feet by 11 feet*, etc.

Large Numbers: When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word; do not use commas between other separate words that are part of one number: *twenty, forty, twenty-one, forty-one, one hundred forty-four, one thousand four hundred forty-four, one million four hundred forty-four thousand four hundred forty-four*.

Sentence Start: Spell out a numeral at the beginning of a sentence. If necessary, rewrite the sentence to avoid this. The only exception to this rule is when a sentence is started with a number that identifies a calendar year:

Wrong: *344 first-year students entered Southwestern last year.*

Right: *Last year, 344 first-year students entered Southwestern.*

Right: *1989 was a very good year.*

Casual Uses: Spell out casual expressions: *For the thousandth time, please clean the house. Thanks a million. She jogged a quarter of a mile.*

Proper Names: Use words or numerals according to an organization's practice: *20th Century Fox, Twentieth Century Fund.*

Figures or Words: Spell out first through ninth when they indicate sequence in time or location: *first base, the First Amendment, he was first in line*. Starting with 10th, use figures. Use *1st, 2nd, 3rd, 4th, etc.* when the sequence has been assigned in forming names. The principle examples are geographic, military, and political designations such as *1st Ward, 5th U.S. Circuit Court of Appeals, 7th fleet, 1st Sgt.*

Plural Numbers: Add an "s" with no apostrophe to form plurals: *She threw 6s; She remembers the 60s.*

Centuries: The "10 and above" rule applies: Spell out centuries below 10; use numerals for 10 and above. Lowercase century: *the 20th century, the fourth century*, etc.

Commas: Include commas in all four-digit numbers, except when listing years and SAT scores, also tax forms, rules & regulations, and product model numbers: *1,458; 4,404; 9,999*; etc. But, *He scored 1100 on the SAT in 1993. Also, Form 1040A, Amendment 2401C, Ferrari 8000XT.*

O

off, off of

The *of* is unnecessary: *He fell off the stage*, not *He fell off of the stage*.

OK

Not *ok, okay, o'kay*, or *O.K.*

on-campus, off-campus

Hyphenate only when used as a compound modifier. She used the sources available from the on-campus libraries. He decided to live off campus.

ongoing

One word, no hyphen.

online

One word, no hyphen, no matter the usage when referring to computer networks and services available via modem, such as the Internet.

over

In most cases, try to use the phrase *more than*: *The course required more than eight hours of study each week*. While over is generally used for spatial relationships such as *The plane flew over the city*, it can be used with numerals at times: *She is over 30*.

overused words

Try to avoid overusing or trivializing descriptive words such as: *unique, excellent, excellence, really, very, state-of-the-art, acclaimed, nationally/internationally recognized, world-class, quality* and *prestigious*.

P**page numbers**

Use figures and capitalize page when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: *Page 4, Page 44, Page 20A*.

Paideia® Program

A trademark symbol needs to be used on first reference (but not in headlines) when referring to this unique program at Southwestern. Always capitalize both words when referring to the Paideia® Program, Paideia® Scholars or Paideia® Professors.

parentheses

See entry in the punctuation section in the *AP Stylebook*.

part time vs. part-time

Apply the same rules as *full time* and *full-time*. In other words, hyphenate only when used as a compound modifier: *She works at the restaurant part time. She has a part-time job*.

passed away

Do not use this as a substitute for *died*.

people, persons

Use *person* when speaking of an individual. *People* is preferred to persons in all plural uses. *People driving cattle on the Chisholm Trail had a difficult life*.

percent

Spell out (don't use %). Always use figures with percents: *44 percent, 2 percent*.

phonathon

Lowercase unless in a specific reference: *Twenty students will help with the 2010 Phonathon*.

pleaded, pled

The past tense of plead is *pleaded*, not *pled*.

possessives

See entry in the *AP Stylebook*.

potato

Definitely no e. Ditto with *tomato*. Plural: potatoes, tomatoes.

pre

No hyphen unless word that follows begins with vowel or is a proper noun. Premed, predental, prelaw. Exception: *pre-eminent*.

president

The 15th (and current) president of Southwestern University is Edward B. Burger.

President's Council

Singular possessive; apostrophe before s.

press

Use only when referring specifically to the print medium. Otherwise, use *news media* (for both print and broadcast). In particular: *news release*.

principal vs. principle

Principal is a noun and adjective meaning someone or something first in authority, rank, importance or degree: *She is the school principal. He was the principal player in the trade.* Or a capital sum placed at interest, due as a debt, or used as a fund. *A portion of the annual income payment is a tax-free return of principal.*

Principle is a noun that means a fundamental truth, law, doctrine, or motivating force: *They fought for the principle of self-determination.*

professor

Never abbreviate; as with other titles, capitalize only when it precedes a name: *Professor of Communication Studies Bob Bednar praised the student for his excellent feature story, but Bob Bednar, professor of communication studies, praised the student for his work.*

prophecy, prophesy

Prophecy is a noun, prophesy is a verb.

punctuation

Follow AP style. Some common mistakes:

- **No comma** before the conjunction in a series, except where it is needed for clarity.
- **No hyphen** is needed in compound modifiers when an adverb ending in “ly” is followed by an adjective: *steadily growing enrollment, easily remembered rule.*
- **No hyphen** is needed to join figures with the words *million* or *billion*, even if used as a modifier: *\$14 million building.* However, if you are using the word *dollar* instead of figures and a dollar sign, compound modifiers do need hyphens: *a million-dollar smile.*
- **Put a space** before and after *dashes* – and *ellipses* ...

punctuating quotations

Follow AP style. Notable Rules:

- **Brackets** are used to insert a word or phrase into a quotation for clarification. *“They [the doctors] could help.”*
- **Single quotation marks** are used to enclose a quotation within a quotation.
- **Block quotations** should be used when a quote is three lines or longer. The quote is then offset; no quotation marks are used. The period comes before the parenthetical citation.
- **Periods and commas** should always go within punctuation marks, unless there is a parenthetical citation. In such a case, one would place the punctuation after the citation.
- **Colons and semicolons** always go outside of the closing quotation mark.
- **Ellipses** can be used for omissions in the middle of a sentence. At the end of a sentence an ellipse is followed by an additional period. If a parenthetical citation follows an omission at the end of a sentence, place the period after the final parenthesis. In cases of omitting a long passage, use a single line of spaced dots as long as the preceding line.
- **Slash mark** is used to separate different lines of poetry.
- When the whole sentence except for the section enclosed in quotation marks is a question or exclamation the **question or exclamation mark** goes outside the quotation mark. Which writer wrote, “Ask not for whom the bell tolls”? John Donne wrote, “Ask not for whom the bell tolls?”

- **Parenthetical citations** that are followed by a period even if the quote is a question. “Kurt Koffka, a Gestalt psychologist, asked “Why do humans see their minds in terms of elementary parts?” (Gray 74).

Q-R

RA

Abbreviation for resident adviser. No periods when abbreviated.

racket

Not *racquet*, when referring to the piece of equipment used in sports such as tennis, squash or badminton.

ratios

For clarity and consistency, use figures and hyphens: *the ratio was 4-to-1, a ratio of 4-to-1, a 4-1 ratio*. As shown, the word *to* should be omitted when the numbers precede the word *ratio*. Always use the word *ratio* or a phrase such as *a 2-1 majority* to avoid confusion with actual figures.

registration mark (®)

It is necessary to use the registration mark on the first reference only: *Paideia®*.

religious references

A few basic guidelines:

deities: Capitalize the proper names of monotheistic deities: *God, Allah, the Father, the Son, Jesus Christ, the Son of God, the Redeemer, the Holy Spirit*, etc. However, lowercase pronouns referring to the deity: *he, him, his, thee, thou, who, whose, thy*, etc.

Lowercase gods in referring to the deities of polytheistic religions, but capitalize the proper names of pagan gods and goddesses: *Neptune, Thor, Venus*, etc.

Lowercase such words and phrases as *god-awful, godlike, godliness* and *godsend*.

See the **religious references** entry in the *AP Stylebook* for more guidance on this topic.

religious titles

The first reference to a clergyman or clergywoman normally should include a capitalized title before the individual's name. In many cases, *the Rev.* is the designation that applies before a name on first reference.

renowned

Not *reknown* or *renown*.

Rhodes Scholarships

Prestigious scholarships offered to the University of Oxford in England.

Rio Grande

Since *Rio* means “river” in Spanish, *Rio Grande* stands alone. Don't use *Rio Grande River*.

résumé

roommate

Two m's.

RSVP

All caps, no periods. (Meaning: *please respond*.)

S

says, said

Says is preferred for attribution in most Southwestern publications unless you are quoting a statement that someone made at a particular event. *Said* is usually the preferred attribution for news releases.

Schools at Southwestern University

Southwestern consists of two schools:

The Brown College of Arts and Sciences

The Sarofim School of Fine Arts

seasons

Lowercase all seasons and seasonal terms such as *fall*, *spring*, *winter*, *wintertime*, etc., unless they are part of a formal title: *Winter Olympics*, *Summer Olympics*. *The Fall 2010 semester*.

semifinals

one word.

service clubs

Capitalize the proper names: *American Legion*, *Lions Club*, *Kiwanis Club*, *Rotary Club*. Also capitalize words describing membership, as well as the formal titles of officeholders when used before a name: *He is a Rotarian*, *a Lion*, *a Kiwanian*, *Lion's District Governor Clarke Keys*.

sexual orientation

Include sexual orientation only when it is pertinent to a story. Avoid references to “sexual preference” or to a gay or alternative “lifestyle.”

similar

Not *similar*.

smartphone

One word.

Smithsonian Institution

Not *Smithsonian Institute*.

spaces between sentences

Use only one space after periods, colons, exclamation points, question marks, quotation marks—any punctuation that separates two sentences.

state

Lowercase in *state of* constructions: *He is licensed in the state of Texas*. Also, do not capitalize when referring to a level of legal or political jurisdiction: *state Sen. Bill Ratliff*, *state Rep. Pete Patterson*, *the state Transportation Department*.

state abbreviations

Be sure to use the correct AP style abbreviation, not the Postal abbreviation. *Last January she was in Las Vegas, Nev.* Not *Last January she was in Las Vegas, NV.*

Alabama – Ala.

California – Calif.

Delaware – Del.

Illinois – Ill.

Kentucky – Ky.

Massachusetts – Mass.

Mississippi – Miss.

Nebraska – Neb.

New Jersey – N.J.

North Carolina – N.C.

Oregon – Ore.

South Carolina – S.C.

Vermont – Vt.

West Virginia – W.Va.

Arizona – Ariz.

Colorado – Colo.

Florida – Fla.

Indiana – Ind.

Louisiana – La.

Michigan – Mich.

Missouri – Mo.

Nevada – Nev.

New Mexico – N.M.

North Dakota – N.D.

Pennsylvania – Pa.

South Dakota – S.D.

Virginia – Va.

Wisconsin – Wis.

Arkansas – Ark.

Connecticut – Conn.

Georgia – Ga.

Kansas – Kan.

Maryland – Md.

Minnesota – Minn.

Montana – Mont.

New Hampshire – N.H.

New York – N.Y.

Oklahoma – Okla.

Rhode Island – R.I.

Tennessee – Tenn.

Washington – Wash.

Wyoming – Wyo.

Eight states are NOT abbreviated in non-postal applications: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah, as well as the District of Columbia.

students

Current students should be identified by their class year just as alumni are (see **alumni** entry). However, names of current students should not be boldfaced: *John Smith '12*.

subject

Lowercase subjects, unless a language or followed by a roman numeral. English, French, Algebra I.

Sun Belt

Two words.

sun dried

Two words.

T

telephone numbers Do not use parentheses: *512-863-6100*. If extension numbers are given, use a comma to separate the main number from the extension.

television

Spell out in all uses. Do not use *tv*, *TV* or *T.V.*

(the) Texas Methodist Foundation

that vs. which

In general, use *that* and *which* when referring to inanimate objects and to animals without a name. When choosing between the two, it often is necessary to determine whether the word will be used in an essential clause or in a nonessential clause.

Both types of clauses provide additional information about a word or a phrase in a sentence. The basic difference between the two lies in the fact that an essential clause cannot be taken out of the sentence without changing the sentence's meaning. In other words, it is so essential to the phrase that its absence would lead to a substantially different interpretation of what the writer meant. *That* is the preferred pronoun when introducing essential clauses that refer to inanimate objects or animals without a name.

A nonessential clause, therefore, is a clause that can be taken out without changing the basic meaning of the sentence. *Which* is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name.

Punctuation: An *essential clause* must not be set off from the rest of the sentence by commas, while a *nonessential clause* must be set off by commas.

Examples: *The ruling that overturned the holiday schedule resulted in protests.* *The unpopular ruling, which was announced Tuesday, resulted in protests.*

theater vs. theatre

Use *theater* when making a generic reference: *I am going to the theater.* Also use *theater* to refer to buildings (The Jesse and Mary Gibbs Jones Theater, the Alma Thomas Theater).

Use *theatre* to refer to the art form and to the academic department (the *Theatre Department*).

times

Use figures with all times except for *noon* and *midnight*, which should stand alone.

When using times for events that occur at the start of the hour, do not include :00. For example: *The meeting will begin at 11 a.m., and should last until 4 p.m.* For times that must include both the hour and the minute, use a colon: *8:30 a.m., 4:44 p.m.*

Use lowercase *a.m.* and *p.m.*, with periods between the letters. Do not use *AM*, *A.M.*, *PM*, *P.M.*

Also, avoid such redundancies as *4 a.m. in the morning*, *8 p.m. at night*, etc. If necessary, use *4 a.m. today* or *8 p.m. Monday*, etc.

title capitalization

Always capitalize the first word, last word, nouns, pronouns, verbs, adjectives, adverbs, and words that are five letters or more. Never capitalize prepositions, conjunctions, articles, or the particle *to* used as an infinitive.

titled, entitled

When stating a title always use *titled*. Most often, *entitled* means one has a right or claim to something, or it can be used to assert that a work has been given a title, without naming the title. *The esteemed Mr. Bissell entitled his article after he wrote it. It's titled, "Student Is Entitled to a Refund."*

toward

Not towards.

T-shirt

Not *Tshirt*, *T shirt*, *tee shirt*, etc.

U

under way

Two words.

United Methodist Church

Texas is one of seven states in the South Central Jurisdiction of the United Methodist Church.

United States

Spell out when standing alone. Use the abbreviated form, *U.S.*, only as an adjective. *The United States is the best country in the world*, but *Jim Chapman is a U.S. representative*, or *My wife is studying U.S. history*.

university

When referring to an institution in general, use lowercase: *There are many fine universities in the state of Texas*.

When referring to Southwestern, however, use the following forms: *Southwestern University* (first reference), *SU* or *the University* (second reference). In news releases, use *Southwestern University* on first reference, *Southwestern* on succeeding references. Do not capitalize university if used in a title that is otherwise lowercase: *Cindy Locke, associate vice president for university relations*.

universitywide

One word.

The University of Texas Southwestern Medical Center at Dallas

Use this name when referring to the medical school. *UT Southwestern* is acceptable on second reference.

URLs

When citing a website, include "www." Do not include <http://> Do not include a backslash at the end of a URL unless it won't work without it. DO use a period at the end if the URL is at the end of a sentence.

V

vice

Use two words, with no hyphen: *vice president*, *vice chair*, *vice regent*, *vice chancellor*.

videocamera

One word.

videoconference, videoconferencing

One word.

Visa

Not VISA when referring to the credit card.

voicemail

One word.

W-X-Y-Z**Washington**

Never abbreviate when referring to the U.S. capital.

When you need to distinguish between the state and the federal district, use *state of Washington* or *Washington state* and *Washington, D.C.*, or *District of Columbia*. (Note the comma after Washington.)

Web page

Web is capitalized, but not page.

website

One word, not capitalized. *For more information, visit our website at www.southwestern.edu.*

who vs. whom

Use *who* and *whom* when referring to human beings and to animals with a name.

Who is the word when someone is the subject of a sentence: *The player who hit the home run is circling the bases*, or *Who is it?*

Whom is the word when someone is the object of a verb or a preposition: *The player to whom the home run was credited is circling the bases*, or *With whom do you wish to speak?*

who vs. that

Do not use *who* in place of *that* when referring to companies or organizations.

World Wide Web

Capitalize each word of this formal name for the system that links computer users worldwide.

worldwide**workload**

One word.

Xerox

A trademark for a photocopy machine – do not use generically, or as a verb.

X-ray

Use in all cases, as a noun, verb and adjective. Not *x-ray*.

years

Use figures without commas: *1991*, *2005*, etc. When referring to decades or centuries, use an *s* without an apostrophe: *the 1890s*, *the 1920s*, *the 1960s*, etc.

Years are the lone exception to the general rule that numbers should not be used to start a sentence: *1989 was an extraordinary year*. But try to avoid this construction.

zero, zeros

No *e* in either case.

ZIP code

ZIP is an acronym meaning Zone Improvement Program. Don't use periods between each letter.

APPENDIX

COMMONLY REFERENCED DONORS AND ALUMNI

Red '49 and Charline Hamblin McCombs '50

Ernesto Nieto '64

Jake B. Schrum '68

Jane Woodman Schrum '70

Congressman Pete Sessions '78

Sen. John Tower '48

Elizabeth Carothers Wiess (not Weiss)

Margarett Root Brown (two t's in Margarett)

Houston Endowment Inc. (no comma before Inc., no The before)

The Brown Foundation, Inc.

DIRECTIONS FOR CLASS NOTES

Marriages: Alumni names are listed first. If both are alumni, the wife's name is listed first and the list should be alphabetized by her last name.

Reneé Anderson to **Ross Goodson**, both '05, Dec. 3, 2005, living in Palm Beach Gardens, Fla.

Andrea Bird '99 to Darren Brinkley, June 26, 2004, living in Cypress.

Casey Griffin '01 to **Alan Hooper** '02, Dec. 3, 2005, living in Ft. Lauderdale, Fla.

Births: If the couple consists of an alumnus/a and a non-alumnus/a, the alumni names are listed second and the list is alphabetized by alumni last name. If both are alumni, the husband's name is listed first, followed by the wife's name, including her maiden name.

*To **Scott** and **Melanie Pifer Adams**, both '97, San Antonio, a daughter, Wren Elizabeth Adams, Aug. 24, 2005.*

*To Matt and **Noelle Burch Argabright** '94, San Antonio, a son, Alexander Edward Argabright, Oct. 20, 2004.*

In Memoriam (obituaries): Alphabetize by alumni last name. Include alumna maiden name. Donors/friends/faculty/staff are listed after alumni, in alphabetical order by last name.

REDUNDANT EXPRESSIONS

Avoid combinations of words that together make for a redundancy. Here are just a few:

advance planning
ascend upward
assemble together
basic fundamental
beautiful looking
big in size
bisect in two
blend together
capitol building
chief, leading, or main protagonist
coalesce together
collaborate together or jointly
completely unanimous
congregate together
connect together
consensus of opinion
continue to persist
courthouse building
descend downward
doctorate degree
end result
endorse (a check) on the back
fellow colleague
few in number
first beginning/first began
free gift
from whence
fuse together
gather together
habitual custom
hoist up
join together
large in size
merge together
new innovation
new recruit
old antique
original prototype
passing fad
past history
pointed barb
recur again or repeatedly
short in length or height
shuttle back and forth
small in size
tall in height
temporary reprieve
visible to the eye

FOR FURTHER READING

Associated Press, “The Associated Press Stylebook 2014” or www.apstylebook.com (call Office of UR Communications for login info.)

Brians, Paul, “Common Errors in English Usage”

Walsh, Bill, “The Elephants of Style.”

Walsh, Bill, “Lapsing Into a Comma: A Curmudgeon’s Guide to the Many Things That Can Go Wrong in Print – and How to Avoid Them.”

Common Proofreading Symbols

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it in fact, everyone knows it.
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence.
strikethrough	Word not needed	The elephants trunk is is really his nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three ⁺ friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. ¶ "I thought so," she replied.
No ¶	no paragraph	"I knew it, she said. No ¶ "He's no good."