# **UNIVERSITY OF REDLANDS**

# A–Z Editorial Style Guide

The University of Redlands adheres to the *Associated Press* (AP) *Stylebook*, with reference to the *Chicago Manual of Style* and other exceptions.

**academic degrees**

In text, use *bachelor’s degree* or *bachelor’s* rather than B.A. or B.S.; *master’s degree* or *master’s* rather than M.A. or M.S.; *doctoral degree* or *doctorate* rather than Ph.D. or Ed.D. (Use lowercase for degree names in these examples because they are not formal names.)   
  
Use capitals for formal degree name and initials, such as B.A., B.S., M.A., Ed.D.

B.A. or B.S.; Ph.D. or Ed.D. (all with periods) except for the MBA; master’s degree and bachelor’s degree (with apostrophes), but there is no possessive in Bachelor of Arts or Master of Science.

Use abbreviations such as B.A., M.A., LL.D., and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome.

Examples:

* *Bachelor of Science in biology; Master of Divinity* (formal names); *master’s in biology master’s in divinity* (informal names)
* *a B.A. in English; a B.S. in chemistry; a Ph.D. in biology*
* *associate degree is not capitalized, plural or possessive*
* *Use periods for M.A., M.S., but not for MBA*

As needed, for clarification (if it’s not clear in the narrative)—place graduate degrees in parentheses after class year: for example, *John Smith ’17 (MBA)*; also applies to other degrees, including from the Graduate School of Theology and School of Education.

**academic degrees—majors:**A major is capitalized when used with its formal degree type. The same rules apply to certificates. For example:

*U of R’s Bachelor of Science in Accounting program is amazing.   
U of R’s B.S. in Accounting program is amazing.  
U of R’s accounting program is amazing.* (no B.S., so it is not capitalized) *U of R’s bachelor’s in accounting program is amazing.  
Sally Smith is an accounting major.  
Sally Smith is planning to graduate with a Bachelor of Science in Accounting.*

**academic departments, programs, offices, certificates:** Upper case when a formal name: *Department of Biology*. Second or casual reference: biology department.

**academic terms** **and breaks** are lowercase (e.g., *fall term 2023*) with the exception of May Term.

**acronyms:** Phrase or name must be spelled out upon first usage, followed by the letters in parenthesis; the following acronyms are used without the parenthesis. Example: *Redlands Student Investment Fund (RSIF)*. No acronym needed if it’s only referred to once. **Don’t forget:** The first mention of San Francisco Theological Seminary is always spelled out.

**age:** Use numbers, not words, even when the number is under 10 and would otherwise be spelled out. Examples: *The youngest student is 5 years old. The 5-year-old boy rode his bike. The course is now 9 years old.*

**alumni:** Alumni is the general term for former students of the University, whether or not they graduated from Redlands. Be sure to use the proper variants of the term:

* alumnus: masculine singular
* alumni: masculine plural or generic plural
* alumna: feminine singular
* alumnae: feminine plural
* Never use the word alumni as a singular
* Avoid use of alum or alums unless in direct quotation (and, even in direct quotations, consider correcting if the text will be reviewed by the speaker)
* To specify a former Redlands student of unspecified gender, try to avoid using alumnus/alumna. The term alumni is acceptable for the unspecified plural. Note that Merriam-Webster says to use alum/alums; some schools are using alumx.

**ampersand/&:** Ampersands are considered casual, not formal. Use only when part of an official name or possibly in a headline.

**Board of Trustees:** Uppercase, University of Redlands Board of Trustees, including the stand-alone phrase Board of Trustees when referring to the University entity’s formal name. The use of *trustee* and *trustees* to refer to Board members is acceptable.

**buildings and facilities:**

* Generic place names: lowercase is preferred. Examples: *in the science buildings*; *we are going to the library*; *we are inside the gallery*. Lowercase is also preferred for buildings and spaces on campus that have no true proper name, such as the *athletics fields*.
* Named buildings and spaces: Capitalize when the proper name—or commonly used nickname—is used. Example*: on the Quad*; *the Irvine Commons*; *the Frosh Quad*; *the Memorial Chapel*; *we gathered in the Chapel*.
* **Redlands Campus—official names of buildings and facilities:**

|  |  |
| --- | --- |
| Administration Building  Alpha Chi Delta House  Alpha Gamma Nu House  Alpha Sigma Pi House  Alpha Theta Phi House  Alpha Xi Omicron [Billings House]  Alumni Greek Theatre  Alumni House  Anderson Hall  Ann Peppers Hall  Appleton Hall  Armacost Library  Arrow line route  Art Studio  Baseball Stadium  Bekins Hall  Bekins-Holt Hall  Beta Lambda House  Bookstore  Brockton Apartments  Brown Amphitheater  Bulldog Java & Juice  Bulldog Softball Stadium  California-Founders Hall  Casa Loma Room  Central Avenue Apartments  Chapel Annex  Chaplain’s Office  Chi Rho Psi [Merit House]  Chi Sigma Chi House  Cortner Hall  Currier Gymnasium  Delta Kappa Psi House  The Den  Duke Hall  East Hall  Energy Center  Fairmont Hall  Farquhar Fields  Farquhar Utility Building  Field House  Fine Arts Building  Fire Ring  Fitness Center  Frederick Loewe Performance Hall  Frederick Loewe Theatre  Frosh Quad [a.k.a. Freshman Quad, Orton Center Lawn]  Gallery Building  Gannett Center  Gregory Hall | Grossmont Hall  Grove Apartments  Hall of Letters  Hedco Hall  Hentschke Hall  Hornby Hall  Hunsaker University Center  Jones Computer Center  Kappa Pi Zeta House  Kappa Sigma House  Labyrinth  LaFourcade Community Garden  Larsen Hall  Launch Kitchen  Lewis Hall  Melrose Hall  Memorial Chapel  Merriam Hall  Miraflores [(in formal invitations: Miraflores, the president’s residence]  North Hall  Orton Center  Parrish Courtyard  Phi Mu Alpha House  Pi Chi House  Plaza Café and Market  Post Office  Quad  “R” Field  Softball Field  Student Health Center  Sustainable U of R Farm (SURF)  Sylvan Triplex [Phi Mu Alpha, WRW, Kappa Pi Zeta]  The Table at Irvine Commons  Ted Runner Stadium  Theatre Arts Building  Thompson Aquatic Center  Truesdail Speech Center  University Hall  University Village; the Village Verdieck Tennis Courts  Wallichs Theatre  Watchorn Hall  Williams Hall  Willis Center  WRW [one of the Greek houses] |

* **Marin Campus—official names of buildings and facilities:**

|  |  |
| --- | --- |
| Alexander Hall  Bouick Field  Cedars Fine Art Studios  First Presbyterian Church  Geneva Hall and Terrace  Hunter Hall  Landon Hall  Lloyd-Dobbins Hall  Montague Hall | Montgomery Chapel  Montgomery Hall  Oxtoby Hall  Playhouse  Scott Hall  Shaw Guest House  Stewart Chapel  Student Village  Suzanna Baird Hall  Trinity House and Retreat Center |

**bulleted lists:**

* Do not use periods after each bullet, unless there is more than one sentence in a bullet; if there is additional information, consider using a semicolon to avoid the necessity of a period
* The text introducing the list of bullet points often ends with a colon
* As a general rule, capitalize the first word in each bullet
* Care must be taken to follow the rules of parallel construction in bulleted items
  + Example:
    - *Tonight’s agenda:*
      * *We will conduct an annual review of capital gains issues*
      * *The senior tax manager will talk about outstanding inheritance tax issues*
      * *The group will then review other taxes*
  + Not:
    - *Tonight’s agenda:*
      * *We will conduct an annual review of capital gains issues*
      * *Outstanding inheritance tax issues*
      * *Reviewing other taxes*

**campus names and locations:** Regional campuses belong to the entire University, not just the School of Business, School of Education, or Graduate School of Theology. For example: *The University of Redlands School of Business offers programs at campuses located throughout California:*

* *Burbank*
* *Marin County*
* *Orange County* [physical location is in Santa Ana; former name: South Coast Metro]
* *Rancho Cucamonga*
* *Redlands* [Redlands is referred to as the main campus]
* *Riverside*
* *San Diego*
* *Temecula*

Use the term “regional” to refer to campuses; do not use “satellite.”

**caption:** According to AP style, a caption describes what is going on in a photo in present tense. Subsequent sentences that describe the context of the image may be in past tense.

**class names:** Use uppercase Class. Example: *the Class of ’25*.

**class standings:** Lowercase is preferred. Use first-year student instead of freshman. Examples: *first-year students arrive in the fall*; *a sophomore from Arizona*; *a senior philosophy major*.

**class years:**

* Do not add a comma between name and class year or after class year; for example: *David Doe ’85.* If a person has two class years, separate the two with a comma: *David Doe ’85, ’96.*
* Do not put a comma after the class year in a sentence unless there would normally be a comma after the name. For example: *David Doe ’85 competed in the invitational*; *David Doe ’85, a marathon runner, competed in the invitational*.
* If possible, in formal publications such as Och Tamale magazine avoid separating the name and class year with a line break.
* Avoid repetition when it does not interfere with clarity. Example: *David Doe ’85*, rather than alumnus David Doe ’85.
* Especially in *Och Tamale* magazine, place the class year at the end of a person’s complete name, even in the case of married couples. Example: *James Smith ’78 and June Jones Smith ’78* (not James Smith ’78 and June Jones ’78 Smith or James ’78 and June Jones ’78 Smith). An exception has been made for Cortner Society listings because alumni have given permission to refer to them that way (and permission has been received for no other way).
* Apostrophe for class years curves to the left. It should be a single end quote: “ ’ ”. In Microsoft Word, type a single quote (which will appear as a start quote mark) and the year, and then hit the space bar, and the single quote mark will turn around—or simply copy and paste an apostrophe facing the correct direction.
* For earlier dates likely to be confused with a more recent or near-future date, use all four digits. Example: *Jane Doe 1920* (to distinguish from the 2020 graduates).
* For marketing testimonials or captions, include the person’s name and grad year with degree; e.g., *Shavonne Wieder ’10 (MBA).*
* If it is relevant to indicate which school within the U of R an individual attended, this may be notated with the addition of a phrase, such as *who attended the School of Education*, or with a parenthetical notation after the name, such as *Jann Coury ’18 (Johnston)*.
* To include an individual’s major, the preference is to include it in the text: for example, *James Smith ’78, who was a biology major*

**College of Arts and Sciences:** “the College” with upper case “C” is acceptable on second reference; “CAS” is also acceptable if spelled out on first reference. Do not use an ampersand in place of “and.”

**colons:** Capitalize the first letter after a colon only if it is the beginning of a sentence that could stand alone. Example: *Remember this: You must study hard to succeed*.

**commas:** Use the serial comma (also known as the Oxford or Harvard comma). In a series of three or more items, use a comma before the final conjunction (“and” or “or”). Example: *We have a beautiful, historic, and lush main campus*.

* **News releases:** Following Associated Press style, omit the serial (Oxford) comma in documents for the press. Example: *He traveled to Portland, Seattle and New York.*

**course names:** Use uppercase for exact names of classes that differ from a more generic reference. Use lowercase when not referring to a specific course. Do not use quotes or italics. Examples: *He taught organic chemistry. He taught a class called Film and Gender Perspectives. She taught Feminist Perspectives in Film*.

**course numbers:** Do not use course title abbreviations (e.g., *BUAD 301*). Use the numeral and capitalize the subject. Examples: *History 6*, *Philosophy 241*, *Asian Studies 120*, *Communicative Disorders 652*.

**COVID-19, coronavirus:** COVID-19 in all caps; do not abbreviate to COVID or covid; do not capitalize coronavirus.

**dashes:**

* **Em dash (—):** An em dash (—) is longer than an [en dash](http://grammarist.com/grammar/en-dash/) (–) and three times as long as a [hyphen](http://grammarist.com/grammar/hyphens/) (-). An em dash should never appear as two hyphens in the final copy. An em dash is used to indicate an abrupt insertion or change of thought in a sentence. Example: *Le spent the summer mastering Mandarin—she is already fluent in Vietnamese—and will study in Beijing next semester.* Use an em dash without spaces around it, so the em dash abuts the words on either side of it. Avoid overuse of em dashes to set off phrases when commas would suffice.
* **En dash (–):** An en dash (–) is used to indicate span or duration, as in “*7–10 p.m.”* or *“1985–1990”*
* **Hyphens (-):** Used to link two words used as one expression (“scaredy-cat”) or to clarify the modifier of two adjectives (not ending in “ly”) as in “a slate-blue dress*”* (but “a brilliantly yellow tie”)

**departments and offices:**

* “Office of” is formal. Example: Office of the President, Office of University Communications, Office of Alumni and Community Relations
* “department” (in lower case, after the name) is informal or could be a generic use of the term. Example: *the communications department* (generic), *the Alumni and Community Relations department* (informal reference to department name)
* Less is more; avoid using “Office of” or “department” when appropriate. Example: *Student Financial Services*, *Alumni and Community Relations*
* Be consistent in the same publication or web page. Example: *Office of Human Resources* or *human resources department*

**disciplines and majors:** Specific, exact names of departments and degrees are capitalized, but names of disciplines and majors are not. General areas of study and more general degrees are not capitalized.

Examples:

* “chemistry” is capitalized when used in the Department of Chemistry, but not when it refers to the general area of study or discipline: *She is a chemistry major*; *the study of chemistry*.
* *Our History Department offers …* but: *We have hundreds of students studying history.*

*She was a history* major*. She earned a degree in history.*

* *Malvin Vien studied creative solipsism and social health through our Johnston Center.*

**ellipses**: Follow AP style and treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here: “ … ”Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents.

**email:** lowercase, unhyphenated

**event names:** Official names of University events are generally capitalized. Examples: *Homecoming and Family Weekend*, *Alumni Reunion Weekend*, *Multicultural Festival*, *21st Century Leadership Speaker Series*, *Summer Institute on Leadership for Educational Justice*.If the official name is used as a descriptor, it is not capitalized. Examples: *at our reunion weekend; the end-of-year party; commencement; homecoming.*

**exclamation points:** Avoid exclamation points unless they are truly used as part of an exclamation. Rely on the words and writing to convey enthusiasm and a dramatic point rather than an exclamation point.

**faculty, faculty members:** The word faculty is lowercase. The faculty as a whole is a singular collective noun (“the University faculty includes many professors”). An individual is a member of the faculty or a faculty member, not “a faculty.” A few people are not “faculty” but faculty members (or members of the faculty). As per Kathy Ogren, all professors, even adjuncts, can be referred to as “professor” in public-facing material. For example, Assistant Professor Mary Smith can be referred to as *Professor Mary Smith*.

**freshman vs. first-year student:** Use first-year student instead of freshman. Be sure to include “and transfers” when appropriate to be inclusive of students who are new to Redlands but not first-year students.

**Fulbright Scholar** (capitalized)**:** Refers to faculty members who receive a Fulbright award.

**Fulbright Student** (capitalized):Refers to graduating seniors, master’s candidates and doctoral candidates who receive a Fulbright award.

**gender-neutral pronouns:** This advice comes from the *AP Stylebook*: In stories about people who identify as neither male nor female or ask not to be referred to as he/she/him/her*,* use the person’s name in place of a pronoun, or otherwise reword the sentence, whenever possible. If the person prefers use of they/them/theirpersonal pronouns, explain in the text that the person prefers a gender-neutral pronoun. Be sure that the phrasing does not imply more than one person. Examples of rewording:

* *Hendricks said the new job is a thrill* (instead of Hendricks said Hendricks is thrilled about the new job or Hendricks said they are thrilled about the new job).
* *Lowry’s partner is Dana Adams, an antiques dealer. They bought a house last year* (instead of Lowry and Lowry’s partner bought a house last year or Lowry and their partner bought a house last year).
* When “they” is used in the singular, it takes a plural verb: *Taylor said they need a new car*. (Again, be sure it’s clear from the context that only one person is involved.)
* Do not use “themself.”
* If a graduate uses they/them/their pronouns, it is OK to use “alumni” to refer to them.

**GIS:** In standard usage, GIS stands for “geographic information systems” and should be spelled out as such on first use: *geographic information systems (GIS)*. The U of R College of Arts and Sciences GIS master’s programs (but not the MBA program), however, call its discipline “geographic information science,” with the same abbreviation.

**Graduate School of Theology**: Use Graduate School of Theology, home of San Francisco Theological Seminary, when appropriate. While “GST” and “SFTS” are often used in-house, acronyms need to be defined for external audiences. Use “University of Redlands Graduate School of Theology” on first usage; do not add a possessive apostrophe to Redlands or add a comma after Redlands. For GST academic degrees, see **academic degrees**.

**grey:** U of R uses “grey” not “gray,” as in the group Maroon and Grey. Note: Athletics has appealed for the use of “gray.”

**hashtags:** Use “camel caps” for accessibility: #BulldogsForLife.

**headlines:** Use sentence case capitalization in headlines: “A U of R student makes her mark.” Following AP, we use single, rather than double, quotation marks in headlines.

**health care:** Write this term as two words, per AP style. Hyphenate when used as an adjective in front of a noun. Examples: *Health care in the United States is problematic; the health-care system needs an overhaul.*

**historic:** When used as an adjective, use “a historic.”

**homepage:** Write this as one word.

**hyphen (-):** Hyphenate compound adjectives when they precede the noun they modify. Hyphens should not be used as an em or en dash, which have different purposes. Examples: *an off-campus party; 14th-century art*.Do not hyphenate when the words stand alone. Example: *She lives off campus.* Do not put a hyphen between an adverb ending in “-ly” and the adjective it modifies. Example: *a newly furnished office*.

**international students:** Use this term instead of foreign students.

**internet:** Lower case.

**Johnston Center for Integrative Studies:** On second reference, “Johnston Center” and “Johnston” are both acceptable; sometimes “Johnston” is used to finesse references to Johnston College, which existed as a separate entity attached to the University of Redlands from 1969 to 1979, before integration into the College of Arts and Sciences.

**monetary figures:** Use the dollar sign and numeral: *$1 million*; *$20*; *$13 billion*.

**Native American, Alaska Native, Native Hawaiian, Native Student Programs, and Native student** are all acceptable usage.

**numbers:** Spell out zero and the numbers from one to nine (except when referring to age). Use numerals for numbers 10 and greater. Use commas to separate three-digit groupings in all numbers 1,000 and greater.

**OK:** Use *OK*; do not use okay or O.K.

**on ground** **(vs. online):** Two words, no hyphen.

**online:** Lowercase, one word, no hyphen.   
  
**on-site, off-site:** Lowercase, hyphenated (both noun and adjective).

**period:** Include only one space between a period and the start of the next sentence.

**phone numbers:** Use hyphen after area code; do not place area code in parentheses or add periods. Example: *909-607-2000*. The correct abbreviation for “extension” is “ext.” Extensions should not be preceded by an “X.” Use a comma between the main number and extension: *909-607-2000, ext. 4*.

**plural possessive:** When determining whether to add a simple apostrophe or an *’s*, write the word as you would speak it. For example, since most people would not pronounce the added “s” in “Bob Hastings’ pen,” write *Bob Hastings’ pen.* Since most people would pronounce an added “s”in *Jones’s,* write *Janet Jones’s award*.

**president’s husband:** First Gentleman Lewis “Lew” Glenn, J.D.

**quotation marks:** Commas, periods, and other punctuation such as question marks and exclamation marks, are placed inside quotation marks. Colons and semicolons are placed outside quotation marks.

**race and ethnicity:** Use lowercase for the word “white,” capitalize “Black” when referring to race. Omit hyphens in phrases such as *Asian American*.

**Redlands:** The possessive of Redlands is Redlands’. Redland’s and Redlands’s are incorrect.

**residence hall:** The term “residence hall” should be used instead of “dorm” or “dormitory.”

**reverend:** Avoid the **“**Rev. Dr.” designation if possible. If someone is designated with that title, use “Rev.” before their name and “Ph.D.” or “D.Min.” after their name. An exception has been made for *Chimes* magazine, since “Rev. Dr.” is a common title in the theology field.

**rooms:** The name should be uppercase, but the generic “room” should be lower case if it is not part of the official name. Example: *the John Doe room in Hornby Hall.* For numbered rooms,use the name of the facility plus the number. Examples: *Appleton Hall 101*; *Lewis Hall 208*; *University Hall 251*; *Lewis Hall, room 2.*

**R.S.V.P.:** Capitalize and use periods after each letter. Do not preface with “please.”

**school names:** No comma or possessive apostrophe is required:

* University of Redlands College of Arts and Sciences
* University of Redlands Graduate School of Theology
* University of Redlands School of Music
* University of Redlands School of Business
* University of Redlands School of Continuing Studies
* University of Redlands School of Education

**School of Business:** While “SB” and “SOB” are often used in-house, do not use acronyms for external audiences. Use “University of Redlands School of Business” on first usage; do not add a possessive apostrophe to Redlands or add a comma after Redlands. Do not use the term “adult education” or “adult” to refer to the School; preferred is “working professional.” The name will be changed in October 2021 to *School of Business and Society*, which will also include business programs in the College of Arts and Sciences.

**School of Continuing Studies:** While “SC” or “SCS” are often used in-house, do not use acronyms for external audiences. Use “University of Redlands School of Continuing Studies” on first usage; do not add a possessive apostrophe to Redlands or add a comma after Redlands. Do not use the term “adult education” or “adult” to refer to the school. Similar programs at other universities are often given the designation “extension,” as in “University of California San Diego Extension.”

**School of Education:** While “SE” and “SOE” are often used in-house, do not use acronyms for external audiences. Use “University of Redlands School of Education” on first usage; do not add a possessive apostrophe to Redlands or add a comma after Redlands. Do not use the term “adult education” or “adult” to refer to the school.

**seasons:** Lowercase season names. Examples: *When do spring classes begin? The movie premieres in summer 2025. We just published the fall 2023 issue.*

**semicolons:** Use a semicolon in a series of items if one or more of the items in the list contains a comma. Example: *Be sure to bring warm clothes; something to read, such as a good book; and a good umbrella, just in case it rains.*

**Southern California:** Since merging with San Francisco Theological Seminary in July 2019, the University of Redlands is broadly referred to as being located in California (no longer limited to the Southern California region). When you must use the phrase, Southern is always spelled out and capitalized. Do not use SoCal or So. California. For example: *The main Redlands campus is located in Southern California about halfway between Los Angeles and Palm Springs.*

**states:** Spell out the names of states, per updated AP guidelines. Large, well-known cities do not need to be followed by states (e.g., *Los Angeles*, *New York City, Boston*, *Chicago*, *San Francisco*).

**theatre:** Use the “-re” ending except for proper names of off-campus venues using “theater.” Although the “theater” spelling is predominant in America, Redlands uses “theatre.”

**times and dates:**

* Do not use “:00” for times that fall on the hour
* Use lowercase for a.m. and p.m., with periods after each letter and no space between
  + Examples: *9 a.m.*; *5 p.m.*; *8:30 p.m.*; *noon*; *midnight*; *9–10:30 a.m.; 11 a.m.–1 p.m.* Do not use 1 PM or 1 P.M. or 1pm.
  + Use “noon” and “midnight” instead of 12 a.m. or 12 p.m. to avoid confusion
* To indicate time and date ranges, use an en dash with no spaces rather than a hyphen
* When a month is used with a date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when using alone or with a year alone
  + Example: *The class begins on Jan. 6. The class ends on April 13. The semester begins in January. The semester begins in September 2025.*
* Do NOT add the ordinal suffix (as in 1st, 2nd, 3rd, and 20th) to the day of the month
  + Example: *April 4* (not April 4th)
* In a complete date, the year should be set off in commas. In a partial date, the year is not set off in commas
  + Examples: *On April 11, 2018, the department changed. Classes will resume in September 2019. What began in spring 2015 ended in summer 2018.*
* Order of information for listings: time, date, place
* When pluralizing a decade, do not add a possessive apostrophe. Example: *’30s, ’40s, 1950s, 2000s*

**titles, names (people)**:

* Capitalize titles when they precede a name, lowercase when they follow the name or when they are used separately from the name
  + Examples: *Professor of English John Doe*; *Jane Doe, assistant professor of English*; *the dean of admissions*; *Krista L. Newkirk, president of the University; President Krista Newkirk*
* Use Dr. when referring to a physician, but not the honorific title Dr. to refer to Ph.D. recipients, nor do we append the Ph.D. to the end of the name unless clarification is needed in the text
* Use courtesy titles before a name only if degree does not follow. Use abbreviations only after full name (*Dr. Jim Smith* or *Jim Smith, M.D.*)
* In second references, use last names only without honorific titles such as Dr., Mr., Mrs. (which are rarely used in any case), or Professor
* **Faculty:** All faculty are referred to as professor, for example Professor Jane Jones, on first reference regardless of their rank (usage confirmed with U of R Provost Kathy Ogren in early 2017). Professor is never abbreviated; never use Prof.
* Do not use a comma with suffix in formal name; correct: *John Smith Jr.*; *Don Jones III*
* Judges and uniformed personnel (military, police, fire) keep specialized titles in all references. Refer to *AP Stylebook* for guidance.
* In email or letter signatures, “Vice President,” “Vice President of,” and “Vice President for” may be used before the department name, but be consistent in the same publication or web page
* In certain circumstances, such as when referring to GST/SFTS alumni, faculty, and staff in *Chimes* magazine, it is acceptable to use “Rev. Dr.” before the name on first reference; e.g., *Rev. Dr. Jana Childers*. For general audiences, referring to faculty and alumni of many U of R programs, we discourage using “Dr.”; use Ph.D. or M.D. instead when their degree needs to be included. The last name alone should be used on subsequent references, as above.

**titles (publications, compositions, and works of art):** Italicize titles of magazines, newspapers, books, journals, plays, theses, musicals, TV shows, podcasts, albums, paintings, and other freestanding works. Use quotation marks for titles of articles, chapters, songs, poems, and other shorter works. This is a departure from AP style. See the *Chicago Manual of Style* for details.

United Presbyterian Church (U.S.A.): The northern and southern branches of Presbyterianism merged in 1983 to become the Presbyterian Church (U.S.A.).

**University:** Capitalize when used as a second reference to the University of Redlands: *the University is gearing up for commencement*; but lowercase is preferred when the term is used in a generic sense, or when referring to another university: *a university student will study …* .

**University of Redlands:** On second reference, the “University” and “Redlands” are acceptable. If necessary, use “U of R.” “UOR,” “UoR,” “UR,” and “U o R” are not acceptable.

**U of R:** Accepted as abbreviated or casual references to the University. Exception: For Advancement materials, use “U of R” only if a direct quote; otherwise, spell out University of Redlands. Do not use “UR,” except in highly abbreviated formats, such as Twitter.

**URL (website address):** In editorial copy, use www.redlands.edu (instead of [www.Redlands.edu](http://www.redlands.edu) or Redlands.edu or redlands.edu). For longer links, use “camel caps” to improve readability: [www.AncientWisdomModernKitchen.com](http://www.AncientWisdomModernKitchen.com). For special projects, like invitations, the designer may take liberty when the website stands alone. For websites outside the University, follow the spelling and capitalization of the website owner.

* **Advancement’s preference:** URLs and email addresses are italicized in print and hyperlinked in electronic copy

**U.S.:** Spell out if referring to the United States; use periods in the abbreviation, U.S. Do not use US or USA.

web: Use in lower case, including “web page.”

**wifi:** Use wifi, not Wi-fi.

**ZIP code:** ZIP is an acronym for Zone Improvement Plan, and therefore must always be capitalized.