

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

Academic terms and breaks are lowercase (e.g., fall semester 2018) with the exception of May Term.

Acronyms: Phrase or name must be spelled out upon first usage, followed by letters in parenthesis; following acronyms are used without the parenthesis. Example: *Redlands Student Investment Fund (RSIF)*

Age: Use numbers, not words. Examples: *The youngest student is 5 years old. The 5-year-old boy rode his bike. The course is now 10 years old. The Administration Building turned 100 last year.*

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
- Never use 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, it is best to use the phrase alumnus. However, the term alumni is sufficient for the unspecified plural. Avoid using the term alum (plural: alums) because it is slang for "alumnus" or "alumna."

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.

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.*
- Use the word "the" in front of the following proper names of places on the Redlands campus: the Quad, the Administration Building, and the President's House. No other proper building or place names on the Redlands campus require the use of the article.

- **Official names of buildings and facilities:**

Administration Building
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
Art Studio
Baseball Stadium
Bekins Hall
Bekins-Holt Hall
Beta Lambda House
Bookstore
Brockton Apartments
Brown Amphitheater
Bulldog Café
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
Duke Hall
East Hall
Energy Center
Fairmont Hall
Farquhar Fields
Farquhar Utility Building
FIE House
Field House
Fine Arts
Fire Ring
Fitness Center
Frederick Loewe Performance Hall
Frederick Loewe Theatre
Frosh Quad
Gallery Building

Gannett Center
Gregory Hall
Grossmont Hall
Grove Apartments
Hall of Letters
Haven House
Hedco Hall
Hentschke Hall
Hornby Hall
Hunsaker University Center
Irvine Commons
Jones Computer Center
Kappa Sigma Sigma House
Labyrinth
LaFourcade Community Garden
Larsen Hall
Lewis Hall
Melrose Hall
Memorial Chapel
Merriam Hall
Miraflores (in formal invitations: Miraflores, the President's Residence)
North Hall
Orton Center
Pi Chi House
Plaza Café
Post Office
Quad
"R" Field
RYG (Harrison House)
Sigma Kappa Alpha House
Softball Field
Student Health Center
Ted Runner Stadium
Theatre Arts Building
Thompson Aquatic Center
Truesdail Speech Center
University Club
University Hall
Verdieck Tennis Courts
WRW [one of the Greek houses]
Wallichs Theatre
Watchorn Hall
Williams Hall
Willis 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 word beginning 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 or School of Education. For example: *The University of Redlands School of Business offers programs at campuses located throughout Southern California:*

- Burbank
- Rancho Cucamonga
- Redlands (*Redlands is referred to as the main campus*)
- Riverside
- San Diego
- South Coast Metro (*physical location is in Santa Ana, but referred to as South Coast Metro*)
- Temecula

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

Class names: Use uppercase Class. Example: the Class of '16.

Class standings: Lowercase is preferred. Examples: *a sophomore from Arizona; a senior philosophy major.*

Class years:

- Do not add a comma between name and class year or after class year. Example: *David Doe '85*. But if a person has two class years, separate the two with a comma: *David Doe '85, '96*.
- 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*).
- Apostrophe for class years curves to the left. It should be a single end quote: “ ’ ” In your word-processing program, 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 1916* (to distinguish them from the 2016 graduates).
- For marketing testimonials or captions, include the person's name and grad year + comma + degree; e.g., *Erick Witherspoon '11, Ed.D.*

- 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).”

Commas: A recent addition to the Redlands style guide is the use of 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 campus.* This accords with the president’s preference.

- **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.*

College of Arts and Sciences: “the College,” upper case, is acceptable on second reference [although this is under discussion by the editorial team as it accords to an older style]; do not use “CAS” or 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.*

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) rather than course number abbreviations. Use the numeral and capitalize the subject. Examples: *History 6; Philosophy 241, Asian Studies 120, Communicative Disorders 652.*

Dashes

- **Em dash (—):** An em dash (—) is longer than an en dash (–) and three times as long as a hyphen (-). 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”
 - **President’s preference:** In his own writing, Dr. Kuncl prefers using space+en dash+space; Example: *Le spent the summer mastering Mandarin – she is already fluent in Vietnamese – and will study in Beijing next semester.*
- **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”)

Degrees: Use lowercase for degree names. Use capitals for formal degree name and initials, such as B.A., B.S., M.A., Ed.D. Examples:

- *a bachelor’s degree in chemistry; a master’s degree; her doctorate*
- *Bachelor of Science in biology; Master of Divinity*
- *a B.A. in English; a B.S. in chemistry; a Ph.D. in biology*
- *associate degree is not capitalized, plural or possessive*

- o Use periods for M.A. and M.S., but not for MBA
- o **President's preference:** In his own writing and signature, Dr. Kuncel prefers the use of degrees without periods; Example: *Ralph Kuncel, PhD, MD. He also uses lowercase for even formal degree names, e.g., "bachelor of science in physics."*

Note: Bachelor of Science in management is the correct name for the degree formerly named Bachelor of Arts in management.

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 webpage. Example: Office of Human Resources or human resources department.

Recent name changes:

- Graduate and Professional Enrollment is the department that serves Graduate and Professional Programs
- Graduate and Professional Programs (formerly Adult and Professional Education)
- Professional Development (formerly Career Services)
- Student Financial Services (formerly Financial Aid)
- Student Affairs (formerly Student Life)

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:

- o "*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.*
- o "*Our History Department offers...*" but: *We have hundreds of students studying history. She was a history major. She earned a degree in history.*
- o *Malvin Vien studied creative solipsism and social health through our Johnston Center.*

email: lowercase, unhyphenated

Event names: Official names of University events are generally capitalized. Examples: *Homecoming and Parents' Weekend, Alumni Founders Weekend, Multicultural Festival*. If the official name is used as a descriptor, it is not capitalized. Examples: *at our reunion weekend; the end-of-year party; the fall parents' day; commencement; homecoming*.

Exclamation marks: 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 generally lowercased. 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).

Freshman vs. first-year student: Use first-year student instead of freshman.

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 *they/them/their* use is essential, 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 *themselves*.

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.

Grey: Similar to "theatre," the U of R uses "grey" not "gray," as in Maroon and Grey. Note: Athletics has appealed for the use of "gray."

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.

Headlines: The standard in *Och Tamale* magazine has been to use title capitalization in headlines: "A U of R student makes her mark." Following AP, we use single, rather than double, quotation marks in headlines.

Historic: When used as an adjective, use "a historic"

- **President's preference:** Use "an historic"

Homepage: Write this as one word.

Hyphen (-): Hyphenate compound adjectives when they precede the noun that 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 they 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.

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

Numbers: Spell out zero and the numbers from one to nine. Use numerals for numbers 10 and greater. Use commas to separate three-digit groupings in all numbers 1,000 and larger.

OK: Use OK, not 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)

Percentages: Use Arabic numbers and spell out percent (*8 percent*).

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

- **President's preference:** Use two spaces after periods (e.g., honorary degrees, proclamations, letter in *Och Tamale* magazine)

Phone numbers: Use hyphen after area code; do not place area code in parentheses. Example: 909-607-2000. Indicate when phone number is toll free. 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 saying "Dr. Hastings' pen" would not pronounce the added s, write *Dr. Hastings' pen* with no added s. Since most people would pronounce an added s in *Jones's*, write *Ms. Jones's award*.

- **President's preference:** Dr. Kuncl prefers s + apostrophe + s; Example: *Fallows's*

President's wife: When referring to the president and his wife in the same sentence, use President Ralph Kuncl and his wife, Nancy Kuncl.

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 words black and white when referring to race. Omit hyphens in phrases such as "Asian American."

- **Dean's preference:** The College of Arts and Sciences Dean Kendrick Brown prefers uppercase "Black" and "White"

R.S.V.P.: Capitalize and use periods after each letter (do not preface with "please").

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.

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*.

School of Business: Do not use the term “adult education” or “adult” to refer to the school; preferred is “working professional.” While “SB” and “SOB” are often used in-house, do not use acronyms for external audiences.

School of Continuing Studies: Do not use the term “adult education” or “adult” to refer to the school. While “SC” or “SCS” are often used in-house, do not use acronyms for external audiences.

School of Education: Do not use the term “adult education” or “adult” to refer to the school. While “SE” and “SOE” are often used in-house, do not use acronyms for external audiences.

School names: No comma or possessive apostrophe is required:

- University of Redlands College of Arts and Sciences
- 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

Seasons: Lowercase is preferred for season names. Examples: *When do spring classes begin? The movie premieres in summer 2016. We just published the fall 2016 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: Southern is always spelled out and capitalized. Do not use SoCal or So. California. In general, use *The University 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 indicate time and date ranges, use an en dash 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 2018.*
- Do NOT add the ordinal suffix (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: 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; Ralph Kuncl, president of the University; President Ralph Kuncl.*
- 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
- Use courtesy titles before a name only if degree does not follow. Use abbreviations only after full name (*Dr. Jim Smith | Jim Smith, M.D.*)
- In second references, use last names only without honorific titles such as Dr., Mr., Mrs., or Professor.
 - **President's preference:** When referring to the University president on second reference, use "Dr." For example, "*President Ralph Kuncl will preside over commencement ceremonies. Dr. Kuncl will address the graduates...*"
- **Faculty:** All faculty are referred to as Professor on first reference regardless of their rank; this usage was 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: John Smith Jr., Don Jones III
- **Judges** and uniformed personnel (military, police, fire) keep specialized titles in all references.
- In email or letter signatures, "**Vice President,**" or "**Vice President of**" may be used before the department name, but be consistent in the same publication or webpage. "Vice President for" should be avoided.

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.

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 or Redlands.edu or redlands.edu); for longer links the use of "camel caps" is acceptable to improve

readability: 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.: Do not use US or USA.

University: Capitalize when used as a second reference to the University of Redlands, as "the University is gearing up for commencement," but lowercase is preferred when the term is used in a generic sense, as in "a university student will study..." [*This may be reevaluated, as it is an older, non-AP style.*]

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

web, internet: Lowercase, as per updated AP style.

Webpage: One word, as per AP style.

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