

Salve Regina University Editorial and Writing Style Guide

The Salve Regina editorial and writing style guide was created as a reference to assist members of the University community in crafting consistent and professional written works. Additionally, the naming conventions outlined in this document will help ensure that all members of the University community are able to communicate uniformly when sharing information and data in an electronic era.

For the most part, the style guide follows the conventions set forth by The Associated Press Stylebook and Briefing on Media Law, also known as the AP Stylebook. However, there are exceptions that are specific to Salve Regina. The style guide was developed by the Office of University Relations in consultation with representatives from various areas of the campus community.

For references concerning Facebook, Twitter and other social media outlets, please refer to the Salve Regina Social Media Policy and Style Guide.

The University encourages all Salve Regina writers, communicators and employees to adopt these standards. Consistency in writing and other forms of communication improves clarity of message, promotes a reputation for academic excellence and increases efficiency in relaying information to all organizational constituents.

If there are style-related questions that are not covered by this guide, please see the AP Stylebook or call the Office of University Relations at (401) 341-2183.

Compiled by the Office of University Relations.

Last updated: July 2014

A

a, an: Use the article “a” before consonant sounds and “an” in front of words that sound as if they begin with a vowel, regardless of how they are spelled: *a historic event, an honorable man.*

abbreviations: In general, minimize the use of abbreviations in text. Abbreviate titles when used before a full name:

Gov. Donald Carcieri

Mrs. Jane Simmons

Sen. Claiborne Pell

See words and phrases listed separately throughout the style guide.

Academic Affairs, Office of

Academic Center for Excellence (ACE)

academic degrees: Use lowercase and an apostrophe in *bachelor’s degree* and *master’s degree*; there is no possessive in *associate degree*. Salve Regina confers the following academic degrees:

Associate of Arts (A.A.)

Associate of Science (A.S.)

Bachelor of Arts (B.A.)

Bachelor of Arts and Science (B.A.S.)

Bachelor of Science (B.S.)

Certificate of Advanced Graduate Study (C.A.G.S.)

Doctor of Philosophy (Ph.D.)

Master of Arts (M.A.)

Master of Business Administration (M.B.A.)

Master of Science (M.S.)

When used after a name, an abbreviated degree is set off by commas: *Jane H. Bethune, Ph.D., spoke.*

It is incorrect to use both a courtesy title before a name and a degree abbreviation after a name in the same reference.

Correct: *Dr. Andrew Smith* or *Andrew Smith, Ph.D.*

Incorrect: *Dr. Andrew Smith, Ph.D.*

academic departments/programs: Lowercase the names of academic departments and programs except in cases that include a proper noun or adjective: *She majored in English and minored in anthropology. He has a degree in American studies.*

However, capitalize all academic department names when referring to a department's official name: *Department of Political Science.*

At Salve Regina, the word *Department* is placed first.

academic titles: Lowercase academic titles except when a formal title precedes a name:

The dean spoke.

Dean Lisa Richards spoke.

Chairman John Staley and his fellow chairman both spoke.

Named professorships are always capitalized, even when following a name or standing alone:

Assistant Professor Sandy Alexander will hold the three-year Class of 1948 Career Development Professorship.

See **chairman, chairwoman** and **professor**.

acronyms: Acronyms are words made from the initial letters of other words. In general, minimize their use in text. Unless they are well known, organization names should be spelled out on first reference, followed by the acronym in parentheses. In subsequent references, use the acronym alone:

He worked for the FBI.

We joined the Student Government Association (SGA). Every week, we meet with fellow SGA members.

Only use parentheses if planning to use an acronym in text.

Omit periods in acronyms unless the result would spell an unrelated word:

Did you go to the L.O.V.E. meeting?

addresses: Use the abbreviations *Ave.*, *Blvd.* and *St.* only with a numbered address. Spell them out and capitalize when part of a formal street name without a number: *Bellevue Avenue*.

If referencing two streets with the same identifier (road, avenue, terrace, etc.) in the same sentence, lowercase the identifier: *The Young Building is located on the corner of Bellevue and Ruggles avenues.*

Always spell out all similar words (*road, drive, terrace, etc.*). Always use figures for an address number: *13 Mockingbird Drive*.

When referring to a Salve Regina address, include the building name before the room and separate them with a comma: *McAuley Hall, room 200*.

The official address of the University:
Salve Regina University
100 Ochre Point Ave.
Newport, RI 02840-4192

Student mailboxes should be referred to as such and not as a P.O. Box. Student mail should be addressed as follows:

Student name
Mailbox _____
Salve Regina University
100 Ochre Point Ave.
Newport, RI 02840-4192

The name of employees and their office should come before the University address:

Ms. Mary Edwards
Office of University Relations
Salve Regina University
100 Ochre Point Ave.
Newport, RI 02840-4192

Administration of Justice, Department of

Admissions, Office of

adviser/advisor: The preferred spelling is *adviser*.

African-American: The preferred term in AP style is *black*. The preferred term for Salve Regina University is also *black*, however *African-American* may be used when requested or deemed more suitable to the context of the writing.

age: Always use figures:

Joey is a 6-year-old boy.

Sheila was 21 years old when she graduated.

alma mater

alumna, alumnae, alumni, alumnus: Latin forms are used to distinguish number and gender. Use *alumnus* (plural: *alumni*) when referring to a man who has attended a school. Use *alumna* (plural: *alumnae*) when referring to a woman who has attended a school. Use *alumni* when referring to a group of men and women who have attended a school.

American studies

Angelus Hall

Antone Academic Center

apostrophes: In general, use apostrophes to indicate possession and missing letters or numbers. When forming possessives, singular proper names ending in *s* take only an apostrophe. Always use *'s* if the word does not end in the letter *s*:

Professor Davis' course is excellent.

The fox's tail is bushy.

See **class year, it's, its, plurals** and **years**.

Aquidneck Island Multicultural Scholarship (AIMS):

Correct: *AIM Scholarship* or *AIMS*

Incorrect: *AIMS Scholarship*

Art, Department of

associate degree: See **academic degrees**.

Athletics, Department of: Salve Regina's 19 teams play in *NCAA Division III*. The University belongs to three athletic conferences: *ECAC*, *CCC* and *NEFC*.

B

bachelor's degree: See **academic degrees**.

Biology and Biomedical Sciences, Department of: Use the word *and*—not an ampersand (&).

black: Lowercase when referring to race. *Black* is preferred over *African-American* as it is standard AP style. *African-American* is acceptable when appropriate in Salve Regina publications.

Board of Trustees: Always capitalize when referring to Salve Regina's governing board. After the first reference, *the board* is acceptable.

book titles: See **titles of compositions**.

building names: Capitalize the names of specific buildings but lowercase generic terms:

McKillop Library is open late.

Let's study in the library.

When referring to specific buildings, the word "the" should be used only where appropriate for grammatical sense. There is only one building on the Salve Regina campus where "The" is part of the formal name: *The Hedges*.

See **addresses**.

Business Studies and Economics, Department of: Use the word *and*—not an ampersand (&).

C

Campus Activities Board (CAB)

capitalization: In general, avoid unnecessary capitals. Capitalize the full formal names of university departments and offices when used in direct association with Salve Regina University, course titles, programs, institutes, grants, awards, scholarships, buildings and rooms. Use lowercase when the names are shortened or when used as a generic term:

Peter Antone Service Award, an award

Salve Regina International Studies Program, the program

Rodgers Recreation Center, the recreation center.

The Department of English at Salve Regina University.

Most colleges and universities have an English department.

See words and phrases listed separately throughout the style guide.

Career Development, Office of

Carnlough Cottage

Center for Adult Education: Salve Regina's Warwick location is referred to as the Center for Adult Education. Adult education is the term used for both graduate studies and continuing education program offerings. It may also be applied to workshops or professional training programs for non-traditional students who are non-degree completers.

chairman, chairwoman: Capitalize as a formal title before a name; lowercase in other uses. Lowercase modifiers such as *department*:

I'd like to introduce department Chairwoman Amy Decker.

John Murphy, chairman of the department of chemistry, spoke.

Chemistry, Department of: Use the word *and*—not an ampersand (&).

church: Capitalize as part of the formal name of a building, congregation or denomination; lowercase in other uses:

They joined Newport Congregational Church.

Pam went to church on Sunday.

class year: Capitalize *Class* when referring to classes of students: *the Class of 2012*.

When writing a name and class year, use a space after the name and an apostrophe with the class year. Do not put a comma between the name and year:

Jane Smith '89

For a master's degree recipient, use (*M*) after the year the degree was conferred. For an honorary degree recipient, use (*Hon.*) after the year the degree was conferred. Separate different class years with a comma:

Deborah Herz '80, '92 (M) is a writer.

Joseph DiStefano '95 (Hon.) gave a lecture.

The terms *freshman*, *sophomore*, *junior*, *senior* and *graduate* are always lowercased.

co-author, co-chair, co-editor

commas: In a series, use commas to separate elements, but do not put a comma before the conjunction: *Sara likes to swim, surf and sunbathe.*

However, if an element of the series requires a conjunction, put a comma before the concluding conjunction: *I am taking classes in social work, sociology and anthropology, and mathematical sciences.*

Also put a comma before the concluding conjunction in a complex series of phrases.

When items in a series contain material that is set off by commas, use semicolons between elements and before the concluding conjunction: *She is survived by her husband, Michael, of Boston; two sons, Matthew Jones, of Denver, and Luke Jones, of Chicago; and a brother, Maxwell, of Boston.*

See words and phrases listed separately throughout the style guide.

Commencement: Always capitalize when referring to Salve Regina's ceremony at which diplomas are conferred.

Conley Hall

course numbers: Use the capitalized, three-letter program abbreviation followed by the three-digit course number. Do not insert a space: *ENG410, NUR305*.

See the undergraduate and graduate catalogs for official course numbers.

course titles: Capitalize the full formal names of course titles: *Social Psychology, Understanding the Old Testament*.

See the undergraduate and graduate catalogs for official course titles.

cum laude, magna cum laude, summa cum laude: Defined as *with honor, with high honors, with the greatest honor*, respectively. Use after an academic degree and set off with commas: *Kimberly graduated with a bachelor of arts, magna cum laude, in philosophy*.

D

dalai lama: Capitalize when referring to the holder of the title; lowercase in other uses:

The Dalai Lama visited the University in 2005.

The dalai lama is the high priest of Lamaism.

dates: Spell out months when using alone or with a year alone. When a month is used with a specific date, abbreviate the month names that are more than six characters long. When a phrase lists only a month and a year, do not separate the year with a comma. However, when a phrase lists day, month and year, set off the year with a comma:

We got married in August 2003.

Christmas is Dec. 25.

Mother's Day is May 11.

She was born on Sept. 3, 1977.

His appointment is Friday, April 16, 2009.

Always use Arabic numerals in a date. Do not use *st, nd, rd* or *th*:

Correct: *Jan. 3*

Incorrect: *Jan. 3rd*

Use *to* instead of a dash when describing a span of dates in running text:

Correct: *Classes run from Jan. 20 to May 1.*

Incorrect: *Classes run from Jan. 20–May 1.*

See **years**.

dean's list: Lowercase in all uses.

degrees: See **academic degrees**.

department: See **academic departments**.

Doctor of Nurse Practitioner: DNP on second reference, uppercase, no periods.

dorm: Always use the term *residence hall* instead of *dorm*.

Drexel Hall

E

East Coast

Education, Department of

em dash (—): Used to introduce an explanatory or emphatic element; to indicate a sudden break in thought or speech. Never use more than a single em dash or pair of em dashes in a sentence. Consider commas and parentheses as alternatives.

Email

e-book

emeritus: Use to denote that individuals who have retired retain their title. Place *emeritus* after the formal title:

Professor Emeritus William Johnson

He is a trustee emeritus.

The title emeritus at Salve Regina University is one that is bestowed by the president. It is not automatic upon retirement.

Like *alumnus*, *alumna*, *alumni*, *alumnae*, *emeritus* uses Latin forms to distinguish number and gender. When at least one of a plural grouping is masculine, the masculine plural must be used:

Professor Emeritus William Johnson (masc. sing.)

Professors Emeriti William Johnson and Jane Delaney (masc. pl.)

Professor Emerita Jane Delaney (fem. sing.)

Professors Emeritae Jane Delaney and Amy Lenotre (fem. pl.)

See **titles of individuals** for capitalization rules.

en dash (–): Used to indicate duration: *1776–1886*. Also used to separate the elements of a hyphenated compound in which (a) at least one of the elements is composed of two or more words or (b) both elements are hyphenated compounds. When you cannot create an en dash a hyphen will do.

English, Department of

English as a Second Language (ESL)

Environmental studies

F

Facebook: Capitalize when referring to the social networking site.

faculty: This singular noun takes a singular verb: *The faculty meets today at noon.*

Add *members* to make it plural: *The faculty members meet today at noon.*

Fairlawn Apartments

Father: See **religious titles**.

Feinstein Enriching America Program (FEAP):

Correct: *Feinstein program* or *FEAP*
Incorrect: *FEAP Program*.

First Year Experience (FYE): No hyphen.

first-year student: Use *freshman* instead.

Founders Hall

French Cottage

freshman: Use in place of *first-year student*; lowercase in all uses.

fundraising, fundraiser: One word in all uses.

G

Gatehouse

Gerety, Jane: Seventh president of Salve Regina University. Should be written as *Jane Gerety, RSM, president of Salve Regina University*

Global studies

GPA: Acceptable in place of *grade point average*. No periods, uppercase.

Graduate Studies and Continuing Education, Office of

H

Health care

Health Services, Office of

History, Department of

honorary degree: See **class year**.

Hunt Hall

hyphen (-) : Use a hyphen to avoid ambiguity or to form a single idea from two or more words. Do not use a hyphen after words ending in -ly:

The highly qualified professor teaches well.

Compounds with century are hyphenated when they work as modifiers: *10th-century artifacts*.

I

ID, student: No periods.

Information Technology, Office of: Also *IT*.

International Programs, Office of

Internet

iPod, iTunes

it's, its: Use *it's* as a contraction for *it is* or *it has*: *It's too late to apologize.*
Its is the possessive form of *it*: *The dog hurt its leg.*

Note: If you can replace the word in question with *it is* or *it has*, use *it's*. In all other cases use *its*.

J

junior, senior: Abbreviate after a name as *Jr.* and *Sr.* Do not precede by a comma: *Martin Luther King Jr.*

L

Lent

login, logoff, logon; log in, log off, log on: Use as one word in noun form. Use as two words in verb form:

My login failed.

Please log off the computer.

M

magazine titles: See **titles of compositions.**

Marian Hall

master's degree: See **academic degrees** and **class year.**

Mathematical Sciences, Department of

MBA: Uppercase, no periods. See **academic degrees.**

McAuley Hall

McKillop Library

McLean House

Mercy Center for Spiritual Life: Mercy Center on second reference

Miley Hall

mission statement: Lowercase at all times. *According to the Salve Regina University mission statement, people of all beliefs are welcome. The organization revised its mission statement.*

Modern and Classical Languages, Department of: Use the word *and*—not an ampersand (&).

Moore Hall

Mosaic, the name of Salve Regina's student-run newspaper. See **titles of compositions**.

movie titles: See **titles of compositions**.

Munroe Center

Music, Theatre and Dance, Department of: use the word 'and'—not an ampersand (&)

My Salve

N

names: Use last names only on second and subsequent references. When it is necessary to distinguish between two people with the same last name, use the first and last name: *Mike Jones '88 was my roommate. Jones went on to great things.*

An exception is made for members of the clergy; see **religious titles**.

Narragansett Hall
Narragansett I
Narragansett II

NCAA: No periods. See **Athletics, Department of**.

Nethercliffe

newspaper titles: See **titles of compositions**.

Noreen Stonor Drexel Cultural and Historic Preservation Program: Use the word and—not an ampersand (&).

numbers: Spell out numbers *one* through *nine* and use figures for *10* and above. Likewise, spell out *first* through *ninth* and use figures for *10th* and above. At the start of a sentence, spell out all numbers except those that identify a year. Use commas after the first digit in numbers of four or more digits except in dates, addresses, page numbers and SAT scores:

Of the 575 members of this class, one is from Alaska.

1934 was its founding year.

Thirty-five people attended.

It houses more than 2,500 works of art.

See words and phrases listed separately throughout the style guide.

Nursing, Department of

O

Ochre Court

Ochre Lodge

O'Hare Academic Center

Our Lady of Mercy Chapel

online

Orientation, Orientation leader (OL)

P

Pell Center for International Relations and Public Policy: Also *the Pell Center*, on second reference.

The Pell Center is named for Sen. Claiborne de Borda Pell.

percentages: Always use numerals and spell out *percent*: *4 percent*.

Performing Arts, Department of

Ph.D.: Use periods. See **academic degrees**.

Philosophy, Department of

plurals: In general, add *s* to form plurals. Only use apostrophes when forming plurals of single letters:

SATs, DVDs

Bob was born in the 1940s.

Abby earned A's and B's for grades.

Relevant exceptions:

alumni, alumnae

appendixes

colloquiums

consortia
criteria
curricula
indexes
syllabi
theses

See **apostrophes**.

podcast: Lowercase as a noun and a verb.

Political Science, Department of

possessives: See **apostrophes**.

president: Capitalize only as a formal title before a name; lowercase in other uses:

President Bush
President Jane Gerety, RSM
She is running for president.

President's House

professor: Never abbreviate. Capitalize only when used directly before a name; lowercase in other uses:

Where is Professor Myers?
She is with Eileen Gray, professor of nursing.

Provost: Capitalize only as a formal title before a name; lowercase in other uses:

Provost Scott Zeman

Psychology, Department of

Q

quotation marks: Always put periods and commas inside quotation marks. Put dashes, semicolons, question marks and exclamation points inside quotation marks only when they apply to the quoted matter. Otherwise, put them outside:

“Newport is my favorite city,” she said.

Jesus asked his disciples, “Why are you fearful, O you of little faith?”

R

Reefe Hall

Religious and Theological Studies, Department of: Use the word *and* —not an ampersand (&).

religious titles: The first reference to a clergyman or clergywoman should include a capitalized title before the individual’s name. Use *the Rev.* in first reference to a priest. In subsequent references, use *Rev.* and the surname. Do not use *Father* except in direct quotations:

We ate dinner with the Rev. Michael Brown. Rev. Brown liked dessert.

When referring to a nun, always use *Sister* before a name. In subsequent references, use *Sister* and the given name:

Sister Lucille McKillop was president for 21 years. In 2008, Sister Lucille passed away.

If referring to a nun as *Sister*, do not follow with the acronym of her order:

Correct: Sister M. Therese Antone

M. Therese Antone, RSM

Incorrect: Sister M. Therese Antone, RSM

residence hall: Always use this term instead of *dorm*.

reunion: Capitalize when referring to the official Salve Regina event that is Reunion Weekend; lowercase in other uses:

We had a splendid time at Reunion Weekend.

Are you going to the reunion?

Rhode Island: Spell out when it stands alone in text. Otherwise, abbreviate as *R.I.*:

Salve Regina University is located in Rhode Island.

Newport, R.I., is a city on a bay.

Rodgers Recreation Center

S

Sabbath: capitalize in religious references; lowercase to mean a period of rest.

sacraments: Capitalize the proper names used for a sacramental rite that commemorates the life of Jesus Christ or signifies a belief in his presence: *Holy Eucharist, Holy Communion, the Lord's Supper*. Lowercase the names of other sacraments: *baptism, confirmation*.

saint: Abbreviate as St. in the names of saints, cities and other places: *St. Jude, St. Paul, Minn., St. Lawrence Seaway*.

Salve Regina, Salve Regina University: The first reference to the University should be *Salve Regina University*. In subsequent references, *Salve Regina* and *the University* are acceptable. The use of *Salve* should be limited, and should not be used in formal communication. SRU should not be used in text as it is also used by other academic institutions (Slippery Rock University).

See **university**.

SALVEtodayTM

Seahawks/Seahawk: Salve Regina's athletics teams are referred to as the Seahawks. The University's mascot is the Seahawk. Capitalize when referring to each:

The Seahawks hosted a doubleheader.

The Seahawk will be on hand to entertain fans.

seasons: Lowercase *spring, summer, fall* and *winter* unless part of a formal name: *I enjoy the winter snowfall.*

He performed during Fall Festival Weekend.

semester: Lowercase in all uses.

Sigma Phi Sigma

Sister: Always capitalize before the name of a nun. See **religious titles**.

Sisters of Mercy

Social Work, Department of

Sociology and Anthropology, Department of: Use the word *and*—not an ampersand (&).

sports: See **Athletics, Department of**.

state names: Spell out the names of all states when they stand alone in text. Abbreviate when they are used with the name of a city, county or town in text. However, eight states are never abbreviated in text; consult the AP Stylebook. Note: Only use the two-letter postal abbreviations with full addresses and ZIP codes:

Tom is from Tulsa, Okla.

Kate is from Portland, Maine.

We visited Minnesota and Wisconsin.

See **Rhode Island**.

Stoneacre

Stonor Hall

street: Abbreviate only with a numbered address. See **addresses**.

Student Government Association (SGA)

T

telephone numbers: Use parentheses around the area code. For extension numbers, use *ext.* and a comma to separate the main number from the extension:

(800) 123-4567

Call (401) 567-8900, ext. 123.

theater/theatre: Use *theater* unless the proper name is *Theatre*:

The Salve Regina Department of Music, Theatre and Dance

We went to dinner and the theater.

The Hedges

times: Use figures except for *noon* and *midnight*. Use a colon to separate hours from minutes. Lowercase *a.m.* and *p.m.* and use periods. Avoid the term *o'clock*:
Let's go to lunch at 1:30 p.m. after my meeting at noon.

titles of compositions: Apply the following guidelines to the titles of books, computer games, movies, operas, plays, poems, albums, songs, radio and television programs, lectures, speeches and works of art:

Capitalize the principal words and all words of four or more letters.

Capitalize a word of fewer than four letters if it is the first or last word in a title.

Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference materials:

"Love in the Time of Cholera"

"The Road not Taken"

"Buffy the Vampire Slayer"

"Winged Victory of Samothrace"

Encyclopedia Britannica

Follow the same capitalization guidelines for **titles of magazines and newspapers**, but do not place them in quotes:

Newsweek

The Providence Journal

titles of individuals: In general, capitalize formal titles only when used directly before an individual's name; lowercase in other uses:

Vice President for Academic Affairs Scott Zeman

James Fowler, vice president for enrollment

She met Pope Benedict XVI.

The pope visited New York.

See words and phrases listed separately throughout the style guide.

Tobin Hall

trustees: See **Board of Trustees**.

U

United Nations: Spell out when used as a noun, abbreviate when used as an adjective:

The United Nations is a peacekeeping organization.

She has been deployed as a U.N. peacekeeper.

United States, U.S.: Spell out when used as a noun, abbreviate when used as an adjective:

He was born in the United States.

My cousin is a U.S. representative.

university: Capitalize when referring specifically to Salve Regina University; lowercase in other uses:

Founded by the Sisters of Mercy, the University seeks wisdom and promotes universal justice.

What university did your mother attend?

See **Salve Regina, Salve Regina University**.

URL: The use of *http://* at the beginning of a URL is not necessary if the address uses *www*. Otherwise, use the full URL form:

www.salve.edu

Visit <http://library.salve.edu/> for library hours.

V

74 Victoria Ave.

80 Victoria Ave.

Vital Studies for Whole Life Design (VIA): Also *VIA*.

W

134 Webster St.

162 Webster St.

Wakehurst Student Center

Walgreen Hall

Wallace Hall

Web, website, Web page, webcam, webcast, webmaster

William Watts Sherman House

work-study: Lowercase in all uses. Always hyphenate:
Carol oversees the federal work-study program.
The work-study students staff the dining hall.

www: See **URL**.

Y

years: Use commas only with a month and day. Use an *s* without an apostrophe to indicate spans of decades or centuries. Only use an apostrophe to indicate omitted figures:

April 19, 2009

He is a child of the 1970s.

She is an expert on the fashion of the 1800s.

The Class of '55

Do you remember the '60s?

See **dates** and **numbers**.

Young Building: approved short form for referencing the Anita O'Keeffe and Robert R. Young Building