Salve Regina University Editorial Style Guide

Revised August 2026

Salve Regina University's Office of Marketing and Communications created this guide to ensure consistency across content written by and about the University. For the most part, our guide follows the Associated Press (AP) Stylebook, as well as addressing topics specific to Salve.

We recommend starting with the quick reference guide. Our brand guide and social media best practices guide offer additional direction. If you have editorial/writing questions not covered by this guide, please reach out to julie.miller@salve.edu.

About Salve Regina University

Salve Regina University is a Catholic, coeducational institution of higher education founded by the Sisters of Mercy in 1947. It offers rigorous, innovative academic programming in the liberal arts tradition that prepares students to be global citizens and lifelong learners. More than 2,700 students from around the world are enrolled in Salve's 60+ academic programs, which include bachelor's, master's and doctoral degrees along with graduate certificates and combined bachelor's/master's programs. Every undergraduate student engages in Salve Compass, a four-year experience that charts a personalized, values-based path connecting college to a successful, fulfilling career and life. The University is also home to the Pell Center for International Relations and Public Policy, a multi-disciplinary research center focused on the intersection of politics, policy and ideas. For more information visit salve.edu.

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. It's ok to abbreviate titles when used before a full name:
Mrs. Jane Simmons
Sen. Sheldon Whitehouse

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 confers the following academic

degrees:
Bachelor of Arts (B.A.)
Bachelor of Arts and Science (B.A.S.)
Bachelor of Science (B.S.)
Certificate of Advanced Graduate Study (CAGS) Certificate of Graduate Studies (CGS)
Doctor of Nursing Practice (DNP)
Doctor of Philosophy (Ph.D.)
Master of Arts (M.A.)
Master of Business Administration (MBA) Master of Fine Arts (MFA)
Master of Science (M.S.)

When using an abbreviated degree after a name, set it off with commas:
Jane H. Bethune, Ph.D., spoke.
Don't use both a courtesy title before a name and a degree abbreviation after it in the same reference.
Correct: *Dr. Andrew Smith* or *Andrew Smith, Ph.D.* Incorrect: *Dr. Andrew Smith, Ph.D.*

academic departments: At Salve we prefer to use the word Department first and capitalize the official name:
Dr. Stephanie Jones, assistant professor in the Department of Political Science, published a new book.
However, in informal uses it's ok to shorten and use lowercase:
Dr. Stephanie Jones, assistant professor of psychology (or in the psychology department), published a book.
Faculty from the nursing department were on hand to congratulate the students.

When referencing the *Jean and David W. Wallace Department of Business and Economics*, use the full name on first use, and thereafter in the same document, shorten it to the *Wallace business and economics department*.

academic programs: Lowercase the names of academic 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.

When referencing the Noreen Stonor Drexel Cultural and Historic Preservation Program, use the full name on first use but add (CHP) after it, then thereafter in the same document, shorten it to: *CHP program*

academic titles: Lowercase academic titles except when a formal title precedes a name:
The provost spoke.
Provost Nancy Schreiber spoke.
Chair Cheryl E. Mrozowski and her fellow chair both spoke.

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

Professor Mary Anderson will hold the three-year David and Carolyn Brodsky Chair in U.S. Constitutional Democracy and Culture.

See **chair** and **professor**.

acronyms: Unless they are well known, organization names should be spelled out on first reference, followed by the acronym in parentheses. Thereafter, use the acronym alone:
He worked for the FBI.
We joined the Student Government Association (SGA). Every week, we meet with fellow SGA members.

Use parentheses/include the acronym only if you plan to use the acronym later in the 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 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 mail should be addressed this way:
First and last name
Salve Regina University
100 Ochre Point Ave.
Newport, RI 02840-4192

The name of employees and their office should come before the University address:
Mary Edwards
Office of Marketing and Communications

Salve Regina University
100 Ochre Point Ave.
Newport, RI 02840-4192

Admissions, Office of

advisor

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, alum: 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. The AP Style guide recommends using *alum* when referring to an individual graduate when gender is unknown or mixed.

Alumni and Family Engagement, Office of

ampersands: In general, do not use in place of *and*, except for some accepted abbreviations: *B&B*, *R&B*. Use the ampersand when it is part of a company's formal name or title: *House & Garden*, *Proctor & Gamble*.

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**.

Arboretum at Salve Regina University

Armstrong, Kelli J.: Eighth president of Salve Regina University. Should be written as Kelli J. Armstrong, Ph.D., president of Salve Regina University.

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

Athletics, Department of: Salve's 20 teams play in *NCAA Division III*. Sixteen of those belong to the *New England Women's and Men's Athletic Conference (NEWMAC)*. The University also belongs to the *Intercollegiate Sailing Association (ICSA) and the Intercollegiate Horse Shows*

Association (IHSA) and beginning in 2026, men's and women's hockey Salve will belong to the Conference of New England (CNE).

Unless you're referencing the Salve Department of Athletics, athletics is lowercase.

B

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

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

Board of Trustees: Always capitalize when referring to Salve'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 campus where "The" is part of the formal name: *The Hedges*.

Here is a full list of all Salve buildings:
- 54 East Bowery St.
- 87 Victoria Ave.
- 134 Webster St.
- 162 Webster St.
- Angelus Hall
- Antone Academic Center
- Carolyn House
- Casino Theatre
- Drexel Hall
- Fairlawn Apartments
- Founders Hall
- French Cottage
- Gerety Hall
- Graystone Apartments
- Hunt Hall
- Marian Hall
- McAuley Hall

- McKillop Library
- McLean House
- Miley Hall
- Misto Gatehouse
- Moore Hall
- Munroe Hall
- Narragansett Hall
- Narragansett I
- Narragansett II
- Nethercliffe
- Nethercliffe Carriage House
- Ochre Court
- Ochre Lodge
- O'Hare Academic Building
- Our Lady of Mercy Chapel
- Papitto Pavilion
- President's House
- Reefe Hall
- Rodgers Recreation Center
- Shepard Avenue Hall
- Stoneacre
- Stonor Hall
- The Hedges
- Tobin Hall
- Walgreen Hall
- Wallace Hall
- Wakehurst: Former name of *Gerety Hall*, modeled after the original Wakehurst estate in England. The grounds of Newport's Wakehurst estate now include *Gerety Hall*, *McKillop Library, Munroe Hall and Papitto Pavilion*.
- William Watts Sherman House
- Young Building: Approved short form for the Anita O'Keeffe and Robert R. Young Building, where the Pell Center for International Relations and Public Policy is housed. The Young Building should not be referenced as the Pell Center.

Business and Economics, Department of: Use the full name of the department: *The Jean and David W. Wallace Department of Business and Economics*.

C

Campus Activities Board (CAB)

capitalization: In general, avoid unnecessary capitalization. Capitalize the full formal names of departments and offices when used in direct association with Salve, 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
Rodgers Recreation Center, the recreation center.
The Department of Modern Languages at Salve Regina University. Most colleges and universities have an English department.

When writing headlines for the Salve News Hub stories, capitalize only the first word and keep headlines short -- SEO best practices say to aim for 60-65 characters.
Setting the stage for a career in theatre

See words and phrases listed separately throughout the style guide.

Center for Advising, Career and Life Design

Center for Community Engagement and Service

Center for Global Education and Fellowships

Center for Spiritual Life

chair: Don't use the gendered terms chairman and chairwoman. Capitalize as a formal title before a name, lowercase in other uses. Lowercase modifiers such as *department*:
I'd like to introduce department Chair Amy Decker.
John Murphy, chair of the Department of Chemistry, spoke. (formal)
John Murphy, chemistry department chair, spoke at the meeting (informal)

Chemistry, Department of

church: Capitalize as part of the formal building name, congregation or denomination, lowercase otherwise:
They joined Newport Congregational Church.
Pam went to church on Sunday.

class year: Capitalize *Class* when referring to classes of students: *the Class of 2021*.
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: *Kelly Alverson '15 (M)*

For an honorary degree recipient, use *(Hon.)* after the year the degree was conferred: *Joseph DiStefano '95 (Hon.) gave a lecture*.

For a doctoral degree recipient, use *(Ph.D.)* or *(DNP)* after the year the degree was conferred: *Kelly Alverson ’15 (Ph.D.)*

Separate different class years with a comma: *Deborah Herz ’80, ’92 (M) is a writer*.
The terms *first-year*, *sophomore*, *junior*, *senior* and *graduate* are always lowercased.

co-author, co-chair, co-editor

commas: With punctuation in general, clarity is the goal. If a comma doesn’t serve to clarify what’s being said, leave it out. Salve does not use the Oxford (or serial) comma.

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.

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

When items in a series contain material 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’s ceremony at which diplomas are conferred.

Compass program: See Salve Compass

complementary, complimentary: *The husband and wife have complementary careers. They received complimentary tickets to the show*.

Conference of New England (CNE) Salve’s men’s and women’s hockey teams compete in the Conference of New England. CNE may be used on second reference.

Core Curriculum

Counselor Education and Expressive Arts, Department of: Use the word *and*—not an ampersand (*&*).

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.

Criminal Justice and Criminology, Department of

Critical Concerns of the Sisters of Mercy: The Earth, immigration, anti-racism, nonviolence and women. At first usage, Critical Concerns of the Sisters of Mercy. Thereafter, *critical concerns*.

Cultural, Environmental and Global Studies, Department of: Use the word *and*—not an ampersand (*&*).

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

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 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**.

directions and regions: In general, lowercase north, south, northeast, northern, etc. when they indicate compass direction; capitalize when they designate regions.
He drove west. The cold front is moving east.
The Northeast depends on the Midwest for its food supply.

With states and cities, lowercase directional or area descriptions but capitalize compass points when denoting widely known sections. If in doubt, use lowercase: *western Montana, southern Atlanta, Southern California, the South Side of Chicago*

Doctor of Nursing Practice: *DNP* on second reference, uppercase, no periods.

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

E

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, e-commerce, e-reader

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

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*.
Use *assure* to mean make sure or give confidence: *She assured us the statement was accurate*.

esports

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*.

Father: See **religious titles**.

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

freshman: Use *first-year student* instead.

fundraising, fundraiser: One word in all uses.

G

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

Graduate and Professional Studies, Office of

H

healthcare

Health Services

History, Department of

honorary degree: See **class year**.

hyphen (-): Use a hyphen for clarity 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: After the first reference, *IT* is acceptable.

Instagram: Capitalize when referring to the social networking site.

internet: The web, like email, is a service of the internet. They are not synonymous and should not be used interchangeably.

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, Lenten

Login/log in, logoff/log off, logon/log on: Use as one word in noun form. Use as two words in verb form:
My login failed.
Please log off the computer.

livestream, livestreaming: One word in all uses.

M

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

master's degree: See **academic degrees** and **class year**.
Mathematical Sciences, Department of

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

Mercy, mercy: Capitalize 'mercy' only when referring to the Sisters of Mercy. Lowercase in all other uses.
We celebrate our mercy heritage each September.
Salve was founded by the Sisters of Mercy in 1947.
Salve's mercy mission is infused in coursework, experiential learning and service opportunities.

Mercy Commons: Located in the garden level of Our Lady of Mercy Chapel, *Mercy Commons* houses the Center for Community Engagement and Service and the Center for Spiritual Life.

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 Languages, Department of

Mosaic, the name of Salve's independent student newspaper. See **titles of compositions**.

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

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

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**.

NCAA: The National College Athletic Association. NCAA has no periods. See **Athletics, Department of**.

NEWMAC: Salve athletics teams compete in the New England Women's and Men's Athletic Conference. NEWMAC may be used on second reference.

New Seahawk Orientation, orientation leader (OL)

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

Noreen Stonor Drexel Cultural and Historic Preservation Program: Use the word and— not an ampersand (&). At first reference use the full name followed by (CHP) and thereafter in the same document, use *CHP program*.

numbers: Spell out numbers *zero* through *nine* except for ages, percentages, academic credits, phone numbers, heights. 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.

Nuala Pell Leadership Program

Nursing, Department of

O

on: Do not use *on* before a date or day of the week when its absence would not lead to confusion, except at the beginning of a sentence:
The meeting will be held Monday. He will be inaugurated Jan. 20.
On Sept. 3, the committee will meet to discuss the issue.

online, offline

P

Pell Center for International Relations and Public Policy at Salve Regina University: After the first reference, *the Pell Center* or *Salve's Pell Center* is acceptable. The Pell Center is named for Sen. Claiborne de Borda Pell.

percentages: In most cases, use the % sign when paired with a number, with no space: *He won 56% of the vote*. When the percentage is used at the beginning of a sentence, spell out both: *Forty percent of first-year students are male*.

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

possessives: See **apostrophes**.

president: Capitalize only as a formal title before a name; lowercase in other uses:
President Trump
She is running for president.

professor: Never abbreviate. Lowercase before a name: *professor John Quinn,* but capitalize *Professor Emeritus* as a conferred title before a name: *Professor Emeritus Susan Johnson*. Do not continue in second reference unless part of a quotation.

pronouns: Growing numbers of people use *they/them/their* as a gender-neutral singular personal pronoun. *They/them/their* take plural verbs even when used as a singular pronoun, and the singular reflexive *themself* is also acceptable when referring to people who use *they/them/their*.
Don't make assumptions about a person's gender identity based on their pronouns, or vice versa. Don't assume a person's pronouns based on their first name.
When necessary, use *they* rather than *he/she* or *he or she* for an unspecified or unknown gender (a person, the victim, the winner) or indefinite pronoun (anyone, everyone, someone). Rewording to avoid a pronoun is preferable.

Provost: Capitalize only as a formal title before a name; lowercase in other uses:
Provost Nancy Schreiber
The provost will speak at noon.

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

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 only the surname. Do not use *Father* except in direct quotations: *We ate dinner with the Rev. Michael Brown. 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 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 in text. The abbreviation *R.I.* or *RI* should only be used in postal codes, lists, tabular material and short-form listings of party affiliation.
Salve Regina University is in Newport, Rhode Island.
The keynote address was delivered by Sen. Jack Reed, D-RI.

S

Sabbath, 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 Compass: The University's four-year experience that charts a personalized, values-based path, connecting college to a successful, fulfilling career and a well-lived life. Reference it as *Salve Compass* or *the Salve Compass program*.

> **Compass Summer:** An optional short-term summer experience in and around Newport where students try something new and build skills employers seek. Reference it as *Compass Summer* or *the Compass Summer program*.
>
> **Sophomore Studio:** Part of the Salve Compass program, it is a series of engaging workshops and sessions modeled as a professional conference weekend. Reference it as *Sophomore Studio*.

Salve Regina University, Salve: The first reference to the University should be *Salve Regina University*. Thereafter, *Salve* or *the University* (not *Salve Regina and not SRU, which is used by other institutions like Slippery Rock University)*.

See **university**.

Seahawks/Seahawk: Salve's athletics teams are the Seahawks. The University's mascot is the Seahawk, officially named Sammy. Capitalize when referring to each:
The Seahawks hosted a doubleheader.
Sammy the Seahawk will be there 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.

sentence spacing: Never use double spaces between sentences – use single spaces only.

Sigma Phi Sigma

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

Sisters of Mercy

Social Work, Department of

Spacing: Use one space between sentences and after a colon. Lowercase the word after the colon in a sentence.

sports: See **Athletics, Department of**

state names: Spell out the names of all states in text. Only use the two-letter postal abbreviations with full addresses and ZIP codes. See **Rhode Island**.

Story in the Public Square

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

student employee/student employment: Use in place of *work-study*. Lowercase in all usages.
Carol oversees the student employment program.
Student employees staff the dining hall.

Student Engagement, Office of

Student Government Association (SGA)

T

telephone numbers: Use figures: (*401) 847-6650*. If extension numbers are needed, use a comma to separate the main number from the extension: (*401) 847-6650, ext. 2*.

theater/theatre:
Per AP style, use theater as the standard spelling for the art form or building, but use theatre if referring to Salve's program or the Casino Theatre.
Salve's Department of Music, Theatre and Dance
The Salve theatre arts program
Parking for the show is behind the theater.
The theater students went to lunch together.

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.*
Do not include minutes when referring to the top of the hour: *9 a.m.*, not *9:00 a.m.*

titles of compositions: In general, apply these guidelines to the titles of books, computer and video 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 other holy books, and publications that are primarily catalogs of reference materials:
"Love in the Time of Cholera"

*“*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 Enrollment Management James Fowler
James Fowler, vice president for enrollment management
She met Pope Leo.
The pope visited New York.
See words and phrases listed separately throughout the style guide.

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.: The abbreviation is acceptable as a noun or 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 University, Salve**

URL: Don’t use *http:// or* www. at the beginning of a URL.
salve.edu
Visit library.salve.edu for library hours.

W

web, website, webpage, webcam, webcast, webmaster

Wi-Fi

work-study: Use the terms *student employee/student employment* instead of work-study.

Y

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