Valparaiso University

Editorial Style Guide

VALPARAISO
UNIVERSITY

Compiled and edited by
Integrated Marketing and Communications

Updated December 2018

The following guidelines follow Associated Press and Chicago Manual of Style. This style should be used for all Valparaiso University marketing and communications, including but not limited to print materials (brochures, event programs, fact sheets, etc.); web copy (stories, releases, department pages, etc.); email; and social media. For style questions not referenced here, consult the Associated Press Stylebook.

In general:

- Always use *Valparaiso University*, *Valpo*, or *the University* when referring to Valparaiso University. Never use *Valparaiso*, *VU*, or *Valpo University*.
- Never break the word *Valparaiso*, *University*, or *Valpo*.
- Capitalize *University* as a standalone when referring to Valparaiso University.
- Lowercase *university* when using as an adjective or Valparaiso University could not take its place in the sentence, i.e., when used generally or to refer to other universities.
- Use one space between sentences and following colons or other punctuation.
- Use serial commas in all marketing materials. Omit the serial comma only for materials sent to media outlets.
  Example:
  students, faculty, and staff
- Use a space before and after em dash, en dash (with the exception of numerical ranges), or ellipses.
- Review the document to ensure the type font is consistent for text, headers, and headlines.
- It is recommended that font size be set at 10-point font or larger.

a, an — Use the article *a* before consonant sounds and *an* before vowel sounds.
> Example:
> **a historic event**
> **an homage**

abbreviations and acronyms — Never use *V.U.* or *VU* as an acronym for *Valparaiso University*. Use *Valpo* or *Valparaiso University*, as *VU* can refer to a multitude of universities.
> Avoid acronyms unless they are widely recognized by the public.
> Use capitalized letters and no periods when individual letters are pronounced.
> Example:
> **FBI, CIA**

academic degrees — Lowercase if spelled out, such as *bachelor of arts, master of science, doctorate,* or *doctor of philosophy*. Do not follow the full name of a degree with the word *degree*. Use an apostrophe only in the short form, such as *bachelor's degree* or *master's*.
> Example:
> **Right: She received a master of arts in communication.**
> **Right: She received a master's degree in communication.**
> Wrong: She received a master of arts degree in communication.
> Wrong: She received a master's of arts in communication.
> Use periods for two-letter degrees, such as *B.A., B.S., M.A., J.D.*, etc. In general, do not use periods for degree abbreviations with three or more capital letters, such as *MBA, MFA,* or *MALS* (*LL.M.* is an exception to this rule). When used after a name, a degree abbreviation is set off in commas.

Undergraduate Degrees	
B.A.	Bachelor of Arts
BFA	Bachelor of Fine Arts
B.M.	Bachelor of Music
B.S.	Bachelor of Science
Graduate Degrees	
M.A.	Master of Arts
MALS	Master of Arts in Liberal Studies
MBA	Master of Business Administration
M.Div.	Master of Divinity
M.Ed.	Master of Education
MEM	Master of Engineering Management
MFA	Master of Fine Arts
MHA	Master of Health Administration
LL.M.	Master of Laws
MLS	Master of Library Science
MMA	Master of Ministry Administration
M.M.	Master of Music
MPA	Master of Public Administration
MPH	Master of Public Health

M.S.	Master of Science
MSW	Master of Social Work
Doctoral Degrees	
Ed.D.	Doctor of Education
J.D.	Juris Doctor
LL.D.	Doctor of Laws
M.D.	Doctor of Medicine
DMA	Doctor of Musical Arts
DNP	Doctor of Nursing Practice
Ph.D.	Doctor of Philosophy
Th.D.	Doctor of Theology

academic subjects — Avoid capitalizing an academic subject when it is used as a general field of study. Capitalize academic subjects when they are part of the official title of a University entity, when they are the name of a language, and when they are the official title of a course or a short title that includes the course number.

> Example:
> **The Department of Communication offers programs in advertising, journalism, telecommunications, and public relations.**
> **She majored in mechanical engineering and minored in German.**
> **She teaches in the communication department.**

academic year — An academic year straddles two calendar years. Use the complete, four-digit year and connect with an en dash. Do not use *school year*.

> Example:
> **The 2017–2018 academic year kicked off with the annual Opening Convocation.**

Accreditation Board for Engineering and Technology (ABET) — Accrediting body for the College of Engineering.

acreage — Valpo's campus is more than 350 acres.

addresses — In running copy, abbreviate directional ends of streets such as *north* and abbreviate *Ave., Blvd.,* and *St.* when used with a numbered address or a block number. Spell out and capitalize when used without a numbered address. Lowercase and spell out when used with more than one street name. Do not abbreviate *alley, drive, road, terrace,* etc.

> Valpo's address:
> **1700 Chapel Drive**
> **Valparaiso, IN**
> **46383-6493**

advisor — Use advisor, not adviser, for academic advisors.

affect, effect — Use *affect* as a verb meaning *to influence*. Use *effect* as a noun meaning *a result or consequence* or as a verb meaning *to bring about* or *to cause*.

> Example:
> **The winter storm will affect the class schedule.**
> **The storm had no effect on the class schedule.**
> **Valpo students hope to effect change in their communities.**

African American — Preferred term. See also **inclusive writing**.

ages — Use figures. When used as a modifier or a noun, use hyphens. See also **numbers**.

a la carte — Do not hyphenate or use accent mark.

Alliance LGBTQ+ — Student group that advocates for LGBTQ+ youth and their allies.

all ready, already — Use *all ready* as an adjective to mean *completely ready*. Use *already* as an adverb to mean *before then*.

all right

alma mater — Use the first and third verses of Valpo's alma mater for Commencement and Convocation ceremonies. Use the first and second verses for Homecoming and alumni events. Include attribution after verse text.

> First Verse:
> **Hail to the Brown and Gold!**
> **Thy sons and daughters hold**
> **In loving loyalty**
> **Thy colors dear;**
> **Colors whereby they show**
> **What others, too, should know;**
> **That they belong to you,**
> **Dear old Valpo.**

> Second Verse:
> **Hail to the Brown and Gold!**
> **We pledge thee to uphold —**
> **Wherever we may be —**
> **Thy honored name.**
> **Through years that come and go,**
> **To pay the debt we owe,**
> **We'll e'er be true to you,**
> **Dear old Valpo.**

> Third Verse:
> **Hail to the Brown and Gold!**
> **Recall the days of old,**
> **The happy days which we**
> **Ne'er shall forget.**
> **As shadows longer grow,**
> **Brighter the flame shall glow,**
> **The flame of love for you –**
> **Dear old Valpo.**

> Attribution:
> **Text: Helen Dvorak, Oscar C. Kreinheder, and Harold Rogers**
> **Music: J. F. Petri, "How Can I Leave Thee!"**

a lot

Alpha Lambda Delta — The freshman honor society.

Alpha Phi Omega — Co-ed service fraternity.

Alpha Psi Omega — Honorary theatre fraternity.

alumna — Singular, female.

alumnae — Plural, females.

alumni — Plural, males or males and females.

alumnus — Singular, male.

Use an alumnus' or alumna's complete name on first reference and first name on subsequent references in storytelling. For media distributions, follow AP Style. For honorary alumni, use last name after the first reference. The punctuation before the year is an apostrophe. Do not use a comma between the name and the graduation year. Do not place the graduation year or maiden name in parentheses.
Example:

Male or female (Use when name is the same as when a student)	First Last 'YR	Andrew N. Nunemaker '91 Louise Williams '67
Married female (Use when the name is different than as a student)	First Maiden 'YR Last	Katie Shaw '11 M.Ed. Kortokrax
Multiple degrees (List the degree in the order it was received)	First Last 'YR, 'YR DE[1]	Tom Wyatt '94, '12 M.S. Toni Baldwin-Dufour '95, '97 MSN, '10 DNP
Alum who received degree after Valpo	First Last 'YR, DE	Eric Johnson '87, Ph.D.
Familiar nickname	First "Nickname" Last 'YR	Ginger "Zee" Zuidgeest '02 Moninder "Holly" Singh '98, '05 MALS

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[1] DE = degree earned

Alumni couples (Same last name)	Female Maiden 'YR Last and Male Last 'YR	Leslie Hallman '77 Paul and Tim Paul '76 Phyllis Buehner '54 Duesenberg and Richard Duesenberg '51, '53 J.D.
Alumni couples (Different last names)	Female Last 'YR and Male Last 'YR	Katherine Wehling '83 J.D. and Curt Cichowski '81 J.D.
Couples when one is deceased		Margaret Franson '89 MALS and the late John Paul '73
Couples when only one is alumnus/a		Anne Marie Vicari '82, '85 J.D. and Walter Diambri Elizabeth and Brian Riegler '92
Honorary degrees	First Last 'YRH	Lois Mitchum '06H
Person with Initials	I. First Last	N. Cornell Boggs III '82, '85 J.D.

a.m., p.m. — Lowercase, with periods. Use figures to designate time using a.m. and p.m. Avoid redundancy such as *10 a.m. this morning*. See also **time**.

America — Do not use when referring to the United States.

ampersand — Spell out the word *and* instead of using the ampersand symbol *&* in running text. Exception: formal company names such as *US News & World Report*. The ampersand symbol is acceptable in list or table form or as a design element.

annual — Do not use the phrase *first annual*. An event cannot be described as annual until it has been held at least two successive years.

apostrophes — Use the apostrophe to indicate possession, not plurality.
　　Exception: Plurals of single letters do use an apostrophe.
　　Example:
　　Mind your p's and q's.
　　Plurals of figures do not use an apostrophe.
　　Example:
　　1950s
　　Do not use *apostrophe s* after proper names ending in *s.*
　　Example:
　　Right: Jesus'
　　Wrong: Jesus's
　　Be sure to use the apostrophe ' and not the single open quote ' or the footmark ', which is straight, not curly.

Asian American — Preferred term. See also **inclusive writing**.

Asian American Pacific Islander Coalition (AAPIC) — Student organization that promotes awareness of diverse Asian cultures at Valpo.

Association to Advance Collegiate Schools of Business (AACSB International) — Accrediting body for the College of Business, which places the College in the top 5 percent of business schools worldwide.

Athletics — Capitalize proper names and lowercase general team names.
> Example:
> **Valparaiso Crusaders**
> **men's basketball team**

Baccalaureate — Refers to the service in the Chapel of the Resurrection during Commencement Weekend. Can be used on its own or with service; do not use *mass*.

back up (v.), **backup** (n and adj.)

barbecue

Beacon, The — Student yearbook.

Bible, biblical — Capitalize *Bible* when referring to the religious text. Lowercase *biblical* in all instances. Never put a space after the colon in a biblical citation.
> Right: **Psalm 23:1**
> Wrong: **Psalm 23: 1**

Black Student Organization (BSO) — Student organization that promotes pride and cultural awareness of African American culture.

Board of Directors — Capitalize when referring to Valparaiso University's Board.

bookstore

buildings — See **campus locations**.

bulleted lists — If the lead-in statement is a complete sentence, use a colon at the end to introduce the list. If the lead-in statement is a sentence fragment, don't use a colon.
> If the list item is a complete sentence, capitalize the first letter. If the list item isn't a complete sentence, choose whether or not to capitalize the first letter and be consistent.
> If the list items are complete sentences, or if at least one list item is a fragment that is immediately followed by a complete sentence, use normal terminal punctuation: a period, question mark, or exclamation point.
> List items should be parallel. If one bullet point starts with a verb, then start every bullet point with a verb.

Example:

Valpo will host several events this holiday season:
- **Advent–Christmas Vespers**
- **Christmas Concert**
- **TUBACHRISTMAS**

Events include
- **Advent–Christmas Vespers**
- **Christmas Concert**
- **TUBACHRISTMAS**

The physics department strives to
- **communicate knowledge and its limitations,**
- **motivate students to achieve a greater understanding,**
- **overcome widespread scientific illiteracy, and**
- **promote the development of morally responsible citizens.**

The physics department has several objectives:
- **It will communicate knowledge and its limitations.**
- **It will motivate students to achieve a greater understanding.**
- **It will overcome widespread scientific illiteracy.**
- **It will promote the development of morally responsible citizens.**

campus locations

Alumni Hall (Residence)
Athletics-Recreation Center (**ARC**)
Art-Psychology Building
Beacon Hall (Residence)
Brandt Hall (Residence)
Brauer Museum of Art (located in the **Center for the Arts**; **Brauer Museum** after first reference)
Brown Field
Center for Diaconal Ministry
Center for the Arts (do not use VUCA)
Center for the Sciences: Chemistry and Biochemistry
Chapel of the Resurrection (**Chapel** after first reference)
Christopher Center Library
College of Arts and Sciences
Confucius Institute
Dickmeyer Hall
Domke Center
Donald V. Fites Engineering and Innovation Center (**Fites Center** after first reference)
Doppler radar
Duesenberg Recital Hall (located in **Center for the Arts**)
Duesenberg Welcome Center (**Welcome Center** after first reference)
Emory G. Bauer Field

Facilities Management
Fitness Center
Gellersen Engineering and Mathematics Center (College of Engineering — **Gellersen** after first reference)
Guild Hall (Residence)
Harre Union
Health Center (Located in **Promenade East**)
Heidbrink Hall
Helge Center
Henrichs House
Heritage Hall
James S. Markiewicz Solar Energy Research Facility (**SERF** after first reference)
Kade-Duesenberg German House and Cultural Center
Kallay-Christopher Hall
Kretzmann Hall (Also referred to as **O.P. Kretzmann Hall**)
Kroencke Hall
Lankenau Hall (Residence)
LeBien Hall (College of Nursing and Health Professions)
LeBien Hall Annex
Linwood House
Loke Hall
Meier Hall
Memorial Hall (Residence)
Mueller Hall (Christ College — The Honors College)
Neils Science Center
Observatory
Parking Ramp East
Parking Ramp West
Scheele Hall (Residence)
Schnabel Hall
Soccer and Intramural Fields
Softball Field
Sorority Housing Complex
Tennis Complex
University Mail Center
University Theatre (located in **Center for the Arts**)
The Uptown East Apartments
Urschel Hall (College of Business)
Valparaiso University Police Department
Warren G. Hoger Track
Wehrenberg Hall (Residence)
Wesemann Hall (Law School)

campuswide

cancel, canceled, canceling, cancellation

Career Center

caregiver

catalog

century — Lowercase, spelling out numbers less than 10. Hyphenate when used as an adjective.
> Example:
> **In the first century**
> **Literature from the 20th century**
> **20th-century literature**

ceremonies and celebrations — Capitalize Valpo's major ceremonies: **Opening Convocation, Taste of Valpo, Homecoming and Reunion Weekend, Baccalaureate, Commencement.**

chair — Preferred gender-neutral title for the presiding officer of a department or committee.

Chapel of the Resurrection — Spell out as *Chapel of the Resurrection* on the first reference, then capitalize *Chapel* in subsequent references.

Chi Epsilon Pi — Meteorological honor society.

child care

Christ College — The Honors College — Use the full name on the first reference. Subsequent references may be *Christ College*.

class year — Always include a student or alumnus/alumna's class year and capitalize *Class of*.

co-curricular

College — Capitalize when listing academic colleges as a group: **The Colleges of Arts and Sciences, Business, Engineering, and Nursing and Health Professions**. Do not capitalize on its own when using in place of complete college name.

College of Arts and Sciences

College of Business — Not *College of Business Administration*.

College of Engineering

College of Nursing and Health Professions — not *College of Nursing*.

colon — The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

> The first word after a colon should be capitalized if a proper noun or the start of a complete sentence.
> Use one space after colon.
> Do not use a colon to set off a list of single words or simple phrases. A colon may be used to set off a bulleted list or a list composed of long phrases.
> Example:
> **The physics and astronomy department strives to: communicate knowledge and its limitations, motivate students to achieve a greater understanding of scientific inquiry, overcome widespread scientific illiteracy, and promote the development of morally responsible citizens.**

commas — Use serial commas to set off items in a list.

> Example:
> **Christ College students are also enrolled in the Colleges of Arts and Sciences, Business, Engineering, and Nursing and Health Professions.**
> Use a comma to separate two or more adjectives equal in rank preceding a noun. If the adjectives can be reversed without changing the meaning of the sentence, they have equal rank, and a comma is needed.
> Example:
> **The summer was a long, hot season.**
> **She wore a cheap wool coat.**
> A comma is not used to separate a name and Jr. or Sr. or a name and a numeral.
> Example:
> **John D. Rockefeller III**
> **Martin Luther King Jr.**
> Use commas to separate independent clauses of a compound sentence.
> Example:
> **Valpo consistently earns recognition from national and regional rankings, and the University was recently named one of the top 75 colleges in the Midwest by Forbes Magazine.**
> Do not use a comma if the conjunction does not combine two independent clauses.
> Example:
> **Valpo consistently earns recognition from national and regional rankings and was recently named one of the top 75 colleges in the Midwest by Forbes Magazine.**
> Use commas to set off the elements in addresses and names of geographical places.
> Example:
> **The campus is located in Valparaiso, Indiana, an hour from Chicago.**
> When month, day, and year are included in a date in running text, use commas before and after the year.
> Example:
> **The academic year began Aug. 22, 2017, with Opening Convocation.**

Any word, phrase, or clause that is not essential to the meaning of a sentence is called nonrestrictive, and a comma should be used to set it apart.
Example:

The Brauer Museum, which is located in the Center for the Arts, features prominent artists such as Georgia O'Keeffe.

Restrictive words, phrases, or clauses are necessary to the meaning of a sentence and are not set off by commas.
Example:

Shakespeare's play Othello was presented at the theatre.

Use a comma after an introductory phrase with five or more words. Introductory phrases do not have both a subject and a verb that are separate from the subject and verb in the main clause of the sentence.
Example:

To stay in shape for competition, student-athletes must exercise every day.

Commencement — Capitalize when referring to the official Valparaiso University Commencement. Lowercase when used generally or as an adjective.

Example:

Valparaiso University's Commencement will be cybercast live.
A university's commencement is a special occasion.

committee — Capitalize when using a full committee's name. Lowercase otherwise.

company names — For a company's formal name, consult the national stock exchanges: the New York Stock Exchange, nyse.com, or Nasdaq, nasdaq.com.

Do not use a comma before Inc., Ltd. LLC, or LLP, even if it is included in the formal name.
Do not use all-capital-letter names unless the letters are pronounced individually. Otherwise, use uppercase and lowercase.
Example:

BMW
USA Today
Ikea

Do not use symbols such as exclamation points, plus signs, or asterisks that form contrived spellings that might distract or confuse a reader.
Example:

Right: Yahoo, Toys R Us
Wrong: Yahoo!, Toys "R" Us

Use an ampersand only if it is part of the company's formal name.
Lowercase *the* unless it is part of the company's formal name.

composition titles — Follow AP Style for book titles, journal article titles, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, and titles of lectures, speeches, works of art, and art exhibitions.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize an article — *the, a, an* — or words of fewer than four letters if it is the first or last word in a title.

Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes literary and academic journals, hymnals, almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks, and similar publications.

Example:

"The Star-Spangled Banner"
"How Great Thou Art"
"Gone With the Wind"
"Of Mice and Men"
the **"CBS Evening News"**
Journal of Values-Based Leadership

continual, continuous — *Continual* means habitual, frequently recurring. *Continuous* means ongoing, without interruption.

Core — A two-semester, interdisciplinary course called "The Human Experience" for all first-year students.

course titles — Capitalize official course titles in running text. Do not use italics or quotation marks.

Example:

Introduction to Biology

When listing a course number with the departmental abbreviation, put a space between the abbreviation, the course number, and the course name.

Example:

PSY 202 Research Methods in Psychology

coursework

courtesy titles — Do not use courtesy titles such as Mr., Mrs., Ms., etc. Use Dr. only when the person is a medical doctor.

Exception: For formal publications with biographies, such as the Board of Directors dinner script, include courtesy titles to remain consistent with other biographies that may include titles such as *President, Provost, Dean, or Professor*.

See also **names and titles**.

credit hours — Use numerals to refer to credit hours. May be abbreviated as *cr.* in tabular or list format.

Crusaders — The University's athletic teams are formally called the Crusaders. When used as an adjective, use the singular form (e.g., *Crusader spirit*).

curriculum (singular) **curricula** (plural)

Dance Marathon — A philanthropy event held each spring in support of Ann and Robert H. Lurie Children's Hospital.

dash — The em-dash (—) expresses a pause, an abrupt change in thought, or a parenthetical statement. A space should separate a dash from the word preceding and the word following it. (Mac shortcut: shift + option + -)
> Example:
> **Year after year — for more than 20 years — more than 90 percent of Valpo graduates are employed or attend graduate school within six months of graduation.**
> The en-dash (–) is half the length of an em-dash and longer than a hyphen. It is used to indicate a range or to express a connection between two things of equal weight. (Mac shortcut: option + -)
> Example:
> **The exhibition runs January–March.**
> **Civil War–era literature**
> With times, a space is not used between numbers and is used when letters are used.
> **The event will be held 2–4 p.m.**
> **The event will be held 11:30 a.m. – 2:30 p.m.**

database

dates — Always use Arabic figures, without *st*, *nd*, *rd*, or *th*. Use an en dash to show a range of dates. Use the complete, four-digit year.
> When a phrase refers to a month, day, and year, commas are required before and after the year.
> Example:
> **The event was held May 21, 2017, in Valparaiso.**
> When including a day of the week with the date, use a comma after the day and after the date.
> Example:
> **The reception will be Wednesday, Oct. 1, at 5 p.m. in the Harre Union.**
> When referring to the month and year, do not use a comma.
> Example:
> **The May 2017 issue is available now.**
> See also **days** and **months** and **times**.

days — Do not abbreviate days of the week unless in tabular format.
> When writing a day and date, use a comma after the day and after the date.
> Example:
> **The play opens Thursday, Oct. 30, at the University Theatre.**
> Do not set off days or dates in commas when they stand alone.
> Example:
> **The play opens Oct. 30 at the University Theatre**.
> For online publications, include the date, not just the day, so that the information remains timely and clear.

dean — Capitalize when used as a formal title before a name. Lowercase in other uses. See also **names and titles**.

decades — Use figures to indicate decades. When abbreviating, precede with an apostrophe, not a single quotation mark. Form the plural by adding the letter *s*, no apostrophe.
> Example:
> Right: **'20s, '60s, 1960s**
> Wrong: 20's, 1960's

degrees — See academic degrees.

Delta Sigma Pi — Professional business fraternity.

departments, academic — Capitalize only when using the full, formal name of a department. Lowercase in other forms. Languages are always capitalized, regardless of formatting. Avoid using *department of*, as this can feel institutional and less personal.
> Example:
> **chemistry department**
> **French department**

departments and offices, administrative — Capitalize when referring to an official University department or office. Avoid using *department of* or *office of*, as this can feel institutional and less personal.
> Example:
> **Admission**
> **Advancement**
> Lowercase other forms.
> Example:
> **undergraduate admission office**
> **registrar's office**

dimensions — Use figures and spell out inches, feet, yards, etc.
> Example:
> **He is 5 feet 6 inches tall.**
> **the 9-by-12 stage**

directions and regions — Lowercase *north, south, southeast*, etc. when they indicate compass directions. Capitalize when they designate regions.
> Example:
> **the north side of campus**
> **The campus is in Northwest Indiana.**

disabled, disability — Preferred terms, rather than *handicapped*. See also **inclusive writing**.

dorm — Use *residence hall* instead of *dorm* when referring to Valpo living quarters.

Dr. — May be used as a title before the name of a medical doctor on first reference.

each — Takes singular verb.
> Example:
> **Each of the students is invited to the reception.**

Earthtones — Campus environmental awareness group.

e-book, e-business, e-commerce, e-reader — Use hyphen.

effect, affect — Use *affect* as a verb meaning *to influence*. Use *effect* as a noun meaning *a result or consequence* or as a verb meaning *to bring about* or *to cause*.
> Example:
> **The winter storm will affect the class schedule.**
> **The storm had no effect on the class schedule.**
> **Valpo students hope to effect change in their communities.**

e.g., i.e. — Use *e.g.* to say *for example*. Use *i.e.* for *that is.* Both are followed by commas.
> Example:
> **There are many new buildings on campus, e.g., the Center for the Sciences and the Sorority Housing Complex.**
> **Because web content is not static (i.e., it changes often), it's important to include dates for events rather than simply using the day of the week.**

either — Takes singular verb.
> Example:
> **Either of the two rooms has sufficient seating.**

ellipsis — Three dots used to indicate a pause or to indicate word(s), sentence(s), or paragraph(s) omitted from quoted material. Ellipses should be preceded and followed by a space.

email (n. and v.)

email addresses — Lowercase.
> Example:
> imc@valpo.edu
> mark.heckler@valpo.edu

emerita — Singular female.

emeriti — Plural.

emeritus — Singular male.

endowed faculty — Named chairs and professorships are always capitalized in faculty titles, whether preceding or following the name of the faculty member.

Current endowed chairs and professors are:

Robert Blomquist, J.D., Seegers Distinguished Chair of Law, Professor of Law

Lorraine S. Brugh, Ph.D., Kruse Organist Endowed Professor, Professor of Music

Mark M. Budnik, Ph.D., Paul H. Brandt Professor in Engineering, Associate Professor of Electrical and Computer Engineering

Gretchen Buggeln, Ph.D., Phyllis and Richard Duesenberg Chair in Christianity and the Arts, Associate Professor of Art History and Humanities

Martin Buinicki, Ph.D., Walter G. Friedrich Professor of American Literature, Associate Professor of English

Thais Carter, B.A., Endowed Director's Chair for the Institute for Leadership and Service

Christopher M. Cock, Ph.D., Phyllis and Richard Duesenberg Chair in Lutheran Music, Professor of Music

Nina M. Corazzo, Ph.D., Walter E. Bauer Professor of Art History, Associate Professor of Art

Dennis Friesen-Carper, Ph.D., Frederick A. and Mazie N. Reddel Professor of Music, Professor of Music

Kevin Gary, Ph.D., Richard P. Baepler Distinguished Professor in the Humanities, Associate Professor of Education

Elizabeth Gingerich, Ph.D., Louis S. and Mary L. Morgal Chair in Christian and Business Ethics, Professor of Business Law

Susan R. Holman '79, Ph.D., '16H, John R. Eckrich Chair in Religion and the Healing Arts

Thomas Albert "Tal" Howard, Ph.D., Phyllis and Richard Duesenberg Chair in Christian Ethics, Professor of Humanities

Rebecca Huss, LL.M., Phyllis and Richard Duesenberg Chair in Law, Professor of Law

Reva Johnson '09, Ph.D., Dale F. Kempf Endowed Professor of Emerging Technology, Assistant Professor of Mechanical Engineering and Bioengineering

Theresa A. "Terry" Kessler, Ph.D., RN, ACNS-BC, CNE, Kreft Endowed Chair for the Advancement of Nursing Science, Professor of Nursing

Sanjay Kumar, Ph.D., Richard E. Meier Professor of Management, Associate Professor of Business

George Pati, Ph.D., Surjit S. Patheja, M.D., Chair in World Religions and Ethics, Associate Professor of Theology

Musa Pinar, Ph.D., Paul H. Brandt Professor of Business, Professor of Marketing

Carmine Polito, Ph.D., P.E., Alfred W. Sieving Endowed Chair of Engineering, Professor of Civil Engineering

Ronald Rittgers, Ph.D., Erich H. Markel Chair in German Reformation Studies, Professor of History
Shahin Sbokdast Nudehi, Ph.D., P.E., Frederick F. Jenny Professor of Emerging Technology, Associate Professor of Mechanical Engineering and Bioengineering
D.A. Jeremy Telman, Ph.D., J.D., Michael and Diane Swygert Research Fellow, Professor of Law
P. Douglas Tougaw, Ph.D., Leitha and Willard Richardson Professor of Engineering, Professor of Electrical and Computer Engineering
Bernard R. Trujillo, J.D., Michael and Diane Swygert Teaching Fellow, Professor of Law

entitled — The right to have or do something. Do not use to refer to the title of a book, article, presentation, etc. Instead, use *titled*.

essential and nonessential clauses — An essential (or restrictive) clause is essential to the meaning of the sentence. No comma should be used with an essential clause. A nonessential (or nonrestrictive) clause is not essential to the meaning of the sentence but provides additional information. In general, *that* introduces essential clauses and no comma is used. Use *which* to introduce nonessential clauses and set off the clause with commas.
    See also **that, which**.

etc. — Use sparingly. Should be preceded by a comma.

Evangelical Lutheran Church in America (ELCA)

exclamation point — Use sparingly. Never use in a news release.

extracurricular

faculty — Refers to the collective body. Use **faculty member(s)** for individual(s).

faculty members — Titles following names are lowercased, with the exception of named chairs or professorships. Use full name and title on first reference; secondary references should use Professor Last in storytelling and last name only in press releases. See also **names and titles**.

FAFSA — Free Application for Federal Student Aid. Students are encouraged to complete this application to qualify for grants, loans, and work-study funds.

fall break, fall semester — Lowercase.

FAQ — Acceptable to use abbreviation for frequently asked questions. Do not include *s* (FAQs) as *Q* already stands for *questions*.

farther, further — *Farther* refers to physical difference. *Further* refers to an extension of time or degree.
> Example:
> **Many people believe Valparaiso is farther away from Chicago than it actually is.**
> **She returned to school to further her education.**

federal — Lowercase unless part of proper name.

fewer, less — Use *fewer* to describe number of items, *less* to describe quantity.
> Example:
> **There are fewer pages in this document.**
> **There is less content in this document.**

firsthand

first-year, freshman (adj.) — *First-year* is often preferred to include transfer students.

fiscal year — Valparaiso University's fiscal year is from July 1 to June 30. When abbreviating, use *FY* and the calendar year the fiscal year ends.
> Example:
> **FY2018 runs from July 1, 2017, through June 30, 2018.**

FOCUS — Valpo's new-student orientation.

foreign students — Use *international students* instead.

fraternities and sororities — Use *sorority and fraternity community* instead of *Greek Life*.
> National fraternities:
> **Lambda Chi Alpha; Phi Delta Theta; Phi Kappa Psi; Phi Mu Alpha Sinfonia; Phi Sigma Kappa; Pi Kappa Alpha; Sigma Chi; Sigma Phi Epsilon; Sigma Pi**
> National sororities:
> **Chi Omega; Gamma Phi Beta; Kappa Delta; Kappa Kappa Gamma; Pi Beta Phi; Sigma Lambda Gamma**

freshman — Use this singular form (not plural, *freshmen*) as the adjective.
> Example:
> **the freshman representative; freshman residence hall**

fundraiser, fundraising

Gamma Theta Upsilon — International honor society in geography. Valpo's chapter is Alpha Xi.

GPA — No periods, all capitals.

Guild — see **Valparaiso University Guild.**

headlines — Capitalize each word except articles, coordinating conjunctions, and prepositions with fewer than five letters.

health care

Higher Learning Commission, The — Accrediting body for Valparaiso University.

Homecoming and Reunion Weekend — Capitalize and use full name on first reference. *Homecoming* is acceptable after first reference.

home page

Honor Code — Established by students in 1943. *"I have neither given or received, nor have I tolerated others' use of unauthorized aid."*

Horizon League — Former athletic conference of Valparaiso Athletics (except for football and bowling). Effective July 1, 2017, Valpo is a member of the Missouri Valley Conference.

hyphen — Hyphens are used inside words to separate their parts from each other. This includes using the hyphen between the parts of a compound word in which two or more words express a single concept.
>   When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all words in the compound, with the exception of the adverb *very* and all adverbs that end in *–ly*.
>   Example:
>   **full-time employment**
>   **federally funded research**
>   Use a hyphen when writing out fractions.
>   Example:
>   **The proposal requires a two-thirds vote to pass.**

i.e., e.g. — Use *i.e.,* for *that is.* Use *e.g.,* to say *for example*. Both are followed by commas.
>   Example:
>   **There are many new buildings on campus, e.g., the Center for the Sciences: Chemistry and Biochemistry and the Sorority Housing Complex.**
>   **Because web content is not static (i.e., it changes often), it's important to include dates for events rather than simply using the day of the week.**

inclusive writing/nondiscrimination — Inclusive language does not demean, insult, exclude, stereotype, or trivialize people on the basis of their age, ability, race and ethnicity, gender identity and/or expression, sexual orientation, or veteran status. It avoids terminology that may be offensive or portray any group in a stereotypical way. Terms that refer to personal attributes such as race, gender, sexual orientation, disability, or age, for

example, tend to over-emphasize and draw undue attention to the distinguishing attribute. Avoid the use of such descriptors unless they are relevant and valid.

Age and class rank:

Terms such as *older* and *younger* are relative and should be used with clarity and in context.

Avoid any stereotyping or connotation that a particular age group is more or less able or has specific characteristics by virtue of chronological age alone. Avoid using expressions such as *a young and vibrant team* or a *mature workforce*. Instead, try *an effective and vibrant team* or *an experienced workforce*.

If appropriate, use *first-year students* instead of *freshmen*.

Using *juniors* and *seniors* is preferred to *upper-class* students.

Disability:

Often people with a disability are referred to collectively as *the disabled, the handicapped, the blind, the deaf*, etc. These terms have the effect of depersonalizing the description of people and equating the person with the disability.

Be careful not to imply that people with disabilities are to be pitied, feared, or ignored, or that they are somehow more heroic, courageous, patient, or special than others.

Never use the terms *normal* or *able-bodied* in contrast.

Do not describe an individual as *disabled* or *handicapped* unless it is clearly pertinent to a story. Avoid euphemisms such as *mentally challenged* and descriptions that connote pity, such as *afflicted with* or *suffers from*.

Do not use *normal* to mean the opposite of having a disability.

Avoid words like *victim*, *afflicted*, and *stricken*.

Strive for person-first language.

Example:

Right: **Person with a disability**

Wrong: Disabled person

Gender:

Do not use "*he*" when referring to an unspecified person. Instead, rewrite the sentence into the plural or avoid the use of pronouns altogether.

Example:

Right: **Students applying for financial aid should file their applications for admission by Jan. 1.**

Wrong: A student applying for financial aid should file his application for admission by Jan. 1.

When reference to a specific gender is necessary, *women* and *men* are the preferred titles. The terms *girls* and *boys* should only be used for females and males under age 12.

Use alternatives for gender-specific occupation terms.

Example:

Right: **Chair, chairperson**

Wrong: Chairman

Avoid terms such as *manpower*, *manning*, *fellow*, etc.

Race and Ethnicity:

Use *international students* instead of *foreign students*.

Do not hyphenate *African American, Asian American, American Indian*, etc. Capitalize the proper names of nationalities, peoples, races, and tribes (e.g., *Arab, Cherokee, Japanese, Jewish*).

Because members of some ethnic groups use different terms when referring to themselves, if possible ask how they would like to be identified.

African American — the usage of the cultural-ethnic background of people who were transplanted to the Americas is preferred, rather than referencing skin color. This usage affirms the rich ethnic traditions from which people have come rather than simply indicating skin color or a perceived skin color. Do not hyphenate as a noun or an adjective.

African Descent — people whose ancestors, however long ago, came from Africa

Alaska Native — indigenous people of Alaska

American Indian — indigenous people of North America, except for those identified as Alaska Native people. Native American is also acceptable.

Asian — use for people from countries in Asia. Do not use *Asiatic* or *Oriental*. Whenever possible, make references to the specific country.

Asian American — United States citizens of Asian descent

Indian — use only for a person from India

Latino (m. or collective) **Latina** — preferred to *Hispanic*. When possible, use more specific identification (e.g., *Cuban, Puerto Rican, Mexican American*).

Sexual Orientation:

Do not assume heterosexual orientation or imply that sexual orientation is a voluntary choice. Use *sexual orientation*, not *sexual preference* or *lifestyle choice*. Refer to the following glossary from the Human Rights Campaign[2] to ensure clarity and accuracy:

Bisexual — A person emotionally, romantically, sexually, and relationally attracted to both men and women, though not necessarily simultaneously; a bisexual person may not be equally attracted to both sexes, and the degree of attraction may vary as sexual identity develops over time.

Coming Out — The process in which a person who identifies as gay, lesbian, or bisexual, or transgender, first acknowledges, accepts, and appreciates their sexual orientation or gender identity and begins to share that with others.

Gay — A word describing a man who is emotionally, romantically, sexually, and relationally attracted to other men. Note: gay is sometimes used as a blanket term to describe both men and women who prefer romantic relationships with members of the same sex.

Gender Expression — External manifestation of one's gender identity, usually expressed through masculine, feminine, or gender-variant behavior, clothing, haircut, voice, or body characteristics. Typically, transgender people seek to make their gender expression match their gender identity, rather than their birth-assigned sex.

Gender Identity — One's personal sense of their gender. For transgender people, their birth-assigned sex and their own sense of gender identity do not match.

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[2] http://www.hrc.org/resources/entry/glossary-of-terms

Genderqueer — A word people use to describe their own nonstandard gender identity or expression.

Lesbian — A woman who is emotionally, romantically, sexually, and relationally attracted to other women.

LGBT — An acronym for people who identify as *lesbian, gay, bisexual, and transgender*.

Queer — Often used interchangeably with *LGBT*. Be mindful that the term may have negative or derogatory connotations for some people; however, many younger people are comfortable using it. Again, ask the person how she or he identifies and use that term.

Sexual Orientation — An inherent or immutable enduring emotional, romantic, sexual, and relational attraction to another person; may be a same-sex orientation, opposite-sex orientation, or bisexual orientation.

Transgender — A term describing a broad range of people who experience and/or express their gender differently from what most people expect. It is an umbrella term that includes people who are transsexual, cross-dressers, or otherwise gender non-conforming.

Transsexual — A medical term describing people whose gender and sex do not line up, and who often seek medical treatment to bring their body and gender identity into alignment. Avoid using this term unless an individual self-identifies as transsexual.

Institute for Leadership and Service (ILAS) — Prepares students for lives of leadership and service through speaker series, summer fellowship program, related coursework, and reflection opportunities. Located in the Helge Center.

Institute of Liturgical Studies (ILS) — Annual conference held on campus for church leaders, congregations, and other partners.

Interfraternity Council (IFC) — Umbrella organization for Valpo fraternities. Promotes self-governance and oversees recruitment.

Internet

Jr. — Do not precede with comma.

justification — Left justification is preferred over full justification. When necessary, alternative justification choices may be used at the discretion of the designer.

kickoff (n. and adj.) **kick off** (v.)

Latinos in Valparaiso for Excellence (LIVE) — A student organization that strives to provide cultural, academic, and social support to Latino/Hispanic students.

Law School — Not *School of Law*.

lectures — Capitalize the name of a lecture series. Use quotation marks for the titles of individual lectures.

Example:

Mary Szybist's lecture, "Readings from Incarnadine," is part of the Christ College Symposium Series.

LEED — Commonly known acronym for Leadership in Energy and Environmental Design, which consists of a suite of rating systems for the design, construction, and operation of high performance green buildings, homes, and neighborhoods.

Lilly Fellows Program in Humanities and the Arts — Largest ecumenical organization that endeavors to renew and enhance the connections between Christianity and the academic vocation at church-related colleges and universities.

line breaks — Never break the word Valpo, Valparaiso, or University.

Avoid ending two or more consecutive lines with hyphenated words. Hyphenated words should have no fewer than four letters before and after the hyphen.

LIVE — Latinos in Valparaiso for Excellence promotes academic excellence among Hispanic students and supports and cultivates interests of Latino students through activities.

Lighter, The — An award-winning journal of literature and art published each semester that welcomes submissions from all students.

Lutheran Church — Missouri Synod, The (LCMS)

Lutheran Deaconess Association (LDA) — Diaconal ministry located adjacent to campus.

majors, minors — Do not capitalize academic majors or minors unless they include a proper noun such as a language.

mass — Refers to a service held in a Catholic church. Do not use for services held in the Chapel of the Resurrection.

Master Plan — Established to develop Valpo's physical environment throughout the next 20 years. Major elements of the development process include landscape and architectural development. Capitalize *Master Plan* when referring to the official plan.

mission — Valparaiso University's mission statement: *Valparaiso University, a community of learning dedicated to excellence and grounded in the Lutheran tradition of scholarship, freedom, and faith, prepares students to lead and serve in both church and society.*

Missouri Valley Conference — The athletic conference for Valparaiso Athletics (exceptions: bowling, football, men's tennis, men's swimming).

months — Some months are abbreviated when used in an exact date. Months with fewer than six letters are not abbreviated.

     Abbreviations: **Jan., Feb., Aug., Sept., Oct., Nov., Dec.**

     Months are spelled out when used alone or with the year only.

     Months may be spelled out when used in a formal invitation.

more than, over — Use *over* to describe spatial relationships; use *more than* with figures.

multicultural

names and titles — Capitalize and spell out formal titles such as professor or dean when they precede a name. May capitalize in list. Lowercase elsewhere.

Endowed chairs/professors must always be included and capitalized.

Do not use a courtesy title such as Mr. or Ms., except for medical doctors.

     Example:

     Dean Eric W. Johnson '87, Ph.D.

     Eric W. Johnson '87, Ph.D., dean

     Computer and Electrical Engineering Chair and Professor Jeff Will, Ph.D., received the 2014 ASEE National Outstanding Teaching Medal.

     Jeff Will, Ph.D., computer and electrical engineering chair and professor, received the 2014 ASEE National Outstanding Teaching Medal.

     In press releases and other items sent to the media, follow AP Style.

     For storytelling (web features, newsletters, etc.), use Professor/Dean/Provost/Coach Last name on subsequent references.

     Example:

     Jeff Will, Ph.D., computer and electrical engineering chair and professor, received the 2014 ASEE National Outstanding Teaching Medal. Professor Will has been with the University for 13 years.

     Titles may be capitalized after the name when used in a headline, directory, or listing.

     For students and alumni, use full name with graduation year on first reference and first name only for subsequent references.

     See also **alumni**.

Native American — One of the descendants of the indigenous peoples of North America. Avoid the term Indian. Do not hyphenate as noun or adjective.

neither — Takes a singular verb.

newspaper and periodical names — Names of newspapers and periodicals are capitalized. Do not use italics or quotation marks. See also **composition titles**.

nonprofit

noon — Do not put a 12 in front of *noon*. See also **a.m., p.m.** and **midnight**.

numbers — Spell out whole numbers below 10 or at the beginning of a sentence; use figures for 10 and above. For ordinals, spell out first through ninth; starting with 10th, use figures. Exception: for percentages, dimensions, and ages, use figures, even for 1–9.

> Use a comma in numerals of 1,000 and above except for temperatures, years, street addresses, broadcast frequencies, room numbers, serial numbers, and telephone numbers.
> For figures greater than 999,999, use million or billion.
> Example:
> **2.3 billion, 4 billion**
> Spell out fractions in text material. Hyphenate fractions when they are used as adjectives or adverbs.
> Example:
> **The book is three-fourths complete.**
> In a list, a fraction and a whole number appear as numerals with a space between.
> Example:
> **3 ½**
> When using ratios in a sentence, use a hyphen instead of a colon.
> Example:
> **12-to-1**
> A colon is acceptable for ratios in list form.
> Example:
> **12:1**
> An en dash should not be used as a substitute for *to* in a range unless the numbers are in parentheses.
> Example:
> **She taught at Valpo from 1980 to 2000.**
> **She taught at Purdue University (1960–1965), Northwestern University (1965–1980), and Valparaiso University (1980–2000).**
> Use periods to separate numerals in phone numbers. Do not use parentheses for the area code. Abbreviate *ext.* and separate from the phone number.
> Example:
> **219.464.5000, ext. 1234**
> For internal calls, use only the extension number.
> Example:
> **ext. 1234**

offline

on-campus, on campus — Use *on-campus* as an adjective and *on campus* as a prepositional phrase.

> Example:
> **On-campus events are held throughout the year.**
> **Events are held on campus throughout the year.**

online

Opening Convocation — Ceremony marking the beginning of the academic year.

Order of Omega — National Greek leadership honor society.

Orientation Assistant — Spell out on first reference, then abbreviate *OA*.

over, more than — Use *over* to describe spatial relationships. Use *more than* with figures.

page — Lowercase when referencing page number (this is an exception to AP Style and standard for higher education). Spell out in running copy; abbreviate only in list or table format (**p., pg., pgs.**, are acceptable abbreviations depending on space available).

Panhellenic Council — Coordinates sorority recruitment process and other aspects of sorority organization.

parentheses — Place a period outside a closing parenthesis if the material inside is not a sentence. Place the period inside the closing parenthesis if the material inside is a complete sentence.

part-time, part time — Hyphenate as an adjective preceding the noun. Otherwise, two words, no hyphen.
> Example:
> **She is a part-time employee.**
> **She works part time.**

PDF — Abbreviation for *portable document format*. Use all uppercase unless appended to a file name to designate the type of file extension.
> Example:
> **She emailed a PDF of the design. The file name is draft.pdf.**

percent — Spell out the word *percent*; do not use the symbol unless in a list or table. Use figures.

period — Use to indicate the end of a declarative or imperative sentence and follow with single space. Periods always go inside quotation marks.

Phi Beta Kappa Society — National society honors academic excellence and scholarly achievement in liberal arts and sciences. Valpo chapter is Eta of Indiana.

Phi Mu Alpha Sinfonia — National music fraternity. Valpo's chapter is Kappa Sigma.

p.m., a.m. — Lowercase, with periods. Use figures to designate time using a.m. and p.m. For noon and midnight, use the words *noon* and *midnight* without the figure 12. Avoid redundancy such as *10 a.m. this morning*. See also **time**.

police department — Use *Valparaiso University Police Department* as official name. Do not abbreviate as *VUPD*. May be referred to as *University police*.

president — Mark A. Heckler, Ph.D., has served as Valparaiso University's 18th president since 2008.
> Example:
> **Mark A. Heckler, Ph.D., president**
> **President Mark A. Heckler**

President's Council — Administrators who report to the president and oversee broad areas of the University's operations in support of the Strategic Plan.
> Members:
> **Richard A. AmRhein '12 J.D., Vice President for Community and Government Relations and Chief of Staff, Office of the President**
> **Mark L. Biermann, Ph.D., Provost and Executive Vice President for Academic Affairs, Professor of Physics and Astronomy**
> **Ray Brown, A.M., Vice President for Enrollment Management**
> **Darron C. Farha, J.D., Vice President and General Counsel**
> **Mark A. Heckler, Ph.D., President**
> **Lisa Hollander, B.A., Vice President for Advancement and Strategic Initiatives**
> **Brian T. Johnson, M.Div., Assistant Vice President for Mission and Ministry**
> **Michael A. Joseph, M.A., Vice President for Enrollment Management**
> **Stacey A. Miller, Ed.D., Assistant Provost for Inclusion and Student Success Services**
> **David N. Phelps, B.S., Executive Vice President and Chief Operating Officer**
> **Susan D. Scroggins, CPA, '04 MBA, Senior Vice President for Finance**

professor — Capitalize before a name; lowercase elsewhere. Use AP Style for news releases. See also **endowed chairs** and **names and titles**.

provost — Mark L. Biermann joined Valparaiso University in 2014 as provost and executive vice president for academic affairs. He also serves as professor of physics and astronomy.
> Example:
> **Mark L. Biermann, Ph.D., provost and executive vice president for academic affairs**
> **Provost and Executive Vice President for Academic Affairs Mark L. Biermann, Ph.D.**

Provost's Council — Administrators who report to the president and oversee academic areas in support of the Strategic Plan.
> Members:
> **Karen Allen, RN, Ph.D., FAAN, Dean of the College of Nursing and Health Professions**
> **James D. Brodzinski, Ph.D., Dean of the College of Business and Professor of Management**

David R. Cleveland, J.D., Dean of the Law School and Professor of Law
Rick Gillman, D.A., Associate Provost for Faculty Affairs and Professor of Mathematics
Christina Hubbert, Ph.D., Dean of the Graduate School and Continuing Education
Eric W. Johnson '87, Ph.D., Dean of the College of Engineering and Professor of Electrical and Computer Engineering
Jon T. Kilpinen '88, Ph.D., Dean of the College of Arts and Sciences and Associate Professor of Geography
Mark LaBarbera, MBA, Director of Athletics
Patricia Mileham, M.A., Dean of the Library
Stacey A. Miller, Ed.D., Assistant Provost for Inclusion and Student Success Services
Dave Sierkowski, B.S., Chief Information Officer
Susan VanZanten, Dean of Christ College

quotation marks — Use single quotation marks in news headlines and for quotes within quotes. Smart quotes, not straight quotes, should be used. Semicolons and colons go outside quotation marks. Periods and commas go inside the closing quotation mark.

Quran — The preferred spelling for the Muslim holy book. Use the spelling *Koran* only if preferred by a specific organization or in a specific title or name.

Q&A

rain site — Two words.

regions — Capitalize *North, South, East, West, Northwest*, etc., when they designate regions; lowercase when they indicate compass directions.

RN — Follows name and is set off by commas.

residence hall — Preferred term.

Residential Assistant — Spell out on first reference, then abbreviate as *RA*.

RSVP — The abbreviation for the French *respondez s'il vous plait*, which means *please reply*. Do not use *Please RSVP* as this is redundant.

seasons — Do not capitalize *winter, spring, summer,* or *fall*, unless part of a formal name.
    Example:
    Winter Olympics
    Do not capitalize seasons as part of an academic period.
    Example:
    fall semester

semicolon — Use semicolons to separate items in a series when the items use internal commas. A semicolon should be placed before the conjunction in such a series.

service — Preferred term for all worship services held in the Chapel of the Resurrection or by the Chapel in alternate locations during the summer. Do not use *mass*.

Sigma Alpha Iota — International music fraternity. Valpo's chapter is Beta Lambda.

Sigma Tau Delta — International English honor society.

Sigma Theta Tau — International nursing honor society. Valpo's chapter is Zeta Epsilon.

sign-up (n. and adj.), **sign up** (v.)

Social Action Leadership Team — The Social Action Leadership Team (SALT) is the spirit-led social justice ministry of the Chapel of the Resurrection at Valparaiso University.

sororities and fraternities — Use *sorority and fraternity community* instead of *Greek Life*.
>National fraternities:
>**Lambda Chi Alpha; Phi Delta Theta; Phi Kappa Psi; Phi Mu Alpha Sinfonia; Phi Sigma Kappa; Pi Kappa Alpha; Sigma Chi; Sigma Phi Epsilon; Sigma Pi**
>National sororities:
>**Chi Omega; Gamma Phi Beta; Kappa Delta; Kappa Kappa Gamma; Pi Beta Phi; Sigma Lambda Gamma**

Sorority Housing Complex — Six townhouse-style housing units opened in fall 2016 for sorority women.

Spring Break

St. Teresa of Avila Catholic Student Center — Catholic community adjacent to campus that serves the students of Valparaiso University and local families.

states — Spell out the names of states in running copy. Abbreviations are acceptable in list format.
>Example:
>**Valparaiso University is located in Indiana.**
>**Campus is located in Valparaiso, Indiana, an hour from Chicago.**
>Refer to AP Style Guide for major cities that do not include state (e.g., Chicago, Indianapolis).
>Use postal abbreviations only when giving a mailing address.
>Example:
>**The Harre Union is located at 1509 Chapel Drive, Valparaiso, IN, 46383.**

statewide

STEM — Term used for science, technology, engineering, and mathematics.

Strategic Plan — "Our Common Pursuit: Valpo's Call to Lead and Serve for the Next Generation," a model by which Valpo strives to strengthen its Lutheran character, remain true to its identity and mission, and diversify the Valpo community. The plan calls for innovation, increased enrollment, and financial stability. Capitalize when referring to the official plan. (*Note: This plan is currently being revised.*)

student-athlete — Always hyphenate this compound.

Tau Beta Pi — National engineering honor society. Valpo's is Indiana Delta Chapter.

team — Do not capitalize *football team, basketball team,* etc. Capitalize if used without *team*.
> Example: **Men's Basketball defeated the opponent in a thrilling victory.**
> **The men's basketball team secured its fifth championship in six years.**

that, which — Use *that* to introduce essential clauses and do not precede *that* with a comma. Use *which* to introduce nonessential clauses and set of the clause with commas.
> Example:
> **Karen Allen was recently named dean of the College of Nursing and Health Professions, which has expanded to include additional health care programs.**
> **The new programs that the College of Nursing and Health Professions offers include public health and physician assistant studies.**

The Torch — Valparaiso University student newspaper.

theatre

time — Use figures except for noon and midnight. Do not use *:00* or *o'clock*. Avoid redundancies such as *10 a.m. this morning*. Use an en dash to indicate a span of time.
> Example:
> **Homecoming activities will begin at 9 a.m.**
> **The luncheon begins at noon.**
> **The banquet will be 1–3 p.m.** (Avoid indicating a span with "from" and an en dash, such as *from 1–3 p.m.*)
> See also **dates**, and **a.m., p.m.**

time zone — Valparaiso University is in the Central Time Zone. Abbreviate as CDT during Daylight Saving Time or CST when not during Daylight Saving Time. Abbreviation of CT can be used any time of year.
Capitalize the full name of the time in force within a particular zone: *Central Standard Time, Central Daylight Time*.
Lowercase all but the region in short forms: *The Central time zone, Central time*.

tipoff (n. and adj.) **tip off** (v.)

toward — Not *towards*.

United States — The preferred term; abbreviation *U.S.* is acceptable as both a noun and adjective.

University — Capitalize when referring to Valparaiso University; lowercase elsewhere.

University Programming Council — Coordinates student programming on campus and in the community.

upward — Not *upwards*.

URL — All URLs included in print materials must be checked online exactly as printed before going to print to ensure they direct to the correct page. Do not include *http://* and *www.* A Web address may be broken at the end of a line if necessary, but do not add a hyphen. Break the URL at punctuation. Never break *valpo.edu*. Avoid ending a sentence with a URL whenever possible.

Valparaiso — Name of the city in Indiana in which Valparaiso University is located. Do not use Valparaiso on its own to refer to the University, as this may cause confusion.

Valparaiso University Guild — Guild members are alumni, parents, employees, and friends of the University. The Guild's mission is to enhance the student experience while exemplifying the University's ideals of scholarship, freedom, and faith.

Valparaiso University Honor Council — Student-run council maintains Honor System in academic community.

Valparaiso University Storm Intercept Team — VUSIT is devoted to observing "severe convective weather" in as safe a manner as possible in order to enhance undergraduate education in meteorology.

Valparaiso University Student Senate — Campus legislative and advisory body.

Valpo — Valpo is acceptable as a second reference. Do not use VU, which might prompt confusion among universities with Valpo's initials.

VAN — Valpo Admission Network.

Valparaiso International Student Association (VISA) — Student organization committed to supporting, educating, and enhancing an inclusive campus environment among international and domestic students.

vision — Valparaiso University's vision statement: *Valparaiso University will be renowned worldwide for preparing women and men who are highly sought for their knowledge, character, integrity, and wisdom.*

VU — Do not use as abbreviation for Valparaiso University.

VUTV — Student-run television station.

Washington, D.C. — Use periods with D.C. and set off with commas.

Web — Capitalize shortened form of *World Wide Web*.

webcam, webcast, webmaster, webpage, website — Lowercase these forms.

well-being

which, that — Use *that* to introduce essential clauses and do not precede *that* with a comma. Use *which* to introduce nonessential clauses and set of the clause with commas.
> Example:
> **Karen Allen was recently named dean of the College of Nursing and Health Professions, which has expanded to include additional health care programs. The new programs that the College of Nursing and Health Professions offers include public health and physician assistant studies.**

Working Across Vocations Everywhere through Service (WAVES) — Service-based organization consisting of students who work to design projects for underdeveloped communities.

WVUR FM 95.1 — Valparaiso University student-run radio station.

years — Always use numerals for years. Express a range of dates with *from … to* or an en dash, but do not use dashes with *from*.
> Example:
> **He was president 2000–2006.**
> **He was president from 2000 to 2006.**