

# **EDITORIAL STYLE GUIDE**

2024

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The following guidelines follow the 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; presentations; 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 if 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.
- Alumni who are faculty, staff, and administrators at Valparaiso University should place their graduation years after their names on business cards, name tags, and signature lines.

**a, an** — Use the article a before consonant sounds and an before vowel sounds.

- Examples:  
**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 or organizations.

- Avoid acronyms unless they are widely recognized by the public.
- Use capitalized letters and no periods when individual letters are pronounced.
- Examples:  
**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.

Examples:

**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 art in communication*

- Multiple degrees are listed chronologically in the order they were earned, then Valpo titles.

Example:

**Shahin Sbokdast Nudehi, Ph.D., P.E., Frederick F. Jenny Professor of Emerging Technology, associate professor of mechanical engineering and bioengineering**

- 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	
G.C.	Graduate Certificates
M.A.	Master of Arts
M.Acc.	Master of Accountancy
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
MHCA	Master of Healthcare 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.

- Examples:

**The Department of Social Work offers a bachelor's in social work, master of social work (MSW), and a minor in social work for a variety of majors. She majored in mechanical engineering and minored in Spanish. She teaches in the psychology 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 2023–2024 academic year kicked off with the annual Opening Convocation.**

**Access College for Success** — Use the full name on the first reference. Subsequent references may be Access College.

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

**acreage** — Valpo's campus is nearly 300 acres.

**addresses** — In running copy, abbreviate directional ends of streets 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.

Examples:

**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.**

**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** — 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 the 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 Phi Omega** — Co-ed service fraternity that serves as the primary service-based organization for students.

**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 distribution, 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.

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 DE1, 'YR DE2	Tom Wyatt '94, '12 M.S. Toni Baldwin-Dufour '95, '97 MSN, '10 DNP
Alum who earned 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
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.
Couple 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. in the 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 *U.S. 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 use an apostrophe

**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% of business schools worldwide.

- Hyphenate AACSB-accredited.

**Athletics** — Capitalize proper names and lowercase general team names.

Examples:

**Valparaiso University Beacons, Valpo Beacons  
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.

**Back2Beacon Scholarship** — A graduate studies scholarship for returning Beacons. Use full name of Back2Beacon Scholarship on the first reference. Subsequent references may be Back2Beacon. Capitalize Back2Beacon Scholarship. Do not use spaces in Back2Beacon. Use "2" in Back2Beacon Scholarship.

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

**barbecue**

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

**Beacon, The** — Student yearbook.

**Bible, biblical** — Capitalize Bible when referring to religious text. Lowercase biblical in all instances. Never put a space after the colon in biblical citation.

Examples:

**Right: Psalm 23:1**

*Wrong: Psalm 23: 1*

**Black** — Preferred term. Use the capitalized term as an adjective in a racial, ethnic, or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges. See also **inclusive writing**.

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

**Bloom Scholars** — Students studying in the Bloom Scholars Program. Capitalize Scholars when it succeeds Bloom.

Examples:

**Right: I am a Bloom Scholar at Valpo.**

*Wrong: I am a scholar in the Bloom Scholars Program.*

**Board of Directors, board** — 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.

Examples:

**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)

**Arts and Sciences Building** (College of Arts and Sciences)

**Athletics-Recreation Center (ARC)**

**Beacon Hall** (residence)

**The Bell & Beacon Café**

- BB's upon second reference or used internally.

**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 externally)  
**Center for the Sciences: Chemistry and Biochemistry**  
**Chapel of the Resurrection** (Chapel after first reference)  
**Christopher Center Library**  
**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** (union after first reference)  
**Health Center** (located in **Promenade East**)  
**Heidbrink Hall**  
**Helge Center**  
**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 B**  
**Linwood House**  
**Loke Hall**  
**Meier Hall**  
**Memorial Hall** (residence)  
**Muller Hall** (Christ College — The Honors College)  
**Neils Science Center**

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Observatory  
Parking Ramp East  
Parking Ramp West  
Scheele Hall (residence)  
Schnabel Hall  
Soccer and Intramural Fields  
Softball Field  
Sorority Housing Complex (residence)  
Tennis Complex  
University Mail Center  
University Theatre (located in Center for the Arts)  
Urschel Hall (College of Business)  
Valparaiso University Police Department (do not use VUPD externally)  
Warren G. Hoyer Track  
Wehrenberg Hall (residence)  
Wesemann Hall

**campuswide**

**cancel, canceled, canceling, cancellation**

**CAPS Fellows** — Students who have been selected to participate in the CAPS Fellows Program, that aims to help students develop their sense of Calling And Purpose in Society by reimagining the traditional internship as a communal and reflective experience, deepening its impact on discernment. Capitalize Fellows when it succeeds CAPS.

Examples:

**Right: I am a CAPS Fellow.**

*Wrong: I am a Fellow in the CAPS Fellows Program.*

**caregiver**

**catalog**

**century** — Lowercase, spelling out numbers less than 10. Hyphenate when used as an adjective.

Examples:

**In the first century**

**Literature from the 20th century**

## 20th-century literature

**ceremonies and celebrations** — Capitalize Valpo's major ceremonies: Opening Convocation, Homecoming, Valpo Day, 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.

## child care

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

**Christ College Scholars** — Students studying in Christ College – The Honors College. Capitalize Scholars when it succeeds Christ College.

Examples:

**Right: I am a Christ College Scholar.**

*Wrong: I am a Scholar in Christ College.*

**cities** — Some cities do not require a state abbreviation. See also **states**.

Cities Not Requiring State Names	
Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix

Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington

**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 or College of Nursing and Health Care Professionals.

**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 a 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 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.

Examples:

**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.

Examples:

**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 best values in the nation by US News & World Report.**

- 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 best values in the nation by U.S. News & World Report.**

- Use commas to set off the elements in addresses and names of geographical places.

Example:



**The campus is located in Valparaiso, Indiana, an hour away 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, 2023, 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.**

- 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 theater.**

- 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 conditioning, 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.

Examples:

**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.

Examples:

**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.

Examples:

**"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:

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### 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. See also **names and titles**.

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 also include titles such as *President*, *Provost*, *Dean*, or *Professor*.

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

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

**Dance Marathon** — The largest student 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 nearly 30 years — more than 90% of Valpo graduates are employed or attend graduate school within nine 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 + -)

Examples:

**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.

Examples:

**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. See also **days** and **months** and **times**.

- 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, 2024, 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 2023 issue is available now.**

- Write out full date when character limit allows (Instagram captions, one-sheets, etc.) Use abbreviations only when character limit does not allow (Twitter, charts, etc.).

**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.
- Write out full day when character limit allows (Instagram captions, one-sheets, etc.) Use abbreviations only when character limit does not allow (Twitter, charts, etc.).

**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**.

**departments, academics** — Capitalize only when using the full, formal name of a department. Lowercase in other forms. Languages are always capitalized, regardless of formatting.

Examples:

**Office of Admission**

**Office of Advancement**

Examples:

**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.

Examples:

**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.**

**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.

Examples:

**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.

Examples:

**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**

**brand.manager@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:

- **Bharath Ganesh Babu, Ph.D., Dorothy R. Herscher Endowed Chair in Geography, Professor of Geography**
- **Joseph A. Bognar, D.M.A., Frederick A. and Mazie N. Reddel Professorship of Music, Professor of Music**
- **Gretchen Buggeln, Ph.D., Phyllis and Richard Duesenberg Chair in Christianity and the Arts, Professor of Art History and Humanities**
- **Martin Buinicki, Ph.D., Dixon W. and Herta E Benz Fund for Faculty Support, Associate Professor of English**
- **Michael Chikeleze, Ph.D., Richard C. and Francelia A. Gozon University Chair in Values-Based Leadership, Associate Professor of Leadership and Communication**
- **Nicholas E. Denysenko, M.Div., Ph.D., Emil and Elfriede Jochum University Chair, Professor of Theology**
- **Elizabeth Gingerich, Ph.D., Louis A. and Mary L. Morgal Chair of Christian Business Ethics, Professor of Business Law**
- **Jay Grossman, Ph.D., P.E., Donald V. Fites Endowed Faculty Fellowship in Engineering, Assistant Professor of Civil and Environmental Engineering**
- **Susan R. Holman '79, Ph.D., '16H, John R. Eckrich Chair in Religion and the Healing Arts, Professor of Humanities**
- **Thomas Albert "Tal" Howard, Ph.D., Phyllis and Richard Duesenberg Chair in Christian Ethics, Professor of Humanities and History**
- **Marin R. Jacobson, D.M.A., Phyllis and Richard Duesenberg Chair in Lutheran Music, Associate Professor of Music**
- **Slavica Jakelić, Ph.D., NEH Richard P. Baepler Professorship in Humanities, Associate Professor of Humanities and Social Thought**
- **Peixing Jiang, Ed.D., Joyce Hagen Endowed Faculty Fellowship in CONHP, Associate Professor of Exercise Science**
- **Theresa A. "Terry" Kessler, Ph.D., RN, ACNS-BC, CNE, FAAN, Kreft Endowed Chair for the Advancement of Nursing Science, Professor of Nursing**
- **Peter T. Krenzke, Ph.D., Frederick F. Jenny Jr. Professorship of Emerging Technology, Assistant Professor of Mechanical Engineering and Bioengineering**
- **Sanjay Kumar, Ph.D., Richard E. Meier Professor of Management, Professor of Information and Decision Sciences**

- Zheng Li, Ph.D., MPH, CPH, Joyce Hagen Endowed Faculty Fellowship in CONHP, Associate Professor of Health Sciences
- Michael W. Longan, Ph.D., Alfred H. Meyer Chair in Geography, Professor of Geography
- Matthew T. Luth, Ph.D., Herbert H. and Agnes S. Schulz Endowed Professorship in Management, Associate Professor of Management
- Jon Paul McCool, Ph.D., Dorothy R. Herscher Endowed Chair in Geography, Associate Professor of Geography
- Shahin Sbokdast Nudehi, Ph.D., P.E., Willard and Leitha Richardson Professorship in Engineering, Professor of Mechanical Engineering and Bioengineering
- Christine Paquin, DNP, RN, PMHCNS-BC, CNE, Joyce Hagen Endowed Faculty Fellowship in CONHP, Associate Professor of Nursing
- George Pati, Ph.D., Surjit S. Patheja, M.D., Chair in World Religions and Ethics, 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 and Environmental Engineering
- George Potter, Ph.D., Walter G. Friedrich Professorship of American Literature, Associate Professor of English
- Bailey Regier, MSN, RN, Joyce Hagen Endowed Faculty Fellowship in CONHP, Clinical Assistant Professor of Nursing
- Jesse M. Sestito, Ph.D., Donald V. Fites Endowed Faculty Fellowship in Engineering, Assistant Professor of Mechanical Engineering and Bioengineering
- Lauren F. Sestito, Ph.D., Donald V. Fites Endowed Faculty Fellowship in Engineering, Assistant Professor of Mechanical Engineering and Bioengineering
- Sara Story, Ed.D., OTD, OTR/L, BCG, CAPS, Joyce Hagen Endowed Faculty Fellowship in CONHP, Associate Professor of Occupational Therapy
- Timothy J. Tomasik, Ph.D., Phyllis and Richard Duesenberg Chair in French Language and Culture, Professor of World Languages and Culture
- Luke J. Venstrom, Ph.D., Paul H. Brandt Professorship in Engineering, Associate Professor of Mechanical Engineering and Bioengineering
- Daniel White, Ph.D., Dale F. Kempf Endowed Professorship of Emerging Technology, Associate Professor of electrical and computer engineering



**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 in a sentence, but not if at the end of a sentence.

**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 member(s)** — Titles following names are lowercase, 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. Per [fafsa.gov](https://fafsa.gov), refer to application as a form.

Example:

**The FAFSA form is now open.**

**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.

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Examples:

**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.

Examples:

**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:

**FY2024 runs from July 1, 2023, through June 30, 2024.**

**FOCUS** — Valpo's undergraduate new-student and transfer student orientation. Use FOCUS, new-student orientation upon first reference. Subsequent mentions may use FOCUS.

**foreign students** — Use international students instead.

**fraternities and sororities** — Use sorority and fraternity community instead of Greek Life.

- Inter/National fraternities:  
**Kappa Alpha Psi, 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**
- Inter/National sororities:  
**Alpha Gamma Delta, 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.

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Examples:

**the freshman representative**  
**freshman residence hall**

**fundraiser, fundraising**

**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.

**healthcare**

**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."*

**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 — preceded 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*.

Examples:

**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.

Examples:

**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.**

**In Thy Light We See Light (In Luce Tua Videmus Lucem)** — Valparaiso University's motto. Do not use comma in English translation.

**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, age, for example, tend to overemphasize 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).
- Consider carefully when deciding whether to identify people by race. Often, it is an irrelevant factor and drawing unnecessary attention to someone’s race or ethnicity can be interpreted as bigotry. There are, however, occasions

when race is pertinent, such as stories that involve significant, groundbreaking, or historic events.

- 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** — Acceptable for an American Black person of African descent. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow a person's preference.

**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.

**Arab American** — Acceptable for an American of Arab descent. When possible, refer to a person's country of origin or follow the person's preference. For example: Lebanese American or Egyptian American. Although most Arabs worldwide are Muslim, many Arab Americans are not. Don't assume that everyone from a predominantly Arab country identifies as Arab; ask them.

**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

**biracial, multiracial** — Acceptable, when clearly relevant, to describe people with more than one racial heritage. Avoid mixed-race, which can carry negative connotations, unless a story subject prefers the term.

**Black (adj.)** — Use the capitalized term as an adjective in a racial, ethnic, or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges. Use of the capitalized Black recognizes that language has evolved, along with the common understanding that especially in the United States, the term reflects a shared identity and culture rather than a skin color

alone.

**Black(s), white(s) (n.)** — Do not use either term as a singular or plural noun. Instead, use phrasing such as Black people, white people, Black teachers, white students. Black and white are acceptable as adjectives when relevant.

**Hispanic** — A person from, or whose ancestors were from, a Spanish-speaking land or culture. Latino, Latina, or Latinx are sometimes preferred. Follow the person's preference. Use a more specific identification when possible, such as Cuban, Puerto Rican, or Mexican American.

**Indian** — Use only for a person from India

**Latino, Latina, Latinx Latino** — Often the preferred noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. Latina is the feminine form. Some prefer the gender-neutral term Latinx, which should be confined to quotations, names of organizations, or descriptions of individuals who request it and should be accompanied by a short explanation.

**minority, racial minority** — The term is acceptable as an adjective in broad references to multiple races other than white in the United States. Do not use minority as a noun in the singular. Limit use of the plural minorities unless needed for reasons of space or sentence construction. Phrasing such as minority students or minority groups is preferable.

**people of color** — The term is acceptable when necessary in broad references to multiple races other than white. Be aware, however, that many people of various races object to the term for various reasons, including that it lumps together into one monolithic group anyone who isn't white.

**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 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, acknowledges, accepts, and appreciates their sexual orientation or gender identity and begins to share that with others. This may occur several times as one comes out to multiple groups over the course of their lives.

**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.

**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 they identify 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.

**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.

Examples:

**Right: Martin Luther King Jr.**

**Right: Roger Powell Jr. '16 M.S.**

*Wrong: Martin Luther King, Jr*

*Wrong: Robert Downey, Junior*

**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.)

Examples:

**The party will kick off at 9 p.m.**

**The game kickoff is at 11:30 a.m.**

**LatinX in Valparaiso for Excellence (LIVE)** — A student organization that strives to provide cultural, academic, and social support to Latinx students.

**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.**

**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.

**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.

**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 Valpo Athletics (exceptions: bowling, football).

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

- Abbreviations: Jan., Feb., Aug., Sept., Oct., Nov., Dec.
- The months March, April, May, June, and July are not abbreviated.
- Months are spelled out when used alone or with the year only.
- Months may be spelled out when used in a formal invitation.
- Write out full month when character limit allows (Instagram captions, one-sheets, etc.) Use abbreviations only when character limit does not allow (Twitter, charts, etc.).

**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., Ms., Dr., except for medical doctors.

Examples:

**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**.

Examples:

**Jane Smith '23, MBA**

*Undergraduate degree from Valpo, MBA from elsewhere*

**Jane Smith, MBA**

*Undergraduate degree and MBA from elsewhere*

**Jane Smith '23 MBA**

*Undergraduate degree from elsewhere, MBA from Valpo*

**Jane Smith '23, '24 MBA**

*Undergraduate degree and MBA from Valpo*

**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.
-

Examples:

**2.3 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 1/2**

- 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.

Examples:

**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**

- 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.

Examples:

**On-campus events are held throughout the year.**

**Events are held on campus throughout the year.**

## online

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

**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** — Umbrella organization for Valpo sororities. Promotes self-governance and oversees recruitment.

**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.

Examples:

**They are part of fraternity and sorority life (Phi Sigma Kappa and Chi Omega, respectively).**

**They are part of fraternity and sorority life. (And they love it!)**

**part-time, part time** — Hyphenate as an adjective preceding the noun. Otherwise, two words, no hyphen.

Examples:

**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 (%)** — Use the % symbol in lists, headlines, and running copy.

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

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

**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 externally. May be referred to as University police.

**president** — José D Padilla, J.D., has served as Valparaiso University's 19th president since 2021.

Example:

**José D. Padilla, J.D., president**

**President José D. Padilla, J.D.**

**President's Council** — Administrators who report to the president and oversee broad areas of the University's operations in support of the Strategic Plan.

Current members:

- **Karen Allen, RN, Ph.D., FAAN, Dean of the College of Nursing and Health Professions**
- **Rebekah R Arevalo, M.S., Assistant Vice President for HSI Initiatives and Chief of Staff**
- **Bharath Ganesh Babu, Ph.D., Faculty Senate Chair**
- **Rev. Brian A. F. Beckstrom, Ph.D., Assistant Vice President for Mission, Church and Ministry**
- **Niclas Erhardt, Ph.D., Dean of the College of Business and Professor of Management.**
- **Darron C. Farha, J.D., Vice President and General Counsel and Secretary of the Board of Directors**
- **Marie Foster-Bruns, MBA, Vice President of Advancement**
- **Steve Janowiak, M.Ed., Vice President for Student Life**
- **Eric W. Johnson '87, Ph.D., Provost and Executive Vice President for Academic Affairs**
- **Gregg "Bagel" Johnson, Ph.D., Interim Dean of the College of Arts and Sciences and Professor of Political Science and International Relations**
- **Chloe Kiser, SEAC Chair**
- **Patricia Mileham, M.A., Dean of the Library and Associate Professor of Library Services**

- Jennifer Prough '91, Ph.D., Dean of Christ College — The Honors College and Associate Professor of Humanities and East Asian Studies
- Jill Sifuentes '04 Schur, M.S., Vice President for Enrollment and Marketing
- Dave Sierkowski, Chief Information Officer
- Charles Small, Ed.D., Director of Athletics
- Doug Tougaw '05 MBA, Ph.D., P.E., Dean of the College of Engineering and Professor of Electrical and Computer Engineering
- Angela Vidal-Rodriguez, Ph.D., Assistant Vice President for Diversity, Equity, and Inclusion
- Mark Volpatti, Ed.D., CPA, Senior Vice President for Finance, Chief Financial Officer, and Treasurer of the Board of Directors

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

**provost** — Eric W. Johnson '87, Ph.D., joined the faculty at Valparaiso University in 1997 and became provost and executive vice president for academic affairs in 2021. Before being named the provost, he also served as dean of the College of Engineering.

**Provost's Council** — Administrators who report to the president and oversee academic areas in support of the Strategic Plan.

Current members:

- Karen Allen, RN, Ph.D., FAAN, Dean of the College of Nursing and Health Professions
  - Niclas Erhardt, Ph.D., Dean of the College of Business and Professor of Management.
  - Tamara Gingerich, Associate Vice President for Finance and Controller
  - Kevin Goebbert, Ph.D., Interim Assistant Provost and Professor of Meteorology
  - Steve Janowiak, M.Ed., Vice President for Student Life
  - Gregg "Bagel" Johnson, Ph.D., Interim Dean of the College of Arts and Sciences and Professor of Political Science and International Relations
  - Patricia Mileham, M.A., Dean of the Library and Associate Professor of Library Services
  - Jennifer Prough '91, Ph.D., Dean of Christ College — The Honors College and Associate Professor of Humanities and East Asian Studies
  - Dave Sierkowski, Chief Information Officer
  - Charles Small, Ed.D., Director of Athletics
-



Doug Tougaw '05 MBA, Ph.D., P.E., Dean of the College of Engineering and Professor of Electrical and Computer Engineering

- Allison Urbanczyk, MBA, University Registrar
- Angela Vidal-Rodriguez, Ph.D., Assistant Vice President for Diversity, Equity, and Inclusion
- Melizza Zygmunt, Executive Director of Institutional Effectiveness

**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.

Examples:

“And she told me, ‘Valpo won the award!’ before she left,” I said.

Did the news article say “Valpo won the award,” or “Valparaiso University won the award”?

The news article said “Valpo won the award.”

The news article said “Valpo won the award,” but it did mention Valparaiso University elsewhere.

**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.

**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 RA.

**RSVP** — The abbreviation for the French *repondez 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.

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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.

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

**Social Action Leadership Team (SALT)** — The Social Action Leadership Team 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.

- Inter/National fraternities:  
**Kappa Alpha Psi, 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**
- Inter/National sororities:  
**Alpha Gamma Delta, Chi Omega; Gamma Phi Beta; Kappa Delta; Kappa Kappa Gamma; Pi Beta Phi; Sigma Lambda Gamma**

**Sorority Housing Complex** — Six townhouse-style housing units for Valpo 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. See also **cities**.

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Examples:

**Valparaiso University is located in Indiana.**

**Campus is located in Valparaiso, Indiana, an hour away from Chicago.**

- Refer to AP Style Guide for major cities that do not include states (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.**

State Abbreviations		
Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

**statewide**

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

**student-athlete** — Always hyphenate this compound.

**team** — Do not capitalize football team, basketball team, etc. Capitalize if used without team.

Examples:

**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 off the clause with commas.

Examples:

Karen Allen was recently named dean of the College of Nursing and Health Professions, which has expanded to include additional healthcare programs.

The new programs that the College of Nursing and Health Professions offers include public health and physician assistant studies.

**Torch, The** — Valparaiso University student newspaper.

**theater**

**time** — Use figures except for noon and midnight. Do not use :00 or o'clock. Avoid redundancies such as 10 a.m. in the morning. Use an en dash to indicate a span of time. See also **dates**, and **a.m.**, **p.m.**

Examples:

**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.)

**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.

**Uplift Valpo: Our Beacon for the Journey Forward** — Valpo's strategic plan, formed around four themes — Learn, Serve, Lead, Thrive — that align with the University's mission as a Lutheran institution and serve as a reflection of our community to the outside world. Each theme is supported by key initiatives that will purposely drive Valpo toward achievement of these ambitious goals. Use the full name on the first reference. Subsequent references may be Uplift Valpo. Capitalize when referring to the official plan.

**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.

Example:

**valpo.edu/marcom**

**You can find this style guide and other guidelines at valpo.edu/marcom.**

**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 Student Senate** — Campus legislative and advisory body.

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

**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 after 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 off the clause with commas.

Examples:

**Karen Allen was recently named dean of the College of Nursing and Health Professions, which has expanded to include additional healthcare 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*.

Examples:

**He was president 2000–2006.**

**He was president from 2000 to 2006.**