



University Editorial Style Guidelines

A guide for effective communication

October 2006

The following are the style guidelines for Santa Clara University. This guide is also available for downloading on OMC's Web site at www.scu.edu/omc/editorial/.

A style guide serves as a dictionary, a spelling reference, and a guide for basic grammar and punctuation. It provides clarification for some frequently misspelled, misused, and confused words, and lists the proper forms of University-specific terms and locations. Finally, this guide gives the preferred usage for Santa Clara publications and communications, to help the University develop a consistent, unified voice, tone, and style.

The Associated Press Stylebook, which all newspapers use, is heavily relied upon for this guide, though this guide supersedes the AP guide in several cases. This version incorporates comments from previous style guides and reflects several changes on campus. There is a list of University centers and buildings at the end of the guide, including the full names, locations, and common names.

Items that do not include text after them in this guide are there to show proper usage or spelling, and don't require explanation. Use Webster's Dictionary for definitions and spellings not listed in this guide; where two spellings are given, use the first. For punctuation, grammar, and other usage questions (e.g., capitalization), refer to the AP Stylebook. For basic guidelines on magazine and book style, consult the latest edition of the *Chicago Manual of Style*.

This guide is not comprehensive; if you have questions about writing, grammar, or style that are not addressed here, please contact the editorial staff, Sarah Stanek at 554-5123 or Karyne Levy at 551-1796.

academic titles Capitalize and spell out before names; lowercase after: "I am studying chemistry with Assistant Professor John Smith," but "John Smith, assistant professor of chemistry." Don't abbreviate titles. If the name of an office, department, or college is part of the title, capitalization rules apply: "Jim Smith, dean of the College of Arts and Sciences"; "Mary Lewis, chair of the history department."

Faculty

assistant professor

acting assistant professor

associate professor

professor

Other faculty

lecturer

senior lecturer

visiting faculty: Hold equivalent rank at another college or university. Appointments are usually for one year and in no case for more than three years.

adjunct faculty: Part-time appointments.

special appointments: Distinguished artists, scholars, scientists, engineers, executives, statesmen, and others may be granted appointments-in-residence from time to time, as approved by the provost.

professor emeritus: A tenured associate or full professor, upon retirement from outstanding service at the University, is eligible for this title, which is awarded by the president.

academic degrees Lowercase: bachelor of arts (but bachelor's degree), juris doctor, master's degree, honorary doctorate.

Abbreviations of two letters should use periods—B.A., M.A., J.D., M.S. No periods for abbreviations with three or more letters (BSEE, MBA), except for Ph.D. and LL.M. Use “Joe Smith, who earned a bachelor of arts degree from Santa Clara University” in a sentence, not “Joe Smith, who earned a B.A. ...”

If a person has earned more than one degree from SCU, list the undergraduate degree year first (bachelor's is default, except in law school publications, where J.D. is default), others after: Joe Smith '57, M.A.'59—note that apostrophe faces away from numerals.

In a sentence in which more than one graduate from the same family is mentioned, write “Joe '43 and Mary Smith '45,” not “Joe '43 and Mary '45 Smith.”

academic departments Lowercase unless using full formal title (e.g., the Department of Civil Engineering), but it is preferable to use the lowercase form (engineering department, philosophy department, etc.).

Capitalize School of Law, College of Arts and Sciences, Division of Counseling Psychology and Education, Leavey School of Business, School of Engineering.

Lowercase references to the field that don't use the word department: “He is studying music. He is a music professor. She majored in music. Jane Smith, a music major, won first place.” Always capitalize “English” or other languages, as they are proper nouns.

ACCESS Student, faculty and staff card used for identification and admittance to certain campus locations. It is also a library card, dining payment method, and flex account debit card. Note that the entire word “ACCESS” is capitalized.

acronyms Don't use periods for three-letter or longer acronyms: SCU, SCCAP, NATO. Two-letter acronyms (U.S., U.C., S.J.) use periods. In general, avoid using acronyms on first reference. If an abbreviation is acceptable in all references or on second reference, that does not mean its use should be automatic. Let the context determine; for example, whether to use Federal Bureau of Investigation or FBI. When an acronym will be used on subsequent references, but not the first, put the acronym in parenthesis after the first reference: “The Santa Clara Community Action Program (SCCAP) ...” Exceptions include specific degree abbreviations (see **academic degrees**). Do not use an apostrophe to pluralize.

addresses Use the abbreviations Ave., Blvd., and St. only with a numbered address: 1600 Pennsylvania Ave. Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues. Spell out streets using First through Ninth, use figures for 10th and above: Fifth Avenue, 12th Street. Aside from Ave., Blvd., and St., as noted above, do not abbreviate other street names even when used with a numbered address (2700 Homestead Road, Accolti Way).

administration Lowercase: “The Clinton administration.”

admission, admissions Use the singular, not the plural, for Undergraduate Admission. Graduate programs all use the plural for their admissions offices.

the Adobe Wall

Advent

advisor An exception to AP.

advisory

affect, effect In general, affect is used as a verb (meaning to influence) or adjective (influenced by); effect is generally used as a noun (meaning result). “The game will affect the standings. The effect of the program was tremendous. The storm had no effect on power systems.” Although both words have other meanings, these are the most common usages. Avoid other uses when possible to prevent confusion.

African-American The way ethnicity is described can be a sensitive matter. If possible, consult with the person in question to see what racial reference he/she prefers. Hyphenate when it is an indication of dual heritage, such as African-American.

alumnus, alumni, alumna, alumnae Use alumnus when referring to a man who attended a school. Alumni refers to a group of men, or a group of men and women. Use alumna for singular references to a woman (alumnae in the plural). Do not use “alum” except if necessary in quoted material. An SCU alumni is any student who completed either a minimum of one undergraduate year or earned a graduate degree.

alumni organizations

Alumni Association Official name of the organization for all SCU alumni, both undergraduate and graduate. Includes the National Alumni Association Board of Directors (elected officials who oversee the Association programs) and the Gianera Society (for alumni whose class graduated 50 years ago or more).

Alumni Office The University office of alumni programs and affairs, located on the first floor of the Donohoe Alumni House. May sometimes be referred to as “alumni relations” although Alumni Office is the preferred term at SCU.

inCircle, Online Community Online programs for alumni information. Note mixed-case spelling of inCircle.

a.m./p.m. see **time**.

ampersand (&) Do not use in text copy unless it is part of a company’s or law firm’s proper name. Don’t substitute for the word “and.” It may be used as a design element or as part of a brochure title, however.

apostle but the Twelve Apostles.

apostrophes See **punctuation**.

appendixes

area codes No parentheses or periods. Use a hyphen to separate area code: 408-554-4545.

archdiocese but the Archdiocese of San Jose.

Asian-American The way ethnicity is described can be a sensitive matter. If possible, consult with the person in question to see what racial reference he/she prefers.

assistant, associate Never abbreviate.

ASSCU Associated Students of Santa Clara University. Refers to student government on campus. ASSCU is acceptable on second reference.

awhile, a while He plans to stay awhile. He plans to stay for a while.

bachelor of arts, bachelor of science Do not capitalize. Say “John Smith earned a bachelor of arts degree in communication from SCU,” not “John Smith earned a B.A. from SCU.” It is also acceptable to say “John Smith earned a bachelor’s degree in communication.”

Bay Area

benediction

the Bible, biblical Do not abbreviate individual books of the Bible. Lowercase bible in nonreligious references: “The University Style Guide is the bible of word usage at Santa Clara.”

biblical citations Matthew 3:16, Luke 21:1–13 (note en dash), 1 Peter 2:1

biblical events Capitalize events in the life of Christ or Mary, such as the Exodus, the Passion, and the Assumption. When used without Christ’s or Mary’s name: the Last Supper; but, Christ’s last supper.

the bishop, Bishop John Smith

black Lowercase in reference to race and color. (Also see **African-American**.)

Blessed Sacrament, Blessed Virgin

board Lowercase when referring to a board of directors.

Board of Trustees, Board of Regents, Board of Fellows Capitalize only when referring to groups affiliated with the University. Lowercase trustees, board and regents on second reference. Always use Board of Fellows, not “fellows” on second reference.

book titles See **compositions** and **titles**.

Bronco Bench Foundation

brother Use Brother John Smith. Never abbreviate as Bro. or Br.

building names See list at the end of this style guide for SCU building names. For other buildings, capitalize and use the full proper name on first reference: the Empire State Building.

bulletins Treat the complete names as titles, otherwise lowercase: “1998–99 Undergraduate Bulletin”; “the bulletin.”

bullets Capitalize the first word of each bulleted item. Use punctuation at the end of each bulleted item only if each is a complete sentence. Introduce a bulleted list with a colon only if the introduction is a complete sentence. Keep all bulleted text flush left.

Examples:

He made the following points: (note use of periods because of complete sentences)

- Up is down.
- Down is up.
- All bulleted text is to be kept flush left.

The agenda items include

- Removing the boulder
- Eating too much
- Singing a song

business school Leavey School of Business on first reference.

CalTrain

Campaign for Santa Clara University Fund-raising campaign, 2002–present. Capitalize Campaign on subsequent references.

Campus Ministry

cancel, canceled, canceling, cancellation

canon law When referring to the codified body of general laws governing the Latin rite of the Catholic Church. Capitalize Code of Canon Law, Canon 110. Lowercase canon law and the code.

capitalization In general, avoid overuse.

Capitalize full names of programs or schools, but lowercase otherwise. **School of Law**, but **law school**. Lowercase college, school and division on second reference.

Uppercase University only when referring to Santa Clara University (the exception is in news releases from Media Relations, which do not uppercase University per AP style). Lowercase majors or areas of study unless they are part of specific course titles: “He teaches chemistry. She teaches Chemistry 101.”

proper names Capitalize when using the full proper name, but lowercase when using only a part of that name on second reference. Examples: “The de Saisset Museum is on the SCU campus. The museum has an extensive collection of California artwork. New Student Orientation is held in the fall. Almost all new freshmen participate in orientation.” Always capitalize English or other languages when used as academic departments.

Lowercase the common noun elements of names in plural uses: lakes Ontario and Erie, Main and State streets. Capitalize committee names: the Staff Affairs Committee. Lowercase otherwise.

publications In headlines, capitalize words longer than three letters, as per AP style. In subheads, capitalize only the first word, as in sentence case.

titles See entries for **academic titles; titles, book, magazine, newspaper, etc.; titles, professional;** and other individual entries.

the Cardinal, Cardinal John Brown

Career Center

catalog An informal name for the academic bulletins. Do not capitalize.

Catholic Church Use Roman Catholic Church, Roman Catholic, or Roman Catholicism on first reference. Most subsequent references may be condensed to Catholic Church, Catholic, or Catholicism. Capitalize the Church on second reference, but only when referring to the Catholic Church.

celebrant, concelebrant (not co-celebrants), **chief celebrant** (leader of a group of concelebrants).

cell phone AP style, which is an exception to Webster’s.

centers of distinction See list at the back of this style guide.

century Not capitalized (20th century), but hyphenated when used as an adjective (20th-century art).

chair The term used for Santa Clara University department heads. Lowercase and use after a professor’s name: “Joe Smith, chair of the department, said...” See also **endowed chair/endowed professorship**.

chairman, chairwoman Not chairperson. The nongender-specific “chair” is preferable when used in references to University departments. Chair can be used as a verb: “Jane Smith chaired the meeting,” or as a noun: “Jane Smith is chair of the department.”

church services Capitalize the formal names of church services or liturgical celebrations: Mass, Benediction, Liturgy of the Hours.

citations, bibliographic

Joe Smith. “Article or Speech.” *Periodical* 5 (1995), 6-7.

Joe Smith. *Book Title* (New York: Penguin, 1990), 855.

Joe Smith. “Article.” *Book Title*, Jane Johnson ed. and trans. (New York: Penguin, 1990), 9.

Class of '00 (note apostrophe points away from numbers) Preferable to use “Class of 2000” in a sentence.

class years When a person is a Santa Clara University alumnus, list relevant degrees first (bachelor’s is default, J.D. is default in law school publications), others after comma: “Joe Smith ’57, M.A. ’59. Jane Smith BSEE ’57, M.S. ’59.” Note that apostrophe faces away from the year (’). When writing about a current student, don’t mention expected graduation date (Joe Smith ’02). Instead, say “sophomore Joe Smith.” When a person graduated from another college or university, write out as “Joe Smith earned a bachelor’s degree in music from ABC College in 1999.” Lowercase freshman, sophomore, junior, senior.

co-author, co-editor, coworker

coed, coeducational Used most commonly to describe mixed-gender residence halls. Don’t refer to female college students as “coeds.”

College of Arts and Sciences

college of bishops

commas See **punctuation**.

Common Application

Communion Lowercase adjectives that precede it and nouns that follow it: holy Communion, Communion cup.

conference titles Capitalize, with quotes: “Seminar on Public Policy.”

composition titles See **italics** and **titles**.

comprise, constitute, compose Use **comprise** and **constitute** in the active voice without a preposition: The U.S. comprises 50 states, not “is comprised of.” Seven alumni constitute the committee. **Compose** may be used in the passive to mean “put together”—The U.S. is composed of 50 states.

confirmation

the Core Curriculum

council, counsel Use **council** as a noun to refer to a deliberative body or organization: the city council. Use **counsel** as a verb (to advise) or a noun (advice). **Counsel** as a noun is frequently used in legal terms.

the Counseling Center

course titles Capitalize, no italics or quotes. Lowercase when describing a course in a generic sense or area of study: “He is studying advanced psychology. He is taking Psychology 201. He is taking Psychology of Adolescents.”

Cowell Health Center

cross

crucifix

Daly Science Center

dashes See **punctuation**.

dates/months/years

Use Arabic figures (without -st, -th, etc.): May 3.

Always spell out days of the week, unless necessary in a grid or tabular format.

Capitalize the names of months. Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. when used with specific dates. Do not abbreviate March, April, May, June or July. When used alone or just with year, spell out: August 1999.

When a phrase lists only a month and year, do not separate the year with commas. When a phrase refers to day, month and year, set off year with commas: “January 1999 was a cold month. Feb. 14, 2000, was the target date.” Always include the year when the date is in another calendar year; do not use the year if the date or dates are in the same year as the publication.

Set off day of the week with comma: “The event was scheduled for Saturday, April 23, 2001.”

First century, 11th century. See also **numbers**.

Always use numbers for years: the 1980s (no apostrophe) or the '80s (note direction of apostrophe), not “the eighties.”

Dean Uppercase when used before a name, such as School of Engineering Dean Dan Pitt. Lowercase when used after a name: Dan Pitt, dean of the School of Engineering. Use full department name on first reference.

dean’s list Lowercase in all uses.

degrees See **academic degrees**.

departments Lowercase unless using full formal title of a department. “Joe stopped by Public Safety to meet with a campus police officer. Joe wanted to address public safety issues. The Development Office handles gifts to the University. SCU has development professionals who handle gifts to the University.” See also **academic departments**.

de Saisset Museum Use “the museum” on second reference unless more than one museum is mentioned. In that case, “the de Saisset” is acceptable.

devil Lowercase, but capitalize proper names applied to the devil, such as Satan and Lucifer.

different Uses the preposition “from,” not than: Her opinion is different from mine, not

diocese Capitalize only as part of a proper name. Diocese of San Jose.

directions east, north, south, west, but the Old West, Southern California, East Coast.

disabled Use instead of handicapped.

dormitories Avoid use (of “dorms” also) when referring to University residence halls, which is the preferred term.

Dr. Do not use the courtesy title Dr. before a name, even on first reference, unless the person has a medical or veterinary degree. On second reference, use only the person’s last name.

Earth, the earth Generally lowercase; capitalize when used as the proper name of the planet. “She is down to earth. The astronauts returned to Earth.”

e-mail Lowercase e-mail addresses. Use hyphen when spelling out “e-mail” in a sentence. See also **World Wide Web**.

Eastside Project Now the Pedro Arrupe, S.J., Center for Community-Based Learning

effect, affect See **affect, effect**.

e.g. Means *for example* and is always followed by a comma. Not to be confused with **i.e.**, the abbreviation for the Latin *id est* or *that is*, which is also always followed by a comma.

El Camino Real Use full street name in all instances, do not shorten to “El Camino.”

ellipsis (...) See **punctuation**.

encyclicals Capitalize the titles of encyclicals and place within quotation marks. Use either English or Latin title, whichever the encyclical is more generally known: “Human Vitae,” but “The Progress of Peoples.”

endowed chair/endowed professorship Don’t capitalize these terms, but capitalize the name of the endowed chair, such as the Phil and Bobbie Sanfilippo Chair. Always use chair title after a person’s name: “Joe Smith, holder of the XYZ Professorship.” Not “XYZ Professorship holder Joe Smith.” See also, **chair**.

Eucharist, eucharistic Capitalize Eucharist, lowercase eucharistic except as part of a formal title: the International Eucharistic Congress.

eucharistic minister

faculty Takes a singular verb. “Santa Clara’s faculty is nationally recognized.” In cases where a singular verb is awkward or unclear, change to “faculty members.” “The Jesuit emphasis on education for leadership attracts faculty members who are committed to their students’ development.”

father Capitalize when used before the names of Roman Catholic, Episcopal, and Orthodox priests. In general, use only the last name on second reference. “Father Paul Locatelli welcomed guests...”; but “Locatelli told the guests...”

Do not use Father alone or “the father” to refer to a priest in writing. Abbreviation is “Fr.” For Jesuit priests, use S.J. after their name. Father is not necessary before the name in this case. See also, **Rev.**

FAQ Stands for “frequently asked questions,” acceptable in all references. Do not use periods (F.A.Q.) or apostrophe (FAQ’s). Primarily used in Web writing and navigation.

fax

federal government

figures See **numbers**.

Financial Aid Office

flier, flyer Flier is the preferred term for an aviator or a handbill. Flyer is the proper name of some trains and buses.

foreign terms See **italics**.

former Always lowercase when used with a title.

Founder Capitalize. Refers to people who have donated more than \$1 million to the University. Note this on first reference.

freelance (v and adj.) freelancer (n) No hyphen, per AP (updated 2005).

freshman (n, a), freshmen Lowercase. Note that freshmen is the plural; freshman is the singular noun as well as the adjective form. "The freshman class was the largest ever. A majority of freshmen are from California." Avoid use of "frosh" as shorthand.

full time, full-time He works full time. He is a full-time worker. See **part time, part-time**.

fundraising

gender Use "man" for any male person above the age of 18. Use "woman" for any female person above the age of 18. For those under the age of 18, use "boy," "girl," "young man," or "young woman" as appropriate for the audience and ages (an exception to AP). Try to avoid excessive use of gendered nouns; in University contexts it is preferable to use the gender-neutral "student" whenever possible.

goodbye

graduate As a verb, correctly used in the active voice: "She graduated from SCU." Don't use the passive voice: "He was graduated from SCU."

God, god(s) Capitalize God or words that mean God in reference to the divine being of all monotheistic religions. Lowercase god, goddess and their plural forms when referring to the deities of polytheistic religions and cultural mythologies; but capitalize their proper names.

Gospel(s), gospel Capitalize as a noun or an adjective when it refers to any or all of the first four books of the New Testament, the message they contain, or an excerpt from them proclaimed in a religious service: "This Sunday's Gospel, preaching the Gospel, the Gospel message, the Gospel story of the loaves and fishes." Lowercase in derived uses: "He is a gospel singer. That's the gospel truth."

grades A's, B's.

gray "Grey" is the British spelling of gray. Don't use.

handicapped Use "disabled" instead.

he or she Avoid overuse in text. Try to use "they" or modify the sentence. "When lawyers pass the Bar, they may practice." See also, **gender**.

headlines Capitalize any words longer than three letters: "Dean Announces his Retirement" Do not use terminal punctuation except for a question mark. For *Santa Clara Magazine*, use only an initial cap for subheads within stories or sections.

health care But it's hyphenated when used as an adjective, such as health-care system.

heaven

hell But capitalize Hades.

high technology, high tech Do not hyphenate.

His When used as part of a formal title of respect—“His Holiness, His Majesty, His Excellency”—His should be capitalized. Lowercase he, him, thee, thou, etc. when used as personal pronouns referring to God.

Hispanic/Latino(a) Latino(a) is preferred style for reference to a native or inhabitant of Latin America or a person of Latin American heritage living in the United States. The way ethnicity is described can be a sensitive matter. If possible, consult with the person in question to see what racial reference they prefer.

Holy Father The preferred form is to use “the pope” or “the pontiff” or to give the individual’s name.

home page

Human Resources Capitalize when referring to SCU’s Human Resources department. HR or HR department acceptable on second reference.

hyphens See **punctuation**.

ID

i.e. Abbreviation for the Latin *id est* or *that is* and is always followed by a comma. Not to be confused with **e.g.**, which means *for example* and is also always followed by a comma.

IGC Second reference to Inter-Greek Council, a group of recognized men’s and women’s fraternities.

Ignatian, Ignatius Not Ignation

Immaculate Conception

impact Do not use as a verb. Instead, say “has an impact on...” or use “affect”

Inc. No comma preceding

initials Use periods and no space for multiple consecutive initials: H.L. Mencken. For single initials, use a period and a space following: Edward R. Murrow, F. Lee Bailey.

Internet Uppercase the word. Lowercase Internet addresses unless entries are case-sensitive. Lowercase intranet. Avoid use of ‘Net. Do not italicize Web and e-mail addresses within blocks of text; “Santa Clara University’s Web site is www.scu.edu.” “Joe Smith can be reached via e-mail at jsmith@scu.edu.” Do not break a Web address if possible in a line; if unavoidable, break following a forward slash (/). Don’t need to use “http://”. See also, **Web site**, **Web page**.

interviews Introduce the speaker by the full name or organization for the first quote, by an abbreviation thereafter:

Santa Clara Magazine: Blah, blah

Joe Smith: Blah, blah

SCM: Blah, blah

J.S.: Blah, blah

IT An acronym for “information technology.” Spell out on first reference.

its (possessive, belonging to “it”), **it’s** (contraction of “it is” or “it has”)

italics Italicize names of books, magazines, newsletters and other publications; *Santa Clara Magazine*, *The Redwood* (see also **titles**). Italicize foreign terms as a rule: *Au contraire*. Punctuation following an italicized word is also italicized. Exceptions: Open and close quotes

and parentheses always match, even if the last word is in italics. Example: “Where are the *putti*?” she asked.

J.D. See academic degrees.

Jesuit Properly referred to as the Society of Jesus or the Jesuit order. For members of the order, use S.J. after the individual’s name, set off with commas: “Paul L. Locatelli, S.J., is president of SCU.” In general, do not use Father or Dr. before the name.

Jesus or Jesus Christ

Jr./Sr. Abbreviate only with full names of persons. Do not precede with a comma: Joseph P. Kennedy Jr. The notation II or 2nd may be used if it is the individual’s preference.

Judeo-Christian

junior Lowercase when referring to the class year designation.

Kids on Campus Capitalize when referring to the child-care center on campus, not when referring to children on campus generally.

kingdom of God

Latino(a)/Hispanic See **Hispanic/Latino(a)**.

Latin terms Italicize. Examples: *ad infinitum*, *modus operandi*.

Law Career Services

Law, School of Use Santa Clara University School of Law on first reference—lowercase “law school” or “school” when used alone or on second reference.

Last Supper But lowercase when modified by a possessive referring to Jesus: “Before his last supper with the apostles, Jesus washed their feet.”

Leavey Center The arena in which basketball and volleyball teams play. Don’t use Toso Pavilion in any reference.

Leavey School of Business Use full name on first reference. Use “business school” on second reference.

lecture titles Put in quotes. Same rule for speech and article titles.

Lent

Locatelli, Paul, S.J. President of the University. Official graduation year is 1960. Paul Locatelli, S.J. ’60. Locatelli acceptable on second reference. Use of his middle initial, “L.” is typically reserved for presidential documents, such as diplomas. Preferred first usage for press releases: SCU President Paul Locatelli, S.J.

Lord’s Supper

Mac/PC Use Macintosh on first reference; Mac on second reference. Personal computer on first reference; PC on second reference.

magazine names Capitalize and place in italics: *Santa Clara Magazine*.

magisterium Lowercase in all uses.

maiden/birth names Susan (Brown) Hanson, Susan Brown Hanson if she uses it as her full name.

Mass The presider celebrates or says Mass. Always capitalize, but lowercase any preceding adjectives: “high Mass, funeral Mass, requiem Mass.” An exception: “Red Mass,” the traditional name for a special Mass celebrated for members of the legal profession. Capitalize the formal names of the two major parts of the Mass: “Liturgy of the Word, Liturgy of the Eucharist.” Also capitalize the names of specific prayers within the Mass that are unchanging.

master of arts, master of science A “master’s degree” or a “master’s” is acceptable in any reference. The correct abbreviations are M.A. and M.S.

may, might If there’s some potential for confusion, use *might* to mean “maybe” and *may* if you mean “allowed to.”

Mayer Theatre The Louis B. Mayer Theatre on first reference.

MBA See **academic degrees**.

Messiah, messiah Capitalize in religious uses. Lowercase when used generically to mean a liberator.

middle names/initials Include on first reference if it is the person’s preference, if they are publicly known that way, or to avoid confusion with people of the same name.

midnight Use instead of 12 a.m. Lowercase.

millennium, millennial “Millennial generation” is often used to describe students born during or after the 1980s.

Mission Church Capitalize when referring to the church at Santa Clara University. In a first reference to the church, use Mission Santa Clara de Asís. Also capitalize Mission in subsequent references to the SCU church. Capitalize the names of other missions on first reference—“Mission San Juan Bautista,” but lowercase “mission” on second reference.

Mission Gardens Capitalize when referring to the garden area at the center of campus.

Mission Santa Clara de Asís Use as first reference to Mission Church on campus. Note special character and direction of accent in Asís.

money For amounts of \$1 up to \$999,999.99, use the dollar sign with a decimal point to separate dollars from cents. Leave the decimal point and zeroes off of even dollar amounts (\$50, but \$50.75). For even amounts of \$1 million or more, omit zeroes and use “million,” “billion,” etc. (\$2 million, \$1.5 billion). For amounts under \$1, do not use a dollar sign or decimal point. Simply use the word “cents” (67 cents, 2 cents’ worth, etc.).

Write out in quoted text material up to nine dollars. Use numeral with dollar sign for \$10 and more: “She gave me only four dollars,” he whined. “I thought I deserved \$10.”

monsignor Always abbreviate as Msgr. when used before the name. Spell out and lowercase in all other uses.

months See **dates/months/years**.

multi- multicultural, multimillion-dollar, multilateral, multilevel

National Conference of Catholic Bishops

Native American

newspaper names Capitalize and place in italics. Do not capitalize “the” unless it is part of the paper’s formal name; check the masthead or Web site of the publication for clarification.

nicknames Put in quotation marks: Gerdenio “Sonny” Manuel, S.J. This style is not necessary for those going by common shortened forms of given names, such as Rob, Bob, or Bobby for Robert.

Nobel Prize, Nobel laureate

noon Use instead of 12 p.m. Lowercase.

non- Do not hyphenate when used as a prefix unless the word begins with a capital letter: nonjudgmental, nondenominational, non-Catholic.

nondiscrimination policy All communications (flyers, programs, invitations) inviting students, employees, and/or the general public to events sponsored by the University (whether on campus or not) must contain the following language:

Santa Clara University does not discriminate on the basis of race, color, national and/or ethnic origin, sex, marital status, sexual orientation, disability, religion, veteran’s status, or age in the administration of any of its educational policies, admissions policies, scholarship and loan programs, athletics, or employment-related policies, programs, and activities; or other University administered policies, programs, and activities.

If you have a disability and require a reasonable accommodation, please call [name] at [phone #] (voice) or [1-800-735-2929] (TTY—California Relay) at least [number of hours] prior to the event.

novena

numbers (See also **money**)

Spell out numbers one through nine and first through ninth. Use numerals for 10 or more, 10th or more. Always use numerals for ages, percentages, headlines, and units of credit. “It’s a 4-credit course. She’s taking 4 credits this term.”

age When expressing age, always use numerals for people and animals. Hyphenation rules apply for adjectives: “She was 5 years old. The 5-year-old girl.” For inanimate objects, such as buildings, regular numeral rules apply. “The stadium is two years old. The library is 50 years old.”

capitalization with Page 3, Room 24, Group 2.

No. 1 (n, a) Use instead of “number one” in text, unless quoted.

percent Write out the word “percent” except in display or tabular copy: 45 percent. Always use numerals, even for numbers less than 10. Use decimals rather than fractions; for amounts less than 1 percent, precede the decimal with a zero: 0.5 percent, not half a percent. Percent takes a singular verb when standing alone or when it is expressed as a percentage of a singular entity: 50 percent of the class is failing. When expressed as a percentage of a plural entity it takes a plural verb: 50 percent of the students are failing.

spelling Write out numbers expressed in quotes—e.g., “I expect a thousand new freshmen this fall,” she said. Spell out a numeral at the beginning of a sentence. “Nine students attended the dinner.”

nuns Lowercase in all cases. Also see **sister**.

obituaries Don’t use current year with dates “She died March 3.” Use courtesy titles “Mr., Mrs.” when referring to the deceased in an obituary.

office All nonacademic areas are offices, not departments: the Purchasing Office; the Office of Housing and Residential Life.

Office of Marketing and Communications

Office of Student Life Use on first reference, especially in news releases.

OK Don't use "okay."

on campus, on-campus (a) No hyphen unless the phrase is an adjective. "Visitors are welcome on campus." But "On-campus parking is available."

online, offline No hyphen.

OSCAR Online Santa Clara Automated Retrieval (online library catalog)

overall

page numbers Use figures and capitalize "Page." When letters are added, do not hyphenate: Page 10A.

parish Capitalize as part of a formal name for a church congregation: St. John's Parish. Lowercase when standing alone or used in plurals: St. John's and St. Mary's parishes, the parish.

part time, part-time He works part time. He is a part-time worker. See **full time, full-time**.

pastoral letters Lowercase except when using as part of a formal title.

patents U.S. Patent No. 111

PC/Mac See **Mac/PC**.

penance Not to be confused with sports or decorative pennants (plural of pennant).

percent See **numbers**.

permanent collection

Ph.D., Ph.D.s See **academic degrees**.

phone, fax numbers Use regular hyphens, not parentheses or periods: 415-555-5555.

pick up (v), pick-up (n, a) "Please pick up your trash." But "The passenger pick-up area is behind the building."

plurals In general, add "s" or "es" to pluralize a noun (dog, dogs; box, boxes) unless the plural has a form change (child, children; goose, geese). Consult Webster's dictionary for specifics and proper usage. Do not use an apostrophe in plurals of nouns or acronyms: CDs, DVDs, FAQs. Exception: single letters take an apostrophe for clarity: A's, B's; see also, **grades**.

p.m./a.m. See **time**.

pontiff Not a formal title; always lowercase.

pope Capitalize before a name; otherwise lowercase. "Pope Benedict XVI; the pope visited Cuba."

populace (n), populous (adj.)

prayers Capitalize names of prayers: "Our Father," "Lord's Prayer." But "He said a prayer."

president Capitalize when used before the name: President Paul Locatelli, S.J. Lowercase when used alone, as in "according to the president."

priests Lowercase in all instances.

Professor Never abbreviate. Capitalize when used as a formal title before a name. “Professor Jones taught the class.” But “The professor lectured to students.”

professorship Capitalize only when part of a formal name. See also **endowed chair/endowed professorship**.

province Lowercase when used alone or attached to a geographic reference. Capitalize when part of a religious province’s formal name when nongeographic: “the Jesuit’s California province,” but “the Province of St. Joseph.”

Provost Capitalize when used before a name. Provost Denise Carmody. Lowercase otherwise.

punctuation

apostrophe Generally indicates possessive, contraction, or missing letters/numbers. The president’s memo; don’t walk; class of ’80. Indicates plural of single letters only: A’s, D’s. Do not use to pluralize acronyms or numbers: CDs, temperatures in the 80s. See also, **class years**.

colon Use a colon in Biblical citations, when appropriate to introduce a bulleted list (see **bullets**), when transcribing an interview (see **interviews**), and when introducing examples. If using a colon in text: Capitalize the first word after the colon only if it is a proper noun or the start of a new complete sentence.

commas Use commas to separate elements in a series: “I like apples, bananas, and oranges.” Use a comma before the concluding conjunction in a complex series of phrases: “The University is steeped in tradition, has an aesthetically pleasing campus, and attracts top-notch students every year.” In the case of a complex list in which individual items contain commas or conjunctions, a semicolon should be used as described above.

exclamation point Avoid overuse. Do not use a comma or period after the exclamation mark, even for quoted material: “Stop!” the officer cried.

dashes

em dashes Use in place of hyphens or double hyphens in text. No spaces between text and em dash (“The landscape—a true reflection of the effect of mankind—has changed the most”).

en dashes Use to express a range in charts or listings: 5–7:30 p.m. But in body text, “The class runs from 3 to 7 p.m.” See also **hyphens**.

ellipsis In general, treat an ellipsis as a three-letter word, constructed with three consecutive periods. Microsoft Word will autoformat three periods into a single character. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents. Pay special attention to ellipses in Web publications: There is no HTML character equivalent, and all ellipses characters should be replaced with three periods to avoid errors.

hyphens End-of-line hyphens: Must have two letters before break, three letters after. No more than two end-of-line hyphens in a row. Hyphenate re- words (re-elect, re-examine) when there are back-to-back e’s. See also **dashes**.

parentheses Punctuation generally goes outside the closing parenthesis (as shown in this sentence). Do not capitalize or include a period inside a parenthetical statement unless it is an entire sentence, standing alone. (This is an example.)

question marks Use at the end of a sentence that's a question. For the most part, question marks go inside quotation marks when used in quoted material—but be careful, as there are some exceptions: Have you ever read “The Kite Runner”? but: She loves the play “Who’s Afraid of Virginia Woolf?” or “What does that mean?” he asked.

quotation marks Use quotation marks for directly quoted speech or text; for titles of movies, plays, poems, songs, and works of art; and (sparingly) to indicate a colloquial or unusual term. The period and the comma always go within the quotation marks. The dash, semicolon, question mark, and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence. If a title or quote is contained within quoted material, use single quotes inside the double quotations: “I cannot wait to see ‘Casablanca’ tomorrow,” he said.

series comma The comma before “and” in a list of three or more items. See **commas**, above. **Use of this comma is an exception to AP style.**

space Only one space after a period in all Web content and printed materials.

For additional punctuation usage guidelines, please consult the AP Stylebook.

quarter fall quarter (note lowercase of fall).

quotation marks See **punctuation**.

rector Treat as a job description, not a title. Lowercase.

regent Capitalize it before the name of an individual who is a member of SCU’s Board of Regents.

residence halls Preferred term for on-campus housing locations. Do not use *dormitories* or *dorms*.

Residential Learning Communities Use on first reference to SCU’s student living groups. RLC or RLCs on second reference.

résumé

Rev. For a member of the Jesuits, can use Rev. before the name or S.J. after it, not both. S.J. is preferable. See also, **S.J.**

room numbers Use figures and capitalize room when used with a figure: Room 222.

rosary It is recited, prayed, or said; never read. Often divided into “decades.” Lowercase.

Ruff Riders The official student booster club of SCU Athletics.

Sabbath Capitalize in religious references, lowercase to mean a period of rest.

Sacraments Catholics and Orthodox recognize seven: the Eucharist (often called Communion), baptism, confirmation, penance (now often called the sacrament of reconciliation), matrimony, holy orders, and the sacrament of anointing the sick (formerly extreme unction). Lowercase adjectives used with a sacrament: holy Eucharist.

saints Do not capitalize in general usage. If used with a name, abbreviate to St., including for locations: St. Ignatius of Loyola, the city of St. Louis. Do not use the feminine Ste. (except for names of certain locations).

San Jose, San José Accent is preferred by San Jose officials but not necessary in most usages.

San José State University Accent preferred by university officials; SJSU acceptable on second reference. Athletic teams are the Spartans. See also, **UC system, other colleges/universities.**

Santa Clara University Use on first reference. SCU, Santa Clara, or the University acceptable on second reference. Don't use Santa Clara on first reference.

Satan Also capitalize Lucifer, but lowercase devil.

savior But the Savior.

SCCAP Santa Clara Community Action Program (SCCAP) on first reference (acronym introduced in parenthesis on first reference). SCCAP on second reference. School of Education, Counseling Psychology, and Pastoral Ministries

School of Engineering Use "engineering school" on second reference.

School of Law Use "law school" on second reference. "Law school" acceptable on first reference in SCU's law publications.

Science Resource Center The science library.

Scriptures, the

Schott Stadium Houses the baseball program. Use Stephen Schott Stadium on first reference. Opened in April 2005.

SCU Use Santa Clara University on first reference. SCU or the University acceptable on second reference. See also **University.**

seasons Lowercase spring, fall, summer, winter; also derivatives like springtime, unless part of a formal name: fall 1985, but "Fall 1985 issue of *Santa Clara Magazine.*" Lowercase when referring to academic terms.

Second Vatican Council Vatican II or the council is acceptable on second reference.

senior Lowercase when referring to the class year designation.

Senior/Sr. Abbreviate only with full names. Capitalize, no comma. "Joseph P. Kennedy Sr."

series commas See **punctuation.**

set up (v), setup (n, a) "We set up tables and chairs for the event." But "The setup crew was late."

Silicon Valley But, **the valley.**

sister Capitalize when used before the names of nuns and when referring to a specific order or congregation. Jane Doe, RSCJ (which stands for the Religious of the Sacred Heart—Religious Sacre Coeur de Jesu in French) or Sister Jane Doe. Do not use both "Sister" and "RSCJ." Do not abbreviate Sister. Do not use "sister" on its own on second reference—instead, use the person's last name.

S.J. The Society of Jesus, the religious order to which Jesuits belong. Set off by commas in a sentence. Do not use both "Father" and "S.J." But "President Paul Locatelli, S.J., attended a meeting." On second reference, use the person's last name only: "Locatelli spoke first at the meeting."

sophomore Lowercase when referring to the class year designation. Note spelling.

sports SCU mascot is the Bronco. All references to sports teams use the plural possessive: "women's soccer, men's basketball." Teams can be referred to as "the Broncos" on second

reference, but avoid overuse. For specific sports writing guidelines, please see the AP Stylebook.

staff (plural) Singular: staff member.

state abbreviations Use the following abbreviations for states when used in conjunction with city names (Santa Clara, Calif.) in text. ZIP code abbreviations—in parentheses—are to be used only with full addresses, including ZIP code.

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)
Kan. (KS)	N.M. (NM)	W.Va. (WV)
Ky. (KY)	N.Y. (NY)	Wis. (WI)
La. (LA)	N.C. (NC)	Wyo. (WY)

Eight states are not abbreviated in text. (Postal code in parentheses.)

Alaska (AK)	Maine (ME)
Hawaii (HI)	Ohio (OH)
Idaho (ID)	Texas (TX)
Iowa (IA)	Utah (UT)

Washington, D.C., is never abbreviated. “District of Columbia” or “D.C.” acceptable in text on second reference. Note comma after D.C. in full usage.

state names See AP stylebook for questions of usage. Only use two-letter ZIP code abbreviations (CA) on envelopes or for return addresses. Use full state names, not abbreviations, when no city is mentioned. Otherwise, use full city name and state abbreviation: “Thousand Oaks, Calif.” In “Class Notes” sections of publications, California is the default.

Stations of the Cross

street names See entries for **addresses**, **El Camino Real**, **The Alameda**.

Student Life Acceptable on second reference for **Office of Student Life**.

subheads Capitalize only the first word in article subheads.

television “TV” is acceptable as an adjective or in such constructions as “cable TV.” But do not normally use as a noun unless part of a quotation.

Ten Commandments Do not abbreviate or use figures.

The Alameda Street name; use “The” and capitalize in all instances.

theatre Use this spelling in all instances, unless talking about a movie theater.

thee, thy, thou Use only in direct quotations. Lowercase personal pronouns referring to God.

there (place), **their** (possessive plural), **they’re** (contraction of they are)

time Use periods with a.m. and p.m.: 10 a.m. to 2 p.m. No colon and double zeroes for even times (4 p.m., not 4:00 p.m.). Use figures except for “noon” and “midnight” rather than 12 noon, 12 p.m. or 12 a.m.

titles, book, magazine, newspaper, etc. Use quotations for titles of movies, plays, poems, songs, and works of art. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Use quotations for titles of lectures and speeches but capitalize only the first word. Italicize magazine, book, newsletter, and other publication titles (but not online publications).

titles, courtesy, personal, or other Do not use courtesy titles such as Mr. or Mrs. except in an obituary to refer to the deceased. For proper usage of other titles (e.g., foreign, nobility) consult the AP Stylebook or contact OMC.

titles, military Capitalize a military rank when used as a formal title before an individual’s name. Consult the AP Stylebook to determine whether the title should be spelled out or abbreviated in regular text.

titles, professional “History Professor Jane Smith,” “Jane Smith, history professor.” Note: For endowed professorships, initial-cap title, and use only after name: “Jane Smith, the Fletcher Jones Professor of Chemistry.” Lowercase dean or vice president when referring to the position, as in “He is the dean of the law school.” See also, **academic titles**.

toward Not towards.

trustee Capitalize only if used before the name of a member of SCU’s Board of Trustees.

Twelve Apostles Do not use a numeral.

United States U.S. acceptable as an adjective or as a noun on second reference.

University Capitalize only when referring to SCU specifically: the University, University departments. But: “SCU is a Jesuit university.” SCU is OK on second reference. Don’t use University alone on first reference. In press releases, “university” will be lowercased in all cases when it is a stand-alone element, uppercased when used after “Santa Clara.”

UC system, other colleges/universities Spell out on first reference. University of California, Berkeley (UC Berkeley on second reference); California State University, Fresno (Fresno State on second reference).

upper-division

valley Capitalize only when used as part of a formal title: Santa Clara Valley, Silicon Valley. Lowercase the word valley when it stands on its own or on second reference.

the Vatican

vice president Not vice-president. Uppercase when used before a person’s name, lowercase after. “Jim Purcell, vice president of University Relations. Vice President of University Relations Jim Purcell.”

vice provost, vice chair No hyphen. Title capitalization guidelines apply.

Walsh Administration Building, Walsh Residence Hall On second reference, use “Walsh” for the administration building and “Walsh Hall” for the residence hall.

Way of the Cross

Web site, Web page

Do not italicize Web addresses within blocks of text. Do not capitalize a Web address unless the address is case-sensitive (such as several SCU pages); the address should appear exactly as required by the URL. Do not break a Web address if possible in a line; if it is unavoidable, break after a slash or period and do not use an end-of-line hyphen.

Names of Web publications or common sites (such as Salon or Google) should not be italicized. These should include “.com” on first reference, but can stand alone on subsequent references.

URLs should not be italicized or underlined in printed materials (unless body of text is already italicized); Microsoft Word will autoformat as an underlined hyperlink, which is acceptable only in informal pieces. See also, **Internet, World Wide Web**.

West Coast, the West Capitalize “West” if used to indicate the larger geographic region of the United States; lowercase if used as a directional indicator, as in “three blocks west of campus” or “the sun sets in the west.”

West Coast Conference WCC on second reference. The athletic conference to which Bronco sports teams belong.

Western world

white Lowercase in reference to race and color.

who’s (contraction of who is), **whose** (possessive: Whose book is that?)

work-study

World Wide Web The “Web” or the “Internet” is also acceptable. Avoid use of “the ‘Net.” See also, **Web site, Web page**.

years Always use numbers for years, even if starting a sentence. Express a range of years with an en dash, even in body copy. If the first two digits are the same for the start and end years, format the range like this: 1990–95. Use 1999–2000, not 1999-00. For decades, use numerals and do not use apostrophes to pluralize: the 1980s, not the 1980’s; the ’80s, not the eighties. See also, **dates/months/years**.

your (possessive, both singular and plural), **you’re** (you are), **yore** (archaic, do not use)

ZIP code Capitalize “ZIP” (acronym for Zoning Improvement Plan), always lowercase “code” with a space between words. Do not use a comma between the state code and the ZIP code: Santa Clara, CA 95053.

Official names

Informal title or acronym in brackets:

Automated Retrieval System (ARS)

Career Center

Center for Multicultural Learning (CML)

Center for Science, Technology, and Society (STS)

Center for Student Leadership (CSL)

Center for Innovation and Entrepreneurship (SCU-CIE)

Center for Social Justice and Public Service

Center of Performing Arts (CPA)

Center for Professional Development

Civil Society Institute

Competitive Manufacturing Institute (CMI)

Cowell Student Health Center

The John B. Drahmann Academic Advising and Learning Resources Center (Drahmann Center)

East Side Future Teachers Project

E-commerce Initiative

Engineering Design Center (EDC)

Environmental Studies Institute (ESI)

Executive Development Center (EDC)

Food and Agribusiness Institute (FAI)

High Tech Law Institute

Ignatian Center for Jesuit Education

Pedro Arrupe, S.J., Partnerships for Community-Based Learning (Arrupe Center)

Bannan Institute for Jesuit Educational Mission (Bannan Center)

DISCOVER project (acronym; stands for Developing and Inspiring Scholarly Communities Oriented toward Vocational Engagement and Reflection)

Peter-Hans Kolvenbach, S.J., Solidarity Program (Kolvenbach program)

The Spirituality and Health Institute

Institute for Information Storage Technology (IIST)

Institute for Spirituality and Organizational Leadership

Institute of International and Comparative Law

Katharine and George Alexander Community Law Center (formerly the East San Jose Community Law Center)

Markkula Center for Applied Ethics (Ethics Center)

Multicultural Center (MCC; this is a student organization, should not be confused with Center for Multicultural Learning)

Northern California Innocence Project

Retail Management Institute (RMI)

Wellness Center

Buildings and Campus Locations

Full name as applicable in parentheses, building number in brackets:

Adobe Lodge [108]

Alameda North and Alameda South (see St. Claire and Bellarmine entries)

Alumni Science Hall includes building addition completed in 1999 [208]

Alumni Terrace

Anthropology/Archaeology Research Lab [703]

Arts and Sciences Building houses the departments of communication and political science and the Ethics Center. [804]

Bannan Engineering (Thomas J. Bannan Building) engineering classrooms and the dean's office [404]

Bannan Hall (Berchman A. Bannan Hall) home of the education, counseling psychology, liberal studies, and religious studies offices, and law school classrooms [405]

Bellarmino Hall (previously Alameda South)

Benson Center (Robert F. Benson Memorial Center) [301]

Bergin Hall (Thomas I. Bergin Hall) [203]

The Bronco, located in the Benson Center

Buck Shaw Stadium [706]

business office, University Finance Office [990 Benton Ave.]

Campus Bookstore (the bookstore) [303]

California Mission Room, located in the basement of the Benson Center; formerly called the Brass Rail.

Casa Italiana [602]

Campisi Hall (Salvador V. Campisi Residence Hall) [505]

Campus Ministry (Patrick and Kathleen Heffernan Campus Ministry Center)

Campus Safety Services

The Center for Innovation and Entrepreneurship (SCU-CIE) [832 Market St.]

Cole Plaza (The Curtis and Margaret Cole Performing Arts Plaza)

The Commons at Kennedy Mall (Kennedy Commons)

Commons and Library Future SCU library (still in fund-raising stage). Formerly referred to as “Library for the 21st century.”

Cowell Center includes Cowell Student Health Center and Human Resources [701]

The Crossroads [803] Corner of Franklin and Sherman streets, behind the Arts and Sciences Building. Houses the Center for Multicultural Learning, the Ethnic Studies program, and the Women's and Gender Studies program.

Daly Science Center (Edward J. Daly Science Center) [211]

Daly Science 100 [210]

Daly Science 200 [211]

Daly Science 300 [207]

de Saisset Museum [206]

Degheri Tennis Center formerly the Santa Clara University Tennis Center

Development Office [106]

Donohoe Alumni House [103] Formerly “James and Rose Donohoe Infirmary”—home of the Alumni Office and the Office of Marketing and Communications

Dunne Hall (James F. Dunne Residence Hall) [308]

Executive Development Center (EDC) [852 Market St.]

Facilities Building [604]

Fine Arts Building [601]

Gonyea Family Arbor outside of Kenna Hall

Graham Residence Center (Charles H. Graham Residential Learning Community) The four buildings that make up the complex also have names attached to them—O’Neill, Hancock, Swig and Strub—but the housing office only refers to them as Graham 100, 200, 300 and 400.

Graham 100 [501]

Graham 200 [502]

Graham 300 [503]

Graham 400 [504]

Heafey Law Library (Edwin J. Heafey Law Library) [202]

Human Resources [701]

Information Services Office comprises Information Technology, Orradre Library, and Media Services.

Information Technology Building a.k.a. “Philip L. Bannan Hall,” was originally part of “Sullivan Engineering Center” [403]

Jesuit Community Residence (Jesuit Residence) At Franklin and Alviso streets, scheduled completion July 2006.

Jump Start Located in the parking structure [714]

Kenna Hall named for Roberto E. Kenna, S.J. [204]

Kenna Lawn

Kennedy Mall (John F. Kennedy Mall) [306]

Kerr Alumni Park Formerly Alumni Park

Kids on Campus [603]

Law Alumni Center (741 Franklin St.) [741]

Leavey Center [702]

Loyola Hall (425 El Camino Real)

Malley Center (Pat Malley Fitness and Recreation Center) [715]

McLaughlin Hall (Edward McLaughlin Residence Hall) [305]

Market Express

Market Square, located in the Benson Center

Mayer Theatre (Louis B. Mayer Theatre) [110]

McLaughlin Residence Hall [305]

Mission Bakery and Terrace Cafe

Mission Santa Clara de Asís (Mission Church, Mission Santa Clara) [101]

Multicultural Center (MCC)

Music and Dance Facility, Recital Hall [114]

Nobili Hall [109]

O'Connor Hall [111]

Orradre Library (Michel Orradre Library) [401]

Fess Parker Studio Theatre

parking structure [714] Do not capitalize in text.

Ramos Center office of the dean for the College of Arts and Sciences, in the Arts and Sciences Building

Ricard Observatory (Ricard Memorial Observatory) [104]

Sanfilippo Hall (Sanfilippo Residence Hall) [506]

Schott Stadium (Stephen Schott Stadium)

Shapell Lounge part of the "Bob Shapell Student Activities Hall" [302]

Sobrato Hall (John A. and Susan Sobrato Residential Learning Complex) residence hall; also houses the Ignatian Centers [605 A&B]

St. Claire Hall (formerly Alameda South)

St. Joseph's Hall [102]

St. Francis Chapel

Soukup Garden (The Jeanette R. Soukup Memorial Garden) outside of the Arts and Sciences Building

Stanton Field soccer practice field by Kerr Alumni Park

Sullivan Engineering Center (George L. Sullivan Engineering Center) the three buildings that make up the engineering school—James D. Murphy Hall [402], Philip L. Bannan Hall [403], and Thomas J. Bannan Building [404]

Swig Hall (Benjamin H. Swig Residence Hall) [307]

Varsi Hall (The Aloysius Varsi Hall) [106]

Villa Apartments [2675 Park Avenue]

Walsh Administration Building (Delia L. Walsh Administration Building) [201]

Walsh Residence Hall (James E. Walsh Residence Hall) [304]

The Wiegand Center (The E.L. Wiegand Teleconference Center)

Williman Room

Reference to specific rooms

When referring to a specific location on campus, give the one- or two-word building name and room number. Do not separate with a comma. Exceptions for Graham residence halls and for clarity as needed.

Graham 207

Daly Science 302

O'Connor 110

Benson 203

Kenna 307

Donohoe 210

Bannan Engineering 210

Bannan 210

Swig 1012

SCU EDITORIAL STYLE—*Quick Reference Guide*

Alumni

alumnus = singular, male **alumna** = singular, female
alumni = plural, group of men or men and women
alumnae = plural, group of women only
Avoid use of colloquial “alum” in text, unless in quoted material.

Apostrophes

Indicates possessive, contraction, or missing letters/numbers. Use for plural of single letters only; do not use to pluralize numbers or acronyms. **He got all A’s. She bought CDs, DVDs, and books.**
In class year listings, note direction of apostrophe: **Class of ’80**. (Microsoft Word will format direction automatically with two numbers following an apostrophe, but proofread carefully on any Web or published materials.)

Buildings

Use full name on first reference if possible; use abbreviated name if referring to a specific room number.

Class Years

For current students, use freshman, sophomore, junior, or senior rather than ’07, ’08, etc. Use **freshmen** as the plural noun (two freshmen) and **freshman** as the singular noun and adjective: A freshman, two freshman students, the freshman class; parents of freshmen, but freshman class parents.

Commas

Use the serial comma in lists of three or more, before *and* or *or*.
And, but, and or will get you pretty far.
In complex lists with elements containing conjunctions or commas, use semicolons:
We’re serving ham, eggs, and toast; macaroni and cheese; and burgers and fries.

Dates, Days, Months, Years

Full date: use abbreviated month and offset year with comma; **On Monday, Sept. 12, 2005, the president said...** Except in media releases, it is not necessary to use the year unless the date is in a different calendar year.
Month/Year: spell out full month, no comma; **September 2005**
Range of dates, specific: **Jan. 1 through March 2**
Range of dates, with months: **January through September 2006**
Use “through” rather than a dash in body copy; use en-dash in calendar listings.
Range of years, use en-dash, even in body copy: **1989–1993, 1994–98**
Month abbreviations: **Jan., Feb., Aug., Sept., Oct., Nov., Dec.**
Do not abbreviate: **March, April, May, June, July**
Do not abbreviate days of the week.
Do not use ordinals for dates: May 1, not May 1st.

Departments: academic or administrative

Capitalize if using full formal title, “Office of Student Life, Department of Civil Engineering.” Preferable to use informal, lowercase names; engineering department, music department.

Use “department” for academic departments only. Use “office” to refer to an administrative department. Please note certain preferred usages: **Alumni Office** (not Office of Alumni Relations), **Undergraduate Admission** (singular, not an office). Consult the campus directory or OMC for other specific office/department usages.

Internet and Web entries

e-mail, e-mail address

With hyphen; no capitalization needed unless at beginning of sentence. Do not italicize or underline e-mail addresses in text. Microsoft Word will autoformat as a link, which is acceptable for informal communications only.

Internet

Capitalize the word in text.

online, offline

No hyphen.

Web site, Web address, World Wide Web

Capital W in all instances.

URL

No need to use http:// in text. Do not italicize or underline Web addresses in text. Try to avoid breaking URLs across multiple lines in text.

Keyboard shortcuts in Microsoft Word

- em-dash, to be used in text: **Ctrl + Alt + -** (must use “-” key on keypad at right of keyboard)
- en-dash, used in tables to indicate range: **Ctrl + -** (must use “-” key on keypad at right of keyboard)
- í Accented í for “de Asís” — **Ctrl + ’, i**
- é Accented é — **Ctrl + ’, e**
- è Accented è — **Ctrl + ` , e** (` is also the ~ key)

Numbers

In text, spell out **one** through **nine** and use figures for **10** and higher. Use figures for charts or tabular data, room numbers, dates, and all percentages. Always use figures to express a person’s age, but not an inanimate object’s age. Spell out **first** through **ninth** in text; use figures for 10th and up, but do not superscript the ordinal. Spell out numbers that start out a sentence or rewrite the sentence. Spell out any numbers in quoted material, except percentages.

Santa Clara University, Santa Clara, SCU, the University

Always use **Santa Clara University** on first reference. In subsequent references, use **the University** with capital letter. **SCU** or **Santa Clara** are also acceptable on second reference.

In news releases, do not capitalize the U in second references to “the University” as per AP style.

Santa Clara College / University of Santa Clara / Santa Clara University It is not necessary to distinguish when talking about older alumni. Simply say 'Santa Clara's Class of 1922' or just 'graduated from Santa Clara.' Context should be clear.

spaces

Use only one space after a period in all pieces destined for publication.
Helpful hint: Use the Find and Replace function in Microsoft Word (Edit > Replace, or Ctrl + H) to replace all double spaces with single spaces after you've finished your document.

S.J., Father, Brother, Rev.

Used after the name on first reference, set off with commas: **Paul Locatelli, S.J., said...**
Can use "Father" (or "Fr."), "Brother," or "Rev." in front of the name of a Jesuit priest, but do not use both Father or Rev. and S.J.
S.J. is the preferred style at SCU. Regardless of first reference, use last name only on all subsequent references.

Titles: personal, professional, or academic

In general, capitalize when used before a name, lowercase if after.
Do not use honorifics such as "Mr." or "Mrs." except in an obituary to refer to the deceased only.
Do not use "Dr." unless the person has a medical or veterinary degree and is a practicing or retired doctor.
Any other titles (e.g., military, foreign, nobility), consult the AP Stylebook or contact OMC.