

# Southern Adventist University Writing Guide

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While we encourage you to use the style manual appropriate to your academic field for specific academic materials, items produced for the public (newsletters, for example) should be edited to match the *Southern Adventist University Writing Guide*. For items not specifically covered in this style guide, use AP style. (*The Associated Press Stylebook* may be checked out from McKee Library; information about purchasing a book or subscribing online can be found at [apstylebook.com](http://apstylebook.com).)

For the most up-to-date version of the *Southern Adventist University Writing Guide*, visit [southern.edu/writingguide](http://southern.edu/writingguide).

For a list of Southern-specific proper nouns (building, department, and event names, etc.), please see the end of this style guide.

## A

**abbreviations** Universally recognized abbreviations are required in some circumstances, but in general, avoid them. Do not use abbreviations or acronyms the reader would not quickly recognize. When an abbreviation or acronym is required, use an organization's full name on first reference and follow with the abbreviation or acronym in parentheses. Do not use periods in abbreviations. Never use SAU for Southern Adventist University. Instead, use the full university name on first reference and *the university* or *Southern* on subsequent references.

**academic degrees** When referring to a *type* of degree that Southern offers, lowercase the degree description (*Southern offers a degree in computer science*). When listing the level and type of degree, but not its proper name, keep it lowercase and use an apostrophe (*Southern offers a bachelor's degree in computer science*). When listing the actual name of the degree (a proper noun), uppercase it and do not use an apostrophe (*Southern offers a Bachelor of Science in Computer Science*). Note: *bachelor's degree* and *master's degree* are possessives, but *associate degree* and *doctorate degree* are not.

When referring in an article to a degree Southern offers, do not use abbreviations on first reference, but spell them out. Here is a list of the abbreviations for some degrees offered by Southern and the appropriate spelled-out form.

AA	<i>Associate of Arts</i>
AS	<i>Associate of Science</i>
AT	<i>Associate of Technology</i>
BA	<i>Bachelor of Arts</i>
BBA	<i>Bachelor of Business Administration</i>
BFA	<i>Bachelor of Fine Arts</i>
BMus	<i>Bachelor of Music</i>
BS	<i>Bachelor of Science</i>
BSW	<i>Bachelor of Social Work</i>

MA	<i>Master of Arts</i>
MBA	<i>Master of Business Administration</i>
MFM	<i>Master of Financial Management</i>
MSW	<i>Master of Social Work</i>
MS	<i>Master of Science</i>
MSA	<i>Master of Science in Administration</i>
MSEd	<i>Master of Science in Education</i>
MSN	<i>Master of Science in Nursing</i>

When it comes to listing credentials after a person's name, include only those credentials that are terminal degrees; MSW and MFA are the only two master's degrees Southern considers terminal. Do not use the courtesy title "Dr." in front of a person's name (see separate entry for "Dr.") Here are some common terminal degrees held by Southern professors:

EdD	<i>Doctor of Education</i>	MFA	<i>Master of Fine Arts</i>
DBA	<i>Doctor of Business Administration</i>	MSW	<i>Master of Social Work</i>
DLitt et Phil	<i>Doctor of Literature and Philosophy</i>	PhD	<i>Doctor of Philosophy</i>
DMA	<i>Doctor of Musical Arts</i>	ThD	<i>Doctor of Theology</i>
DNP	<i>Doctor of Nursing Practice</i>		
DSN	<i>Doctor of Nursing Science</i>		

**Academic Titles** Capitalize formal titles when they precede a name. Lowercase elsewhere (including when they stand alone without a person's name).

**Accent** This is an improper shortening of *Southern Accent*. Acceptable only on subsequent references.

**ACT** Because of wide recognition, it is an acronym acceptable on first reference for American College Test, a standard college entrance examination.

**adjunct** Regardless of employee's education or experience, the proper use is *adjunct instructor*, not *adjunct professor*.

**Adventist** First reference should be Seventh-day Adventist unless used as part of a name (such as in the name of a church). Do not use SDA.

**adviser** Not *advisor*.

**ages** Always use numerals. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: *The 7-year-old girl* or *the 7-year-old*, but *she is 7 years old*.

**alum, alumni** *Alum* is the appropriate gender-neutral way to refer to one of our graduates. Use *alumni* when referring to more than one alum. Include graduation year after name whenever possible: *Luke Evans, '13, wrote an article for Columns*. For an alum who also has a graduate degree from Southern, use parentheses: *Joe Smith, '10 and '12 (MSW), wrote an article for Columns*.

**a.m., p.m.** Lowercase, with periods.

**ampersand** Avoid unless part of an official corporate name (such as AT&T). The names of Southern's schools and departments never include ampersands.

**annual** An event cannot be described as *annual* until it has been held in at least two successive years. Do not use the term *first annual*. Instead, note that sponsors plan to hold an event annually. Spell out the number for second annual through ninth annual. Use numbers for 10<sup>th</sup> annual and beyond.

**associate degree** See **academic degrees**.

**association** Do not abbreviate. Capitalize when part of a proper name: *American Medical Association*.

# B

**Baccalaureate** See **graduation services**.

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

**biannual, biennial** *Biannual* means twice a year and is a synonym for the word semiannual. *Biennial* means every two years.

**Bible** Capitalize when referring to the Scriptures in the Old Testament or the New Testament. Capitalize related terms such as *the Gospels*, *Gospel of St. Mark*, *the Scriptures*, *the Holy Scriptures*, *the Word*, *the Word of God*.

Lowercase *biblical* in all uses.

Lowercase *bible* as a non-religious term: *My dictionary is my bible*.

Do not abbreviate individual books of the Bible.

**biblical citation** Cite chapter and verse(s) using this form: *Psalms 27:2, Matthew 3:16, Luke 21:1-13, 1 Peter 2:1*. Credit the version (unless quoting from KJV) using this form: *Matthew 16:1, NIV*. Permission to reprint will also need to be cited in the document or publication. For more information look at copyright information included at biblegateway.com or consult with Marketing and University Relations.

**bimonthly** *Bimonthly* means every other month. *Semimonthly* means twice a month.

**biweekly** *Biweekly* means every other week. *Semiweekly* means twice a week.

**Board of Trustees** Capitalize when referring to Southern's Board of Trustees (*board* when used alone on subsequent references). Lowercase when referring to other organizations' boards.

**books** See **composition titles**.

**bulleted lists** Use a colon to introduce a bulleted list unless the sentence introducing the list is complete and each item in the list is a complete sentence. Do not punctuate partial sentences in lists. Make all items in the list congruent (for example, if the first bullet begins with a verb, make all of the bullets begin with a verb).

# C

**cafeteria** This is not an official name. See **Dining Hall**.

**camp meeting** Two words. Keep lowercase unless part of an official name. *This year's camp meeting was great. I attended Carolina Conference Camp Meeting 2015.*

**Campus Ministries** The umbrella organization for several ministries organized by the Chaplain’s Office, which is located in the student center. Campus Ministries includes Creative Ministries, Destiny Drama Company, Student Missions, and Student Wellness.

**Campus Talk** The following forums are part of Campus Talk ([southern.edu/campustalk](https://southern.edu/campustalk)):

- Employee Life
- Employee Suggestions
- Faculty Net
- Classifieds
- Graduate Student Information
- Sharing
- Southern News
- Student Life
- Student Suggestions
- Undergraduate Student Information
- University Discussion

**canceled** There is only one “I” in *canceled*.

**capitalization** In general, avoid unnecessary capitalization which should be reserved for proper nouns. Capitalize official names of departments at Southern, but lowercase job titles unless they precede a person’s name. When referring to departments at institutions and companies outside of Southern, capitalize only after confirming that it is an official formal name.

**chair** Use this gender-neutral term instead of *chairman*.

**Chattanooga** When communicating with an audience familiar with the area, there is no need to add Tennessee after the city name.

**Chattanooga Times Free Press** Italicize. Use *Times Free Press* on subsequent references.

**child/kid** Acceptable only for elementary and secondary age students. Should not be used for college and university students. See **student**.

**church** Capitalize as part of the formal name of a building, congregation, or a denomination; lowercase in other uses: *Ooltewah Seventh-day Adventist Church*, *a Seventh-day Adventist church*.

**cities** Most cities need to be followed by the state name for clarification. Exceptions are listed in the *AP Stylebook*. For information on how to refer to local cities, see **Cleveland, Tennessee**; **Chattanooga**, or **Collegedale**. For formatting information, see **states**.

**class** Lowercase with a year in “class of” constructions: *class of 1998*.

**class standing** Use a student’s class standing (freshman, sophomore, junior, senior) and major when introducing the student in an article. Do not capitalize class standing or major. See **majors**.

**Cleveland, Tennessee** Followed by state name to distinguish from the city of Cleveland, Ohio.

**CLEP** College Level Examination Program. Use full name on first reference. Do not use as a verb. A student who attempts to receive credit for a class and demonstrate sufficient knowledge by taking a test has successfully *challenged* a class (not clepped a class).

**coach** Do not use as a courtesy title, as in Coach Johnson. Instead use the person's full name followed by the appropriate title.

**College Press** Printing press located on campus that has been in operation since 1917. Once associated with Southern, this business is now independently owned.

**Collegedale** When communicating with an audience familiar with the area, there is no need to add Tennessee after the city name.

**Collegedale Academy** Can abbreviate as *CA* (no periods) on subsequent references.

**Collegedale Church of Seventh-day Adventists** Not Collegedale Seventh-day Adventist Church.

**Columns** Italicize (within the magazine itself, use all caps and don't italicize). The official magazine of Southern Adventist University.

#### **comma—rules for use**

**Conjunctions** (and, but, or, yet, for, nor, so) need to be preceded by a comma when they join two independent clauses. In other words, if you could split the sentence into two stand-alone sentences by simply removing the conjunction, include a comma.

**In a series**, commas should be used before the conjunction. *The flag is red, white, and blue.* If the series is complex, use semicolons to separate the elements of the series. *Family members include his wife, Jane; two daughters, Jill and Julie; and a son, John.*

**When deciding if a comma needs to go between two adjectives**, flip the adjectives. If the sentence still makes sense, a comma is likely needed. *He is a smart, athletic student.*

**Renaming vs. clarifying:** When you're renaming an item, you use a comma. *His wife, Jane, is happy.* (We assume he has only one wife.) When you're clarifying an item, no comma is needed. *His classmate Jerry scored better on the quiz.* (We assume he has more than one classmate.)

**Commencement** See **graduation services**.

**committee** Do not abbreviate. Capitalize when part of a formal name: *the House Appropriations Committee*. For information on Southern committees, refer to the *Employee Handbook*.

**composition titles** Italicize titles of complete works, such as books, magazines, poems, etc.. Put in quotation marks works that are part of a larger piece, such as chapters, magazine articles, etc. Capitalize the principal words, including prepositions and conjunctions of four or more letters. If a preposition or conjunction with fewer than four letters is the first or last word of the title, capitalize it as well.

**convocation** Lowercase. Meeting Thursdays at 11 a.m.

**coordinator for** Avoid *coordinator of*. Uppercase when preceding a name; lowercase after references. *Liane de Souza, counseling services coordinator for the Student Success Center, spoke during orientation.*

**courses** Capitalize the names of official course titles. *American History and Institutions* is capitalized but *history class* isn't. Look in the current catalog for official names of classes.

**credentials** See **academic degrees**.

**credit hours** See **numerals**.

# D

**dashes** When using a dash to represent a long pause or add emphasis to a phrase within a sentence, use em-dashes without spaces, not regular dashes or en-dashes (which are shorter): *They lived a fairy tale life—without the happily ever after.*

**dates** Always use numerals, without *st*, *nd*, *rd* or *th*: *January 3, 1776*. When including the day of the week, set off with commas: *Tuesday, January 21*. See **months**, **annual**.

**days of the week** Capitalize and do not abbreviate.

**dean** Do not use as a courtesy title, as in *Dean Smith*. Instead, use the person's full name followed by the appropriate title. When context makes it clear what the person is dean of, dean is enough. When clarification is needed, use *dean (or associate dean) of men*, *dean of women*, *dean of Thatcher South*, or *dean of the School of \_\_\_\_\_*. Examples: *John Smith, dean of men, loves his job. The men of Talge Hall prepared a special birthday surprise for John Smith, dean.* See **titles**.

**dean's list** Lowercase in all uses: *He is on the dean's list. She is a dean's list student.*

**degrees** See **academic degrees**.

**departments** The names of academic schools and departments as well as administrative departments should always be capitalized. In a series, multiple schools should be listed as *the schools of Nursing, Computing, and Religion*. See **capitalization**.

**Dining Hall** This is the official name of the main eating area on campus. Do not use *cafeteria*.

**director for** Avoid *director of*. Uppercase when preceding a name; lowercase after references. *Laurie Gauthier, director for Graduate Studies, attended a job fair to speak with potential students.*

**dormitory** Avoid dormitory or the abbreviated word *dorm*. Use *residence hall* instead.

**Dr.** Avoid using, in most circumstances (see **academic degrees**). *Dr.* should be used only in first reference to those who hold a degree as Doctor of Dental Surgery, Doctor of Medicine, Doctor of Optometry, Doctor of Osteopathic Medicine, or Doctor of Podiatric Medicine.

# E

**e.g.** Use the words “for example” instead of this abbreviation. Do not confuse for i.e., which essentially means “in other words.” See **i.e.** for its usage.

**email** Use a lowercase *e* (unless the word is at the beginning of a sentence or in a capitalized contact list), without a hyphen.

**emeritus** This word is often added to formal titles to denote individuals who have retired retain their rank or title. When used, place *emeritus* after the formal title: *Professor Emeritus John Smith, or John Smith, professor emeritus of history.*

**employees** The broad term encompassing both faculty (teaching professionals) and staff.

**entitled** Use it to mean a right to do or have something. Do not use it to mean “titled.”

Right: *She was entitled to the promotion.*

Right: *The book was titled “Gone With the Wind.”*

## F

**faculty** Employed teaching professionals. Employed non-teaching professionals are *staff*. See **adjunct**.

**forums** See **Campus Talk**.

**freshman** Plural is *freshmen*. See **class standing**.

**fundraising** Always one word, no hyphen.

**full-time, full time** Hyphenate only when used as an adjective: *He works full time. She has a full-time job.*

## G

**gender** When referring to a nonspecific individual whose sex is not known and cannot be reasonably inferred, use *he or she* or *his or her*. Sometimes a writer can avoid the awkwardness of this construction by changing the entire sentence to be in the plural rather than the singular. For example, instead of “The student should register for his or her classes online,” you could say, “Students should register for their classes online.” Avoid gender-specific terms such as *policeman, fireman, or chairman*. Use *police officer, firefighter, or chair* instead.

**Gospel** Capitalize when referring to any or all of the first four books of the New Testament. Lowercase in all other references. *The Gospels tell us about Christ’s life on Earth. Let’s spread the gospel message throughout the world.*

**GPA** Grade point average. Don’t use periods.

**grade, grader** Hyphenate both the noun forms (*first-grader, second-grader, 10th-grader*) and the adjectival forms (*a fourth-grade pupil, a 12th-grade student*). See **numerals**.

**grade marks** Capitalize letter grades and the associated “+” and “-” symbols. *A+*, *B-*

**graduate** See **undergraduate/graduate**.

**graduation services** Capitalize the following services:

Friday: *Senior Consecration*

Sabbath: *Baccalaureate*

Sunday: *Commencement*

**graduation year** Use an apostrophe before the last two numerals in the individual’s graduation year. For example: ’94. (Note that Word will automatically try to put an open quote mark before the numbers, so you will have to override this manually. One way to do this is by typing two apostrophes and deleting the first.)

# H

**Hamilton Place** *Mall* is not part of the proper name.

**healthcare** One word in all instances, except in the case of some proper nouns.

**home page** The first page of a website.

**Home-school** Punctuation varies by usage: *home-school* (verb), *home-schooler* and *home schooling* (noun), *home-schooled* (adjective).

**homework** One word.

**honor roll** Southern uses the phrase *dean’s list* instead of *honor roll*. When using either term, lowercase.

# I

**i.e.** Use the words “in other words” or the i.e. abbreviation. Do not confuse for e.g., which essentially means “for example.” See **e.g.** for its usage.

**internet** Industry standards have recently changed and now recommend lowercasing the “i.” Do not use the term *the Net*.

**italics** Use italics sparingly in copy. Primary use is for composition titles. May also be *occasionally* used to add emphasis.



# J

**Joker** Southern’s yearly pictorial directory, published online in September (there are no paper versions, as there were in the past).

**junior, senior** Include and abbreviate *Jr.* and *Sr.* only with full names. Last name only on subsequent references: *Joseph P. Kennedy, Jr.* See **class standing**.

# K

**kid/child** Acceptable only for elementary and secondary age students. Should not be used for college and university students. See **student**.

# L

**lectern, podium, pulpit, rostrum** A speaker stands *behind* a lectern, *on* a podium or rostrum, or *in* the pulpit.

**lectures** Capitalize and use quotation marks for their formal titles.

**Lights Volunteers** This is the official name of Southern’s volunteer organization and the individuals who participate. Do not use the term *Southern Lights*.

**login, logon, logoff** Used as a single-word when positioned as a noun. *Customer support advised me to update my login information.* Used as two words when in verb form. *I log in to my computer.*

**Long Term Care** The business program name is three separate words with no hyphens.

# M

**magazine names** Capitalize and italicize the name. Lowercase and don’t italicize “magazine” unless it is part of the publication’s formal title: *Harper’s Magazine*, *Time* magazine, *Newsweek* magazine. Never underline magazine titles.

**majors** Lowercase majors, unless that major is also a proper noun (such as English). For a complete list of majors offered at Southern, refer to the *Undergraduate Catalog*. (The list in the “Degrees and Curricula” section includes master’s degrees as well).

**Master of Arts, Master of Science** A *master’s degree* or a *master’s* is acceptable in any reference. See **academic degrees**.

**MBA** See **academic degrees**.

**media** In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural: *The news media are resisting attempts to limit their freedom*. Not: *The news media is resisting attempts to limit its freedom*.

**Memorial Auditorium** Standard use for Soldiers and Sailors Memorial Auditorium.

**Memories** This is an improper shortening of *Southern Memories*. See **Southern Memories**.

**months** Do not abbreviate. Capitalize the names of months in all uses. When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas. See **dates**.

**more than** Use this term with numerals rather than using the word “over,” which is a preposition that describes location: *The football made it over the goal post. More than 9,000 people attended the football game*.

**mph** Acceptable in all references for *miles per hour*.

**musical titles** Proper names of musical pieces, such as *Messiah*, *Don Giovanni*, or *The Creation*, are italicized. Movement titles, such as *allegro non troppo*, *andante*, or *adagio*, are often italicized because they are foreign. Musical genres, such as Symphony No. 5 in C Minor, Piano Concerto No. 23 in A Major, String Quartet, Op. 33, No. 6, are not italicized.

## N

**names** Use full names of all individuals on first reference; on subsequent references, use last names. Exception: when writing about someone age 16 and younger, use first name on second reference. When article includes multiple people with same last name (married couple, for example) use full name for all non-pronoun references.

**nationalities** Do not hyphenate compound nationalities such as *African American*, even when used as an adjective. But always hyphenate compounds with name fragments: *Afro-American*, *Indo-European*.

**non** In general, no hyphen, except before proper nouns and when forming awkward combinations. *Nonfunctional*, *non-American*, *non-nuclear*

**numerals** Spell out numbers *one* through *nine*; use numerals from 10 on. There are many exceptions to this rule: the most common for Southern’s purposes are ages, course credit hours, and percentages. All of those use numerals. See the *AP Stylebook* for additional exceptions.

# O

**on-campus/on campus** Hyphenate when using this term as an adjective. *The on-campus housing is full.* Write as two words when using this term as a prepositional phrase. *The housing is full on campus.*

**online** One word in all cases for the computer connection term.

**Online Campus** (not Southern Online) refers to Southern's online classes program.

**over** Use for descriptive situations such as *The book is over there.* Avoid using *over* to describe things in excess; instead use *more than*.

# P

**page numbers** When used with a number but not in a sentence, capitalize "page." When a letter is appended to the number, capitalize the letter but do not use a hyphen: *Page I, Page 10, Page 20A.*

**part-time, part time** Hyphenate when used as an adjective: *She has a part-time job. She works part time.*

**percent** Spell out rather than using the percent sign (%), except in charts and tables. Use numerals for percentages: *15 percent.*

**perspective/prospective** Perspective has to do with point of view and is usually a noun. Prospective has to do with the future and is usually an adjective. *Southern recruits prospective students who look at life from a Christian perspective.*

**PhD** See **academic degrees**.

**phone numbers** Use periods (not hyphens or parentheses) when listing phone numbers: *The student called 1.800.SOUTHERN to learn more about the university.*

**podium** See **lectern, podium, pulpit, rostrum**.

**possessives** For both common nouns and proper nouns ending in "s" add apostrophe but no additional "s." *I heard the witness' story in court. I read Jesus' words in the Bible.*

**president** Capitalize president only as a formal title before one or more names: *President Gordon Bietz is pleased to see Southern growing.*

Lowercase in all other uses: *The president said today he is running for re-election. Gordon Bietz has been Southern's president for many years.* Always capitalize when referring to the President of the United States.

**President's Circle 100** Donors who give more than \$2,500 each year are part of president's Circle 100.

**professor** Never abbreviate. Capitalize before a name, as in *Professor John Smith*. Do not continue in subsequent references unless part of a quotation. Some faculty members are referred to as associate professor, assistant professor, or instructor. Check job titles with the Campus Directory or on Access. See **adjunct**.

**pronouns** Do not use “their” as a singular pronoun. Use “his or her” (not his/her) instead, or rewrite the sentence so the subject is plural.

**publications** On-campus publications include *Columns*, *Joker*, *Southern Accent*, and *Southern Memories*. See **composition titles**.

**pulpit** See **lectern**, **podium**, **pulpit**, **rostrum**.

## Q

**quotation marks** Smart quotes (which are curly) should be used rather than straight quotes, whenever possible. Use quotation marks when quoting a person or when identifying a magazine article or book chapter. They may also be used when introducing a new word. They should *not* be used to add emphasis to a word. *He said, “I can’t believe it!” I read the article “Understanding Grammar.” The word “stet” means to let it stand.* But not: *We had a “wonderful” time.* Use single quotation marks when quoting within a quote. See **composition titles**.

## R

**race** See **nationalities**.

**radio stations** Refer to by the station's call letters, and if necessary, use frequency. Refer to the university station as WSMC Classical 90.5.

**residence hall** On-campus housing for women or men. Don't refer to as *dorm* or *dormitory*.

**resumé** (only one accented “e”)

**rostrum** See **lectern**, **podium**, **pulpit**, **rostrum**.

# S

**Sabbath** Capitalize in religious references; lowercase to mean a period of rest. When writing for a non-Adventist or mixed audience, use Saturday for the seventh day of the week.

**SACSCOC** Southern Association of Colleges and Schools Commission on Colleges, the reaffirmation accreditation body that visits every 10 years.

**Satan** Capitalize, but lowercase *devil* and *satanic*.

**SAU** Do not use the acronym SAU; see **Southern Adventist University**.

**Savior** Capitalize when referring to Jesus Christ. Use this spelling, rather than the alternate form, *saviour*.

**school** Capitalize when part of a proper name: *Public School 3, Madison Elementary School*. Capitalize and use the full names for all academic schools at Southern. Do not refer to Southern as a school; it is a university.

**Scripture(s)** Capitalize when referring to the entire Bible, but not individual verses. *The Scriptures speak of Jesus' love. Ellen White's favorite scripture was John 3:16.*

**semester** Capitalize the term (Fall, Winter, or Summer) when used with the year. *She began at Southern during the Fall 2015 semester.* Lowercase elsewhere. *She enjoys taking classes during fall semester.* The phrase *summer semester* only applies to nursing students taking a full load of classes with their cohort. All other students are participating in one of the three summer sessions.

**senior** See **class standing** or **junior, senior**.

**Senior Consecration** See **graduation services**.

**Seventh-day Adventist** Do not use SDA. *Adventist* is the appropriate shortened version of the name.

**software titles** Capitalize but do not use quotation marks around such titles as PowerPoint or Windows, but use quotation marks for names of computer games.

**sophomore** See **class standing**.

***Southern Accent*** Italicize. The student newspaper of Southern, normally published weekly during the school year with the exception of exam weeks. Use *the Accent* on second reference.

**Southern Adventist University** Do not use SAU. On first reference, use *Southern Adventist University*. On subsequent references, *Southern* or *the university* is appropriate.

**southern lights** This is not a correct name for Southern's volunteer organization. Use *Lights Volunteers*.

***Southern Memories*** Italicize. Southern's yearbook, normally published every April.

**spacing after periods** Use only one space (not two) at the end of each sentence.

**speeches** Capitalize and use quotation marks for their formal titles.

**staff** A person who works for the university but is not a member of the teaching faculty.

**states** State names should be spelled out in their entirety: *Tennessee, California*.

Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline. See **cities**.

**Student Association** *SA* is acceptable on subsequent references.

**student titles** Identify every student on first reference by major and class standing (*Jill Brown, sophomore biology major*) unless another title is more applicable to the story (*Jill Brown, Student Association vice president*).

# T

**teacher** Acceptable only for elementary and secondary educators. Should not be used for college and university educators. See **professor**.

**telephone numbers** Use periods instead of hyphens or parentheses to separate digits (example: 423.236.9999). Use of all 10 digits in a phone number is usually most appropriate. Southern's main telephone number should be used as follows: 1.800.SOUTHERN.

**Ten Commandments** Capitalize and spell out. Do not abbreviate or use figures.

**Tennessee Aquarium** For subsequent references use *the aquarium*.

**Tennessee Valley Authority** *TVA* is acceptable on subsequent references.

**theater** Not "theatre," in all cases except proper names. Spell out those theaters as their owners spell them: *Chattanooga Theatre Centre, IMAX 3D Theater, Tivoli Theatre*.

**times** Use figures. Do not use :00 or o'clock. Use a.m. or p.m.: *11 a.m., 1 p.m., 3:30 p.m.* When describing a span of time, use only numerals (*7-8:30 p.m.*) unless it crosses the a.m./p.m. transition (*8:30 a.m. to 5:30 p.m.*).

**titles** For job titles, capitalize them when they precede a name but lowercase them when they follow a name: *President Gordon Bietz* but *Gordon Bietz, president*. Do not place long titles before a person's name. Lowercase when used in a sentence without a name. When it comes to listing credentials after a person's name, include only those credentials that are terminal degrees; MSW and MFA are the only two master's degrees Southern considers terminal. Do not use the courtesy title "Dr." in front of a person's name except in first reference to the full name of those who hold a degree as Doctor of Dental Surgery, Doctor of Medicine, Doctor of Optometry, Doctor of Osteopathic Medicine, or Doctor of Podiatric Medicine.

**toward** Not *towards*.

## U

**undergraduate/graduate** Because these phrases are not commonly understood outside of our academic community, avoid using these terms when possible. Instead, use the terms *associate*, *bachelor's*, or *master's*.

**university** Lowercase when referring to Southern as *the university*.

**URLs** Website addresses; it is preferred to remove a *www* prefix if doing so does not break the link. All links should be tested before publication. Preference is for bolding any URLs on Southern's website (may not be suitable in all instances, but whatever you choose, keep it consistent). Use *visit* instead of *go to* before the URL if directing the reader. *Please visit Southern.edu for more information.*

**U.S.** The abbreviation is acceptable as a noun or adjective for *United States*. *USA* (no periods) is also acceptable. In headlines, it's *US* (no periods).

## V

**versus** Abbreviate as *vs.* in all uses.

**vice president for** Never *vice president of*. Uppercase when preceding a name; lowercase after references. *Tom Verrill, senior vice president for Financial Administration, provided an update on the university's budget.*

## W

**Walmart** Not Wal-Mart

**Walnut Street Bridge** Pedestrian walkway linking Walnut Street downtown with North Chattanooga. Do not refer to by its slang term, *the Walking Bridge*.

**web addresses** See **URLs**.

**website** Lowercase, one word.

**week of prayer** Lowercase.

**Wi-Fi** Appropriate spelling for wireless Internet access.

**www** See URLs.

# Y

**years** Use figures: *1975*. Use an *s* without an apostrophe to indicate spans of decades or centuries: *the '90s*, *the 1800s*. When using the last two digits of a year, begin with an apostrophe pointing away from the number: '89, '05; For alumni who graduated with a master's degree, the abbreviation for the degree earned should be included in parentheses following the year: '97 (MA).

## INDEX OF SOUTHERN-SPECIFIC PROPER NOUNS

### Administrative and Support Departments

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Summerour Hall Counseling Clinic  
Talge Hall  
Thatcher Hall  
Thatcher South  
Transportation Services  
University Health Center  
Writing Center

#### **Affiliates**

Center for Innovation and Research in Computing  
Conference Services and Events  
Evangelistic Resource Center  
Heritage Museum  
Hulsey Wellness Center  
Institute for the Study of Ellen G. White and Adventist Heritage  
Institute of Archaeology  
Institute of Ethical Leadership  
Lynn H. Wood Archaeological Museum  
Philosophy of Education Resource Center  
Robert H. Pierson Institute of Evangelism and World Missions  
Teaching Materials Center  
Wellness Institute  
WSMC Classical 90.5  
WSMC Oasis 90.5

#### **Building and Facility Names**

Ackerman Auditorium  
Art Annex  
Brock Hall  
Campus Services  
College Press  
Daniells Hall  
Dining Hall

Fleming Plaza  
Florida Hospital Hall  
Hackman Hall  
Herin Hall  
Hickman Science Center  
Hulsey Wellness Center  
Hulsey Wellness Center Amphitheater (Room 3135)  
Iles P.E. Center  
John C. Williams Art Gallery  
K.R. Davis Promenade (or simply promenade, lowercase)  
Landscape Services  
Ledford Hall  
Lynn Wood Hall  
Lynn Wood Hall Chapel (not Lynn Wood Hall Auditorium)  
McKee Library  
Miller Hall  
Outdoor Education Center  
Pierson Chapel  
Plant Services  
Sanford and Martha Ulmer Student Center (or simply student center, lowercase)  
Southern Village  
Spalding Cove  
Stateside Apartments  
Summerour Hall  
Talge Hall  
Teaching Materials Center (TMC on subsequent references)  
Thatcher Hall  
Thatcher South  
Transportation Services  
University Health Center  
Winding Creek Apartments  
Wood Hall  
Wright Hall

### **Campaigns, Committees, and Special Interest Groups**

Ambassadors  
Board of Trustees  
Campaign for Excellence in Faith and Learning  
Campaign for Health and Healing  
Employee Wellness  
First Year Experience  
Legacy Society  
Lights Volunteers  
Passing the Mantle Society  
President's Circle 100  
Student Missions

**Departments**

Allied Health Department  
Biology Department  
Chemistry Department  
English Department  
History and Political Studies Department  
Interdisciplinary Department  
Mathematics Department  
Modern Languages Department  
Physics and Engineering Department

**Events**

Benefactor's Brunch  
Christmas on the Promenade  
Community Service Day  
Dave Cress Memorial Golf Tournament  
E.A. Anderson Lecture Series  
E.O. Grundset Lecture Series  
Evensong  
Homecoming Weekend  
JumpStart  
Lynn H. Wood Archaeological Museum Lecture Series  
Meet the Firms  
Mother/Daughter Weekend  
Parents Weekend  
PreviewSouthern  
SmartStart  
SonRise Resurrection Pageant (SonRise on subsequent references)  
University Colloquium  
Vespers  
ViewSouthern  
We-Haul

**Interdepartmental and Preprofessional Programs**

Anesthesia Program  
Center for Teaching Excellence and Biblical Foundations of Faith and Learning  
Clinical Laboratory Science Program  
Dental Hygiene Program  
Dentistry Program  
Engineering Studies Program  
General Studies Program  
Global Community Development Program  
Law Program  
McKee Library

Medical Science Program  
Medicine Program  
Nutrition and Dietetics Program  
Occupational Therapy Program  
Optometry Program  
Osteopathic Medicine Program  
Pharmacy Program  
Physical Therapy Program  
Physical Therapy Assistant Program  
Physician Assistant Program  
Podiatric Medicine Program  
Respiratory Therapy Program  
Southern Scholars  
Speech Language Pathology/Audiology Program  
Veterinary Medicine Program

### **Retail Industries**

Campus Shop  
Dining Hall  
The Kayak  
KR's Place  
Quick Print  
SOMCO  
SVAD Production Company  
Tech Sales and Service  
Village Market

### **Schools**

School of Business  
School of Computing  
School of Education and Psychology  
School of Journalism and Communication  
School of Music  
School of Nursing  
School of Physical Education, Health, and Wellness  
School of Religion  
School of Social Work  
School of Visual Art and Design

### **Touring Groups**

Bel Canto  
Destiny Drama Company  
Die Meistersinger  
Engage Ministries  
Gym-Masters  
I Cantori

Jazz Ensemble  
Symphony Orchestra  
Wind Symphony