



MARKETING COMMUNICATIONS

INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE
OFFICE OF ADVANCEMENT

IPFW EDITORIAL STYLE GUIDE

Updated August 2015

Developed by the Office of Advancement's Marketing Communications as a reference tool to help IPFW communicators follow a style that is consistent and appropriate for internal and external audiences.

The guide follows conventions outlined in the *Associated Press Stylebook*, the *Chicago Manual of Style*, and the *Yahoo! Style Guide* with exceptions based on IPFW preferences.

Access this guide at ipfw.edu/style-guide

Send comments or suggestions to marketing@ipfw.edu with the subject line *editorial style guide*.

21st Century Scholars

(See *Twenty-first Century Scholars*.)

2D, 3D

The *D* is an abbreviation for *dimensional*. Do not lowercase the *D*.

abbreviations

Abbreviations are generally avoided in running text.

Professor Switzer, not Prof. Switzer

Abbreviations of degrees (but not certificates and licenses), time expressions, and countries' names take periods. Note that there are no spaces between their elements.

Ed.D., A.D., p.m., U.S.A., AIA, CPA, RN, DNP
exception: MBA

Multiple initials of personal names are separated by a space.
So are abbreviations of multiword personal titles. Both categories end in periods.

T. S. Eliot, M. L. King, Lt. Col. John Rodgers

Abbreviations having more than one period generally take an 's to indicate the plural.

M.A.'s, B.G.S.'s

(See *acronyms and initialisms, academic degrees, addresses, commas, and times*.)

academic certificates

References to academic certificates should be capitalized in the following construction:

Supervisory Leadership Certificate
Software Engineering Certificate

but not in:

certificate in supervisory leadership
certificate in software engineering

exception:

Postbaccalaureate Certificate in Accounting (P.B.A.)

No periods (with above exception) between letters of certificate and license abbreviations:

RN, CPA, AIA

academic degrees

With a major in construction is the norm:

Bachelor of Arts with a major in communication
Bachelor of Science with a major in nursing

The *with a major* designation may be dropped for brevity, but the field must remain lowercase.

Bachelor of Arts in communication
Bachelor of Science in nursing

Some exceptions to the *with a major in* construction (and lowercase rule) are:

Associate of Arts
Associate of General Studies (A.G.S.)
Associate of Science in Applied Business Studies (A.S.B.)
Associate of Science in Commercial Art
Associate of Science in Criminal Justice (A.S.C.J.)
Associate of Science in Dental Hygiene
Associate of Science in Dental Laboratory Technology
Associate of Science in Early Childhood Education (A.S.Ed.)
Associate of Science in Labor Studies
Associate of Science in Public Affairs (A.S.P.A.)
Bachelor of Arts (B.A.)
Bachelor of Fine Arts (B.F.A.)
Bachelor of General Studies (B.G.S.)
Bachelor of Music (B.Mus.)
Bachelor of Music Education (B.Mus.Ed.)
Bachelor of Science in Business (B.S.B.)
Bachelor of Science in Chemistry (B.S.C.)
(a B.S. with a major in chemistry also exists)
Bachelor of Science in Criminal Justice (B.S.C.J.)
Bachelor of Science in Education (B.S.Ed.)
Bachelor of Science in Engineering (B.S.E.)
Bachelor of Science in Electrical Engineering (B.S.E.E.)
Bachelor of Science in Geology
(a B.A. with a major in geology also exists)
Bachelor of Science in Health Services Management (B.S.H.S.M.)
Bachelor of Science in Labor Studies
Bachelor of Science in Mechanical Engineering (B.S.M.E.)
Bachelor of Science in Medical Technology
Bachelor of Science in Music and an outside field (B.S.)
Bachelor of Science in Music Therapy (B.S.M.T.)
Bachelor of Science in Public Affairs (B.S.P.A.)

Master of Arts for Teachers (English) (M.A.T.)
Master of Business Administration (MBA) (Note this exception without periods)
Master of Liberal Studies (M.L.S.)
Master of Public Affairs (M.P.A.)

Master of Science in Education (M.S.Ed.)

Master of Science in Engineering

(an M.S. with a major in engineering also exists)

Master of Science with a major in Applied Computer Science

Doctor of Nursing Practice (DNP) (Note this exception without periods)

Do not space after the periods in abbreviations.

The word *degree* should NOT follow a degree abbreviation. It is redundant.

He has a B.F.A.

NOT: He has a B.F.A. degree.

NOT: He has a Bachelor of Science degree.

Use the word *degree* with Bachelor of Science and such only when necessary for clearer understanding. The case sometimes arises when referring to the plural.

The school awards Bachelor of Science degrees.

Refer informally to the degree levels as:

associate degree

(NOT associate's degree; ALSO, not Associate in Applied Science, A.A.S., but Associate of Science, A.S.)

bachelor's degree

master's degree

doctoral degree or a doctorate

Use articles *a* and *an* according to the sound of the first letter of the abbreviation.

He has an MBA. She has a Ph.D.

Avoid usage of *hold* in reference to degree possession. Rather:

They have, earned, or received a degree.

Also, avoid *his* bachelor's degree or *her* master's degree.

She earned a master's degree from IU.

Academic Internships, Cooperative Education, and Service Learning, Office of (OACS)

Division of the Office of Research, Engagement, and Sponsored Programs (RESP), created to serve the faculty, students, and staff with scholarly and creative activities and engagement.

Academic Student Achievement Program (ASAP!)

A program by the Office of Diversity and Multicultural Affairs that helps students at risk of dropping out of IPFW. Note the exclamation point with the acronym.

Academic Success Center

Administrative unit comprised of the Centers for Academic Success and Achievement (CASA) and the Mastodon Advising Center (MAC).

academic titles

IPFW uses three professorial ranks—from highest to lowest, professor (NEVER *full professor*), associate professor, and assistant professor.

Where no specific rank is to be identified, anyone with one of these professorial ranks may be called Professor Smith (assuming a surname of Smith, of course).

Immediately below the professorial ranks is the rank of instructor—the only nonprofessorial rank that earns time toward tenure, and one generally reserved for faculty who have not completed a terminal degree. Do not capitalize instructor as a title before a name.

The preposition *of* joins a professorial title to a discipline.

assistant professor of French

For instructors, the preposition becomes *in*.

instructor in Spanish

Emeritus status may be granted, by action of the trustees, to an official retiree holding a professorial rank or the rank of instructor.

Professor Emeritus John Smith
Professor Emerita Joan Brown

Together, groups of emeritus faculty become *emeriti*.

Professors Emeriti Brown and Smith.

Two titles—*lecturer* (used for IU appointees only) and *associate faculty* (never to be called *part-time faculty* and never to be confused with *associate professor*)—are used for nonfaculty instructional personnel.

Lecturers and associate faculty do not acquire credit toward tenure, are not officially members of the faculty, and do not generally enjoy full faculty privileges or bear full faculty responsibilities.

Visiting may be prefixed to the title of a person in one of the professorial ranks, to the title of an instructor, or to the title of a lecturer to indicate a short-term, temporary appointment.

Visiting Assistant Professor Jones
Visiting Lecturer Brown

People with *visiting* in their titles are not accumulating time toward tenure and do not enjoy full faculty privileges.

(See *abbreviations, Dr., emeritus, titles of people.*)

ACELINK

Provides video conferencing opportunities for Allen County K–12 students, offering a dedicated manager who promotes and coordinates programs for students to learn, share, and collaborate. A partnership between Continuing Studies and Allen County school districts that include Bishop Dwenger High School, East Allen County Schools, Fort Wayne Community Schools, Northwest Allen County Schools, and Southwest Allen County Schools.

acknowledgment

The preferred spelling is without an *e* between the *g* and the *m*.

acronyms and initialisms

Do not use acronyms or initialisms that the reader would not quickly recognize. If the name represented by an acronym may be unknown to some of your readers, spell it out the first time you refer to it.

Leadership Fort Wayne is involved in community service. Housed in Helmke Library, LFW's offices are open from 8 a.m. to 5 p.m.

If the second reference appears far from the first and may not be quickly recognized after only having the full name once, upon first reference a parenthetical construction may be used. Avoid this practice, however, with Indiana University–Purdue University Fort Wayne.

Please fill out the Free Application for Federal Student Aid (FAFSA).

Acronym and initialisms for job titles and names of organizations, centers, buildings, forms, tests, and assorted other objects are generally spelled without periods.

CEO, COB, IU, UNESCO, FAFSA, TOEFL, UNIX, SAT

Acronyms are pluralized without apostrophes, unless the last letter of the acronym is an *s*, in which case an apostrophe is needed. (This is one of the rare cases where a plural requires an apostrophe.)

AIs, GREs, IDs, EKGs, LANs, W-2s, SOS's

Abbreviations having more than one period generally take an 's to indicate the plural.

M.A.'s, B.G.S.'s

Use articles *a* and *an* according to the sound of the first letter of the abbreviation.

As a GRE administrator, I monitor the test-takers. I am an IU graduate. I have an MBA.

(For a listing of commonly used IPFW acronyms, see the appendix.)

Adventures in Computing for Teens (ACT)

A summer program for eligible middle school and high school students to explore computer programming and discover careers in computing. The project is sponsored by the College of Engineering, Technology, and Computer Science. Use *ACT* in secondary references.

addresses

For mailing addresses (addresses that include street numbers):

(Note: guidelines for addressing envelopes differ; details below.)

Spell out names and buildings.

Walb Student Union, Helmke Library, Kettler Hall

Use official names of offices and departments in university addresses.

Department of Music (NOT: music department)

Development (NOT: Office of Development)

Also permitted is field name without designation:

Education; Music; Sociology and Anthropology

Use the two-letter postal abbreviation for the state.

IN (not Ind. or Indiana)

Use the full nine-digit zip code whenever possible. For IPFW, it's 46805-1499.

In running copy, spell out avenue, boulevard, street, court, and other designations. In mailing addresses or return addresses, abbreviate these designations. For the official university address, spell out "East" and "Boulevard."

Ave., Blvd., and St.

However, abbreviate compass directions (N., S., E., W.) in actual mailing addresses.

2101 E. Coliseum Blvd.

But spell out numbered streets from First Street through Twelfth Street.

Third Street, Eleventh Street, 17th Street

When the street number has been omitted, do not use abbreviations for street designations or directions:

The parade will travel down West 52nd Boulevard.

Also:

The parade took place in Napa, Calif. (NOT: Napa, CA)

Exception: In formal usage, such as for an invitation, spelling out street and state names may be appropriate.

For outgoing-mail addresses (to comply with postal regulations):

- Use all capital letters in san serif type (i.e., Helvetica, Geneva).
- Do not use ANY punctuation (except the hyphen in nine-digit zip codes).

2101 E COLISEUM BLVD

FORT WAYNE IN 46805-1499

- For abbreviations of street designators, see postal-regulation publications.

Postal regulations change frequently. Please consult with Shipping and Receiving for further information (260-481-6191).

(See *states*.)

administrative units

A number of administrative units are referred to without unit designation. That is, they are neither an office nor a department. The term department is reserved for academia.

The *IPFW Designations List* provides the formal names of all university entities. It is maintained by Financial and Administrative Affairs and found at ipfw.edu/designations

The word *office* is usually lowercase in usage with these units, except in formal writing or to clarify that the unit is housed in an office. The word *office* refers to a room rather than to the unit itself.

For further information, stop by the Financial Aid office in Kettler Hall. The Admissions office is in KT 111. It is on the same floor as the Office of Academic Affairs.

(See *department names*, *office names*.)

admission

Use the singular *admission* when referring to the process. Use in the plural and capitalize (Admissions) when referring to the office.

Please complete the admission application.

NOT: Please complete the admissions application.

BUT: Please complete the admission application when you visit Admissions.

advisor

The *-or* ending is the IPFW-preferred spelling over the *-er* ending (adviser). Note, however, that if an official name uses the *-er* spelling, such as a specific Board of Advisers, then it should be retained.

affect/effect

Use *affect* when meaning to act on, to move, or to pretend or assume something. It is most generally used as a verb. Use *effect* when referring to something produced by a cause or an agent, or to show purpose or intention. It is a noun.

Rheumatic fever can affect the heart.
The music affected her deeply.
New students sometimes affect a nonchalance they don't really feel.
The drug had an immediate effect on the pain.
His protest had no effect.
She disapproved of the proposal and wrote to that effect.

Affirmative Action/Equal Opportunity/Equal Access

IPFW is committed to a policy of equal opportunity in its admission and employment programs. An equal opportunity statement (Affirmative Action/Equal Opportunity/Equal Access) must be used in all publications to external audiences and employment ads. Publications that are not employment ads should read: IPFW is an Equal Opportunity/Equal Access University. Employment ads should read: IPFW is an Equal Opportunity/Equal Access/Affirmative Action Employer. Note the capitalizations.

The statement may be shortened to EO/EA or EO/EA/AA, respectively.

(See *Americans with Disabilities Act* and *TTD, TT, TTY*.)

African American

No hyphen is used for either the noun or the adjective. Both *African American* and *black* are acceptable; we use both terms.

African American students, African Americans, black students

All-America City

National Civic League's award, which Fort Wayne has won three times (1982, 1998, and 2009). Note it's *America*, NOT *American* and *City* is capitalized.

alumni

IPFW considers any former student—graduate or not—to be an IPFW alumnus.

alumna	feminine singular
alumnus	masculine singular (or gender unknown)
alumni	plural form

alumnae feminine plural

Do not use *alum*, which is a chemical compound.

Do not use the slash form *alumnus/na*. Use *alumni* to refer to all or use *alumnus* and *alumna*.

alumni association

The IPFW Alumni Association (IPFWAA) is made up of IPFW graduates. A common board governs the group, whose members also belong to the IU Alumni Association (IUAA) or Purdue Alumni Association (PAA), with representation from both schools.

For capitalization, it's:

IPFW Alumni Association, IPFWAA, the alumni association

alumni identification

To identify an individual as an alumnus or alumna of IPFW, use the person's degree and class year set off by commas. Immediately following the name and first comma, enter one space, the abbreviation for degree with periods, space, an apostrophe (NOT an opening single quote), and the two-numeral class year.

Nicole J. Perillo, B.S. '82, was elected president of the chapter.

John M. Brown, A.S. '65, B.S. '70, MBA '80, was at the annual meeting.

Except to show multiple degrees earned at IPFW (see format above), do not list more than one degree following a person's name.

Samuel Duncan, Ph.D., will speak Wednesday night.

Not: Samuel Duncan, B.A., MBA, Ph.D., will speak Wednesday night.

alumni magazine/newsletter

The *IPFW Alumni Magazine* is published once a year for all members of the IPFW alumni association. The *IPFW Alumni E-Newsletter* is published monthly.

Alumni Millennium Walk

The Alumni Millennium Walk is made up of numerous Millennium Markers, which are bricks inscribed with names of IPFW graduates. Located in the Alumni Plaza between Walb Student Union and Helmke Library.

Alumni Plaza

Area between Walb Student Union and Helmke Library where the bronze mastodon statue and Alumni Millennium Walk are located. The statue does not have a formal name; references should be lowercased.

Alumni Relations

The unit is located at the Steel Dynamics Keith E. Busse IPFW Alumni Center. It is NOT Alumni Services, Alumni Affairs, or any other designation.

Ambassadors

A Student Affairs program to develop student leaders at IPFW. Students selected for the program are called Ambassadors. Do not capitalize the d (AmbassaDons).

American Indian

Native American is also acceptable. No hyphen is used for either the noun or the adjective.

American Indian students, American Indians

Americans with Disabilities Act

The Americans with Disabilities Act is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. Disability is defined as “a physical or mental impairment that substantially limits a major life activity.” The determination of whether any particular condition is considered a disability is made on a case-by-case basis.

The statement may be shortened to ADA.

ampersand

May be used occasionally in headlines, charts, or in Web copy, but spell out the word *and* in running text, except when an official name uses the ampersand.

H & R Block helped with my tax return.

Blackburn & Green provides personal-injury lawyers.

My class is in the Engineering, Technology, and Computer Science Building.

Annual Fund

A fund that supports ongoing university programs. Development promotes unrestricted giving through the Annual Fund.

apostrophes

Apostrophes primarily show possession or ownership; however, there are several sub-rules that make their use a little tricky. When used as an abbreviation, make certain that typography quotes are used (NOT footmarks ') and that they face the proper direction to indicate the numbers or letters left out.

John Baker, B.S.Ed. '77

In the '50s

rock 'n' roll

You should wait 'til Monday.

Single letters, numbers, symbols, and words used as terms can look awkward when written as plurals without any punctuation, so an apostrophe *s* is generally added to them. This is regarded as an exceptional apostrophe.

There are two a's in the word "separate."

Can you change this 10 for two 5's?

BUT: Always cross your Ts.

Remember to capitalize all of the CTAs in your report.

(See *typography quotes, possessives*.)

archaeology

We add an extra *a*.

IPFW Archaeological Survey

A.S.A.P.

Acronym for As Soon As Possible. Retain the periods.

Asian American

No hyphen is used for either the noun or the adjective.

Asian American students, Asian Americans

Athletics, Recreation, and Intramural Sports

May be shortened to *Athletics* in informal writing when referencing the administrative unit. The term *athletics* should be lowercased when referencing sports or athletics in general. The title Athletics Department is NOT acceptable, since it is not a university department.

athletics teams

Do not capitalize the names of sports such as basketball and volleyball, even if the sport is preceded by the name of the school or the school mascot.

IPFW volleyball, Mastodon softball

For sports in which both men and women compete, the gender of the team must always be specified on first reference (men's basketball).

Never use girls' or ladies' to refer to women's teams. Use women's. Never use boy's to refer to men's teams. Use men's.

(See *Mastodon*.)

baccalaureate

Another term for bachelor's.
baccalaureate degree, baccalaureate program

BIG Event (The)

One big day of community service by IPFW students, alumni, faculty, and staff as a thank you and effort to help make Fort Wayne a better place. Note capitalization of “BIG.”

black

Both *black* and *African American* are acceptable; we use both terms and lowercase the *b* with *black*.

Blackboard Learn 9.0

IPFW’s online course management system. Use both terms together to correctly identify the program.

bookstore

The official name of the campus bookstore is Follett’s IPFW Bookstore.

Book Walk of 1972

Famed event where students, faculty, and staff carried books from Kettler Hall to the new library building, Helmke Library.

brackets

Brackets are used to clarify material inside parentheses or to insert material into quotations.

The investigation into the problem (the killing of several people in Idaho, which had an impact on the National Rifle Association [NRA], and set off the media) has turned up some questionable suspects.

“The governor said that [Sue Rogers] was originally in charge of the scientific project that produced the toxic material.”

Brackets are intrusive and tend to clutter prose. Do not use them unless absolutely necessary given their awkward nature. Consider rewriting the examples above.

The investigation into the killing of several people in Idaho, which had an impact on the NRA—the National Rifle Association—and set off the media, has turned up some questionable suspects.

The governor said the Rogers “was originally in charge of the scientific project that produced the toxic material.”

(See *parentheses*.)

building names

Use building names with room number as follows when publication is intended for an audience unfamiliar with the IPFW campus:

Kettler Hall, Room 123 (Note: *Room* is capitalized);

Walb Student Union Ballroom

Other formats are acceptable with more familiar audiences:

Kettler 123; KT 123; Walb Ballroom

The *IPFW Designations List* provides the formal names of all university entities. It is maintained by Financial and Administrative Affairs and found at ipfw.edu/designations

bursar

Lowercase in informal usage. Uppercase as part of the official name.

bursar's office; bill from the bursar; Office of the Bursar

Business, Richard T. Doermer School of

Named for businessman and philanthropist Richard T. Doermer. Use full name where space permits. Can be shortened to *Doermer School of Business*, *School of Business*, or *the school* on secondary references.

campus names

IU's identity program calls for removing *at* from the names of those campuses with city locations. No punctuation is used between the university name and its city or region, either.

Because PU has a less than complimentary ring to it, we do not abbreviate Purdue.

IU campuses:

IU	Indiana University (entire entity)
IUB	Indiana University Bloomington
IUE	Indiana University East (Richmond)
IUK	Indiana University Kokomo
IUN	Indiana University Northwest (Gary)
IUPUC	Indiana University–Purdue University Columbus
IUPUI	Indiana University–Purdue University Indianapolis
IUS	Indiana University Southeast (New Albany)
IUSB	Indiana University South Bend

Purdue campuses:

(Note: The word university can be eliminated for brevity.)

Purdue University (entire entity)
Purdue University Calumet
Purdue University North Central (Westville)

When referring to the main campus, it is Purdue University in West Lafayette or Purdue University West Lafayette or Purdue West Lafayette, NOT Purdue University—West Lafayette.

Other local universities and colleges:

IIT (Indiana Institute of Technology)
Indiana Tech
ITT Technical Institute (not to be confused with IIT)
Ivy Tech Community College–Northeast (note the en dash; see *dashes*)
University of Saint Francis (do not abbreviate Saint)
Taylor University
Trine University

Never capitalize *university* when used alone.

I attend Purdue University North Central. The state prison near the university.

(See *IPFW*.)

capitalization

In general, avoid unnecessary capitalization; it reduces the readability of the publication.

Offices/schools/departments: A general rule governing capitalization is that official names are capitalized; unofficial, informal, shortened, or generic names are not. This rule applies to names of offices, buildings, schools, departments, programs, institutes, centers, and so on. Therefore, phrases such as the center, the institute, or the museum are not capitalized.

- Office of the Registrar, the registrar's office, this office, the registrar
- Alumni Relations, the Alumni Relations office, the alumni office
- College of Arts and Sciences, the arts and sciences college, the college, the arts and sciences, health and human services, and visual and performing arts colleges
- Department of Physics, the physics department, the department
- Women's Studies Program, the program
- I am a general studies student. I am enrolled in the General Studies Program.
- Joe takes communication courses from the Department of Communication. The communication department is in Neff Hall.
- Center for Women and Returning Adults, the center
- Indiana University–Purdue University Fort Wayne, the university

Capitalize official names of bulletins, forms, conventions, conferences, symposia, and the like.

the *Undergraduate Bulletin*, the Republican National Convention, Free Application for Federal Student Aid (FAFSA)

Capitalize official course titles (except for articles, prepositions, and conjunctions) whether or not the course number is used. Do not use quotes, underline, or italicize. Avoid abbreviations when possible. (Note: No punctuation between course number and title)

FREN W300 Methods of Research and Criticism
BUT: I took a research-methods class.

Do NOT capitalize class standings (freshman, sophomore, junior, or senior).

He is a senior majoring in elementary education.

Except for languages, such as English, French, and Japanese, the names of academic disciplines are not proper nouns and should not be capitalized. This includes references to disciplines in major and minor fields of study.

He is a music major. He had a major in biology and a minor in chemistry. He studied biology, political science, paper science, and psychology.

Capitalize the letters used for grades, as well as official grade names where applicable. Do NOT put quotation marks around grades.

A, B, C, D, F, W, I, P, Incomplete, Pass, a grade of B

Names of holidays and other recurring celebrations are usually capitalized. Names of seasons, academic periods, and one-time celebrations are not.

Thanksgiving, Commencement, Founders Day, National Engineers Week

BUT: winter 1995–96, spring semester, orientation, registration, spring break, the Science Building dedication, the groundbreaking for the new building

For historical or documentary accuracy, follow the capitalization style of original texts.

“As I am a school teacher during the other three seasons, I am happy that I may continue my own education during the Summer Sessions,” wrote a student in 1919.

Lowercase these phrases denoting honors:

with distinction, with highest distinction, cum laude, magna cum laude, and summa cum laude (see *graduation with honors*)

Historical periods and events: Capitalize the names of widely recognized epochs in anthropology, archaeology, geology, and history, as well as those for periods and events.

The Bronze Age, Middle Ages, the Atomic Age, the Boston Tea Party, the Great Depression.

Organizations: Capitalize the full, formal names of boards and organizations.

Purdue University Board of Trustees, the board, the trustees

Seasons and semesters: Lowercase spring, summer, fall, winter (but Summer Session I and Summer Session II).

Titles: see separate titles entry.

(See *academic degrees, acronyms and initialisms, grades, forms, departments, offices, titles of people, titles of works.*)

carillon

A 49-bell system in the Liberal Arts building. It's lowercased.

Career Services

An administrative unit designed to facilitate employment opportunities and provide resources to help align students, faculty, employers, and alumni with career-related interests.

CASA

Acronym for the Centers for Academic Success and Achievement. Use on second reference only.

CATV

Used informally to refer to College Access Television.

CELT

Acronym for the Center for the Enhancement of Learning and Teaching. Use on second reference only.

Centers of Excellence

IPFW is home to several Centers of Excellence, providing expertise and resources to the community.

Current centers:

- Center for Applied Mathematics and Statistics
- Center for Social Research
- Center of Excellence in Systems Engineering
- Community Research Institute
- Environmental Resources Center
- Information Analytics and Visualization Center
- Institute for Holocaust and Genocide Studies
- IPFW Wireless Technology Center
- Mike Downs Center for Indiana Politics
- Northeast Indiana Science, Technology, Engineering, and Math Education Resource Center (NISTEM)

century

Lowercase, spelling out numbers below 10.

the first century, the 20th century, a 21st-century concept

chair

The term *chair* is preferred to *chairperson*, *chairwoman*, and *chairman* and is the term used in references to heads of IPFW departments and committees. Capitalize as a formal title before a name:

communication department Chair Michael Smith;
John C. Smith, chair, called the meeting to order.

Do NOT capitalize as a casual, temporary position.

meeting chair Susan Jones

chapters

Capitalize when used with a numeral in reference to sections of a book. Always use Arabic figures.

Chapter 1, Chapter 20, the last chapter

child care

Two words, as in Child Care Center. Daycare, however, is one word.

Class Gift

An annual Development fundraising project for the graduating class.

Clio: A Journal of Literature, History, and the Philosophy of History

A scholarly published triennially by IPFW. The complete title should be used in first reference. *Clio* is acceptable in secondary references. All references should be italicized.

Clubhouse, (The)

A building in the IPFW Student Housing complex that includes recreational facilities, a study area, student housing offices, and a patio.

co-

The prefix co- is not hyphenated in words referring to someone's occupation or status (e.g., coauthor, cohost, cochair, coworker) in both noun and verb forms. It is also closed up in most other references: cocurricular, coeducation, corequisites.

(See *prefixes* for further guidelines.)

college

Capitalize the word *college* when the entire proper name is used.

The College of Arts and Sciences sponsored the lecture.

Do not capitalize informal constructions.

The arts and sciences college is located in the Liberal Arts Building.

IPFW colleges are

Arts and Sciences
Education and Public Policy
Engineering, Technology, and Computer Science
Health and Human Services
Visual and Performing Arts

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College Access Television (CATV)

Formal title of the television station housed at IPFW. Informally called CATV.

Collegiate Connection (IPFW Collegiate Connection™)

A program for high school students to attend classes at IPFW and earn college credit while simultaneously completing high school graduation requirements. Use “TM” on first appearance in text.

Collegium

Monthly online magazine published by the College of Arts and Sciences.

commas

Most communication punctuation style omits the last comma in a series. We retain it.

NOT: Among the choices, Fred likes lemons, limes and tangerines the best.

BUT: Among the choices, Fred likes lemons, limes, and tangerines the best.

Commencement

Use a capital *C* to refer to the IPFW event. Also acceptable: Commencement Ceremony.

Communication, Department of

It is the Department of Communication or communication department. Not: Department of Communications. This academic department is not to be confused with the administrative unit Marketing Communications.

The Communicator

IPFW student newspaper.

company

Abbreviate in use with a company's title. Lowercase and spell out in general reference.

Lincoln National Life Insurance Co., the insurance company

(See *corporation* and *incorporated*.)

Community Arts Academy, IPFW

The College of Visual and Performing Arts houses the IPFW Community Arts Academy for children ages 2 to 18. The acronym is CAA.

computer lab

(See *Student-Access Computing Lab*.)

Confluence

IPFW's student literary magazine.

Cooperative Education

Lowercase *cooperative education* when referencing it in an internship context.

corporation

Always abbreviate as part of a title. Spell out and do not capitalize in general reference.

Fort Wayne National Corp., the corporation

(See *company* and *incorporated*.)

course descriptions

Use the *Undergraduate* and *Graduate Bulletins* as resources for course descriptions; both may be found at bulletin.ipfw.edu. They should be referenced verbatim. These are official and approved course descriptions.

course listings/titles

Each course has a course number and course title, which is always capitalized (even if the course is referred to without the number). There is no punctuation between the course number and course title. No italics or quotation marks. Avoid abbreviations where space permits.

W131 Elementary Composition I

In bulletins and other publications that discuss curricula, it's useful to specify the department in which the course is listed by using the department or school letter code before the course number and title. There is a space between the letter code and course number. (e.g., COM (space) 532)

ENG W131 Elementary Composition I
ME 200 Thermodynamics

course work

It's two words.

coworker

It's one word, no hyphen.

credits

Use numerals to refer to credits. Spell out. Abbreviation (cr.) acceptable in table formats and when space is limited.

3 credits; BUS S530 Business Analysis (3 cr.); a 3-credit course
NEVER: semester hours
PREFER: credits over credit hours

Crossroads

A partnership with Ivy Tech Community College–Northeast to help students transfer credits easily between IPFW and Ivy Tech.

curate/curation

Acceptable terminology in the fields of art and archaeology. Other related phrases: curation lab, curation activities, curate an art exhibit, etc.

curriculum

Curriculum is singular and *curricula* is plural.

curriculum vita

The plural is *curriculum vitae*. May also be called *vita* (singular) or *vitae* (plural). The acronym is CV or C.V. (NEVER cv or c.v.)

dashes

Dashes are categorized as en dashes and em dashes. Hyphens are not technically dashes.

The en dash is slightly longer than the hyphen but not as long as the em dash. (It is, in fact, the width of a typesetter's letter "N," whereas the em dash is the width of the letter "M"—thus their names.) The en dash means, quite simply, "through." It is used most commonly to indicate inclusive dates and numbers:

July 9–August 17	pp. 37–59
1–2:30 p.m.	\$25–\$50
President Jimmy Carter (1977–81)	

An en dash can also indicate contrasting values or illustrate a relationship between two things:

Notre Dame beat Miami 31–29	New York–London flight
Indiana University–Purdue University Fort Wayne	
The Supreme Court voted 5–4 to uphold the decision.	

En dashes are also appropriate in conjunction with compound adjectives:

The post–MS-DOS era	High-priority–high-pressure tasks
---------------------	-----------------------------------

Periodically, en dashes may be used in charts, graphs, and lists or with definitions:

Reaganomics—a term from the 1980s to describe . . .

The em dash is more frequently envisioned with the term *dash*. The em dash creates a strong break in the structure of a sentence. Dashes can be used in pairs like parentheses—that is, to enclose a word, or a phrase, or a clause—or they can be used alone to detach one end of a sentence from the main body (much like a colon). Dashes are particularly useful in a sentence that is long and complex or in one that has a number of commas within it.

Sheila forgot to pack her most valuable item—her hair dryer.

He asked Alice—the girl who sits next to him in biology—to the senior prom.

It took him an hour to get ready—to get out of bed, find his clothes, take a shower, and eat his breakfast—before he caught the 8 o'clock train.

En and em dashes can be selected from the symbols chart within most word processing and desktop publishing software programs. When using the hyphen, en dash, or em dash, do not put a space before or after them. The only exception is with suspended hyphenation (e.g., nineteenth- and twentieth-century literature).

(See *hyphens, prefixes*.)

data (plural)

Because "data" is what's known as a mass noun, it always takes the singular verb.

The data is irregular.

database

It's one word.

dates

Abbreviate months when used with a specific day and year (except March, April, May, June, and July). Otherwise spell out.

Exception:

In formal usage, such as for an invitation or personal correspondence, spelling out the month may be appropriate.

Use numerals for years.

Do not abbreviate days of the week.

Use no punctuation if listing just the month and the year, but set the year off with commas if using the day of the month as well.

May 1990; a Feb. 5, 1994, deadline
Join us Thursday, April 28, for a celebration.

Spell out the names of all months in a date reference unless the year is also designated.

He went to the play on September 3.
Janet celebrated her 20th wedding anniversary Dec. 8, 2006.

Do not use the word *of* between the month, season, or semester and the year.

Decades may be referred to in any of the following ways:

PREFER: the '60s (Note: it's an apostrophe, not an opening single quote)
the 1960s (Note: no apostrophe before the s)
the eighties (Note: not capitalized)

When to include the year: Include the year only if it is different from the present year (the year in which the publication or correspondence is dated).

Avoid the words *last* and *next*: *Last* has several meanings and its use in reference to time can be confusing. The phrase *during the last month* can mean either *during the previous month* or *during the final month*. *Previous*, *past*, and *final* have more specific meanings and should be used in place of *last*. Similarly, the word *next* also can be confusing and should be avoided.

Make your meaning clear: A week can be defined as a specific seven-day period or as any seven consecutive days. A month can be defined as a specific month of the calendar or as any period of 30 consecutive days. A year can be defined as a specific calendar year (or fiscal year) or as any period of 365 consecutive days.

If you write, “During the past year, the university raised \$7.5 million,” do you mean during the previous calendar year, or during the previous fiscal year, or during the 365 days immediately preceding the date of your writing? In a correspondence dated Feb. 28, 1997, the statement, “Since March 1, 1996, the university has raised \$7.5 million,” clearly defines the period of time.

daycare

One word. Child care, however, is two words (as in Child Care Center).

dean’s list

Lowercase in all references.

degrees

(See *academic degrees*.)

department names

Capitalize the words *school*, *college*, *division*, and *department* when the entire proper name is used.

The Department of Communication sponsored the lecture.

Do not capitalize informal constructions.

The communication department is part of the College of Arts and Sciences.

Recognize distinctions between various academic and administrative units: schools, colleges, divisions, departments, programs, offices.

(See *addresses*, *administrative units*, *capitalization*, *offices*, *colleges*, *schools*.)

The *IPFW Designations List* provides the formal names of all university entities. It is maintained by Financial and Administrative Affairs and found at ipfw.edu/designations

dimensions

In body copy, use figures and spell out inches, feet, yards, etc., to indicate depth, height, length, and width. Hyphenate adjectival forms before nouns.

She is 5 feet 2 inches tall.

The 5-foot-10-inch man won the rock wall contest.

The basketball team signed an 8-footer.

The van is 24 feet long, 6 feet wide, and 6 feet high.

The blanket is 10 feet by 7 feet.

Mary bought a 9-by-12 rug.

When indicating height in a chart or graphic, apostrophe footmarks can indicate feet and quote inch marks can indicate inches (e.g., 5'9"). Note the straight-line nature that differentiates footmarks and inch marks from typography quotes (e.g., ’ ”). If a computer’s preferences default is set for typography quotes, change their

appearance to footmarks and inch marks using the symbols chart under the insert command. This treatment is necessary only when referencing height. Use typography quotes for nearly all other apostrophe and quote mark distinctions. Referencing height in a chart or graphic using an en dash is also acceptable (e.g., 5–9).

(See *dashes*.)

distance learning

It's lowercase.

Division I

(See *NCAA Division I and II*.)

division

Capitalize the word *division* when the entire proper name is used.

The Division of Continuing Studies sponsored the lecture.

Do not capitalize informal constructions.

The continuing education division is located in Kettler Hall.

IPFW divisions are

Continuing Studies
Labor Studies

The *IPFW Designations List* provides the formal names of all university entities. It is maintained by Financial and Administrative Affairs and found at ipfw.edu/designations

Doermer, Richard T.

Fort Wayne entrepreneur and philanthropist who sponsored IPFW's first named school—Richard T. Doermer School of Business. Use the full name when space permits. Use *School of Business* in secondary references.

Dons

The abbreviation of *Mastodons* when referencing IPFW athletic teams. NOT: 'Dons (See *Mastodons*.)

The Don Difference

Series of video testimonials and related initiatives to demonstrate how IPFW faculty contribute to the economic, intellectual, social, and cultural quality of life in northeast Indiana and beyond. The testimonials demonstrate how Mastodons leave Big Footprints through research, scholarship, and creative works. The website is at dondifference.ipfw.edu

Dr.

Do not use the honorific title *Dr.* in reference to an academic who has earned a doctorate, unless used in a direct quote or in strictly academic settings. For consistency and clarity, indicate doctor status for nonmedical doctors with Ph.D., Ed.D., M.D., etc., after the name.

drop/add

Lowercase references to the drop/add procedure.

DVD

Acronym for digital videodisc, so it should always be in full caps. The acronym may be used on first reference since it's widely understood.

east, East

Use as lowercase when referring to a direction; capitalize when referring to a region.

According to the map, we need to travel east. Denise decided to move East after graduation.

earth, Earth

Generally lowercase; capitalize when used as the proper name of the planet.

Jim is down to earth. The astronauts returned to Earth.

e.g., i.e.

The term *e.g.* means *exempli gratia* in Latin and is used to mean *for example*.

The term *i.e.* means *id est* in Latin and is used to mean *that is*.

ellipsis

Ellipsis means omission, and ellipsis points are three-dot sequences used to indicate that something has been left out of a sentence or passage. Leave a space before and after each dot.

Many software programs have specific key combinations for an ellipsis. These commands include automatic spacing between the periods and treat the ellipsis as a single character.

If a sentence ends (or is cut off) right before the ellipsis, you should also leave in the period that would have ended the sentence; this period will not have a space before or after it.

You can leave in other punctuation that comes just before or after an ellipsis if it will make things clearer, but this is not required (and is probably less common).

Note that ellipsis points are not used at the beginning of a block quote—nor, usually, at the beginning of a quotation used in running text—even when you've dropped some words from the original beginning. If a block

quote or a run-in quote closes with a grammatically complete sentence (even if it's been shortened), you need not add ellipsis points at the end, either.

email

The *e* is short for electronic and should always be lowercase unless it appears at the beginning of a sentence. When listing email addresses in external publications, use the full email address in lowercase letters. Do not italicize.

For more information, contact:
IPFW Marketing Communications
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805-1499
phone: 260-481-6428
email: marketing@ipfw.edu

emeritus

Note that *emeritus* is the singular, masculine form. For references to women, use *emerita* (singular) or *emeritae* (plural). *Emeriti* may serve as the plural for a group that is composed of men only or of men and women together. All references follow the noun.

professor emerita of music, professors emeriti, faculty emeriti

Capitalize as a title before a name.

Professor Emerita Rebecca J. Mark will attend.

emphasis

Use *italicized* or **boldfaced** type to provide emphasis. In some occasions, *use both*. Consider limiting bold type for digital mediums, as it can be confused with hyperlinks. Avoid using ALL CAPS for emphasis in running text. In addition, avoid underlining for emphasis.

The deadline is Thursday, May 15.

We hope you'll be able to attend the concert. **Bring your Official University ID or you will not be admitted.**

Not: Be sure to attend the concert.

Not: THE DEADLINE IS FAST APPROACHING!

Be judicious in using the exclamation point for emphasis. Overuse of exclamation points makes writing look unprofessional, even hysterical.

Please observe the May 15 deadline.

Not: Please observe the May 15 deadline!!!!!!

The emphasis style should be applied to adjacent punctuation.

Applications for Student Housing will be accepted until **Friday, July 31.**

Also, be mindful of misplaced exclamation points. People can only exclaim a few words at time when speaking. The same treatment should be considered when writing.

I want to leave now! NOT: I want to leave after I turn off all the lights and adjust the thermostat!

Engineering, Technology, and Computer Science (ETCS) Outreach Programs

(See *ACT, Engineers Week Bridge Building Contest, FIRST Lego League, Indiana Regional Future City Competition, Middle School Career Day, Northeast Indiana Regional Science and Engineering Fair, and Summer Exploration Camps.*)

Engineers Week Bridge Building Contest

High school students design and build bridges using popsicle sticks. (See *ETCS Outreach Programs.*)

ensure, insure

Use *ensure* to mean guarantee. Use *insure* when referring to insurance.

Envision a Bright Future

An outreach program sponsored by the Office of Diversity and Multicultural Affairs with two intended audiences. One part addresses middle school and high school students, and the other helps adults earn a high school diploma or GED. Both programs assist with planning for a college education.

equal access, equal opportunity

(See *Affirmative Action/Equal Opportunity/Equal Access.*)

exhibitions

Titles of visual arts exhibitions should be italicized. Titles of individual pieces of art should be set in quotation marks.

faculty

May be used in either a singular or plural context. Be sure to maintain consistency to avoid confusing the reader.

The faculty is excellent.

Many faculty were present.

faculty/staff listing

Use the complete name, including middle initials (when possible), when referring to IPFW faculty and staff.

Avoid using first names on second reference. This is acceptable only in very informal writing, such as some conversational newsletters and student-focused marketing pieces.

(See *academic titles.*)

fall, fall semester

Lowercase references to seasons and academic periods.

fax

Don't capitalize *fax* or write it in all caps. It's not an acronym; it's simply derived from the word facsimile.

fewer vs. less

Use "fewer" when describing nouns that can be counted; use "less" when describing a mass noun that cannot be counted.

I am teaching fewer classes this semester, so I should have less stress.

FIRST Lego League

A contest for eligible middle school and high school students to build Lego robots that must accomplish a number of missions. The project is sponsored by the College of Engineering, Technology, and Computer Science. Note the capitalization of *FIRST* (For Inspiration and Recognition of Science and Technology).

(See *Engineering, Technology, and Computer Science (ETCS) Outreach Programs*.)

first semester

Hyphenate such phrases as *first year* or *second semester* only if they are used as adjectival phrases.

Lou's first-semester GPA was 3.5.

His GPA improved to 3.8 after the second semester.

flier vs. flyer

We use "flier" to refer to a small brochure or a letter-sized poster.

footmarks

(See *dimensions, typography apostrophes/typography quotes*.)

foreign students

(See *international students*.)

foreign words/phrases

Commonly used foreign expressions and their abbreviations are not italicized.

e.g., i.e., ex officio, et al.

Less common foreign terms are italicized.

dies irae

If a term you're unsure of is listed in *Webster's Foreign Words and Phrases* section, it should be italicized. If it's in the regular listing, don't italicize it.

Always retain diacritical marks (accents).

forms

Full names of official forms and documents are capitalized but are not italicized or set between quotation marks.

Declaration of Independence, Federal Income Tax Return,
IU Financial Aid Certification (FAC) Sheet, Free Application for Federal Student Aid (FAFSA)

Fort Wayne Senate

Fort Wayne Senate or the Senate are both acceptable titles. Do NOT use Faculty Senate—this is not an accurate description.

Founder's Day

For the IPFW business school event, include an apostrophe in "Founder's," as there is only one founder for the Doermer School of Business.

fractions

Spell out amounts less than one, using hyphens between the words.

two-thirds, four-fifths

Numerals are acceptable in list or graphical format.

freshman

Although *freshmen* is the plural, it's *freshman courses*, *freshman year*, etc.

Friends of IPFW

An organization of IPFW supporters coordinated through Development.

full text

Do not hyphenate unless it is an adjectival phrase modifying the noun that follows.

full-text article
BUT: articles available in full text

Spell full-text file formats in uppercase letters: PDF, HTML, JPEG, TIFF, etc.

full time

Hyphenate as an adjective before the noun; otherwise, leave as two words.

JoElla has a full-time job.
BUT: JoElla works full time.

fundraising

Since the Indiana-Purdue Foundation spells *fundraiser* and its varying forms as one word, we do too.

fundraising, fundraiser

Gates, Hilliard

Late nationally known sportscaster and community leader. Gates Sports Center is named in his honor.

general education

IPFW General Education, when discussed in the context of the IPFW program, should be capitalized. When general education is mentioned in general terms, it should be lowercased.

general-education courses, general-education requirements

The specific areas of IPFW General Education should also be capitalized. They are:

Area I. Linguistic and Numerical Foundations
Area II. Natural and Physical Sciences
Area III. The Individual, Culture, and Society
Area IV. Humanistic Thought
Area V. Creative and Artistic Expression
Area VI. Inquiry and Analysis

Always use Roman numerals (rather than Arabic numerals) when referencing these areas, and note the period after the numeral. The numerals may be dropped to reference the title only.

grade

When referring to a grade, use a capital letter; quotation marks should not be used around letter grades.

a B average for the course, a P/F course,
a grade of I (Incomplete)

Pluralize letter grades with apostrophes.

She got mostly B's and C's this year.

Also: Hyphenate both the noun forms (first-grader, 10th- and 11th-graders) and the adjectival forms (12th-grade teacher).

BUT: I am in the fifth grade.

grade-point average

Spell out in first reference with body copy. It takes a hyphen. Grade-point averages refer to numbers, not grades. We use GPAs calculated to two decimal points. Use zero after the decimal if the GPA is a whole number. Do not use a zero in the hundredths place if the GPA totals to an even tenth. No periods in initialism.

a 3.54 grade-point average, a GPA of 3.0, the dean's list represents students with GPAs above 3.5
NEVER: a GPA of B

graduate aide

Note the *e* at the end of *aide*.

graduation with honors

cum laude=3.5–3.69 grade-point average
magna cum laude=3.70–3.89 grade-point average
summa cum laude=3.90–4.0 grade-point average

greater

Capitalize when used to define a community and its surrounding region. Omit *area*.

Greater Fort Wayne, Greater Boston
We serve Greater Fort Wayne.
Not: We serve the Greater Fort Wayne area.

half-century

Note the hyphen.

health care

Two words.

Health care costs, inexpensive health care

Helmke, Walter E.

Late IU trustee and Fort Wayne attorney who wrote the articles of incorporation for the Indiana-Purdue Foundation at Fort Wayne. Helmke Library is named in his honor. The *library* is acceptable in secondary references. Do not capitalize the *l*, however.

Hispanic

Capitalize this term; some people may prefer Latina (feminine) or Latino (masculine or generic).

Holiday Inn at IPFW and the Coliseum

Can also be referred to as The IPFW Holiday Inn.

Honors Convocation

The IPFW Honors Convocation takes place each October. Students are recognized for scholastic achievement and faculty members for outstanding teaching.

Honors Program

Capitalize formal references to the program.

I am an Honors Program student. I'm in the Honors Program.

Lowercase informal references.

I'm taking an honors course. I will receive an honors certificate.

hyphens

A noun-modifier pair such as *computer assisted* is usually hyphenated when it comes before the noun, but not after it.

She directs their computer-assisted reference services.

BUT: All our services are computer assisted.

This is also generally true for modifying phrases containing prepositions.

She lives in on-campus housing.

BUT: Her home is on campus.

Likewise, for expressions ending in -time, -based, -oriented, or -level.

He is a part-time assistant.

BUT: He works here part time.

Those are graduate-level courses.

BUT: That course is graduate level.

He's teaching a theory-based course.

BUT: The course is theory based.

The fitness-oriented group took a walk.

BUT: The group was fitness oriented.

It's also true for modifying pairs involving two modifiers:

He is a much-appreciated worker.
BUT: His diligence is much appreciated.
This is a high-quality program.
BUT: This program is high quality.

except when the first modifier ends in -ly. In this case, leave a normal space after the -ly, wherever it occurs.

The highly organized secretary was broadly respected.
Some noun-modifier pairs, even if ending in -ly, take the hyphen.

a family-oriented program

Similarly, modifying phrases containing units of measure tend to be hyphenated before but not after the noun.

a three-hour tour; a 150,000-square-foot building; a 5-year-old child; a 16th-century relic

BUT: The building is 150,000 square feet.

except when the modifying phrase involves money symbols or percentages, which don't take hyphens in any position.

a 9 percent increase in costs, a \$2.5 million gift

A noun-modifier pair such as high school is often left open when it's used to modify another noun, especially if the pair is a familiar one.

high-school students or high school students

BUT for clarity: tall high-school students

Hyphens should still be inserted when it's needed to prevent confusion.

general-education requirement, all-grade education, a heavy-ion physicist

Do not hyphenate a compound formed from unhyphenated proper names.

Central European countries, United States history courses

Use a "suspended" hyphen when a base word (such as *year* in the example below) or a suffix or prefix (such as *self*) is doing double duty.

second- and third-year law students

self-initiated and -implemented projects

Use this construction even when the complete words, standing alone, would be closed up

macro- and microeconomics

but not when the first expression is ordinarily open.

applied linguistics and sociolinguistics

The suffix -wide is hyphenated only after a lengthy base word.

university-wide, community-wide

BUT: campuswide, statewide, systemwide

Words beginning with common prefixes are closed up. Hyphens are not used in such familiar expressions as these:

coauthor, cochair, corequisites, coworker, extracurricular, interlibrary, midyear, minicomputer, multicultural, noncredit, nondegree, nontraditional, postdoctoral, prerequisites, semicolon, socioeconomic

There are two types of exceptions:

When closing up the word would make it confusing, ambiguous, or difficult to read.

co-op (vs. coop), anti-intellectual (vs. antiintellectual), pre-nursing, pre-business

When the second element in the word starts with a capital letter or precedes a hyphenated phrase.

pre-Commencement, anti-Semite, non-degree-granting program

For guidance on hyphenating specific words, the *Chicago Manual of Style (16th Edition)* has a very useful hyphenation chart at the end of its seventh chapter.

En dashes are used in place of hyphens to join two elements when at least one element itself contains two or more unjoined words.

a non-English speaker, post-high school activities, pre-Dental Hygiene program

(See *dashes, prefixes.*)

ID

Capitalize ID. No periods.

(See *Official University ID.*)

i.e., e.g.

Usage requires periods and a comma.

(See *e.g.*)

inch marks

(See *dimensions, typography apostrophes/typography quotes.*)

Indiana-Purdue Foundation at Fort Wayne

Note the hyphen between *Indiana* and *Purdue*. *Indiana-Purdue Foundation* is also acceptable. On second reference *I-P Foundation* is acceptable.

Indiana-Purdue Student Government Association

Note the hyphen between *Indiana* and *Purdue*. The acronym is IPSGA. Also: Student Activities Board (SAB)

Indiana Regional Future City Competition

A contest for eligible middle school students to create a computer-designed city, build a miniature model, and write an essay with an annual theme. The project is sponsored by the College of Engineering, Technology, and Computer Science.

(See *Engineering, Technology, and Computer Science (ETCS) Outreach Programs*.)

Indiana University

(See *campus names*.)

Indiana University School of Medicine–Fort Wayne

Note the en dash. IU School of Medicine can be used in secondary references.

international students

The phrase *international students* is preferable to *foreign students*.

Internet

Capitalize references to the Internet as well as the Web. Prefer “Web” to “Internet,” which is dated. If a word is combined with *Web* to create a new word (e.g., *Web + camera* becomes *webcam*), it is not capitalized.

Also: the Web, webpage, Web address, Web browser, website

See *Technological Terms* in the Appendix of this guide.

I-P Foundation

Acceptable on second reference to *Indiana-Purdue Foundation at Fort Wayne*.

IPFW

We are Indiana University–Purdue University Fort Wayne. (Note the en dash NOT hyphen.) When space permits, use full name and “IPFW” in parentheses on first appearance.

NOT: Indiana–Purdue Fort Wayne

NOT: Indiana University–Purdue University at Fort Wayne

NOT: IU–Purdue Fort Wayne

NOT: Indiana U–Purdue Fort Wayne

We are IPFW.

NOT: IUPUFW

NOT: I.P.F.W.

Never capitalize *university* when used alone.

I attend Indiana University–Purdue University Fort Wayne.

Community partnerships are important to the university.

(See *campus names*.)

IPFW Bookstore (Follett)

This is the official name of the campus bookstore.

IPFW Identity System

Helps the campus community consistently communicate engaging messages and visual identity. Marketing Communications maintains this tool and provides resources through our microsite:

- Guidelines for using university trademarks and signatures
- Information Architecture Standards
- Features and Benefits of IPFW
- *The Editorial Style Guide*

Access the IPFW Identity System at identity.ipfw.edu

IPFW affiliates

The *IPFW Designations List* provides the formal names of all university entities. It is maintained by Financial and Administrative Affairs and found at ipfw.edu/designations

IPFW Dental Hygiene Clinic

The dental clinic is situated in Neff Hall and offers limited dental services by dental hygiene students. Use *dental clinic* in secondary references.

IPFW/Parkview Nursing Program

Also known as the IPFW/Parkview Department of Nursing. *Nursing program* and *nursing department* are acceptable in secondary references.

IPFW Center for Healthy Living: Campus Clinic and Wellness Programs

The clinic is located in Walb Student Union and provides comprehensive health services to meet the medical and psychological needs of IPFW students, faculty, staff, and the public.

IPFW Student Housing

Use full reference in body copy as space permits: IPFW Student Housing on the Waterfield Campus. IPFW Student Housing or Student Housing can be used in secondary references. NEVER use the term *dormitory* or *dorm* to describe IPFW Student Housing.

its, it's

It's is a contraction for *it is* or *it has*.

It's up to you. It's been a long time.

Its is the possessive form of the neuter pronoun.

The company lost its assets.

IU

For Indiana University as whole entity. Use Indiana University Bloomington in first reference. Use IUB for main campus in secondary references. Do not use periods.

(See *campus names*.)

Ivy Tech Community College–Northeast

Fort Wayne's campus is formally referenced as *Northeast*. Note the en dash. Use *Ivy Tech* in secondary references.

Japanese Saturday School

The school provides intensive classes to Japanese children in northeast Indiana, providing them an opportunity to keep up with their classmates in Japan. The school also offers English-as-a-Second-Language classes and American culture classes.

(IPFW) JobZone

Database that helps students locate employment opportunities. Be sure to include "IPFW."

Jr., Sr.

Do not use commas to set off these qualifiers.

P. A. Mack Jr. went to my high school.

Journal Gazette, The

The Fort Wayne morning newspaper styles its name without hyphens, so we do, too.

Rachel Johnson was the city reporter for *The Journal Gazette*.

We also italicize the names of all books, magazines, and newspapers. No boldface type or underlining with these reference works.

Kettler, Alfred W.

Late Purdue trustee, community leader, and IPFW's "founding father." Kettler Hall is named in his honor.

Ladydons

Do NOT use the term *Ladydons* when referencing women's athletics teams.

Lafayette Street Family Health Clinic

A community clinic coordinated by IPFW that provides basic health services and education to individuals with low incomes.

LGBTQ(*)

Stands for lesbian, gay, bisexual, transgender, and questioning/queer. May also include an asterisk as a stand-in for other orientations and identities. However, the academic program is LGBT Studies. For all other instances, see the IPFW Resource Center.

lists

Ordinarily, commas are not used following a series of items in a vertical list. If the vertically listed items are phrases—especially long phrases—that grammatically complete the sentence containing them, commas may, but need not, be used.

Omit periods after items in a vertical list unless one or more of the items are complete sentences. If the vertical list completes a sentence begun in an introductory element, the final period is also omitted (unless the items are separated by commas or semicolons).

The following bands are categorized as legendary:

- The Beatles
- Rolling Stones
- The Who
- Radiohead

After careful investigation, the committee was convinced that:

1. the editor, Jennifer Marley, loved her red pen;
2. the artist, John Marshall, wished he had a red pen;
3. the supervisor, Nicole Cain, should control the distribution of red pens.

Note that when the items are separated by commas or, as above, semicolons, each item begins with a lowercase letter.

Use a period without parentheses after numerals or letters used to enumerate items in a vertical list.

In lists with 10 or more numbers, the periods should be aligned.

Use numbers and letters for list items only when sequence or hierarchy matters; numbers imply priority. Use bullets (• □ ■ ○) instead.

If you need to number the elements of a list in running text, the numbers should be placed in parentheses with no periods appearing after them.

To be eligible for the job, you must (1) be at least 18 years of age, (2) be a citizen of the United States, (3) possess a valid driver's license, and (4) have no criminal record.

Items in a list should be parallel in grammar and format. Maintain parallel construction in listed items so that each item is introduced by a verb, a noun phrase, or some other similar construction.

A colon is typically used after an introductory statement that contains the words *as follows* or *the following*.

Don't introduce an exhaustive list with phrasing like *The six reasons include...* Saying *includes* implies that others have been left out.

When the list items that follow a complete introductory sentence are complete sentences, each item should begin with an uppercase letter and end with a period.

In running text, colons are often used to introduce a list or series, but should not be used to separate a verb from its object (or, in general, to separate the complement or object of an element from the introductory statement).

Required courses include the following: ENG W131, MA M118, and PSY 121.

Required courses include ENG W131, MA M118, and PSY 121.

In attendance: Jordan, Rodman, Pippen, Jackson.

In attendance were Jordan, Rodman, Pippen, and Jackson.

longtime, long time

Closed up as an adjective before the noun; otherwise, leave as two words.

He is a longtime IPFW supporter.

He has supported IPFW for a long time.

Lunch with an IPFW Scientist

Program at Science Central that allows IPFW professors to present scientific topics to children.

Marlowe Studies: An Annual

An academic journal published by the College of Arts and Sciences.

Mastodon

IPFW's mascot is the mastodon, an extinct, prehistoric, elephant-like creature similar to a mammoth. IPFW athletics teams are nicknamed the Mastodons, sometimes abbreviated to Dons. (NOT: 'Dons) Do NOT use the term *Ladydons* when referencing women's athletics teams.

Mastodon Academic Performance Center

An administrative unit charged with monitoring and ensuring the continuing NCAA eligibility of and academic support for student-athletes. Can be listed as MAP in secondary references.

Mastodon Advising Center

Students entering without majors are placed in the Mastodon Advising Center (MAC) to work with advisors and explore possible majors that are right for them.

Mastodon Athletic Scholarship Fund

IPFW's general athletics scholarship fund.

(See *Mastodon Society* and *Royal Dons*.)

Mastodon Society

The higher-level giving club of the Mastodon Athletic Scholarship Fund. Tiers include Platinum Don, Gold Don, Silver Don, and Bronze Don.

(See *Mastodon Athletic Scholarship Fund*.)

mastodon statue

Located in the Alumni Plaza. The statue does not have a formal name; references should be lowercase.

Math Testing Center

Offers graphing calculator workshops and online math testing.

Meeks, Charles “Bud”

Late state senator, former sheriff of Allen County, and philanthropist who sponsored IPFW's first named program—Charles “Bud” Meeks Criminal Justice Program. Criminal Justice Program can be used in secondary references.

Memorial Coliseum

We shorten the formal name, Allen County War Memorial Coliseum.

Middle School Career Day

Exposes middle school students to engineering, technology, and computer science disciplines. (See *ETCS Outreach Programs*.)

Midwest

Capitalize when referring to the region.

IPFW has the largest soccer facilities in the Midwest.

month-long

Hyphenate as an adjective before the noun.

Enrollment includes a month-long membership.

BUT: weeklong, yearlong

months

Abbreviate months (except: March, April, May, June, and July) only when used with a specific day and year.

November 1990; Join us Thursday, November 28, for a celebration; Shelly will graduate May 14, 2014.

(See *dates*.)

multicultural

This word is not hyphenated.

myIPFW

IPFW's online portal system for students, faculty, and staff to course management, financial aid, email, campus software, and other resources. Note capitalization. *my* should be lowercased, even at the beginning of a sentence. When referenced as a Web address, use my.ipfw.edu

Native American

American Indian is also acceptable.

Native Trees of Indiana Walk

A trail along the St. Joseph River on the IPFW campus that features more than 100 tree species.

NCAA Division I

The IPFW athletic program is nationally affiliated with NCAA Division I. Division I is acceptable on subsequent references.

(IPFW) New Student Orientation (NSO)

Formerly known as Student Orientation, Advising, and Registration (SOAR).

Neff, Floyd R.

Late director of the Fort Wayne Center of Indiana University (1918–51). Neff Hall is named in his honor.
News-Sentinel, The

The Fort Wayne afternoon newspaper should be hyphenated and italicized.

He is the sports editor for *The News-Sentinel*.

We also italicize the names of all books, magazines, and newspapers. No boldface type or underlining with these reference works.

non-

The prefix non- is not hyphenated in most words.

noncredit, nontraditional

(See *hyphens, prefixes*.)

nondiscrimination statement

(See *Affirmative Action/Equal Opportunity/Equal Access*.)

nonprofit

Do not hyphenate; do not use *not-for-profit* unless in an official title.

nonsexist writing

Avoid English words and usages that reinforce sexist stereotypes. Avoid using *he* as an all-inclusive pronoun. *He* or *she* may be used, but the following solutions are preferable:

- change the subject to the plural so that *they* becomes the pronoun
- revise the sentence to eliminate the pronoun altogether
- repeat the noun or use a synonym for it.

In referring to humanity as a whole, avoid the use of *man* or *mankind*. Instead, use *human beings*, *humanity*, *women and men*, *people*, or *individuals*.

Similarly, replace *manmade* with *artificial*, *handmade*, *machine-made*, *manufactured*, *constructed*, or *produced*, as appropriate. Avoid any terms that assume that the male is the standard and the female is an adjunct of that standard. For example, use *author* for both female and male writers, and eliminate the use of *coed*.

Review photos and artwork to ensure that both women and men are portrayed and to ensure that women are not consistently depicted in subordinate or stereotypical relationships.

(See *chair*.)

north, North

Use as lowercase when referring to a direction; capitalize when referring to a region.

According to the map, we need to travel north. Denise decided to move North after graduation.

northeast

The region that IPFW serves is northeast Indiana. NOT: Northeast Indiana; NOT: northeastern Indiana.

Northeast Indiana Area Health Education Center

The center is a regional initiative to improve the supply, distribution, generalist-specialist balance, and quality of healthcare professionals through collaborative community and academic partnerships. NEI-AHEC is acceptable in secondary references.

Northeast Indiana Innovation Center

A technology business incubator located adjacent to the IPFW campus. NIIC is acceptable in secondary references.

Northeast Indiana Regional Science and Engineering Fair

A fair for eligible K–12 students, from an eight county area, to showcase their research projects. The event is sponsored by the College of Engineering, Technology, and Computer Science.
(See *Engineering, Technology, and Computer Science (ETCS) Outreach Programs*.)

Northeast Indiana Science, Technology, Engineering, and Math Education Resource Center

An initiative to support the diverse needs of the region's education system, informal education centers, and business community. NISTEM is acceptable in secondary references.

Northeast Indiana Small Business Development Center

Assists new and existing small businesses in the region by collaborating with the Richard T. Doermer School of Business and Management Sciences.

numbers

Use numerals for 10 and greater.

Spell out fractions and numbers that are less than 10.

Preferred construction for *greater than*: more than 500, NOT over 500.

Remember that rounded numbers are easier to recall. Use them when possible. For round figures greater than 999,999, use million or billion after the initial numeral(s). For more precise numbers, use all numerals.

Avoid the pound sign (#) to refer to rank. Prefer using the abbreviation for number (no.). Use a numeral in this context.

The team ranked no. 1 for the season.

Use commas in numbers greater than or equal to 1,000. Except in SAT scores and years.

two; two-thirds; 20; 200; 2,000; 23,456; 200,000; 2 million; \$2.8 billion; 234,535,296; a combined SAT I score of 1200; born in 1971; but more than 2,000 years ago.

Always spell out ordinals from first to ninth.

But spell out numbered streets from First Street through Twelfth Street.

Third Street, Tenth Street, 17th Street, Topics in 19th-Century Literature, I came in 10th place

Maintain consistency among items of the same category within each sentence. If one number of the group has a value of 10 or more, use all numerals.

She read 4 of the 14 required books in just two weeks.

BUT: I had four 6s in my hand. (to eliminate confusion with two numbers in a row.)

Use numerals when referring to credits; page, volume, or chapter numbers; percentages; dates; or telephone numbers.

a course worth 2 credits; four 3-credit courses; page 4; 5 percent; 0.66 percent; a May 7, 1997, deadline; 260-481-6979

For inclusive numbers, abbreviate the second number by changing just those digits that are different from the first number. Use an en dash to indicate a span of numbers.

200–1, 200–11, 106–7, 15–39

When discussing years, the last two digits of the year are always repeated. Again, use an en dash.

1995–97, 1901–94

Spell out all numbers that occur at the start of a sentence, or reword the sentence.

Twelve credits are all he needs to complete the major.

He needs just 12 credits to complete the major.

Miscellaneous examples:

Table 1, Scene 3, Step 4, Item 6, the 1980s, Class of '95, a 5–4 score, 2-year-old child, 4-million-year-old discovery, a \$3 million gift, from 9 a.m. to 6:30 p.m., 100-level courses

Avoid superscripting ordinals.

We live on 44th Street.

NOT: We live on 44th Street.

(Also see *dashes, dates, hyphens, phone numbers, times.*)

OASIS

Acronym for Online Access to the Student Information System. Accessible through myIPFW, an online portal system.

off campus

Hyphenate as an adjective before the noun; otherwise, leave as two words.

Julie has an off-campus job.
BUT: Julie works off campus.

official university ID

Use the full title on first reference. May be shortened to *ID* on second reference.

office names

Avoid capitalizing the word *office* unless within the contexts of chancellor or vice chancellors' areas.

Office of the Chancellor, but the chancellor's office
Office of Student Affairs, but the student affairs office
Office of Financial and Administrative Affairs
Office of Academic Affairs and Enrollment Management

Prefer to drop such organizational terms.

Use instead the denotative words, capitalized, to briskly identify the unit.

Student Life and Leadership announced a new program.

Also:

Office of the Registrar, but the registrar's office
Office of the Bursar, but the bursar's office

Office of the Comptroller
Office of the Dean of Students

(See *administrative units*.)

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OK

Also *Okay*, but never *Ok*.

Omnibus Lecture Series

A free public lecture series presenting diverse ideas to the community. Also: Omnibus speaker, Omnibus lecture.

on campus

Hyphenate as an adjective before the noun; otherwise, leave as two words.

Bob has an on-campus job. BUT: Bob works on campus.

organizations

(See appendix.)

parentheses

Use parentheses around elements that interrupt a sentence—elements that are not necessary, but add to the clarity, comment on, or illustrate something in the sentence. The parenthetical remark interrupts the sentence, so there no need to put a comma or dash before or after the parentheses.

The pond is quite large (a neighbor said it is 28 acres), but it looks tiny on the map.

She was working in the dean's office (I know, I saw her there on Friday), and he asked me to complete a new application form.

part time

Hyphenate as an adjective before the noun; otherwise, leave as two words.

Lisa is a part-time student.
BUT: Lisa attends classes part time.

Associate faculty should not be referred to as part-time faculty.

people vs. persons

“People” is almost always preferable to “persons,” which is falling out of use. Use “people” to refer to a crowd and “persons” when the individuals making up a group are relevant.

percent

Use % symbol. Unless beginning a sentence, always use numerals in front of the symbol.

a 7% solution; not 7 per-cent; not 7 per cent; not seven percent

phone numbers

Use area code in all publications that go to an external audience. Do not use parentheses around the area code. Use hyphens to separate area code, prefix, and suffix.

260-481-6979
260-555-1234, ext. 3456

Avoid dividing a phone number with a line break. If necessary, break the phone number after the three-number area code.

In informal situations, write telephone extensions in this format:

X16979

In formal situations, abbreviate the word *extension* with this format:

ext. 16979

TTD (text telephone device) or TT (text telephone) are preferred, although TTY (teletypewriter) is also correct.

plurals

As a general rule, do not capitalize words such as *rooms*, *offices*, *departments*, *schools*, *buildings*, etc., even though the singular form in a proper name is capitalized.

The meeting is in the Columbia and Fairfield rooms.
The field trip covers parts of Whitley and Huntington counties.
Janet was thinking about moving to the corner of Maple and Victory streets.

Avoid misusing the apostrophe to form plurals. The only nouns that commonly take an 's in the plural are (1) abbreviations with more than one period and (2) single letters.

MBA's, J.D.'s
S's and Y's
A's and B's

Otherwise, acronyms, hyphenated coinages, and numbers used as nouns (either spelled out or as numerals) generally add *s* (or *es*) alone to form the plural. An exception is acronyms ending in the letter *s*.

W-2s, 747s, FAFSAs, 1980s, hi-fis, 15s, follow-ups, at sixes and sevens; SOS's

Do not use an apostrophe to pluralize words as words.

There are no ifs, ands, or buts about the requirement to analyze the pros and cons.

Apostrophes are never used to form the plural of any proper noun.

The Smiths will attend.
WRONG: The Smith's will attend.

possessives

Make singular nouns possessive by adding 's; make regular plural nouns ending in *s* possessive by adding only an apostrophe. Plurals lacking an *s* are treated like singular nouns.

a student's right, students' duties, women's lounge; the campus's main entrance

Certain uninflected singular nouns that look like plurals, such as *species* and *series*, are treated like plurals to form the possessive.

The series' fifth game was a shut-out.

When a plural noun ending in *s* is linked with an entity that doesn't exactly belong to it, but rather is *for it* or *about it*, the apostrophe is sometimes omitted.

Veterans Day (day about veterans), Visitors Bureau (bureau for visitors), Seniors Show

If a name's final *s* is pronounced like an *s*, add the usual 's for the possessive

Karl Haas's radio show

Many people prefer to add only the apostrophe in spelling (and pronouncing) personal names in which the final *s* is pronounced like a *z* (e.g., Dickens' novels), while others both write and pronounce the additional *s*. Since usage varies, just aim for consistency.

Dickens's novels

Note also that possessive adjectives (e.g., his, its) and pronouns (e.g., yours, hers, ours, theirs) never have apostrophes, even though possessive nouns always have them.

Watch out especially for the common *its* (possessive) vs. *it's* (it is) confusion.

post-

Generally, do not hyphenate words with a *post-* prefix unless followed by a proper noun.

postbaccalaureate, postsecondary, post–World War II sentiment

(See *hyphens* and *prefixes* for further guidelines.)

practicum

Practicum is singular. *Practicums* is plural. We do not use the term *practica* for the plural.

pre-

Generally, do not hyphenate words with a *pre-* prefix unless followed by a proper noun.

preenrollment, preprofessional

BUT: pre-nursing, pre-business

(See *hyphens* and *prefixes* for further guidelines.)

prefixes

Prefixes that form closed compounds include: ante, anti, bi, bio, co, counter, extra, infra, inter, intra, macro, meta, micro, mid, mini, multi, new, non, over, post, pre, pro, proto, pseudo, re, semi, socio, sub, super, supra, trans, ultra, un, and under.

Exceptions to the closed style for prefixed compounds include:

- capitalized words or numerals: mid-June, pre-1912
- homographs (unhyphenated, they are other words): re-cover, re-create, un-ionize
- more than one word: non-English speaking, pre-human rights awareness (when a prefix is added to an open compound, the hyphen becomes an en dash).
- prefix standing alone: over- and underused; macro- and microeconomics
- repeated vowels: anti-inflammatory, co-op (exceptions: reentry, preenrollment, reevaluate)
- misleading or puzzling forms: anti-utopian, co-edition, pro-democracy, pro-choice

president

Capitalize only if immediately preceding a person's name.

President McRobbie; Michael McRobbie is the president of Indiana University.
NOT: Michael McRobbie is the President of IU.

President Daniels; Mitchell E. Daniels Jr. is the president of Purdue University.
NOT: Mitchell E. Daniels Jr. is the President of Purdue.

programs

Capitalize academic program titles.

Women's Studies Program, Sociology Program, Anthropology Program, Fine Arts Program, Visual Arts Program

Lowercase informal usage.

She's taking a sociology class. He's a continuing education student.

Purdue-Indiana Theatre

Former name of IPFW's theatre housed in Kettler Hall. Also known as PIT. The theatre is now called Studio Theatre.

Purdue (University)

For Purdue as a whole entity. Use Purdue West Lafayette for main campus.

(See *campus names*.)

registrar

Lowercase in informal usage. Uppercase as part of the official name.

registrar's office; the registrar; Office of the Registrar

ReservesEXpress

Helmke Library's course reserves service, which provides student access to supplementary course materials assigned by faculty. Note the spelling and capitalization.

résumé

Use the accent marks on résumé whenever possible.

Reverend

When this description is used before an individual's name, precede it with the word *the* because, unlike the case with Mr. and Mrs., the abbreviation Rev. does not stand for a noun.

The new church leader is the Rev. Phil Jackson.

Rhinehart, John and Ruth

Benefactors for The John and Ruth Rhinehart Music Center, home of the IPFW Department of Music. Note the capital *T* as a part of the building's official name. Use *Rhinehart Music Center* or the *music center* in secondary references. NOT: RMC.

Royal Dons

The modest-level giving club of the Mastodon Athletic Scholarship Fund. Tiers include Loyal Don, Blue Don, and Don Fan. Also, it's Royal Dons NOT Royal Dons Athletic Association.

(See *Mastodon Athletic Scholarship Fund* and *Mastodon Society*.)

R.S.V.P.

The abbreviation for the French *repondez s'il vous plait*, it means please reply. Do not use the redundant *please R.S.V.P.* Retain the periods.

Schedule of Classes

Updated online twice a year (for fall and for spring/summer). Note italics.

schools

Capitalize the word *school* when the entire proper name is used.

The Doermer School of Business sponsored the lecture.

Do not capitalize informal constructions.

The business school is accredited.

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Senate

Fort Wayne Senate or the Senate are both acceptable titles. Do NOT use Faculty Senate—this is not an accurate description.

series

(See *lists*.)

smart quotes

(See *typographer quotes*.)

south, South

Use as lowercase when referring to a direction; capitalize when referring to a region.

According to the map, we need to travel south. Denise decided to move South after graduation.

spring, spring semester

Lowercase references to seasons and academic periods. Except Summer School I and II.

states

Spell out names of states when they stand alone.

Marge moved to Indiana from California.

Use two-letter postal abbreviations in mailing addresses ONLY.

Use the designations listed below (NOT two-letter postal abbreviations) when a state is listed with a city:

Ala.	Ind.	Mont.	Ore.	Wis.
Ariz.	Kan.	Neb.	Pa.	Wyo.

Ark.	Ky.	Nev.	R.I.
Calif.	La.	N.H.	S.C.
Colo.	Md.	N.J.	S.D.
Conn.	Mass.	N.M.	Tenn.
Del.	Mich.	N.Y.	Vt.
Fla.	Minn.	N.C.	Va.
Ga.	Miss.	N.D.	Wash.
Ill.	Mo.	Okla.	W. Va.

Eight state names are NEVER abbreviated when they stand alone or are listed with a city:

Alaska	Hawaii	Idaho	Iowa
Maine	Ohio	Texas	Utah

Marge moved to Fort Wayne from Chico, Calif., a rural community about four hours south of the Oregon border.

State abbreviations are set off by commas.

No state designation is needed when referring to major cities and towns within Indiana or the following U.S. cities:

Atlanta	Denver	Miami	St. Louis
Baltimore	Detroit	New Orleans	Salt Lake City
Boston	Honolulu	New York	San Antonio
Chicago	Houston	Oklahoma City	San Diego
Cincinnati	Indianapolis	Philadelphia	San Francisco
Cleveland	Las Vegas	Phoenix	Seattle
Dallas	Los Angeles	Pittsburgh	Washington

Strategic Plan

The 2014–20 plan refines IPFW's mission, vision, and values and is a component of the Purdue University Strategic Plan. Learn more at ipfw.edu/strategic-plan

Student-Access Computing Lab

Note the hyphen. NOT Student-Access Computer Lab.

Student-Athletes

Always use when referring to our athletes enrolled as students. Note hyphen.

Student Handbook

Printed at the beginning of each academic year. Note italics.

Student Housing

(See *IPFW Student Housing*.)

Studio M

An ITS multimedia resource lab for students in Walb Student Union.

Studio Showcase

The theatre program offers unconventional and minimalist productions via the Studio Showcase, which are performed in the Studio Theatre in Kettler Hall.

Summer STEM Exploration Camps

Camps for eligible middle school to high school students that are sponsored by the College of Engineering, Technology, and Computer Science each summer. They include:

- Engineering/Technology Exploration
- Computer Science Exploration
- Math and Science Exploration
- Physics Exploration

(See *Engineering, Technology, and Computer Science (ETCS) Outreach Programs*.)

summer semester

Consists of Summer Session I and Summer Session II.

Summer Session I, Summer Session II

These terms are capitalized.

Summit League, The

The athletic conference in which IPFW Athletics competes. Note the capital *T* in The Summit League. This may be shortened to *The Summit* or *the league* on second reference.

T-

Always capitalize *T* when it is used as a prefix.

- The club has five more T-shirts to sell.
- Dave and Cindy's daughters play T-ball.

Tapestry: A Day for You

An annual exposition in Memorial Coliseum that supports endowed scholarships for students majoring in select healthcare fields at IPFW. The event features a nationally known keynote speaker and is cosponsored by IPFW and Parkview Health System's Women's Health Center. *Tapestry* can be used in secondary references.

taskforce

It's one word.

teacher certification

NOT *teaching certification*.

telephone numbers

(See *phone numbers*.)

Testing Services

Offers a variety of testing services and assessments to students and community members.

that vs. which

“That” should be used to introduce a restrictive clause. “Which” is used to introduce a nonrestrictive or parenthetical clause. Remember to use “who” when referring to people.

Style guides *that* include examples are helpful.

Style guides, *which* we read often, help us communicate more clearly.

theatre

Use the *-re* spelling of theatre.

Williams Theatre, Department of Theatre,
an evening of theatre

Exceptions are when official name includes *-er* spelling.

First Presbyterian Theater

time

Use numerals except for noon and midnight. Use a colon to separate hours from minutes.

9 a.m., 11:15 p.m., noon, midnight

Omit the zeros for on-the-hour times (An exception may be made in formal usage such as invitations programs for formal ceremonies.)

Use periods in a.m. and p.m.

Use an en dash to indicate a span of time.

3–4:30 p.m., 9 a.m.–6:30 p.m.

Avoid such redundancies as 10 a.m. this morning, 10 p.m. tonight, 10 p.m. Monday night, and 12 noon or 12 midnight.

To is used only with *from* in time expressions.

from 3 to 4:30 p.m.

NOT: from 1–4:30 p.m.

Use of *o'clock* should be avoided. Formal invitations may be an exception. If used, it must be for on-the-hour times only.

4 o'clock, 4 o'clock in the afternoon

Never: 4 o'clock p.m.; never: 4:30 o'clock

Noon and *midnight* should be lowercase unless at the beginning of a sentence.

Do not use 12 noon or 12 midnight (redundant).

Do not use 12 p.m. or 12 a.m. Use noon or midnight.

When listing a beginning and ending time separated only by an en dash, or when listing a series of times when all times listed are *a.m.* or all are *p.m.*, use *a.m.* or *p.m.* only once, following the final time listed.

The meeting will be from 8 to 11 a.m.

The meeting will be 8 a.m.–2 p.m.

Not: The meeting will be from 8 a.m. to 11 a.m.

Sessions begin at 8:30, 9:30, and 10:30 a.m.

Not: Sessions begin at 8:30 a.m., 9:30 a.m., and 10:30 a.m.

A construction of time, date, place, is preferred in running text. Allows for fewer commas.

The event begins at 12:30 p.m. March 15 at Walb Student Union.

time frame

It's two words.

titles of people

Courtesy titles (Mr., Ms., Mrs.) should not be used except in correspondence and obituaries.

In text, use first and last names (and middle initials if available) of the person on first reference and only last name in subsequent references. First names may be used on second reference only in cases of very informal writing, such as some newsletters.

Personal titles immediately preceding a name are capitalized; those following a name are set off by commas and not capitalized.

The latest discovery by Professor Michael Jones ...

Michael Jones, associate professor of anthropology, has discovered ...

A professor of anthropology at IPFW since 2001, Jones studies elderly people.

This rule applies not only to academic titles, but also to administrative titles.

Vice Chancellor for Academic Affairs and Enrollment Carl Drummond will attend.

Carl Drummond, vice chancellor for academic affairs and enrollment management, will attend.

An exception to this rule is a “named” title.

Lowell W. Beineke, Jack Schrey Professor of Mathematics, addressed the issue.

In text, it is preferable for the title to follow the name, and therefore, the title would not be capitalized. This is especially true of titles consisting of more than one word. For example, it is acceptable to use either Chancellor Vicky L. Carwein or Vicky L. Carwein, chancellor.

Some words identifying occupations or professions are pseudo titles and should not be capitalized even if they precede the name.

attorney Robert Shapiro, pianist Karl Wright, instructor John Morris

Used in a list: When used in a directory listing or other similar situations, the title may be capitalized whether it precedes the name, follows the name on a subsequent line, or appears in tabular form.

Do not capitalize a qualifying word that precedes a capitalized title.

Today, staff members honored former Chancellor Joanne B. Lantz.

Monday, Dean John Smith will speak.

Treat references to IU and Purdue trustees in the same way as other personal titles discussed above.

Our office recently received a visit from Trustee Don Thompson.

She was previously a trustee of the university.

(See *academic titles*.)

titles of works

Capitalize the principal words in the titles of books, movies, plays, poems, operas, songs, speeches, works of art, radio and television programs, and headlines. Principal words include the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.).

Do not capitalize articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions (with, in, over, behind) regardless of length, unless they are the first or last word in the title. The *to* in infinitives is also lowercased.

Titles of works always retain the spelling of the original title. Do, however, change *&* to *and*.

Sometimes it is necessary to alter the punctuation of titles for the sake of clarity. For example, a colon may be added between a title and a subtitle.

Herman B Wells’s *Being Lucky: Reminiscences and Reflections*

Titles and subtitles of published books, pamphlets, proceedings and collections, periodicals, newspapers, and sections of newspapers published separately are set in italics.

Look for the *Oxford English Dictionary* definition.

An article about her appears in the *New York Times Book Review*.

Titles of articles and features in periodicals and newspapers, chapter titles, titles of short stories, and essays are set in regular type and enclosed in quotation marks.

Every now and then I look at “Elementary Rules of Usage” in Strunk and White’s *The Elements of Style*.

Titles of long poems that have been published separately and titles of poetry collections are italicized. Titles of short poems are set in regular type and enclosed in quotation marks.

Her favorite T. S. Eliot poems were “The Waste Land” and “The Journey of the Magi.”

Titles of plays are always italicized. Parts of plays are set in regular type.

King Lear, Act 2

Titles of visual arts exhibitions are italicized.

Titles of lectures and papers read at meetings, dissertations and theses, and manuscripts in collections are set in regular type and quoted. Titles of book-length manuscripts that are under contract to be published may be italicized, but the fact that they are forthcoming should be noted.

Titles of movies are italicized. Titles of individual television and radio episodes are set in regular type and quoted, but series titles are italicized.

Kevin Spacey starred in *American Beauty*.

“The Soup Nazi” is an episode of *Seinfeld*.

Titles of conferences are set in Roman type and between quotation marks.

Titles of operas, oratorios, motets, and other long musical compositions are italicized. Titles of songs and other short compositions are set in regular type and quoted. Longer works with generic titles are set in regular type and are not quoted.

Don Giovanni, “Star Dust,” Symphony in C Major

trustees

When using the article *the* before the official name in running text, don’t capitalize the *t*. Lowercase the word *trustees* if used on its own.

At the November meeting of the Purdue Board of Trustees, the trustees approved funding for the project.

The title of IU’s governing body is Trustees of Indiana University, not board of trustees.

TTD/TT/TTY

TTD (text telephone device) or TT (text telephone) are preferred, although TTY (teletypewriter) is also correct.

Twenty-first Century Scholars

A state-funded program to ensure that all Indiana families can afford a college education for their children. The program recruits income-eligible seventh and eighth grade students. Indiana's northeast regional office is housed at IPFW with the Office of Diversity and Multicultural Affairs. The treatment *21st Century Scholars* is acceptable in secondary references only.

typography apostrophes/typography quotes

With the exception of indicating height through inch marks (") and footmarks ('), all apostrophes and quotation marks must have the typographer-preferred appearance, which is also known as a smart apostrophe/quote or a curly apostrophe/quote (e.g., ‘ ’ “ ”).

(See *dimensions, inch marks, footmarks*.)

Undergraduate Student Research and Creative Endeavor Symposium

An annual symposium that allows undergraduate students to present their work.

United States, U.S.

Use *United States* as the proper noun, *U.S.* as the adjective. Don't use *U.S.* as a noun, and don't capitalize the article *the* in front of *United States* in running text.

university

Lowercase the word, even when referring to IPFW, unless used as part of the full name of an institution.

Indiana University–Purdue University Fort Wayne, the university
(See *campus names, IPFW*.)

university-wide

Hyphenate *university-wide*, but lowercase the *u* of *university*, even when it refers to IPFW.

(See *hyphens*.)

upperclassmen

Use carefully. The term means juniors and seniors only; it does not include sophomores.

Do not use the elitist-sounding phrases: upperclass students, upper-class students, or upper-class men.

If the desired meaning is nonfreshmen, use sophomores, juniors, and seniors instead.

Upward Bound

A program housed at IPFW with the Office of Diversity and Multicultural Affairs.

use, usage

“Use” and “usage” sometimes share common meanings, but they are not synonymous. “Usage” typically refers to customary or habitual practices.

Veterans’ Services

An apostrophe follows the *s* in Veterans’.

vice chancellor, vice president

No hyphens are used in these terms. Lowercase the terms unless they directly precede a person’s name.

Vice Chancellor Drummond; Carl Drummond, vice chancellor for academic affairs and enrollment management, will attend.

Note: IPFW titles use the preposition *for*, not *of*.

George S. McClellan is vice chancellor for student affairs.

video conference

It’s two words.

vita

The plural is *vitae*. May also be called *curriculum vita* (singular) or *curriculum vitae* (plural). The acronym is CV or C.V. (NEVER cv or c.v.)

Volleydons

Used as a nickname for IPFW’s volleyball teams. Do NOT use the term *Ladydons* to refer to women’s athletic teams.

Walb, Walter W.

Late Purdue trustee, local manufacturer, and civic leader. Walb Student Union is named in his honor. Walb Union is preferred in casual references. Avoid use of the generic reference student union since the location does not provide a number of the services found in a traditional student union.

Waterfield Campus

IPFW Student Housing is located on the Waterfield Campus. It's NOT Waterfield Student Housing or Waterfield Campus Student Housing.

(See *IPFW Student Housing*.)

Weekend College

This continuing education program is capitalized.

weeklong

Close up as an adjective before the noun.

I could use a weeklong vacation.

BUT: month-long, yearlong

west, West

Use as lowercase when referring to a direction; capitalize when referring to a region.

According to the map, we need to travel west. Denise decided to move West after graduation.

WFWA-DT PBS TV39

Northeast Indiana's Public Broadcasting System station that is situated on the East Campus, adjacent to the IPFW campus. Note: There is no space between *TV* and *39*. The station's building is formally known as The Dr. Rudy and Rhonda Kachmann Teleplex and can be identified as *The Teleplex* in secondary references. *The* before Teleplex is capitalized.

widow

A very short line—usually one word—at the end of a hyphenated word or paragraph. Please avoid unless 11 or more characters.

Williams, Ernest E.

Late Pulitzer Prize-winning editor of *The News-Sentinel* and founder of IPFW's Journalism Program. Williams Theatre is named in his honor. Note the preferred spelling of *theatre*.

(Center for) Women and Returning Adults

Supports and advocates for women and nontraditional students, both men and women. Abbreviated to CWRA on secondary use.

workforce, workplace

Spell each as one word.

work-study

Lowercase general references to the work-study program, but capitalize official references to Federal Work-Study (the program for undergraduates) and Federal Graduate Work-Study (the program for graduate students). Retain hyphen as a noun or adjective.

Writing Center

A tutoring lab under the jurisdiction of the Centers for Academic Success and Achievement (CASA).

yearlong

Close up as an adjective before the noun.

I could use a yearlong vacation.
BUT: month-long, weeklong

zip code

Use the correct nine-digit zip whenever possible. The preferred address format is to list the city, two-letter state code, and zip code all on one line. Note that just one space separates the state from the zip code.

Fort Wayne, IN 46805-1499

For more information, call Shipping and Receiving at 260-481-6191.

(See *addresses*.)

Appendix

ACRONYMS

ADA	Americans with Disabilities Act
AS	Arts and Sciences (College of)
ASAP!	Academic Student Achievement Program (retain the exclamation point)
ASC	Academic Success Center
CAA	Community Arts Academy
CASA	Centers for Academic Success and Achievement
CCC	Child Care Center
CELT	Center for the Enhancement of Learning and Teaching
CEPP	College of Education and Public Policy
CWRA	Center for Women and Returning Adults
DCS	Division of Continuing Studies
DSB	Doermer School of Business
EO/EA	Equal Opportunity/Equal Access
EO/EA/AA	Equal Opportunity/Equal Access/Affirmative Action
ETCS	Engineering, Technology, and Computer Science (College of)
FYE	First Year Experience
HHS	Health and Human Services (College of)
IHETS	Indiana Higher Education Telecommunication System
IPFWAA	IPFW Alumni Association
IPSGA	Indiana–Purdue Student government Association
ITS	Information Technology Services
IUAA	IU Alumni Association
MAC	Mastodon Advising Center
MAP	Mastodon Academic Performance Center
NEI-AHEC	Northeast Indiana Area Health Education Center
NIIC	Northeast Indiana Innovation Center
NISTEM	Northeast Indiana Science, Technology, Engineering, and Math Education Resource Center
NSE	National Student Exchange
NSO	New Student Orientation (IPFW)
OACS	Academic Internships, Cooperative Education, and Service Learning
OASIS	Online Access to the Student Information System
OLS	Organizational Leadership and Supervision (Division of)
PAA	Purdue Alumni Association
REX	ReservesEXpress
SAB	Student Activities Board
SAP	Student Assistance Program
SIS	Student Information System (Banner)
SSD	Services for Students with Disabilities
VPA	Visual and Performing Arts (College of)
TT	Text Telephone
TTD	Text Telephone Device

ACCREDITING BODIES

ABET	Accreditation Board for Engineering and Technology (Engineering Accreditation Commission) (Technology Accreditation Commission) (Computing Accreditation Commission)
AACSB	Association to Advance Collegiate Schools of Business
ADA	American Dental Association (Commission on Dental Accreditation)
AMA	American Medical Association (Committee on Allied Health Education and Accreditation)
AMTA	American Music Therapy Association
NASM	National Association of Schools of Music
NASPAA	National Association of Schools of Public Affairs and Administration
NLNAC	National League for Nursing Accrediting Commission Inc.
NCA	North Central Association (of Colleges and Schools)

ATHLETICS

GLVC	Great Lakes Valley Conference
MIVA	Midwestern Intercollegiate Volleyball Association
NCAA	National Collegiate Athletic Association

ORGANIZATIONS

AOC	Academic Officers Council
APSAC	Administrative and Professional Staff Advisory Council
CSSAC	Clerical and Service Staff Advisory Committee
CAC	Community Advisory Council
IPSGA	Indiana–Purdue Student Government Association
IPFWAA	IPFW Alumni Association
ROTC	Reserve Officer Training Corps

SCHOLASTICS

ACT	American College Testing
CLEP	College-Level Examination Program
GED	General Educational Development
GPA	grade-point average
SATI	Scholastic Aptitude Test (never write SAT test, since the T in SAT stands for test.)
SATII	

TECHNOLOGICAL TERMS

Here are the correct spelling and capitalization rules for some common technological terms:

- *BlackBerry, BlackBerrys*
- *cell phone*
- *dotCMS*. Use *DotCMS* when the word begins a sentence
- *download*

- *eBay Inc.* Use *EBay Inc.* when the word begins a sentence.
- *e-book*
- *e-book reader*
- *e-check*
- *e-reader*
- *email*
- *Facebook*
- *Google, Googling, Googled.* According to Google guidelines, it is not OK to use this trademark as a verb. Use *search* or *search for* instead.
- *hashtag*
- *homepage.* It's one word.
- *IM, IMs, IM'ed, IM'ing.* For first reference, use instant messenger.
- *Internet.* After first reference, *the Net.*
- *iPad, iPhone, iPod.* Use *IPad, IPhone, or IPod* when the word begins a sentence.
- *LinkedIn*
- *login/log in.* Use *login* as an as a noun or as an adjective before the noun. Use *log in* as a verb.
- *online.* One word, no hyphens.
- *social media.* Hyphenate when using as an adjective. Example: *social-media expert.*
- *smartphone*
- *the Net*
- *Twitter, tweet, tweeted, retweet.* Include @ when talking about a Twitter handle. Example: *You can follow us on Twitter at @ipfw.*
- *Web:*
 - When used to refer to the Internet, the W in Web is capitalized.
 - When used as an adjective in conjunction with another word, it remains capitalized.
 - When combined with another word to create a noun, it is not capitalized.
- *Web addresses/URLs:*
 - Keep Web addresses simple enough for users to type. The *www* prefix is no longer needed and should not be used. Example: *ipfw.edu*
 - Do not publish complicated or dynamically generated addresses; no one will take the time to type a difficult URL. Instead, provide the base address and narrate the shortest path to the destination page. Example: To learn more about the admission process for transferring students, begin with *ipfw.edu* and follow these links: *Prospective Students > Previous College Work > Transferring Students.*
 - Also, you may consider creating a vanity URL, a unique Web address that is branded for marketing purposes and is easy to remember. Example: *ipfw.edu/amazing*
 - Omit periods following URLs.
 - Avoid orphan URLs. If an address must break at the end of a line in running text, the forward slash should not carry over to the next line. If possible, edit the sentence to keep the Web address on one line.
- *Web links:*
 - Titles of Web links should be capitalized if they refer to the title of a Web page. Example: *Go to ipfw.edu and select the Prospective Students link.*
 - You may also use the symbol *>* to give directions to a Web link. Example: *IPFW.edu > Prospective Students*
- *website.* It's one word and not capitalized.
- *World Wide Web, website, webpage*
- *webmaster*
- *YouTube.* Set video titles in quotation marks. Example: "Epic Funny Cats"