Saint Xavier University has adopted this institutional style guide to provide accurateness and consistency among print and online materials that are distributed both campuswide and in the communities.

Saint Xavier follows its own in-house style, as well as incorporates rules from the Associated Press Stylebook (AP Stylebook), 2015, which provides writing guidelines for journalists; and the Yahoo! Style Guide for Web.

Please note the difference in styles per medium: AP style is used for all print publications, while the Yahoo! Style Guide is used for any digital materials, including the website, email blasts, e-newsletters, etc. Original print materials turned digital are exceptions and vice versa.

Disclaimer: University Relations reserves the right to maintain style guidelines and best practice as it pertains to content and design. University Relations also reserves the right to make changes to its style guide as questions and concerns are brought to our attention.

**a/an**

Use *a* before words that begin with consonant sounds and *an* before words that begin with vowel sounds. Words beginning with consonant letters may have vowel sounds and vice versa: *an SXU education, an MBA, a useless tool.*

**academic course**

Academic courses should be capitalized, unless used in a generic sense. No quotation marks: *Saint Xavier University offers Biology 101, Physics 102 and many other sciences courses.*

**academic credentials**

When referring to an individual with a doctorate, the first reference should be *John Smith, Ph.D.,* and then *Smith* (last name only) in later references. If mention of degrees is necessary to establish someone’s credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Smith, who has a doctorate in psychology.*

Do not precede a name with a courtesy title for an academic degree and then follow it with the abbreviation for the degree in the same reference (*i.e. Dr. Jane Doe, Ph.D.*). And when listing degrees in copy, list the highest degree earned and use abbreviations only after a full name, never after just a last name.

When listing credentials consecutively, order them from highest to lowest, with degrees preceding certificates.

**HERE IS A LIST OF SOME MORE COMMON ABBREVIATIONS OF ACADEMIC CREDENTIALS:**

**Arts and Sciences/Education**

- B.M.A. - Bachelor of Musical Arts
- D.A. – Doctor of Arts
- DCS or D.C.Sc. - Doctor of Computer Science
- D.M.A. - Doctor of Musical Arts
- M.E. – Master of Engineering
- M.Ed. (M.S.Ed.) – Master of Education
- MFA – Master of Fine Arts

**Business/Law**

- CFE – Certified Fraud Examiner
- CFP – Certified Financial Planner
- CPA – Certified Public Accountant
- D.B.A. – Doctor of Business Administration
- J.D. – Juris Doctor
- LL.M. – Master of Law
- MACC – Master of Accountancy
- MSA – Master of Science in Accounting
- MSBA – Master of Science in Business Analysis
- MSF – Master of Science in Finance
- PMP – Project Management Professional
### Health Care

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN</td>
<td>Associate Degree in Nursing</td>
</tr>
<tr>
<td>ADRN</td>
<td>Associate Degree Registered Nurse</td>
</tr>
<tr>
<td>APN</td>
<td>Advanced Practice Nurse</td>
</tr>
<tr>
<td>CCRN</td>
<td>Critical Care Registered Nurse</td>
</tr>
<tr>
<td>CDN</td>
<td>Certified Dialysis Nurse</td>
</tr>
<tr>
<td>CEN</td>
<td>Certified Emergency Nurse</td>
</tr>
<tr>
<td>CFRN</td>
<td>Certified Flight Registered Nurse</td>
</tr>
<tr>
<td>CHPN</td>
<td>Certified Hospice and Palliative Nurse</td>
</tr>
<tr>
<td>CHSE</td>
<td>Certified Healthcare Simulation Educator</td>
</tr>
<tr>
<td>CNE</td>
<td>Certification for Nurse Educators</td>
</tr>
<tr>
<td>CNL</td>
<td>Clinical Nurse Leader</td>
</tr>
<tr>
<td>CNM</td>
<td>Certified Nurse Midwife</td>
</tr>
<tr>
<td>CRRN</td>
<td>Certified Rehabilitation Registered Nurse</td>
</tr>
<tr>
<td>CSN</td>
<td>Certified School Nurse</td>
</tr>
<tr>
<td>DNP</td>
<td>Doctor of Nursing Practice</td>
</tr>
<tr>
<td>D.N.S.</td>
<td>Doctor of Nursing in Science</td>
</tr>
<tr>
<td>FNP</td>
<td>Family Nurse Practitioner</td>
</tr>
<tr>
<td>IBCLC</td>
<td>International Board Certified Lactation Consultant</td>
</tr>
<tr>
<td>NP</td>
<td>Nurse Practitioner</td>
</tr>
<tr>
<td>NP-C</td>
<td>Certified Nurse Practitioner</td>
</tr>
<tr>
<td>PCNS</td>
<td>Pediatric Clinical Nurse Specialist</td>
</tr>
<tr>
<td>PHCNS</td>
<td>Public/Community Health Clinical Nurse Specialist</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>Psy.D.</td>
<td>Doctor of Psychology</td>
</tr>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>Suffix -BC</td>
<td>board certified</td>
</tr>
</tbody>
</table>

### Religion

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.Min.</td>
<td>Doctor of Ministry</td>
</tr>
<tr>
<td>M.Div.</td>
<td>Master of Divinity</td>
</tr>
</tbody>
</table>

### Academic Degrees

When referring to degrees granted by the University, it is bachelor’s degree and master’s degree in lowercase. When referring to Bachelor of Arts, Bachelor of Science, Master of Arts and Master of Science, within body copy are all uppercased. The discipline in which the degree was earned, unless it is a proper noun, also remains lowercase: Bachelor of Science degree in biology, Bachelor of Arts in English, master’s degree in fine arts.

Also: an associate degree (no possessive)

### Saint Xavier University Awards the Following Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts (B.A.)</td>
<td>Master of Arts in Teaching (MAT)</td>
</tr>
<tr>
<td>Bachelor of Business Administration (BBA)</td>
<td>Master of Business Administration (MBA)</td>
</tr>
<tr>
<td>Bachelor of Music (B.M.)</td>
<td>Master of Science in Business Analytics (M.S.)</td>
</tr>
<tr>
<td>Bachelor of Science (B.S.)</td>
<td>Master of Science in Finance (M.S.)</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing (BSN)</td>
<td>Master of Science in Nursing (MSN)</td>
</tr>
<tr>
<td>Master of Applied Computer Science (MACS)</td>
<td>Master of Science in Speech Language Pathology (M.S.)</td>
</tr>
<tr>
<td>Master of Arts in Education (M.A.)</td>
<td></td>
</tr>
</tbody>
</table>

### Academic Programs

Uppercase within body copy, but lowercase program, major, minor, degree and option: Early Childhood Education program, Women and Gender Studies minor, RN to BSN online option. Capitalize Certificate when used as a proper noun, but lowercase when used alone or on second reference: Certificate in Nursing Education, Educational Technology Integration Coaching Certificate.

### Academic Semesters and Years

Lowercase terms designating academic semesters and years: freshman, sophomore, junior, senior, winter, spring, summer and fall. Smith will graduate in spring 2020.
active voice/passive voice

If the subject performs the action, the verb is active voice: *The tornado destroyed the home.* If the subject is acted upon, the verb is in passive voice: *The home was destroyed by the tornado.* When given a choice, use active voice.

addresses

Use the abbreviations Ave., Blvd. and St. only with a numbered address: 3700 W. 103rd St.* Spell them out and capitalize when part of a formal street name without a number: *Western Avenue.* Lowercase and spell out when used alone or with more than one street name: *Massachusetts and Pennsylvania avenues.* Spell out similar designations (alley, drive, road, parkway, terrace, etc.)

Spell out and capitalize first through ninth when used as street names; use figures for 10th and above: 2000 Fifth Ave., 705 W. 95th St.

Abbreviate compass points used to indicate directional ends in a numbered address.

*For web style, avenue, boulevard and street are not abbreviated: 3700 W. 103rd Street.*

African-American

Acceptable for an American black person of African descent. Also acceptable is black. The terms are not necessarily interchangeable.

alumnus, alumni, alumna, alumnae

Use *alumnus* (alumni in plural) when referring to a man who has attended a school. Use *alumna* (alumnae in plural) when referring to a woman who has attended school. Use *alumni* when referring to a group of men and women.

When writing about alumni, the graduation year should always be noted: *John Smith ‘79; Mary Jane Smith, R.S.M. ‘65, ’67.* Please note that the graduation year is included with the individual’s name and that the apostrophe faces away from the year of graduation.

a.m., p.m.

Always lowercase with periods. Avoid the redundant 10 a.m. this morning or 10 p.m. tonight. When referring to 12 a.m. or 12 p.m., always refer to as midnight and noon, respectively.

ampersand (&)

Use the ampersand when it is part of a company's formal name or composition title: *House & Garden, Procter & Gamble.* The ampersand should not otherwise be used in place of and, except for some accepted abbreviations: *B&B, R&B.*
annual
An event cannot be described as annual until it has been held in at least two successive years. Do not use the phrase first annual.

blog
A website where short entries are usually (but not always) presented in reverse chronological order, with the newest entry first. Can be news, commentary, photos, video or any combination. An update to a blog is a blog post or blog entry.

Board of Trustees
Capitalize when referring to the Saint Xavier University Board of Trustees, even when not used formally.* On second reference, capitalize the word Board. BOT is also acceptable on second reference.

A list of the most current Saint Xavier University Board of Trustees members is kept on file in the President’s Office with appropriate titles and affiliations.

*Please note this is an in-house style rule.

Business Executive for Student Transformation (BEST) Program
A mentoring program developed by and for the Graham School of Management.

breaks
Lowercase unless a proper name is involved: fall break, Thanksgiving break, winter break, spring break, summer break. See also: academic semesters and years.

campus
When referring to Saint Xavier’s campus, do not capitalize the word campus.

The Chicago campus address should appear on all external University publications. The Chicago campus address is 3700 W. 103rd Street, Chicago, IL 60655.

campuswide, citywide, nationwide, statewide
These words are always to be used as one word with no hyphen.

cancel, canceled, canceling, cancellation
CHICAGO CAMPUS BUILDINGS, CENTERS, FACILITIES AND LANDMARKS

Academy Bell
Alumni Inn
Andrew Conference Center
Andrew Hall  
(located in the Graham School of Management)
Arboretum
Birth to Three Building
Bishop Quarter Room
Bob Hallberg Court  
(basketball and volleyball court)
Bruce R. Deaton Memorial Field  
(football and soccer field)
Butler Reception Room
Campus Bookstore
Campus Service Center
Career Center
Center for Accessibility Resources
Center for the Study of  
Financial Markets and Derivatives
Center for Instructional Design  
and Academic Technology (CIDAT)
Center for International Education
Center for Nursing Scholarship
Center for Religion and Public Discourse
Christine M. Wiseman, J.D. Student Lounge
CIDAT Student Lounge
Coffee Cats
Computer/Listening Resource Center
Copy Cats
Cougar Fuel
Counseling Center
Driehaus Center
Fourth Floor Boardroom
Gilhooley’s Grande Saloon  
(Use Gilhooley’s on subsequent references)
Graham School of Management Building  
(GSM or Graham School)
Health Center
Human Resources Building
Keene Terrace
Lake Marion
Learning Center
Loftus Room
Ludden Speech and Language Clinic
Mary's Circle
McDonough Chapel
McGuire Hall
Mercy Ministry Center
Morris Hall
Music Performance Space
O’Brien Hall
O’Grady Center
O’Malley Quad
Pacelli Hall
Paul DeVito Memorial Terrace
Public Safety
Rhubarb’s
Regina Hall
Richard R. Ferrell Memorial Field  
(baseball field)
Robert and Mary Rita Murphy Stump Library
Rubloff Hall
Schmitt Quad
Scholars Den
Shannon Athletic and Convocation Center
Smith-Morris Quad
Starbucks
Student Organization Center
SXU Gallery
SXU Diner
SXU Diner Atrium
SXU Softball Field
Urso Outdoor Sports Center
Visual Arts Center (VAC)
VAC Gallery
Warde Academic Center (WAC)
College of Arts and Sciences (CAS)

comma (serial)
Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: The flag is red, white and blue.

Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction: I had orange juice, toast, and ham and eggs for breakfast.

Use a comma also before the concluding conjunction in a complex series of phrases: The main points to consider are whether the athletes are skillful enough to complete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

commencement
Capitalize commencement only when used with the formal event title, Saint Xavier University Commencement. Lowercase commencement on second reference. The Saint Xavier University Commencement will be held in May for fall and spring graduates. Each graduating student will receive tickets to their commencement ceremony at Grad Fest.

committee
Capitalize committee names: Religious Affairs Committee. When referring to a committee on second reference, lowercase committee.

company names
Abbreviate company, corporation, incorporated and limited, when used after the name of a corporate entity.

composition titles
For book titles, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, and the titles of lectures, presentations, speeches and works of art:

- Capitalize principle words, including prepositions and conjunctions of one or more letters.
- Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title.
- Put quotation marks around the name of all such works except the Bible and books that are primarily catalog of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.

Names of most websites and apps are capitalized without quotes: Facebook, Foursquare.

Exception: “FarmVille” and similar computer game apps are in quotes.

See magazine names, musical works and newspaper names.
Continuing and Adult Education (CAE)

contractions
Avoid excessive use of contractions.

core values
Lowercase core values in all uses, and lowercase each of the individual values: respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life.

Cougar Card
Saint Xavier University's ID card.

Cougar pride
Lowercase pride in all uses.

coursework
(n) Written or oral work completed by a student within a given period, which is assessed as an integral part of an educational course.

dates
Always use Arabic figures without st, nd, rd, or th. See months.

daylong, dayslong, monthlong, monthslong, weeklong, weekslong, yearlong, yearslong
days of the week
Capitalize, do not abbreviate.

Deans Council
Please note there is no apostrophe.

dean’s list
Lowercase in all cases.

Dean of Students
Capitalize in all uses, when referring to the Office of the Dean of Students or the position title.*

*Please note this is an in-house style rule.
decades
Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter “s”: the 1980s, the ’90s, the mid-1930s.
departments and offices
When including the formal title of an office or department, capitalize names of departments, schools, offices, organizations, committees, societies, institutes, centers, boards, etc. Lowercase when not referenced in full: Jane Doe, chair of the Language and Literature Department, gave the opening comments. She has been chair of the math department since 1998.

Lowercase when used in plural, but capitalize the proper name element: the departments of Chemistry and Mathematics.

All offices are of, not for: Office of Student Life.

Saint Xavier University acknowledges the following as academic departments:
Art and Design Department
Biological Sciences Department
Chemistry Department
Communication Department
Communication Sciences and Disorders Department
Computer Science Department
Education Department
History and Political Science Department
Language and Literature Department
Mathematics Department
Music Department
Philosophy and Religious Studies Department
Psychology Department
Sociology, Anthropology and Criminal Justice Department

Saint Xavier University acknowledges the following as departments:
Accounting
Athletics
Auxiliary Services
Career Services
Client Services
Information Technology
Production Services
Student Media

Saint Xavier University acknowledges the following as offices:
Office of Accounting
Office of Admission
Office of Alumni Relations
Office of the Bursar
Office of Business and Finance
Office of Corporate, Government and Foundation Relations
Office of Financial Aid
Office of Graduate Admission
Office of Human Resources
Office of Institutional Research
Office of Mission Integration and Mercy Heritage
Office of Payroll
Office of the President
Office of the Provost
Office of Public Safety
Office of Records and Advising
Office of Residential Life
Office of Special Events
Office of Student Activities
Office of Teacher Education and Certification
Office of University Advancement
Office of University Relations
Division of Student Affairs

doctor
Do not use Dr. and M.D. together: Dr. Gregory House, M.D. In most instances, Dr. is unnecessary – assuming the copy adequately explains the person’s position. Dr. appears only before a name on first reference and only when the person is a physician. Do not use the title Dr. for people who hold doctorates because the average reader associates it with an M.D.


e-mail
Short form for electronic mail. No hyphen.

every day (adv.) everyday (adj.)
Example: I wear my everyday shoes every day.

Facebook

flier, flyer
Flyer is now preferred for frequent flyer and advertising flyer.

Founders’ Day
Founders’ Day celebrates the five Sisters of Mercy who, with Mother Frances Xavier Warde, founded Saint Francis Xavier Academy, the forerunner of Saint Xavier University, in 1846 in downtown Chicago.

full time, full-time, part time, part-time
Hyphenate when used as a compound modifier: She works full time. She has a full-time job.

grade-point average
Use GPA. No periods.

Graham School of Management (GSM or Graham School)

health care
Please note it is two words.

his, hers, their
Do not presume maleness in constructing a sentence, but use the pronoun their when an indefinite antecedent may be male or female: A reporter tries to protect their sources. (Not his or her sources, and note the use of the word reporter rather than newsman.)

Frequently, however, the best choice is a slight revision of the sentence: Reporters try to protect their sources.
**Hispanic**
A person from – or whose ancestors were from – a Spanish-speaking land or culture.

**Hispanic-serving institution**
Saint Xavier University is designated a Hispanic-serving institution (HSI) as of May 2015. HSIs are defined as colleges and universities in which the Hispanic enrollment is at least 25 percent of their total enrollment. Note the capitalization.

**HLC**

**home page**
Two words. The “front” page of a particular website.

**hyperlink**
A link from one part of a web page to another page, such as a restaurant home page with a link to its menu.

**intranet**
Lowercased. A private network inside a company or organization, only for internal use.

**iPad, iPhone, iPod**

**IT**
Abbreviation for information technology; IT is acceptable on second reference.

**it’s, its**
It’s is a contraction for it is or it has: It’s up to you. It’s been a long time.

It’s is the possessive form of the neuter pronoun: The company lost its assets.

**languages**
Capitalize the proper names of languages and dialects: Aramaic, Cajun, English, Gullah, Persian, Serbo-Croatian, Yiddish.

**legislative titles**
On first reference, use Rep., Reps., Sen. and Sens. as formal titles before one or more names in regular text. Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

**login, logon, logoff**
(n.) But use as two words in verb form: I log in to my computer.
**long time, longtime**
Example: *They have known each other a long time. They are longtime friends.*

**magazine names**
Capitalize the initial letters of the name but do not place it in quotes and do not italicize. Lowercase *magazine* unless it is part of the publication’s formal title: Saint Xavier Magazine, Harper’s Magazine, Newsweek magazine, Time magazine. Check the masthead if in doubt.

For magazine articles, capitalize, add quotation marks and do not italicize: “SXU is Ranked No. 3 in Nursing” in Saint Xavier Magazine.

**Mass**
It is celebrated, not said, held or performed. Always capitalize when referring to the ceremony, but lowercase any preceding adjectives: *high Mass, requiem Mass.*

**media**
In the sense of mass communication, such as magazines, newspapers, the news services, radio, television and online, the word is plural: *The news media are resisting attempts to limit their freedom.* The term *medium* is a singular form: *The newspaper is an important news medium.*

**Mercy**
Capitalized: *Mercy education, Mercy heritage.*

**Mercy Day**
Celebrates the Sisters of Mercy and the spirit of compassion, hospitality and service that characterizes their ministry. Celebrated on Sept. 24, the date of the feast of Our Lady of Mercy. On Sept. 24, 1827, Catherine McAuley, founder of the Sisters of Mercy, opened the first House of Mercy in Dublin, Ireland.

**midnight, noon**
Do not put a 12 in front of it.

**mission**
Lowercase mission statement, vision statement, philosophy statement, value proposition and vision of SXU’s Catholic and Mercy identity.
Mission Day
Mission Day celebrates the closing phrases of Saint Xavier University’s mission statement; that is, the call to educated persons to “serve wisely and compassionately in support of human dignity and the common good.” Mission Day, celebrated in March, spotlights the University’s core values of service, excellence, hospitality and integrity through the presentation of three service awards to individuals who exemplify these values.

musical works
Titles of operas, oratorios, tone, poems and other long musical compositions are capitalized: Handel’s Messiah, Gershwin’s Rhapsody in Blue.

Titles of songs are enclosed in quotation marks: “All You Need Is Love,” the “Anvil Chorus” from Il Trovatore.

Many instrumental works are known by their generic names—symphony, quartet, concerto, sonata, minuet—and such names should be set in plain text.

mySXU
The portal page for the internal SXU community.

names
Use Jr., III, Sr. etc. only on first reference with the individual’s full name. Commas are not necessary with the abbreviation usage: Dr. Martin Luther King Jr.

Use middle initials in full name reference only if the person uses it regularly.

On second and subsequent references to an individual, refer to the person by last name only. This is true for students as well as other individuals.

In general, do not use courtesy titles (i.e. Mr., Mrs., Miss, etc.) unless Mr. is used with Mrs. When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, generally use the first and last name.

nationalities and races
Capitalize the proper names of nationalities, peoples, races, tribes, etc.: Arab, Arabic, African, American, Caucasian, Cherokee, Chinese (both singular and plural), Eskimo (plural Eskimos) or Inuit, French Canadian, Japanese (singular and plural), Jew, Jewish, Nordic, Sioux, Swede, etc.

netID
One word, note the capitalization.
newspaper names
Capitalize the in a newspaper’s name if that is the way the publication prefers to be known. Do not place the name in quotation marks or italicize: The Xavierite, Chicago Tribune, Chicago Sun-Times, Daily Southtown, The New York Times, The Wall Street Journal.

Lowercase the before newspaper names if a story mentions several papers, some of which use the as part of the name and some of which do not.

Where location is needed but is not part of the official name, use parentheses: The Hunstville (Ala.) Times.

For newspaper articles, capitalize and add quotation marks: “SXU is Ranked No. 3 in Nursing” in the Daily Southtown.

nonprofit
One word, no hyphen.

numbers
Spell out one through nine; use figures for 10 or above. Figures of any number are always used for academic course numbers, room numbers, page numbers, ages, dimensions/measurements/weights, percentages, dates, sport statistics, monetary units, temperatures, times and more. See the full list in the Associated Press Stylebook.

Any numbers should be spelled out if they are used as the following:
- At the start of a sentence
- In indefinite and casual uses: Thanks a million!
- In fanciful usage or proper names: Fab Four
- In formal language, rhetorical quotations and figures of speech: “Fourscore and seven years ago…”
- In fractions less than one that are not used as modifiers

offline, online
No hyphen. (This is an exception to Webster’s New World College Dictionary.)

percent
Except when beginning a sentence, express percentages in figures, and spell out the word percent. Note: The % symbol may be used in tables, on business forms and in statistical or technical material.

In a range or series of percentages, the word percent follows the last figure only. If the symbol % is used, it must follow each figure: We give a discount of 10, 20 and 30 percent. We noted 10%, 20% and 30% increases for reactive compounds.

Note: No space appears between the numeral and the symbol %.

president
Capitalize president only as a formal title before one or more names: President Barack Obama, Presidents Gerald R. Ford and Jimmy Carter. Lowercase in all other uses: The president said Monday he will look into the matter.
**President’s Council**

**professional titles**
Capitalize formal, professional titles when used directly before a person’s name: *President Barack Obama issued a statement.*

Lowercase and spell out titles when not used with an individual’s name: *The president issued a statement.*

Lowercase and spell out titles in constructions that set them off from a name by commas. Some titles should be abbreviated before a person’s name; some titles serve primarily as occupational descriptions and should not be capitalized: *Dr. John Doe will have an assignment for students today. My favorite movie features movie star John Wayne. Dallas Cowboys owner Jerry Jones is excited for the big game.*

**professor**
Never abbreviate. Lowercase before a name, but capitalize Professor Emeritus or Professor Emerita as a conferred title before a name: *Professor Emeritus Susan Johnson.* Do not continue in second reference unless part of a quotation.

**religious titles**
Religious abbreviations include: Br. – Brother, Card. – Cardinal, Fr. – Father, R. – Rabbi, O.S.A. – Order of Saints, Rev. – Reverend, R.S.M. – Religious Sisters of Mercy, Sr. – Sister.

**Cardinal:** Use Cardinal John Doe, O.M.I., on first reference and *Cardinal Doe* on subsequent references: *Cardinal John Doe, O.M.I., archbishop of Chicago, will be visiting campus next week. Cardinal Doe will preside at Mass for the students during his stay.*

**bishops:** Use *Most Rev.* on first reference and *Bishop* on subsequent references with his last name: *Most Rev. Joe R. Dohn is a trustee of the University. The institute was named in honor of Bishop Dohn.*

**priests:** Use *the Rev.* before a name on first reference. Include orders on first reference; use periods between initials. Use only the last name on subsequent references: *The Rev. Bob Barry, O.P., accompanied the student group. Barry concelebrated with the cardinal and bishop.*

**sisters and nuns:** Use *Sister,* or *Mother* if applicable, before a name on first reference. Include orders on first reference; use period between initials. On second reference, use her first name only: *Sister Susan Sanders, R.S.M., Ph.D., is director of the Center. Sister Susan said she is looking forward to hearing the lecture. Mother Catherine McAuley founded the Sisters of Mercy.*

*Please note this is an in-house style rule.*
residence halls
Use *residence halls* not *dorms* in all references.

room numbers
Always include the capitalized letters of the building and wing, followed by a hyphen and the room number (and letter, if applicable, and again capitalized): *WAC S-213, WAC L-109A, GSM 203, etc.*

Roman Catholic Church
Capitalize full title; lowercase *the church*.

sacraments
Capitalize the proper names used for a sacramental rite that commemorates the life of Jesus Christ or signifies a belief in his holy presence: *the Lord’s Supper, Holy Communion and Holy Eucharist*.

Lowercase the names of other sacraments: *baptism, confirmation, penance (also called the sacrament of reconciliation), matrimony, holy orders and the anointing of the sick*.

Saint Xavier Athletics, Saint Xavier University Athletics Department

Saint Xavier University
Spell out on first reference. *Saint* is never abbreviated. On second and subsequent references, it may be referred to as Saint Xavier or SXU. Capitalize *University* when referring to Saint Xavier: *Saint Xavier University is closed today. The University will open tomorrow.*

*Please note this is an in-house style rule.*

Scarlet and Gray
Please note the spelling of *gray*.

school
Schools and colleges within the University are uppercase: Graham School of Management, School of Nursing and Health Sciences and College of Arts and Sciences. On second reference: *the school, the college*.

School of Nursing and Health Sciences (SONHS)

shoutout (noun), shout out (verb)

sign-up (noun and adjective), sign up (verb)

Sisters of Mercy
A collective noun that takes singular verbs and pronouns: *The Sisters of Mercy is the sponsor of the program*. Lowercase *sisters* on subsequent uses.
**social media, social networking**
Social media are online tools that people use to connect with one another. Social networking is the practice by which people meet, interact and share information online through the use of such sites as Facebook or Twitter. Popular social media platforms include:

- Facebook
- Flickr
- Instagram
- LinkedIn
- Pinterest
- Snapchat
- Tumblr
- Twitter
- YouTube

When referring to social media accounts, capitalize the first letter of each word. Follow the spacing of the username as it appears on the platform: *The Saint Xavier University Facebook page and @SaintXavier Twitter account*. Note the use of the @ symbol. This symbol is used only for Twitter accounts.

When using hashtags, capitalize the first letter of each word to avoid confusion: #CougarsCare not #cougarscare.

**South Side**

**state abbreviations**
Spell out the names of the 50 U.S. states when they stand alone in textual material. The names of eight states are never abbreviated in datelines and text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Illinois should be abbreviated, Ill. or IL as postal code. See the *Associated Press Stylebook* for the full list of state abbreviations.

**subcommittee**
Lowercase when used with the name of a legislative body's full committee. Capitalize when a subcommittee has a proper name of its own.

**swag**
Slang. Sometimes used to describe the free stuff at gift suites and in gift bags given to presenters and other award-show participants.

**task force**
Capitalize when used as a proper name; lowercase when used alone.

**telephone extensions**
For internal use, extension is abbreviated and capitalized: Ext. For external use, comma after the phone number: (773) 298-0000, Ext. 1234.
telephone number
Use figures with parentheses: (844) 468-6798.*

*For web style, parentheses are not used: 844-468-6798.

that/which
Use that and which to refer to inanimate objects and to animals without a name.

That is used to introduce essential clauses. An essential clause cannot be cut without changing the meaning of the sentence – it restricts the meaning of the word or phrase that its absence would lead to a substantially different interpretation of what the author meant: Carrie remodeled the house that burned down Friday.

Which is used to introduce nonessential clauses. Nonessential clauses can be eliminated without altering the basic meaning of the sentence. A nonessential clause must be set off by commas: The house, which Carrie remodeled, burned down Friday.

theater
Use this spelling unless the proper name uses theatre.

The Den
The Den is a website for all student organizations to gather and share their events with the entire student body.

their, there, they’re
Their is a possessive pronoun: They went to their house.

There is an adverb indicating direction: We went there for dinner.

There also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: There is no food on the table.

They’re is a contraction for they are.

today, tonight, tomorrow, yesterday
Use only in direct quotations and in phrases that do not refer to a specific day: Customs today are different from those of a century ago.

Use the day of the week in copy, not today, tonight, yesterday or tomorrow.
toward
Not towards.

translation
Neither Saint Xavier University nor SXU should be translated into any language other than English.

trustee
A person to whom another’s property or the management of another’s property is entrusted. Do not capitalize even if used before a name.

T-shirt

Twitter
A message-distribution system that allows users to post continual updates of up to 140 characters detailing their activities for followers or providing links to other content. The verb is tweet, tweeted. A Twitter message is known as tweet.

United States
Acceptable spelled out and abbreviated. Use periods in the abbreviation, U.S. within texts. For USA, no periods in the abbreviated form for United States of America.

website, webcam, webcast, webmaster
One word, lowercased.

the web, web page and web feed
Two words, lowercased.*

*Please note this is an in-house style rule.

who, whom
Who is a pronoun used for references to human beings and to animals with a name. It is grammatically the subject (never the object) of a sentence, clause or phrase: The woman who rented the room left the window open. Who is there?

Whom is used when someone is the object of a verb or preposition: The woman to whom the room was rented left the window open. Whom do you wish to see?

Wi-Fi
For the wireless networking standards.
year-end
(n. and adj.), year-round (adj. and adv.)

you are, you’re and your
Your is the second person possessive adjective used to describe something as belonging to you. It usually follows a noun: What is your name? This is your best work ever! Do you have your homework today?

You’re is the contraction of you are and is oftentimes followed by the present participle (verb form ending in -ing.): You’re going to be late. You’re welcome!

YouTube
A video-serving network owned by Google Inc. that allows users to upload their own videos for access by anyone with a network connection.

ZIP code
Use all-caps ZIP for Zoning Improvement Plan, but always lowercase the word code.